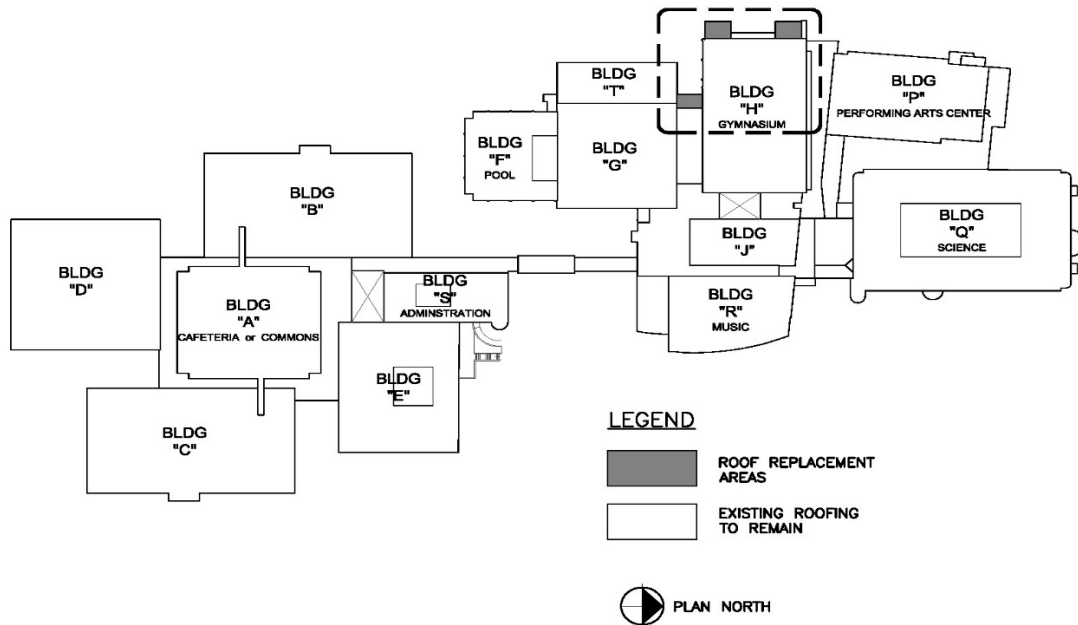




SPECIFICATION BOOKLET  
GREENWICH PUBLIC SCHOOLS  
GREENWICH HIGH SCHOOL  
SELECT ROOF REPLACEMENTS



OWNER: GREENWICH PUBLIC SCHOOLS  
ADDRESS: 290 GREENWICH AVENUE  
CITY: GREENWICH, CT 06830

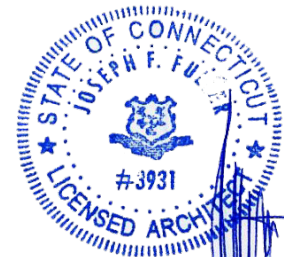
BOARD OF EDUCATION  
BID NUMBER: 2323-21

FULLER AND D'ANGELO  
PROJECT NO: 21412.00

FACILITY NAME: GREENWICH HIGH SCHOOL  
10 HILLSIDE ROAD  
GREENWICH, CT 06830



FULLER AND D'ANGELO, P.C.  
ARCHITECTS & PLANNERS  
45 KNOLLWOOD ROAD  
ELMSFORD, NEW YORK 10523  
(914) 592-4444  
[www.fullerdangelo.com](http://www.fullerdangelo.com)



DATE ISSUED FOR BID: APRIL 1<sup>st</sup>, 2021



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**GREENWICH PUBLIC SCHOOLS  
Purchasing Department  
290 Greenwich Avenue  
Greenwich, Connecticut 06830  
(203) 625-7411  
Fax (203) 625-7677**

**EUGENE H. WATTS  
Senior Buyer**

April 1, 2021

Dear Sir/Madam:

You are invited to submit a bid for a Greenwich High School Select Roof Replacements on behalf of the Greenwich Public School District. The attached bid specifications detail the requirements we are looking for.

Bidders are urged to read all documents carefully and fill out all information requested. Bids which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection for failure to comply strictly with these conditions.

Bids must be submitted on the schedule form attached hereto. All unit prices must be filled in. Each bid must be submitted with (1) original copy/set, and five (5) copies/sets of the bid. Proposer must submit proposal in a clear, concise and legible manner so as to permit proper evaluation of responsive bid. Faxed or emailed bids will not be accepted however, hand delivered, mailed or overnight bids will be accepted Monday through Friday between the hours of 8:30am -12:00pm and 1:00pm - 3:00pm in the Central Receiving Department located in the Arch Street parking lot, or by mail. The original proposal and copies must be in a sealed envelope plainly marked:

**Greenwich High School Select Roof Replacements Bid**

**Opening Date: 4/22/21**

**Opening Time: 10:00 a.m.**

**Bid Number: 2323-21**

**Mandatory Walk-through (Mask required)**

**Greenwich High School**

**10 Hillside Road**

**Greenwich, CT 06830**

**April 7, 2021 @ 3:45 p.m.**

All responses are subject to change based on the status of the COVID 19 pandemic and Federal Ordinances.

In accordance with the Governor's current public meeting requirements and in order to limit the spread of COVID-19, the meeting for the Bid opening will be held remotely by computer and also by telephone in real time. The details to join the meeting remotely are as follows:



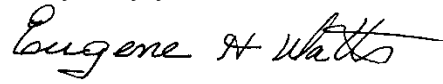
**Dial-In by phone:**

1 402-882-5867

**PIN: 936562941#**

All Bidders and other interested people are invited to call in to hear the bids being read at 10:00 a.m.

Very truly yours,

A handwritten signature in black ink, appearing to read "Eugene H. Watts". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

---

Eugene H. Watts



## **Information to Bidders Part 1**

The Architect for the project is Fuller D'Angelo P.C. Architects and Planners, 45 Knollwood Road, Elmsford, NY 10523

The contact for the Owner is: Eugene Watts, Senior Buyer, Greenwich Public Schools, Havemeyer Building, 290 Greenwich Avenue, Greenwich, CT.

Contractor(s) whose bid exceeds \$500,000.00 shall hold a current "DAS" Contractor Prequalification Certificate" (not a predetermination letter) from the Department of Administrative Services of the State of Connecticut according to Connecticut General Statutes Section 4a-100, 4b-101 and 4b-91 previously stated as Public Act 03-215 and as amended by Public Act 04-141. Bidders shall submit with their bids, unless noted otherwise, a "DAS Contractor Prequalification Certificate" along with a current "Update (bid) Statement". Failure to submit those items with the bid will result in disqualification of the bidder. If you have any questions regarding these requirements contact the State of CT.DAS, at telephone number 860-713-5280 or visit their web site at [www.das.state.ct.us](http://www.das.state.ct.us) .

### **1. BACKGROUND:**

The Town of Greenwich, CT is about 30 miles northeast of New York City and has a population of about 60,000 people. The Greenwich Public Schools enjoy a national reputation for excellence and have strong support from the community. Our fifteen public schools have a current enrollment of 9000 students and consist of eleven elementary schools (K-5), three middle schools (6-8), and one comprehensive high school (9-12). Our district also offers some pre-K and alternative high schools programs.

### **2. CONTRACT LENGTH:**

This Bid is for awarding a contract to cover the period beginning on or about June 28, 2021. Once this Bid is awarded, the bidder must make arrangements to meet with Greenwich Public Schools if required.

### **3. OPTION TO EXTEND:**

The Board of Education may, at their option and with the approval of the vendor, extend the period of this agreement for the schools. If the Board of Education intends to extend the contract period, the vendor shall be notified in writing by the Purchasing Department at least fourteen (14) calendar days prior to the expiration of the original contract.

### **4. BID EVALUATION CRITERIA:**

A committee composed of various administrators will evaluate bids. The following criteria guidelines will be used in analyzing and evaluating this bid:

Conformance to the requirements of this Bid, i.e. conformance to Terms, Conditions and Scope of Work.

Proven skills and technical competence.

Background on the firm

For Vendor firm, identification of personnel who will have principal responsibility.

Qualifications Form



5. A NARRATIVE DESCRIBING THE FIRMS APPROACH TO UNDERTAKING THE SCOPE OF THE WORK INCLUDING:

Cost/service fee (overall cost to the Board of Education with all factors considered).  
Presentation to the selection committee, if requested.

6. AWARD OF CONTRACT:

The contract will be awarded by the Board of Education to the qualified firm or person at compensation determined to be fair and reasonable considering budgetary limitations, scope, complexity and the nature of goods and/or services.

7. PURPOSE:

Greenwich Public Schools is soliciting bids to provide Select Roof Replacements at the Greenwich High School for the Greenwich Public School District.

8. OVERVIEW:

Greenwich Public Schools wishes to solicit Request for Bids for Select Roof Replacements, including alternates. Companies must be located within a 100-mile radius of the district in order to submit a bid. It is understood that any contract is subject to available funding.

9. THE DETAILED BIDDER SHALL INCLUDE:

An outline of the procedures to be used to provide for select roof replacements at the Greenwich High School indicated above, and how cost estimates will be calculated.

10. INTENT OF WORK

Fixed price scope of work per plans and specifications for provision of the select roof replacement and alternates at the Greenwich High School.

11. SCOPE OF SERVICE:

Remove and replace various roof areas, base bid Gym vestibule entrance roof and related work, and as separate alternates north and south gym storage room roofs.

12. CONTRACTOR AGREEMENT

1. The contractor shall simultaneously with the signing of the Contract, furnish the Town the executed Performance, Maintenance, and Payment Bond of a surety company authorized to do business in the State of Connecticut, and acceptable to the Town, in the sum of the full amount of the Contract Obligation in the form provided by the Town. A PERFORMANCE BOND will not be required where the total estimated cost of labor and materials under the contract with respect to which such general bid is submitted is less than one-hundred thousand dollars (\$100,000.00). Once a contract exceeds \$100,000.00 the bidder will be responsible for obtaining and paying for all bonds required by Greenwich Public Schools.



2. Each bid shall be signed and accompanied by a bid security payable to the Town of Greenwich in the amount of ten (10%) percent of the bid and shall be in the form of a Bid Bond only as issued in the bid documents. Bid Bonds must use the Greenwich Public Schools Bid Bond Form (included within the bid documents), issued by a surety Company listed on the Current U.S. Department of Treasury's Federal Register and be licensed to underwrite bonds in the State of Connecticut.
3. Each bid shall be accompanied by a completed copy of the Bidders Qualification Questionnaire included in the bid documents. The Greenwich Public Schools reserve the right to request further information and/or supplemental information with respect to the Qualification Questionnaire at their sole discretion
4. Each bidder shall utilize the specified manufacturers. Should the Contractor desire to substitute other articles, materials, apparatus, products or process, then those specified or approved as equal, the Contractor shall apply to the Architect, in writing, for approval of such substitution, per Section 01600 Product Requirements. It should be noted that the Bid shall not be based on a substituted article, material, apparatus, product or process. No substitution reviews shall take place prior to bid.
5. Each form of bid contains a section for alternates and/or unit prices. All alternate prices must be completed with a dollar value. Blanks, not applicable (n/a), no effect, etc. in these portions of the form of bid shall be construed to indicate that the particular alternate shall be performed without increase to the contract price as they relate to the scope of the trade package.
6. Unit prices which do not affect the work of your trade may be filled in "not applicable (n/a)". "Not applicable or blanks in these portions of the form of bid shall be construed to indicate that the unit price is not applicable as they relate to the scope of the trade package.
7. The successful bidder will produce for the Greenwich Public Schools review a current financial statement, which will remain strictly confidential.

#### EXCEPTIONS.

8. Each bid shall be accompanied by a completely filled in and properly executed Non-Collusion Affidavit.
9. All work shall be done in accordance with applicable State statutes; conditions of Prevailing Wages shall apply.
10. Note: Failure to submit a bid with four copies does not constitute a material defect.
11. No Bidder may withdraw their Bid within 90 days after the actual date of Bid Opening.
12. Qualifications to the bid are not allowed. If bids are qualified, they may be deemed non-responsive and subsequently rejected.



13. If there is a conflict between the Contract Agreement and the General Conditions, the Contract Agreement shall prevail.
14. Bid awards must be approved by the Greenwich Public Schools. All contractors shall be required to execute the Greenwich Public Schools standard form of contract and accompanying payment and performance bonds without exception.
- i. The contract shall be awarded to the lowest responsible and qualified bidder, meaning the bidder whose bid is the lowest of those bidders possessing the skill, ability and integrity necessary to faithful performance of the work based on objective criteria considering past performance and financial responsibility. In considering past performance, the Greenwich Public Schools shall evaluate the skill, ability and integrity of bidders in terms of the bidders' fulfillment of contract obligations and of the bidders' experience or lack of experience with projects of similar size and scope. The Greenwich Public Schools reserves the right to consider as unqualified to do the work required by the bid documents any bidder that does not habitually perform with its own forces the major portion of the work involved in the bid documents. No contract will be awarded to any bidder who is at time of award not qualified under applicable regulations issued by the Secretary of Labor, United States Department of Labor or any applicable State and local laws and regulations.
- ii. After review of all factors, terms, and conditions, including price, the Greenwich Public Schools reserves the right to reject any and all bids, or any part thereof, or waive defects in same.
13. FEE:
- Indicate your Bid Fee for all services as described in Part 5. The District reserves the right to provide payment in accordance with completion of services based on the Project Schedule.
14. QUESTIONS:
- Questions concerning this bid will be received by email **only directed to: Eugene H. Watts, at [bid\\_department@greenwich.k12.ct.us](mailto:bid_department@greenwich.k12.ct.us)**. In the "Subject" line you must put **Bid # 2323-21** Title: Select Roof Replacements at Greenwich High School by using the RFI form. No questions will be accepted after **April 12, 2021 at Noon**. All answers will be published by written Bid Notification no later than **April 15, 2021 by Noon**. It is the responsibility of all bidders to verify that they are current with all.
- Failure to comply with these conditions will result in the bidder waiving his right to dispute the bid specifications and conditions. All Addenda will be posted on our website: [www.greenwichschools.org](http://www.greenwichschools.org) up to 72 hours before the bid opens.
15. BID DOCUMENTS:
- Specifications can be viewed at the Greenwich Public Schools website: **[www.greenwichschools.org](http://www.greenwichschools.org)**.
- Project Description:
- This project involves Select Roof Replacements at the Greenwich High School including base bid and selected alternate area roof replacements.



## Pre-Bid Conference

There will be a pre-bid conference beginning at 3:45 PM on APRIL 7, 2021 at Greenwich High School Greenwich, CT 06878. **Attendance at the walkthrough is mandatory.** Following the conference, interested parties may walk the site at the project meeting, all shall meet at the Schools Main entrance, masks are also mandatory.

### 16. ACCEPTANCE:

The department will make determination of the acceptability of work. Work shall be completed in a responsive and professional manner and in accordance with the specifications.

### 17. GENERAL TERMS AND CONDITIONS:

Sealed bids for furnishing Select Roof Replacements, at the Greenwich High School, 10 Hillside Road, Greenwich CT 06830 Greenwich Public Schools, as specified on the attached bid specification sheets, will be received at the time and date previously mentioned. All bidders and other interested persons are invited to be present at the opening of these bids that will take place at the Board of Education.

The Board of Education reserves the right to waive any informality in the bid or reject any or all bids or to accept any bid, which appears to be in the best interest of the Board. Any bid may be withdrawn prior to the opening time and date. Any bid received after the time and date as specified will not be considered.

The Board of Education may consider proximity of vendor's service as a factor in determining lowest responsible bid.

If the Board of Education deems it necessary, the Board of Education may postpone the date for the opening of these bids by notifying each bidder by telephone, mail or the issuing of an addendum through our website.

The Board of Education shall have the right to take such steps as it deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish the Board of Education with information and data for this purpose as the Board of Education may request. The right is reserved to reject any bid where, on investigation, the evidence or information submitted by such bidders does not satisfy the Board of Education that the bidder is qualified to carry out properly the terms of the contract.

Consumption or use of alcohol and/or drugs is prohibited on school property. Any individual with alcohol or drugs will be removed from said property. Smoking is prohibited in all school buildings and on school grounds.

### 18. TAX:

No amount shall be added for the Connecticut Sales Tax or Federal Tax. The Greenwich Public School system is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Taxes must not be included in the bid price.

### 19. Non-Connecticut Contractors.



Pursuant to Connecticut General Statutes §12-430(7), as amended by Public Act No. 11-61, Section 66 a nonresident contractor shall comply with the State of Connecticut's bonding requirements.

20. COLLUSION AMONG BIDDERS:

More than one offer from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bidders will be rejected if there is any reason for believing that collusion exists among the bidders.

Participants in such collusion may not be considered in future offers for the same work. Each bidder, by submitting a bid, certifies that it is not a part to any collusive action.

21. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED:

The successful bidder will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful bidder agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful bidder in all solicitation or advertisements for employees, placed by or on behalf of the contractor, will state that such successful Bidder is an Equal Opportunity Employer.

Notices, advertisements, and solicitations placed in accordance with Federal Law, rules or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

22. The intention of this BID/RFP is to establish a contract with one or more contractors who will, upon request, provide the time with the services, labor, and supplies described in this solicitation.

This is no guarantee as to the amount of services, labor or supplies that the Board of Education may purchase during the term of this contract.

23. Per Connecticut General Statutes CGS § 10-221d, which went into effect July 1, 2016, and 10-222c, all people who are entering into a paid agreement with a school district must submit to a mandatory background check. If you are an individual, you must send me your employment history so that I can do the background check. If you are a company having multiple employees in the schools, you will be responsible for obtaining the background checks on each of your employees.





REQUEST FOR INFORMATION NO. \_\_\_\_\_

Greenwich Public Schools -GHS -Select Roof Replacements Project

Date: \_\_\_\_\_

A/E Project Number: 21412.00

**Bid # 2323-21**

To: Greenwich Public Schools  
Mr. Eugene Watts  
Email: [bid\\_department@greenwich.k12.ct.us](mailto:bid_department@greenwich.k12.ct.us)

From: \_\_\_\_\_ Tele. No.: \_\_\_\_\_ Fax: \_\_\_\_\_

Subject	Discipline/Trade	Dwg./Spec. Reference

QUESTION:

Field Condition  
Drawing/Spec  
Discrepancy  
Owner Change  
Clarification  
Other

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

FULLER AND D'ANGELO, P.C. RESPONSE

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

CC: Company Name	Contact Name	Copies	Fax Number	Notes

Review and any responses to this request for information by the architect/engineer is strictly for design intent only and does not constitute acknowledgement or acceptance of any cost or schedule implications unless specifically presented by the contractor. By submission of this request for information the contractor assumes all responsibility in the absence of an approved change order or work directive



## Information to Bidders Part 2

### **GENERAL TERMS AND CONDITIONS**

Sealed bids for furnishing these services to Greenwich Public Schools, as specified on the attached bid specification sheets, will be received on **April 22, 2021 at 10:00AM**. All bidders and other interested persons are invited to be present at the opening of these bids which will take place at the Board of Education. Bidders are urged to read all documents carefully and fill out all information requested. Bids which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection.

The Board of Education reserves the right to waive any informality in the bid or reject any or all bids or to accept any bid that appears to be in the best interest of the Board. Any bid may be withdrawn prior to the opening time and date. Any bid received after the time and date as specified will not be considered.

The Board of Education will consider proximity of vendor's service as a factor in determining lowest responsible bid. The bidders company must be within a one hundred (100) mile radius of the Greenwich Board of Education.

If the Board of Education deems it necessary, the Board of Education may postpone the date for the opening of this bid by notifying each bidder by telephone, mail or the issuing of an addendum.

The Board of Education shall have the right to take such steps as it deems necessary to determine the ability of the bidders to perform the work and the bidders shall furnish the Board of Education with information and data for this purpose as the Board of Education may request. The right is reserved to reject any bid where, on investigation, the evidence or information submitted by such bidders does not satisfy the Board of Education that the bidders is qualified to carry out properly the terms of the contract.

Consumption or use of alcohol and/or drugs is prohibited on School Property. Any individual with alcohol or drugs will be removed from said property. Smoking is prohibited in all School Buildings and on school grounds.



## **INSURANCE PROCEDURE**

### **PLEASE NOTE:**

**THIS PAGE MUST BE RETURNED WITH YOUR BID/RFP. FAILURE TO DO SO MAY RESULT IN YOUR BID/RFP BEING REJECTED.**

Please take the insurance requirements of the Contract to your agent/broker immediately upon receipt of the bid documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in this Request for BID/RFP. Any BID/RFP with deficient insurance requirements will be rejected.

### STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. The BID/RFP cost reflects any additional costs relating to insurance requirements for this work.

---

Signature

---

Date

### **Insurance Requirement Sheet**

**Insurance Requirements:** Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Contract operations.

- ☒ A. General Liability, with minimum coverages for combined bodily injury and property damage liability of \$2,000,000 general aggregate, \$1,000,000 per occurrence including:
- ☒ 1. Commercial General Liability.
  - ☒ 2. Town as additional insured.
  - ☐ 3. Owners and Contractors Protective Liability (separate policy in the name of the Town).
- ☒ B. Comprehensive Automobile Liability, with minimum coverages of \$1,000,000 combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.
- ☒ C. Excess Liability, with minimum coverage of \$5,000,000 in umbrella form, or such other form as approved by Town Department Head and Risk Management Director.
- ☒ D. Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.
- ☐ E. Professional Liability (for design and other professionals for Errors and Omissions), with minimum coverage of \$1,000,000. If the policy is on a claims-made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.
- ☐ F. Other (Builder's Risk, etc.):\_\_\_\_\_.



☒ **G. CERTIFICATE HOLDER: TOWN OF GREENWICH**  
**ATTN: BOARD OF EDUCATION. (Also fill in on ACORD Certificate of Insurance)**  
**290 Greenwich Avenue, Greenwich, CT 06830.**

The **Acord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. Company name and address must conform on all documents including insurance documentation. It is required that the agent/broker note the individual insurance companies providing coverage, rather than the insurance group, on the Acord form. The Contract number (provided to the awarded Contractor), project name and a brief description must be inserted in the "Description of Operations" field. It must be confirmed on the Acord Form that the Town of Greenwich is endorsed as an additional insured by having the appropriate box checked off and stating such in the "Description of Operations" field. **A letter from the awarded vendor's agent/broker certifying that the Town of Greenwich has been endorsed onto the general liability policy as an additional insured is also mandatory.** This letter **must follow exactly the format provided by the Purchasing Department and must be signed by the same individual authorized representative who signed the Acord form.** If the insurance coverage required is provided on more than one Acord certificate of insurance, then additional endorsement letters are also required. Contract development will begin upon receipt of complete, correct insurance documentation.

The Contractor shall be responsible for maintaining the above insurance coverages in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of B+:VII or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups  
Issued by the State of Connecticut Insurance Department.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	PRODUCER CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	<b>UMBRELLA LIAB</b>	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> DEDUCTIBLE						\$
	<input type="checkbox"/> RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2009/09)

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**REFERENCES:**

Please list at least five (5) school districts in Connecticut or New York of similar size to Greenwich Public Schools where you or your company has performed these services.

1. \_\_\_\_\_  
NAME AND ADDRESS

\_\_\_\_\_  
TELEPHONE # FAX # EMAIL

\_\_\_\_\_  
CONTACT PERSON AND TELEPHONE NUMBER

2. \_\_\_\_\_  
NAME AND ADDRESS

\_\_\_\_\_  
TELEPHONE # FAX # EMAIL

\_\_\_\_\_  
CONTACT PERSON AND TELEPHONE NUMBER

3. \_\_\_\_\_  
NAME AND ADDRESS

\_\_\_\_\_  
TELEPHONE # FAX # EMAIL

\_\_\_\_\_  
CONTACT PERSON AND TELEPHONE NUMBER

4. \_\_\_\_\_  
NAME AND ADDRESS

\_\_\_\_\_  
TELEPHONE # FAX # EMAIL

\_\_\_\_\_  
CONTACT PERSON AND TELEPHONE NUMBER

5. \_\_\_\_\_  
NAME AND ADDRESS

\_\_\_\_\_  
TELEPHONE # FAX # EMAIL

\_\_\_\_\_  
CONTACT PERSON AND TELEPHONE NUMBER



**SECTION 00 0115**  
**LIST OF DRAWING SHEETS**

**PART 1 - GENERAL**

**1.1 DRAWING INDEX**

- A. Drawings are listed on Drawing G-1.

**PART 2 - PRODUCTS (NOR USED)**

**PART 3 - EXECUTION (NOT USED)**

**END OF SECTION**



**SECTION 00 2113**  
**INSTRUCTIONS TO BIDDERS**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Refer to the Invitation to Bids, Information to Bidders and the Agreement for additional information. Any conflicts the Invitation to Bids, Information to Bidders and the Agreement shall supercede this Section.

**1.3 DOCUMENT INCLUDES**

- A. Invitation
  - 1. Bid Submission
  - 2. Intent
- B. Bid Documents and Contract Documents
  - 1. Definitions
  - 2. Contract Documents Identification
  - 3. Availability
  - 4. Examination
  - 5. Inquiries/Addenda
  - 6. Product/Assembly/System Substitutions
- C. Site Assessment
  - 1. Prebid Conference
- D. Qualifications
  - 1. Qualifications
- E. Bid Submission
  - 1. Bid Depository
  - 2. Submission Procedure
  - 3. Bid Ineligibility
- F. Bid Enclosures/Requirements
  - 1. Security Deposit
  - 2. Consent of Surety
  - 3. Performance Assurance
  - 4. Bid Form Requirements
  - 5. Bid Form Signature
  - 6. Additional Bid Information
  - 7. Selection and Award of Alternates
- G. Offer Acceptance/Rejection
  - 1. Duration of Offer
  - 2. Acceptance of Offer

**1.4 RELATED DOCUMENTS**

- A. Division 00 Procurement Requirements and Greenwich Public Schools Front End documents as listed in the Table of Contents.
- B. Division 01 General Requirements including:
  - 1. Document 01 1000 - Summary of Contract.



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2. Document 00 4100 - Bid Form.
3. Section 00 4400 - Contractor's Qualification Statement.
4. Document 00 7300 - Supplementary Conditions.
5. Section 01 2100 - Allowances.
6. Section 01 2300 - Alternates.

**1.5 BID SUBMISSION**

- A. Refer to Invitation to Bids for date and time.
- B. Offers submitted after the stated time shall be returned to the bidder unopened.
- C. Offers will be opened publicly immediately after the time for receipt of bids.

**1.6 INTENT**

- A. The intent of this General Contracting Bid is to request and obtain an offer to perform work to complete the Select Roof Replacement at Greenwich High School located within the Greenwich Public Schools for a Stipulated Sum in accordance with the Contract Document.

**1.7 LUMP SUM BIDS**

- A. Bids will be received for one (1) prime contracts as follows:
  1. General Construction

**1.8 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS**

- A. Work of this proposed Contract comprises the Select Roof Replacement as indicated on drawings and specification.

**1.9 CONTRACT TIME**

- A. The Contractor shall complete its portion of the Project work within such Contract Time as will assure the substantial completion of the Project by all contracts, in accordance with the sequence of work described in Section 01 1000 - Summary of Contract and Section 01 1010 - Milestone Schedule. The attention of the bidders is specifically directed to the provisions of the Agreement and that on no account will the contractor be permitted to assert a claim for damages for delay.

**1.10 BID DOCUMENTS AND CONTRACT DOCUMENTS**

- A. Definitions: All definitions set forth in the Agreement and Section 01 1000 - Summary of Contract are applicable to these Instructions to Bidders.
- B. Contract Documents: Defined in the Agreement including issued Addenda .
- C. Bid, Offer, or Bidding: Act of submitting an offer under seal.
- D. Bid Amount: Monetary sum identified by the Bidder in the Bid Form.

**1.11 CONTRACT DOCUMENTS IDENTIFICATION**

- A. The Contract Documents are identified as F+D Project Number 21412.00, as prepared by Fuller and D'Angelo, P.C. who is located at 45 Knollwood Road, Elmsford, New York 10523, and with contents as identified in the Table of Contents.

**1.12 AVAILABILITY**

- A. Contract documents can be viewed and downloaded from the Greenwich Public Schools website: [www.greenwichschools.org](http://www.greenwichschools.org)
- B. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes. Download Documents for Bidding.

**1.13 EXAMINATION**

- A. Bid Documents are on display at the offices of the following:
  1. Bid Documents can be viewed and downloaded from the Greenwich Public Schools website: [www.greenwichschools.org](http://www.greenwichschools.org).

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- B. Upon receipt of Bid Documents verify that documents are complete. Notify Eugene Watts Greenwich Public Schools Purchasing Dept. should the documents be incomplete, see e.mail address below.
- C. Immediately notify Eugene Watts Greenwich Public Schools Purchasing Dept. upon finding discrepancies or omissions in the Bid Documents.

**1.14 INQUIRIES/ADDENDA**

- A. Addenda are written or graphic instruments issued prior to the Bid Date which modify or interpret the bidding documents, including Drawings and Specifications, by additions, deletions, clarifications or corrections. Addenda will become part of the Contract Documents when the Construction Contract is executed
- B. Verbal answers are not binding on any party.
- C. Clarifications requested by bidders must be in writing not later than Noon on April 12, 2021. The reply will be in the form of an Addendum, if required, a copy of which will be posted on the Website by **April 15, 2021 at Noon** , other addendum may be posted to within 24 hours of bid time. .
- D. Questions: Any and all questions about the interpretation or clarification of the Bid Documents, or about any other matter affecting the Work or pertaining to the bid must be directed in writing to:  
**Bid\_Department@greenwich.k12.ct.us - In the subject line put Bid Number 2323-21**  
**Attn: Mr. Eugene Watts**
- E. Answers: The Owner will issue addenda, if necessary, to answer such questions. Bidders shall rely on answers contained in such addenda and shall not rely upon any oral answers given by any employee or agent of the Owner's Representative, Architect, and Architect's Consultants

**1.15 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS**

- A. Where the Bid Documents stipulate a particular product bidders shall comply with the specifications, performance and quality of the specification item. The Architect will not review any substitutions during the bidding period. The bidder assumes all responsibility to meet the requirements and the Architect shall be final authority as to a product is equal to the specification.
- B. Wherever in the Contract Documents an article, material, apparatus, product or process is identified by "Basis of Design", trade name or catalog reference, or by the name of the patentee, manufacturer or dealer, it is understood that it constitutes the standard requirement to meet the contract specifications. All other products shall be considered as "substitutions" and shall be submitted in accordance to Section 01 2500 - Substitution Procedures.
- C. Where two or more articles, materials, apparatus, products or processes are listed as acceptable by reference to trade name or otherwise, the choice of these will be optional to the bidder. All other products these shall be considered as "substitutions" and shall be submitted in accordance to Section 01 2500 - Substitution Procedures.
- D. Where articles, materials, apparatus, products or processes are listed by reference to a named specified item as "or Equal", these shall be considered as "substitutions" and shall be submitted in accordance to Section 01 2500 - Substitution Procedures.
- E. Bidders may base their bid on a product they may consider equal to the specified product. These shall be considered as "substitutions" and shall be submitted in accordance to Section 01 2500 - Substitution Procedures.
- F. The bidder is made aware that the Owner's Representative and Architect will make the final determination as to what constitutes an equal.
- G. If the Architect shall reject the proposed equal as not being the equal of that specifically named in the contract, the successful Contractor shall immediately proceed to furnish the designated article, material, apparatus, product or process specified or an approved equal without additional cost or time delay to the Owner.
- H. See Section 01 6000 - Product Requirements for additional requirements.

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- I. Where the Bid documents stipulate a particular product bidders shall comply with the specifications, and performance and quality of the specification item. The architect will not review any substitutions during the bidding period. The bidder assumes the responsibility to meet the requirements and the architect shall be the final authority as to a product is an equal to the specification.

**1.16 PREBID CONFERENCE**

- A. A mandatory bidders conference has been scheduled for 3:45 **p.m. on the 16 day of APRIL 2021** at the location of Greenwich High School Main Lobby. Bidders are advised to follow CDC guidelines, and masks must be worn in order to enter the building. **Any Bidder without a mask shall not be allowed inside the School to fully view the project scope of the work, and will be considered not in attendance at the walk-through.**
- B. Attendance is Mandatory.
- C. Representatives of Fuller and D'Angelo, P.C. will be in attendance.
- D. If applicable, information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients.

**1.17 EVIDENCE OF QUALIFICATIONS**

- A. Contractors whose bid exceeds \$500,000.00 shall hold a current "DAS Contractor Prequalification Certificate" (not a pre-determination letter) from the Department of Administrative Services of the State of Connecticut according to Public Act 03-215 and as amended by Public Act 04-141. These Bidders shall submit with their bids a "DAS Contractor Prequalification Certificate" along with a current "Update (bid) Statement." Failure to submit these items with the bid will result in disqualification of the bidder per the Public Act. If you have any questions regarding these requirements, contact the State of CT DAS at telephone number (860) 713-5280 or visit their web site at [www.das.state.ct.us](http://www.das.state.ct.us)
- B. **Bidder shall submit with their bid proposal** a properly executed Contractor's Qualification Statement in Section 00 4400.
- C. To be considered qualified, in addition to the qualifications listed in the Contractor's Qualification Statement Section 00 4400, bidder must demonstrate to the Owner's satisfaction:
  1. The Corporation, partnership, sole proprietorship or principals of the entity in whose name the bid is submitted has no less than the previous five (5) years performing or coordinating the Work which they are bidding on.
  2. The Bidder has to have performed five (3) similar projects.
  3. The principal(s) of the bidder have satisfactorily completed no less than five (5) projects of comparable size and type to this project, and not less than a cost of \$500,000.
  4. The bidder is not currently involved in bankruptcy proceedings.
  5. The bidder is capable of and intends and intends to perform the work with a minimum of 20% with its own forces.
  6. The bidder will perform the work with sufficient personnel as required to comply with the schedule.
  7. The bidder or principals of the bidder and each subcontractor must have a minimum of five (5) years experience in the work and/or applicable trade.
  8. The Field Superintendent must have at least five (5) years as a working field superintendent and must speak English.
  9. All bidders will be required to submit a listing of projects, including addresses, Owner's name, Architect, date work was performed and any other information which would serve to document its ability to perform the work of the character desired and in time required.

**1.18 SUBCONTRACTORS/SUPPLIERS/OTHERS**

- A. Greenwich Public Schools reserves the right to reject a proposed subcontractor for reasonable cause.
- B. Refer to Agreement

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- C. All proposed sub-contractors must be submitted to Owner's Representative, Architect, and Construction Manager for approval.

**1.19 BID SUBMISSION PROCEDURE**

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed. Refer to Invitation to Bid and Information to Bidder.
- B. Submit one (1) original and four (4) copies of the executed offer on the Bid Forms provided in the project manual, signed and sealed with the required security in a closed opaque envelope, clearly identified with bidder's name and:  
Greenwich Public Schools Bid No. 2323-21.  
Greenwich High School  
Select Roof Replacement
- C. Improperly completed information, irregularities in security deposit, may be cause not to open the Bid Form envelope and declare the bid invalid or informal.
- D. To submit a bid for a bid package, the bidder should photo copy or remove the proposal form for that bid package from the Project Manual. Then the bidder should complete, sign and submit the form as required herein. If a bidder is bidding on more than one bid package, there must be on fully completed and signed form for each package being bid. The bidder should not submit the entire Project Manual with the bid proposal.
- E. All bid prices shall be filled in, both in words and figures. Signatures shall be in ink and in longhand. Proposals which are incomplete, conditional or obscure may be rejected as informal.
  - 1. In case of a discrepancy between the words and figures, the written word, not the figures, will govern.
- F. Bidder's shall not rely on oral statements made by any employee or agent of the Owner, Architect, Architect's consultants or Owner's Representative. Before submitting a proposal, bidders shall fully inform themselves as to all existing conditions and limitations and shall include in the Proposal a sum to cover the cost of all items included in the Contract
- G. No oral or telephonic proposals or modifications of proposals will be considered.

**1.20 BID INELIGIBILITY**

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Greenwich Public Schools, be declared unacceptable.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of Greenwich Public Schools, be declared unacceptable.
- C. Failure to provide security deposit, bonding or insurance requirements may, at the discretion of Greenwich Public Schools, invalidate the bid.

**1.21 SECURITY DEPOSIT**

- A. Bids shall be accompanied by a security deposit as follows:
  - 1. Bid Bond or Certified Check of a sum no less than 10 percent of the Bid Amount , including allowances, unit costs, and alternates.
- B. Endorse the Bid Bond or Certified Check in the name of the Greenwich Public Schools as obligee, signed and sealed by the principal (Contractor) and surety.
- C. The security deposit(s) will be returned after delivery to the Greenwich Public Schools of the required Performance and Payment Bond(s) by the accepted bidder.
- D. Include the cost of bid security in the Bid Amount.
- E. If no contract is awarded, all security deposits will be returned.



**1.22 CONSENT OF SURETY**

- A. Submit with the Bid: The attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his power of attorney indicating the monetary limit of such power.

**1.23 PERFORMANCE ASSURANCE**

- A. Accepted Bidder: Shall provide a Performance and Payment bond, as described in Intro Letter and Information to Bidders Part 1, Article 12 prior to the execution of the Contract, the bidder to furnish bonds covering the faithful performance of the Contract and the payment of all obligations arising thereunder in such form and amount as the Owner may prescribe and with such sureties secured through the bidder's usual sources as may be agreeable to the parties.
- B. Include the cost of performance assurance bonds in the Bid Amount.
- C. The bidder shall require the attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his power of attorney indicating the monetary limit of such power

**1.24 INSURANCE**

- A. There are special insurance requirements on this project. Refer to Greenwich Front End Documents for a summary description of the required coverages. The Owner reserves the right to refuse the award of a Contract to any apparent low bidder who fails to provide the specified insurance certificates at the required time.
  - 1. The Owner, Architect and Construction Manager shall be listed as "Additionally Insured" on all applicable Insurance policies.

**1.25 BID FORM REQUIREMENTS**

- A. Complete all requested information in the Bid Form, Supplements to Bid and Appendices.

**1.26 SALES AND USE TAXES**

- A. The Owner is a tax exempt entity, so there shall be no charge for sales or use taxes. The Owner will document this status as requested.

**1.27 FEES FOR CHANGES IN THE WORK**

- A. Refer to the Agreement.

**1.28 BID FORM SIGNATURE**

- A. The Bid Form shall be signed by the bidder, as follows:
  - 1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.
  - 2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature. Affix seal to each signature.
  - 3. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the bid is signed by officials other than the president and secretary of the company, or the president/secretary/treasurer of the company, a copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Bid Form in the bid envelope.
  - 4. Joint Venture: Each party of the joint venture shall execute the Bid Form under their respective seals in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

**1.29 NONDISCRIMINATION**

- A. All Contractors and Subcontractors of all tiers and all vendors shall comply with all pertinent provisions of the State, Local and Federal law against discrimination in employment practices. Refer to Agreement.



**1.30 PREVAILING WAGES**

- A. Connecticut State law requires the payment of prevailing wages on the project, as listed in the Project Manual.

**1.31 ADDITIONAL BID INFORMATION**

- A. Submit the following Supplements concurrent with bid submission:
  - 1. Refer to Greenwich Front End Documents for additional requirements.
  - 2. Document 01 2300- Alternates
  - 3. Section 00 4400 Contractor's Qualification Statement
  - 4. Section 01 2100 - Allowances
- B. The bidder by making his bid represents that he has read and understands the bidding documents.
- C. The bidder by making his bid represents that he has visited the site and familiarized himself with the local conditions under which the work is to be performed. Visits to the site shall be arranged through the Architect

**1.32 SELECTION AND AWARD OF ALTERNATES**

- A. Indicate variation of bid price for alternatives listed on Bid Form and Section 01 2300. Unless otherwise indicated, indicate alternatives as a difference in bid price by adding to or deducting from the base bid price. Follow other directions on Bid Form.
- B. Bids will be evaluated on the total of the base bid price and select alternatives based on the Owners, choice and prevue to complete the work scope they select to be performed.

**1.33 DURATION OF OFFER**

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of 90 days after the bid closing date.

**1.34 ACCEPTANCE OF OFFER**

- A. Greenwich Public Schools reserves the right to accept or reject any or all offers.
- B. The bidder acknowledges the right of the Owner to reject any or all bids and to waive any informality or irregularity in any bid received. In addition, the bidder recognizes the right of the Owner, at its discretion to reject a bid if the bidder fails to furnish any required bid security, or to submit the information required by the bidding documents, including Section 00 4400 - Contractor's Qualification Statement or if the bid is incomplete or irregular.

**1.35 POST-BID PROCEDURE**

- A. The bid proposal, alternates, unit costs, with the proposed subcontractor(s), the Contractor's Qualification Statement, Information received from owners of other projects all will be considered to determine whether the contractor is the "lowest responsible bidder" in making the award by Greenwich. The Owner and Architect may make such investigation as the Owner deems necessary to determine the responsibility of any bidder or to determine the ability of any bidder to perform the Work. Such investigation shall begin with a review of the Contractor's Qualification Statement (Section 00 4400) and shall include such additional information as shall be required herein, or requested afterward.
- B. The successful bidder will produce for the Greenwich Public Schools review a current financial statement, which will remain strictly confidential, NO EXCEPTIONS. Refer to Information to Bidders.

**END OF SECTION**



**SECTION 00 4100  
BID FORM**

**THE PROJECT AND THE PARTIES**

**TO:**

Greenwich Public Schools  
Purchasing Department, Havermeyer Building  
290 Greewnich Avenue  
Greenwich CT 06830  
Attention Eugene H. Watts, Sr. Buyer  
Voice: 203.625.7411

**FOR:**

Select Roof Replacement  
Greenwich High School  
Greenwich Public Schools Bid #2323-21

**BID OPENING DATE: April 22, 2021 AT 10:00 AM.**

**SUBMITTED BY:** \_\_\_\_\_  
Bidder's Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone # : \_\_\_\_\_ Contact Name: \_\_\_\_\_

**1.1 OFFER**

- A. Having examined the Place of The Work and all matters referred to in the Bidding Requirements and the Contract Documents prepared by Fuller and D'Angelo, P.C. for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform Select Roof Replacement for the Sums of:

1. BASE BID
  - a. The Base Bid of this Proposal for all work required by the Contract Documents for the Select Roof Replacement is as follows:  
\_\_\_\_\_  
\_\_\_\_\_ (\$ \_\_\_\_\_) DOLLARS
2. CASH ALLOWANCES
  - a. The total Cash Allowance as indicated in Section 01 2100 - Allowances is as follows:  
Ten Thousand \_\_\_\_\_ (\$10,000.00) DOLLARS



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BID FORM

**B. TOTAL BASE BID**

1. The Total Base Bid of this Proposal for all work required by the Contract Documents for Select Roof Replacement and Related Work is as follows:

\_\_\_\_\_ (\$ \_\_\_\_\_ ) DOLLARS

(The Total Base Bid is sum of 1.1.A.1.a and 1.1.A.2.a)

- C. The undersigned further understands and agrees that he is to furnish and provide all the necessary material, machinery, plant, implements, tools, labor, services, skill and other items of whatever nature required, and to do and perform all the work necessary under the Contract, to complete the work in accordance with the drawings and specifications and any addenda thereto, and to accept in full compensation therefore the amount of the Total Bid stated, modified by such additive- or deductive alternatives, if any as are accepted by the Owner.
- D. We have included the required security Bid Bond as required.
- E. We have included the cost for the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
- F. All applicable federal taxes are included and State of Connecticut taxes are included in the Bid Sum.

**1.2 ALTERNATES**

- A. The Alternates for this Proposal required by the Contract Documents are listed in Section 01 2300.
- B. Alternate No. 1 - Removal and Replacement of Roof Area B :
1. The Contractor for the above work shall state the combined amount to be ADDED TO the Base Bid to provide, furnish and install all labor, equipment and material required to Removal and replacement of Roof Area B and related work in accordance with Contract documents.
- \_\_\_\_\_ (\$ \_\_\_\_\_ ) DOLLARS
- C. Alternate No. 2 -Removal and Replacement of Roof Area A
1. The Contractor for the above work shall state the combined amount to be ADDED TO the Base Bid to provide, furnish and install all labor, equipment and material required to Removal and replacement of Roof Area A and related work in accordance with Contract Documents.
- \_\_\_\_\_ (\$ \_\_\_\_\_ ) DOLLARS

**1.3 ACCEPTANCE**

- A. This offer shall be open to acceptance and is irrevocable for ninety (90) days from the bid closing date.
- B. If this bid is accepted by Greenwich Public Schools within the time period stated above, we will:
1. Execute the Agreement within seven days of receipt of Notice of Award.
2. Furnish the required bonds within seven days of receipt of Notice of Award.
3. Failure to do so will constitute a breach of contract and Greenwich will have the right to terminate the contract agreement, and bid as this is a time sensitive and of time is of the essence project.
- C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Greenwich Public Schools by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

**1.4 REJECTION OF BIDS**

- A. The undersigned agrees that the Owner shall have the right to accept or reject any or all bids

**1.5 CONTRACT TIME**

- A. If this Bid is accepted, we will:
- Complete all the work covered by this Proposal with a commencement date of NO EARLIER THAN **Letter of Award** by Owner. Work shall be as indicated in Section 01100 Summary of

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SELECT ROOF REPLACEMENT  
BID FORM

Contracts Failure to complete each phase of work by dates indicated will result in liquidated damages as stated in the Agreement.

**1.6 ADDENDA**

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
1. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.
  2. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.
  3. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.
  4. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.
  5. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.

**1.7 BID FORM SUPPLEMENTS**

- A. The following Supplements are attached to this Bid Form and are considered an integral part of this Bid Form:
1. Refer to Greenwich Front End Documents for additional requirements.
  2. Section 00 4400 - Contractor's Qualification Statement.
  3. Section 01 2100 - Allowances.

**1.8 BIDDER'S FURTHER AFFIRMATION AND DECLARATION**

- A. The above name bidder and should this bid be a joint bid each party thereto, further affirm and declares:
1. That said bidder is of lawful age and the only one interested in this bid; and that no other person, firm or corporation, except those herein above named, has any interest in this bid or in the contract proposed to be entered into.
  2. That this bid is made without any understanding, agreement or connection with any other person, firm, or corporation making a bid for the same work, and is in all respects fair and without collusion or fraud.
  3. That said bidder is not in arrears to the Greenwich Public Schools upon debt or contract, and is not a defaulter, as surety or otherwise upon any obligation to the said Greenwich Public Schools
  4. That no member of the Greenwich Public Schools or any officer or employee of the Greenwich Public Schools or person whose salary is payable in whole or in part from the said school district treasury, or the spouse of any foregoing is or shall be or become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise, in this bid, or in the performance of the Contract, or in the supplies, materials or equipment and work or labor to which it relates, or in any portion of the profits thereof.
  5. That he/she has carefully examined the site of the work and that, from his/her own investigations, he/she has satisfied him/herself as to the nature and location of the work, and character, quality and quantity of materials, and all difficulties likely to be encountered, the kind and extent of equipment and other facilities needed for the performance of the work, the general and local conditions, and all other items which may, in any way, affect the work or its performance.
  6. That if a corporation, this bid or proposal containing the Non-Collusive Binding Certification and the foregoing Affirmation and Declaration has been authorized by the Board of Directors of such Corporation, which authorization includes the signing and submission of this bid or proposal and the inclusion therein of the said Certificate of Non-Collusion and Affirmation and Declaration as the Act and Deed of the Corporation.

**1.9 BID FORM SIGNATURE(S)**

\_\_\_\_\_  
Signature Corporate Seal

The Corporate Seal of

Company Name: \_\_\_\_\_

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was hereunto affixed in the presence of:

\_\_\_\_\_  
(Authorized signing officer, Title)

(Seal)

\_\_\_\_\_  
(Authorized signing officer, Title)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

Subscribed and sworn before me this day of \_\_\_\_ 2021

Notary Public: \_\_\_\_\_

My Commission Expire: \_\_\_\_\_

**END OF BID FORM**



**SECTION 00 4401**  
**QUALIFICATION OF BIDDERS**

**1.1 REQUIREMENTS**

- A. The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.
- B. Refer to Greenwich Public Schools front end sections for additional information.
- C. Contractor(s) whose bid exceeds \$500,000.00 shall hold a current "DAS" Contractor Prequalification Certificate" (not a predetermination letter) from the Department of Administrative Services of the State of Connecticut according to Connecticut General Statutes Section 4a-100, 4b-101 and 4b-91 previously stated as Public Act 03-215 and as amended by Public Act 04-141. Bidders shall submit with their bids, unless noted otherwise, a "DAS Contractor Prequalification Certificate" along with a current "Update (bid) Statement". Failure to submit those items with the bid will result in disqualification of the bidder. If you have any questions regarding these requirements contact the State of CT. DAS, at telephone number 860-713-5280 or visit their web site at [www.das.state.ct.us](http://www.das.state.ct.us).
- D. With the submittal of the Bid Proposal Form, **the bidder shall attach this Qualification of Bidders** and shall answer all the questions and provide all information requested herein. Failure to answer these questions or provide information requested in full may be cause for rejection of the bidder's proposal. If more space is needed, attach additional sheets with reference to subject paragraph.
- E. The Owner reserves the right to consider, but not limited to, the financial responsibility, experience and reputation in the construction industry, as well as the specific qualifications listed below and elsewhere in this document in considering bids and awarding the contract. The Board of Education reserves the right to waive any informalities if, at its discretion the interest of the Greenwich Public Schools will be better served.
- F. To demonstrate qualification for performing the Work of this Contract, bidders may be requested to submit written evidence of financial position and current commitments.
- G. Each Company (Bidder) shall have been in existence under the same name for no less than five (5) years.
- H. Each Company (Bidder) shall have a successfully completed three (3) School projects within the last Five (5) years substantially **similar in scope, size, complexity and dollar value** to the work of this project.
- I. The contractor shall furnish, on the attached forms, the two (2) projects of that it has performed during the most recent Five (5) years including, but not limited to, the name and address of the project, the name of the awarding entity/owner, the name of the awarding entity's/owner's representative, construction manager and architect, current telephone numbers where each can be reached, the description of the project, general scope of the contractor's work, contract price, dates of performance, whether the contract was terminated for cause or convenience, whether the contract was completed on time and whether liquidated damages were assessed against the contractor, and if any items above provide a written explanation.
  - 1. The Owner reserves the right to require additional information it deems appropriate concerning the history of the contractor's performance of each such contract.
- J. The final determination of whether the contractor possesses the requisite experience rests in the sole discretion of the Owner.
- K. To be considered qualified, in addition to the items listed in the Qualification of Bidders, bidder must demonstrate to the Owner's satisfaction:
  - 1. The Corporation, partnership, sole proprietorship of the entity in whose name the bid is submitted has no less than the previous Five (5) years performing or coordinating the Work which they are bidding on.
  - 2. The bidder is capable of and intends and intends to perform the work with its own employees in accordance with Article 5.2.5 of the General Conditions.



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3. The bidder is capable of and intends to perform the work with its own employees in accordance with the following:
  - a. Notwithstanding any other provisions of the Contract Documents, General Contractor shall perform at least twenty-five (25)% of the field work by its own employees.
4. The bidder will perform the work with sufficient personnel as required to comply with the schedule.
5. Each subcontractor must have a minimum of five (5) years experience in the work and/or applicable trade.
6. Field Superintendent must have at least five (5) years experience as a working field superintendent and must speak English or have a translator available at all times at no cost to the Owner.

**1.2 QUESTIONNAIRE:**

Submitted to: Greenwich Public Schools

Address: 290 Greenwich Avenue

City/Town: Greenwich CT 06830

Submitted By: \_\_\_\_\_

Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

Address: \_\_\_\_\_

Principal Office: \_\_\_\_\_

Other: \_\_\_\_\_

Name of Project: Select Roof Replacement

Greenwich High School

Type of Work: (file separate for each Classification of Work)

General Construction and Related Work.

**1.3 ORGANIZATION**

- A. How many years has your organization been in business as a Contractor? \_\_\_\_\_
  1. How many years has your organization been in business under its present business name? \_\_\_\_\_
  2. Under what other or former names has your organization operated?  
\_\_\_\_\_  
\_\_\_\_\_
- B. What is the firm's bonding range?  
Single \_\_\_\_\_  
Aggregate \_\_\_\_\_
- C. If your organization is a corporation, answer the following:
  1. Date of Incorporation: \_\_\_\_\_
    - a. State of Incorporation: \_\_\_\_\_
    - b. President's Name: \_\_\_\_\_
    - c. Vice-president's name(s): \_\_\_\_\_
    - d. Secretary's name: \_\_\_\_\_
    - e. Treasurer's name: \_\_\_\_\_
- D. If your organization is a partnership, answer the following:
  1. Date of organization: \_\_\_\_\_
    - a. Type of partnership (if applicable): \_\_\_\_\_
    - b. Name(s) of general partner(s):  
\_\_\_\_\_  
\_\_\_\_\_

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- E. If your organization is individually owned, answer the following:
1. Date of organization: \_\_\_\_\_
  2. Name of owner: \_\_\_\_\_
- F. If the form of your organization is other than those listed above, describe it and name the principals:
- \_\_\_\_\_
- \_\_\_\_\_

**1.4 OWNERSHIP, MANAGEMENT, AFFILIATION**

- A. Identify each person who is or has been, within the past five years, an owner of 5.0% or more of the firm's shares, one of the five largest shareholders, a director, an officer, a partner or the proprietor, or a managerial employee.

First Name: \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_ DOB \_\_\_\_\_

% Owned: \_\_\_\_ Director: Yes \_\_\_\_ No \_\_\_\_ Officer: Yes \_\_\_\_ No \_\_\_\_ Title \_\_\_\_\_ Partner: Yes \_\_\_\_ No \_\_\_\_

First Name: \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_ DOB \_\_\_\_\_

% Owned: \_\_\_\_ Director: Yes \_\_\_\_ No \_\_\_\_ Officer: Yes \_\_\_\_ No \_\_\_\_ Title \_\_\_\_\_ Partner: Yes \_\_\_\_ No \_\_\_\_

First Name: \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_ DOB \_\_\_\_\_

% Owned: \_\_\_\_ Director: Yes \_\_\_\_ No \_\_\_\_ Officer: Yes \_\_\_\_ No \_\_\_\_ Title \_\_\_\_\_ Partner: Yes \_\_\_\_ No \_\_\_\_

- B. Joint Ventures: Provide information for all firms involved. Fill in name, % owned, office held; indicate by Y or N whether director, officer, partner and title

First Name: \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_ DOB \_\_\_\_\_

% Owned: \_\_\_\_ Director: Yes \_\_\_\_ No \_\_\_\_ Officer: Yes \_\_\_\_ No \_\_\_\_ Title \_\_\_\_\_ Partner: Yes \_\_\_\_ No \_\_\_\_

First Name: \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_ DOB \_\_\_\_\_

% Owned: \_\_\_\_ Director: Yes \_\_\_\_ No \_\_\_\_ Officer: Yes \_\_\_\_ No \_\_\_\_ Title \_\_\_\_\_ Partner: Yes \_\_\_\_ No \_\_\_\_

First Name: \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_ DOB \_\_\_\_\_

% Owned: \_\_\_\_ Director: Yes \_\_\_\_ No \_\_\_\_ Officer: Yes \_\_\_\_ No \_\_\_\_ Title \_\_\_\_\_ Partner: Yes \_\_\_\_ No \_\_\_\_

- C. Has the firm or any firm listed in response to questions above defaulted or been terminated and its surety called upon to complete, any contract awarded within the past five years Yes \_\_\_\_ No \_\_\_\_ If yes, give date(s), agency (ies)/owner(s), project(s), contract numbers, and describe including the result:
- \_\_\_\_\_
- \_\_\_\_\_

- D. List below any projects performed by the bidder in the past five (5) years on which any of the following events occurred:
1. Were any extension of time were requested by the contractor, Yes \_\_\_\_ No \_\_\_\_ and were such requests granted? Yes \_\_\_\_ No \_\_\_\_
  2. Was litigation and/or arbitration commenced by either the Owner or the bidder as a result of the work of the project performed by the bidder? Yes \_\_\_\_ No \_\_\_\_
  3. Were any liens filed on the project by subcontractors or material suppliers of the bidder? Yes \_\_\_\_ No \_\_\_\_
  4. Did the bidder make any claims for extra work on the project, and did said claim result in a change order? Yes \_\_\_\_ No \_\_\_\_
  5. If Yes:
- Project Name/Address \_\_\_\_\_
- Type of Event \_\_\_\_\_
- Name & Phone # of Owner: \_\_\_\_\_



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Contact Person at Owner: \_\_\_\_\_

- E. For all contracts within the past five years: (a) List all liens or claims over \$25,000 filed against the firm and remaining undischarged or unsatisfied for more than 90 days; and (b) list and describe all liquidated damages assessed: \_\_\_\_\_

**1.5 FINANCIAL INFORMATION**

- A. Submit firm's most recent annual financial statement and Dun and Bradstreet Report..

**1.6 OTHER INFORMATION**

- A. Within the past five years has the firm, any affiliate, any predecessor company or entity or any person identified in questions number 1.1 through 1.2 above been the subject of any of the following: (Respond to each question and describe in detail the circumstances of each affirmative answer: (Attach additional pages if necessary).
1. A judgment of conviction for any business-related conduct constituting a crime under state or federal law No\_\_ Yes\_\_
  2. A criminal investigation or indictment for any business-related conduct constituting a crime under state or federal law? No\_\_ Yes\_\_
  3. A grant of immunity for any business-related conduct constituting a crime under state and federal law? No\_\_ Yes\_\_
  4. A federal or state suspension or debarment? No\_\_ Yes\_\_
  5. A rejection of any bid for lack of qualifications, responsibility or because of the submission of an informal, non-responsive or incomplete bid? No\_\_ Yes\_\_
  6. A denial or revocation of prequalification? No\_\_ Yes\_\_
  7. A voluntary exclusion from bidding/contracting agreement? No\_\_ Yes\_\_
  8. Any administrative proceeding or civil action seeking specific performance or restitution in connection with any public works contract except any disputed work proceeding? No\_\_ Yes\_\_
  9. An OSHA Citation and Notification of Penalty containing a violation classified as serious? No\_\_ Yes\_\_
  10. An OSHA Citation or Notification of Penalty containing a violation classified as willful? No\_\_ Yes\_\_
  11. A prevailing wage or supplement payment violation? No\_\_ Yes\_\_
  12. A State Labor Law violation deemed willful? No\_\_ Yes\_\_
  13. Any other federal or state Citations, Notices, violation orders, pending administrative hearings or proceedings or determinations of a violation of any labor law or regulation? No\_\_ Yes\_\_
  14. Any criminal investigation, felony indictment or conviction concerning formation of or any business association with, an allegedly false or fraudulent women's, minority or disadvantaged business enterprise? No\_\_ Yes\_\_
  15. Any denial, desertification, revocation or forfeiture of Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise status? No\_\_ Yes\_\_
  16. Rejection of a low bid on a State contract for failure to meet statutory affirmative action M/WBE requirements? No\_\_ Yes\_\_
  17. A consent order with the NYS Department of Environmental Conservation or a federal, state or local government enforcement determination involving a violation of federal or state environmental laws? No\_\_ Yes\_\_
  18. Any bankruptcy proceeding? No\_\_ Yes\_\_
  19. Any suspension or revocation of any business or professional license? No\_\_ Yes\_\_
  20. Any citations, notices, violation orders, pending administrative hearings or proceedings or determinations for violation of hearings or proceedings or determinations for violation of:
    - a. Federal, state or local health laws, rules or regulations? No\_\_ Yes\_\_

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- b. Federal, state or local environmental laws, rules and regulations? No\_\_ Yes\_\_
  - c. Unemployment insurance or workers compensation coverage or claim requirements.  
No\_\_ Yes\_\_
  - d. ERISA (Employee Retirement Income Security Act) No\_\_ Yes\_\_
  - e. Federal, state or local human rights laws. No\_\_ Yes\_\_
  - f. Federal, state or local labor laws. No\_\_ Yes\_\_
  - g. Federal or state security laws. No\_\_ Yes\_\_
  - h. Withdrawal or an agreement to withdraw a bid submitted to a public owner or a request by a public owner to withdraw a bid? No\_\_ Yes\_\_
- B. During the five year period preceding the submissions of this bid, has the bidder been named as a party in any lawsuit in an action involving a claim for personal injury or wrongful death arising from performance of work related to any project in which it has been engaged? If the answer to this question is yes, list all such lawsuits, the index number associated with said suit and the status of the lawsuit at the time of the submission of this bid. No\_\_ Yes\_\_
- C. During the five year period preceding the submission of this bid, has the bidder been the subject of proceedings before the Department of Labor for alleged violations of the Labor Law as it relates to the payment of prevailing wages and/or supplemental payment requirements? If the answer to this question is yes, please list each such instance of the commencement of a Department of Labor proceeding, for which project such proceeding was commenced, and the status of the proceeding at the time of the submission of this bid. No\_\_ Yes\_\_
- D. During the five year period preceding the bidder's submission of this bid, has the bidder been the subject of proceedings involving allegations that it violated the Worker's Compensation Law including but not limited to the failure to provide proof of worker's compensation or disability coverage and/or any lapses thereof. If the answer to this question is yes, list such instance of violation and the status of the claimed violation at the time of disposition of this bid. No\_\_ Yes\_\_
- E. Has the bidder, its officers, directors, owner and/or managerial employees been convicted of a crime or been the subject of a criminal indictment during the five years preceding the submission of this bid? If the answer to this question is yes, list the name of the individual convicted or indicted the charge against the individual and the date of submission of the charge. No\_\_ Yes\_\_
- F. During the five year period preceding the bidder's submission of this bid, has the bidder been charged with and/or found guilty of any violations of federal, state, or municipal environmental and/or health laws, codes, rules and/or regulations. If the answer to this question is yes, list the nature of the charge against the bidder, the date of the charge, and the status of the charge at the time of the submission of this bid. No\_\_ Yes\_\_
- G. Has the bidder ever defaulted or had its surety called upon to complete any contract awarded within the past five years. If the answer to this question is yes, list the projects, the dates and the nature of the termination (convenience, suspension, for cause). No\_\_ Yes\_\_
- H. Has any officer or partner of the bidder's organization ever defaulted or had its surety called upon to complete any contract awarded within the past five years or been an officer or partner of some other organization that has been terminated from a project by an owner? If yes, state: No\_\_ Yes\_\_
- I. Name of Individual(s) \_\_\_\_\_ Name of Organization(s) Reason(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1.7 LICENSING**

- A. List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration of license numbers, if applicable. \_\_\_\_\_  
\_\_\_\_\_
- B. List jurisdictions in which your organization's partnership or trade name is filed: \_\_\_\_\_

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- C. Has any director, officer, owner or managerial employee had any professional license suspended or revoked? If the answer is yes, list the name of the individual, the professional license he/she formally had, whether the license was revoked or suspended and the date of the revocation or suspension. No\_\_ Yes\_\_

**1.8 EXPERIENCE**

- A. List the categories of work that your organization will perform with its own forces: \_\_\_\_\_
- B. Claims and Suits. (If the answer of any of the questions below is yes, please attach details.)
1. Have you or has any director, officer, owner or managerial employee ever failed to complete any work awarded to them? If yes, list the project(s) the date(s) and the reason(s) for the failure to complete. No\_\_ Yes\_\_
  2. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? No\_\_ Yes\_\_
  3. Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years? No\_\_ Yes\_\_
  4. Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.) No\_\_ Yes\_\_
- C. On a separate sheet, list all construction projects presently your organization has in progress or completed, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.
- D. State total worth of work in progress and under contract: \_\_\_\_\_
- E. On the separate sheets, list all projects, not listed above, that your organization has completed or in progress in the past five years, giving the name of the project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.
- F. State average annual amount of construction work performed during the past five years: \_\_\_\_\_
- G. On a separate sheet, list the construction experience and present commitment of the key individuals of your organization.

**1.9 APPRENTICE PROGRAM**

- A. Has the Firm have in place apprenticeship agreements appropriate for the type and scope of work to be performed, that have been registered with, and approved by, the Commissioner of the New York State Department of Labor pursuant to the requirements found in Article 23 of the Labor Law. No\_\_ Yes\_\_

**1.10 REFERENCES**

- A. Trade reference: \_\_\_\_\_
- B. Bank references: \_\_\_\_\_
- C. Surety: \_\_\_\_\_
1. Name of present bonding company: \_\_\_\_\_
  2. Name and address of agent: \_\_\_\_\_
  3. Name or previous bonding company: \_\_\_\_\_

**1.11 CERTIFICATION**

- A. The undersigned recognizes that this questionnaire is submitted for the purpose of the Greenwich Public Schools awarding a contract or approving a subcontract; acknowledges that the Owner may in its discretion, by means which it may choose, determine the truth and accuracy of all statements made herein; acknowledge that intentional submission of false or misleading information may constitute a felony under

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Penal Law §210.40 or a misdemeanor under Penal Law §210.35 or §210.45, and may also be punishable by a fine of up to \$10,000 or imprisonment of up to five years under 18 U.S.C. §1001; and states that the information submitted in this questionnaire any attached pages is true, accurate and complete.

Dated at this day of \_\_\_\_\_

Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_ Title \_\_\_\_\_

being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading. Subscribed and sworn before me this day of: \_\_\_\_\_

Notary Public: \_\_\_\_\_ My Commission Expire: \_\_\_\_\_

**1.12 See Three (3) Project Qualification of Bidder Information Forms attached - Fill In.**



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**Project Name:** \_\_\_\_\_

**Company work was performed under:** \_\_\_\_\_

**Who was Co. Principal in charge:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Cost of Contract:** \_\_\_\_\_ **Final Cost of Work:** \_\_\_\_\_

**Description of work:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Owners Name:** \_\_\_\_\_

**Owner Contact: Name** \_\_\_\_\_ **phone** \_\_\_\_\_ **e.mail** \_\_\_\_\_

**CM Name( if applicable):** \_\_\_\_\_

**CM Contact: Name** \_\_\_\_\_ **phone** \_\_\_\_\_ **e.mail** \_\_\_\_\_

**Architect Firm:** \_\_\_\_\_

**Architect Contact:** \_\_\_\_\_ **phone** \_\_\_\_\_ **e.mail** \_\_\_\_\_



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**Project Name:** \_\_\_\_\_

**Company work was performed under:** \_\_\_\_\_

**Who was Co. Principal in charge:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Cost of Contract:** \_\_\_\_\_ **Final Cost of Work:** \_\_\_\_\_

**Description of work:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Owners Name:** \_\_\_\_\_

**Owner Contact: Name** \_\_\_\_\_ **phone** \_\_\_\_\_ **e.mail** \_\_\_\_\_

**CM Name( if applicable):** \_\_\_\_\_

**CM Contact: Name** \_\_\_\_\_ **phone** \_\_\_\_\_ **e.mail** \_\_\_\_\_

**Architect Firm:** \_\_\_\_\_

**Architect Contact:** \_\_\_\_\_ **phone** \_\_\_\_\_ **e.mail** \_\_\_\_\_



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**Project Name:** \_\_\_\_\_

**Company work was performed under:** \_\_\_\_\_

**Who was Co. Principal in charge:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Cost of Contract:** \_\_\_\_\_ **Final Cost of Work:** \_\_\_\_\_

**Description of work:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Owners Name:** \_\_\_\_\_

**Owner Contact: Name** \_\_\_\_\_ **phone** \_\_\_\_\_ **e.mail** \_\_\_\_\_

**CM Name( if applicable):** \_\_\_\_\_

**CM Contact: Name** \_\_\_\_\_ **phone** \_\_\_\_\_ **e.mail** \_\_\_\_\_

**Architect Firm:** \_\_\_\_\_

**Architect Contact:** \_\_\_\_\_ **phone** \_\_\_\_\_ **e.mail** \_\_\_\_\_

END OF SECTION



## **NON-COLLUSION AFFIDAVIT**

**GREENWICH PUBLIC SCHOOLS  
290 GREENWICH AVE  
GREENWICH, CONNECTICUT**

State of \_\_\_\_\_:

County of \_\_\_\_\_:S.S.

I state that I am the \_\_\_\_\_ of \_\_\_\_\_  
(TITLE) (NAME OF MY FIRM)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid. I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation communication or agreement with any other contractor, bidder/proposer or potential bidder/proposer.
- (2) Neither the price(s) nor the amount of this bid/rfp, and neither the approximate price(s) nor approximate amount of this bid/rfp, have been disclosed to any other firm or person who is a bidder/proposer or potential bidder/proposer, and they will not be disclosed before bid/rfp opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding/proposing on this contract, or to submit a bid/proposal higher than this bid/rfp, or to submit any intentionally high or noncompetitive bid/rfp or other form of complementary bid/rfp.
- (4) I fully understand that more than one offer from an individual, firm partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder/proposer is interested in more than one bid/rfp for the work contemplated may cause rejection of all bids/rfps in which the bidder/proposer is interested. Any or all bidders/proposers will be rejected if there is any reason for believing that collusion exists among the bidders/proposers. Participants in such collusion may not be considered in the future offers for the same work. Each bidder/proposer by submitting a bid/proposal certifies that it is not a part to any collusive action.
- (5) The bid/rfp of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid/proposal.
- (6) \_\_\_\_\_ its affiliates, subsidiaries, officers,  
(NAME OF MY FIRM)  
directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding/proposing on any public contract, except as follows:  
I state that \_\_\_\_\_ understands and acknowledges that  
(NAME OF MY FIRM)  
the above representations are material and important, and will be relied on by Greenwich Public Schools in awarding the bid/proposal for which this is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Greenwich Public Schools of the true facts relating to the submission of bids/proposals for this contract.

- (7) I agree to furnish and deliver all services on the date and time agreed on by



\_\_\_\_\_ and the Greenwich Board of Education at  
(NAME OF MY FIRM)

The time the purchase order is placed. Furthermore, there will not be any cancellations to the Board of Education. If a bidder/proposer submits a bid/proposal on any item he/she will be responsible for delivering that item at the bid/proposal cost, in accordance with the attached above specifications, which were submitted with this bid/proposal and upon which the bid/proposal was made.

- (8) In submitting this bid/proposal, the undersigned declares that this is made without any connection with any persons making another bid/proposal on the same contract; that the bid/proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town, or any person in the employ of the Town, is directly or indirectly interested in said bid/proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.
- (9) In submitting this bid, the undersigned further declares that it has not, and will not, induce or attempt to induce any Town of Greenwich employee or officer to violate the Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of such contract.
- (10) The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the bid/proposal. If found to be false, the Town of Greenwich retains the right to reject said bid/proposal and rescind any resultant contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said bid/proposal and contract or purchase order.
- (11) The Greenwich Code of Ethics can be found at [www.greenwichct.org](http://www.greenwichct.org). Code of Ethics stated as follows:
1. **DEFINITION.** (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm or partnership which as a direct or indirect interest in any transaction with the Town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the Town. (3) Town Officer shall mean and include any official, commission, committee, legislative body or other agency of the Town. (4) Transaction shall mean and include the offer, sale or furnishing of any real or personal property, material, supplies otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town Officer.
  2. **GIFTS AND FAVORS.** No Town Officer or his immediate family shall accept any valuable gift, things, favor, loan or promise which might tend to influence the performance or nonperformance of his official duties.
  3. **IMPROPER INFLUENCE.** No Town Officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use is office to exert his influence or to vote on such transaction or action.



**VENDOR INFORMATION.** (Please print the following)

\_\_\_\_\_  
**VENDOR NAME**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**TELEPHONE**

\_\_\_\_\_  
**FAX #**

\_\_\_\_\_  
**E-MAIL**

\_\_\_\_\_  
**WEB SITE**

\_\_\_\_\_  
**AUTHORIZED SIGNATURE**

\_\_\_\_\_  
**TITLE**

- (12) By signing this bid/proposal the bidder/proposer understands and agrees to the attached terms, conditions, and specifications, including Collusion among Bidders/Proposers Employment Discrimination by the Contractor Prohibited.

\_\_\_\_\_  
**SIGNATURE**

SWORN AND SUBSCRIBED TO BEFORE ME, A NOTARY PUBLIC, IN AND FOR THE  
COUNTY OF \_\_\_\_\_ AND THE STATE OF \_\_\_\_\_

\_\_\_\_\_ THIS \_\_\_\_\_

DAY OF \_\_\_\_\_, 2021

\_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_  
**NOTARY PUBLIC**

**COMPANY INFORMATION**

\_\_\_\_\_  
**NAME OF FIRM      STREET      CITY,      STATE, ZIP**

\_\_\_\_\_  
**SALES REPRESENTATIVE NAME      TELEPHONE #      FAX #**



**Minimum Rates and Classifications for  
Building Construction**

ID#: 21-20913

**Connecticut Department of Labor  
Wage and Workplace Standards Division**

By virtue of the authority vested in the Labor Commissioner under provisions of Section 31-53 of the General Statutes of Connecticut, as amended, the following are declared to be the prevailing rates and welfare payments and will apply only where the contract is advertised for bid within 20 days of the date on which the rates are established. Any contractor or subcontractor not obligated by agreement to pay to the welfare and pension fund shall pay this amount to each employee as part of his/her hourly wages.

Project Number: Greenwich

Project Town: Greenwich

State#: Greenwich

FAP#: Greenwich

Project: Greenwich High School Select Roof Replacements (Greenwich )

<b>CLASSIFICATION</b>	<b>Hourly Rate</b>	<b>Benefits</b>
1b) Asbestos/Toxic Waste Removal Laborers: Asbestos removal and encapsulation (except its removal from mechanical systems which are not to be scrapped), toxic waste removers, blasters.**See Laborers Group 7**		
1c) Asbestos Worker/Heat and Frost Insulator	42.07	30.99
2) Boilermaker	38.34	26.01
3a) Bricklayer, Cement Mason, Concrete Finisher (including caulking), Stone Masons	36.18	35.62 + a
3b) Tile Setter	34.9	25.87
3c) Terrazzo Mechanics and Marble Setters	31.69	22.35
3d) Tile, Marble & Terrazzo Finishers	26.7	21.75
3e) Plasterer	33.48	32.06
-----LABORERS-----		
4) Group 1: Laborers (common or general), acetylene burners, concrete specialists, wrecking laborers, fire watchers.	31.0	22.15
4a) Group 2: Mortar mixers, plaster tender, power buggy operators, powdermen, fireproofers/mixer/nozzleman (Person running mixer and spraying fireproof only).	31.25	22.15



Project: Greenwich High School Select Roof Replacements (Greenwich )

4b) Group 3: Jackhammer operators/pavement breaker, mason tender (brick), mason tender (cement/concrete), forklift operators and forklift operators (masonry).	31.5	22.15
4c) **Group 4: Pipelayers (Installation of water, storm drainage or sewage lines outside of the building line with P6, P7 license) (the pipelayer rate shall apply only to one or two employees of the total crew who primary task is to actually perform the mating of pipe sections) P6 and P7 rate is \$26.80.	32.0	22.15
4d) Group 5: Air track operator, sand blaster and hydraulic drills.	31.75	22.15
4e) Group 6: Blasters, nuclear and toxic waste removal.	34.0	22.15
4f) Group 7: Asbestos/lead removal and encapsulation (except it's removal from mechanical systems which are not to be scrapped).	32.0	22.15
4g) Group 8: Bottom men on open air caisson, cylindrical work and boring crew.	29.28	22.15
4h) Group 9: Top men on open air caisson, cylindrical work and boring crew.	28.74	22.15
4i) Group 10: Traffic Control Signalman	18.0	22.15
5) Carpenter, Acoustical Ceiling Installation, Soft Floor/Carpet Laying, Metal Stud Installation, Form Work and Scaffold Building, Drywall Hanging, Modular-Furniture Systems Installers, Lathers, Piledrivers, Resilient Floor Layers.	34.53	25.64
5a) Millwrights	35.64	26.49
6) Electrical Worker (including low voltage wiring) (Trade License required: E1,2 L-5,6 C-5,6 T-1,2 L-1,2 V-1,2,7,8,9)	40.0	36.15
7a) Elevator Mechanic (Trade License required: R-1,2,5,6)	55.12	34.765+a+b
-----LINE CONSTRUCTION-----		
Groundman	26.5	6.5% + 9.00
Linemen/Cable Splicer	48.19	6.5% + 22.00
8) Glazier (Trade License required: FG-1,2)	39.18	22.55 + a



9) Ironworker, Ornamental, Reinforcing, Structural, and Precast Concrete Erection	36.67	37.62 + a
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----OPERATORS----

Group 1: Crane handling or erecting structural steel or stone, hoisting engineer 2 drums or over, front end loader (7 cubic yards or over), work boat 26 ft. and over and Tunnel Boring Machines. (Trade License Required)	42.45	25.30 + a
Group 2: Cranes (100 ton rate capacity and over); Excavator over 2 cubic yards; Piledriver (\$3.00 premium when operator controls hammer); Bauer Drill/Caisson. (Trade License Required)	42.11	25.30 + a
Group 3: Excavator; Backhoe/Excavator under 2 cubic yards; Cranes (under 100 ton rated capacity), Grader/Blade; Master Mechanic; Hoisting Engineer (all types of equipment where a drum and cable are used to hoist or drag material regardless of motive power of operation), Rubber Tire Excavator (Drott-1085 or similar); Grader Operator; Bulldozer Fine Grade. (slopes, shaping, laser or GPS, etc.). (Trade License Required)	41.32	25.30 + a
Group 4: Trenching Machines; Lighter Derrick; Concrete Finishing Machine; CMI Machine or Similar; Koehring Loader (Skooper).	40.91	25.30 + a
Group 5: Specialty Railroad Equipment; Asphalt Paver; Asphalt Reclaiming Machine; Line Grinder; Concrete Pumps; Drills with Self Contained Power Units; Boring Machine; Post Hole Digger; Auger; Pounder; Well Digger; Milling Machine (over 24	40.28	25.30 + a
Group 5 continued: Side Boom; Combination Hoe and Loader; Directional Driller; Pile Testing Machine.	40.28	25.30 + a
Group 6: Front End Loader (3 up to 7 cubic yards); Bulldozer (rough grade dozer).	39.95	25.30 + a
Group 7: Asphalt roller, concrete saws and cutters (ride on types), vermeer concrete cutter, Stump Grinder; Scraper; Snooper; Skidder; Milling Machine (24	39.59	25.30 + a
Group 8: Mechanic, grease truck operator, hydroblaster; barrier mover; power stone spreader; welding; work boat under 26 ft.; transfer machine.	39.17	25.30 + a
Group 9: Front end loader (under 3 cubic yards), skid steer loader regardless of attachments, (Bobcat or Similar): forklift, power chipper; landscape equipment (including Hydroseeder).	38.71	25.30 + a
Group 10: Vibratory hammer; ice machine; diesel and air, hammer, etc.	36.54	25.30 + a
Group 11: Conveyor, earth roller, power pavement breaker (whiphammer), robot demolition equipment.	36.54	25.30 + a



Group 12: Wellpoint operator.	36.48	25.30 + a
Group 13: Compressor battery operator.	35.86	25.30 + a
Group 14: Elevator operator; tow motor operator (solid tire no rough terrain).	34.66	25.30 + a
Group 15: Generator Operator; Compressor Operator; Pump Operator; Welding Machine Operator; Heater Operator.	34.23	25.30 + a
Group 16: Maintenance Engineer/Oiler.	33.54	25.30 + a
Group 17: Portable asphalt plant operator; portable crusher plant operator; portable concrete plant operator.	38.11	25.30 + a
Group 18: Power safety boat; vacuum truck; zim mixer; sweeper; (Minimum for any job requiring a CDL license).	35.53	25.30 + a
-----PAINTERS (Including Drywall Finishing)-----		
10a) Brush and Roller	35.62	22.55
10b) Taping Only/Drywall Finishing	36.37	22.55
10c) Paperhanger and Red Label	36.12	22.55
10e) Blast and Spray	38.62	22.55
11) Plumber (excluding HVAC pipe installation) (Trade License required: P-1,2,6,7,8,9 J-1,2,3,4 SP-1,2)	44.63	32.95
12) Well Digger, Pile Testing Machine	37.26	24.05 + a
Roofer: Cole Tar Pitch	42.0	19.55 + a
Roofer: Slate, Tile, Composition, Shingles, Singly Ply and Damp/Waterproofing	40.5	19.55 + a
15) Sheetmetal Worker (Trade License required for HVAC and Ductwork: SM-1,SM-2,SM-3,SM-4,SM-5,SM-6)	46.92	42.80
16) Pipefitter (Including HVAC work) (Trade License required: S-1,2,3,4,5,6,7,8 B-1,2,3,4 D-1,2,3,4, G-1, G-2, G-8 & G-9)	44.63	32.95



-----TRUCK DRIVERS-----

17a) 2 Axle	29.86	25.79 + a
17b) 3 Axle, 2 Axle Ready Mix	29.97	25.79 + a
17c) 3 Axle Ready Mix	30.03	25.79 + a
17d) 4 Axle, Heavy Duty Trailer up to 40 tons	30.08	25.79 + a
17e) 4 Axle Ready Mix	30.13	25.79 + a
17f) Heavy Duty Trailer (40 Tons and Over)	30.35	25.79 + a
17g) Specialized Earth Moving Equipment (Other Than Conventional Type on-the-Road Trucks and Semi-Trailers, Including Euclids)	30.13	25.79 + a
18) Sprinkler Fitter (Trade License required: F-1,2,3,4)	45.92	26.08 + a
19) Theatrical Stage Journeyman	25.76	7.34



*Welders: Rate for craft to which welding is incidental.*

*\*Note: Hazardous waste removal work receives additional \$1.25 per hour for truck drivers.*

*\*\*Note: Hazardous waste premium \$3.00 per hour over classified rate*

***ALL Cranes: When crane operator is operating equipment that requires a fully licensed crane operator to operate he receives an extra \$4.00 premium in addition to the hourly wage rate and benefit contributions:***

- 1) Crane handling or erecting structural steel or stone; hoisting engineer (2 drums or over)***
- 2) Cranes (100 ton rate capacity and over) Bauer Drill/Caisson***
- 3) Cranes (under 100 ton rated capacity)***

Crane with 150 ft. boom (including jib) - \$1.50 extra

Crane with 200 ft. boom (including jib) - \$2.50 extra

Crane with 250 ft. boom (including jib) - \$5.00 extra

Crane with 300 ft. boom (including jib) - \$7.00 extra

Crane with 400 ft. boom (including jib) - \$10.00 extra

All classifications that indicate a percentage of the fringe benefits must be calculated at the percentage rate times the "base hourly rate".

Apprentices duly registered under the Commissioner of Labor's regulations on "Work Training Standards for Apprenticeship and Training Programs" Section 31-51-d-1 to 12, are allowed to be paid the appropriate percentage of the prevailing journeymen hourly base and the full fringe benefit rate, providing the work site ratio shall not be less than one full-time journeyman instructing and supervising the work of each apprentice in a specific trade.

*The Prevailing wage rates applicable to this project are subject to annual adjustments each July 1st for the duration of the project.*

*Each contractor shall pay the annual adjusted prevailing wage rate that is in effect each July 1st, as posted by the Department of Labor.*

*It is the contractor's responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's website.*

*The annual adjustments will be posted on the Department of Labor's Web page: [www.ct.gov/dol](http://www.ct.gov/dol). For those without internet access, please contact the division listed below.*

*The Department of Labor will continue to issue the initial prevailing wage rate schedule to the Contracting Agency for the project.*

*All subsequent annual adjustments will be posted on our Web Site for contractor access.*

*Contracting Agencies are under no obligation pursuant to State labor law to pay any increase due to the annual adjustment provision.*

***Effective October 1, 2005 - Public Act 05-50: any person performing the work of any mechanic, laborer, or worker shall be paid prevailing wage***

All Person who perform work ON SITE must be paid prevailing wage for the appropriate mechanic, laborer, or worker classification.

All certified payrolls must list the hours worked and wages paid to All Persons who perform work ON SITE regardless of their ownership i.e.: (Owners, Corporate Officers, LLC Members, Independent Contractors, et. al)

Reporting and payment of wages is required regardless of any contractual relationship alleged to exist between the contractor and such person.



Project: Greenwich High School Select Roof Replacements (Greenwich )

**~~Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clause (29 CFR 5.5 (a) (1) (ii)).**

Please direct any questions which you may have pertaining to classification of work and payment of prevailing wages to the Wage and Workplace Standards Division, telephone (860)263-6790.

**As of:** March 23, 2021



**Important Information:**

For use with Building, Heavy/Highway, and Residential

Welders: Rate for craft to which welding is incidental.

\*Note: Hazardous waste removal work receives additional \$1.25 per hour for truck drivers.

\*\*Note: Hazardous waste premium \$3.00 per hour over classified rate.

**ALL Cranes: When crane operator is operating equipment that requires a fully licensed crane operator to operate he receives an extra \$4.00 premium in addition to the hourly wage rate and benefit contributions:**

- 1) Crane handling or erecting structural steel or stone; hoisting engineer (2 drums or over)
- 2) Cranes (100 ton rate capacity and over) Bauer Drill/Caisson
- 3) Cranes (under 100 ton rated capacity)

**Crane with boom including jib, 150 feet - \$1.50 extra.**

**Crane with boom including jib, 200 feet - \$2.50 extra.**

**Crane with boom including jib, 250 feet - \$5.00 extra.**

**Crane with boom including jib, 300 feet - \$7.00 extra.**

**Crane with boom including jib, 400 feet - \$10.00 extra.**

All classifications that indicate a percentage of the fringe benefits must be calculated at the percentage rate times the "base hourly rate".

- Apprentices duly registered under the Commissioner of Labor's regulations on "Work Training Standards for Apprenticeship and Training Programs" Section 31-51-d-1 to 12, are allowed to be paid the appropriate percentage of the prevailing journeymen hourly base and the full fringe benefit rate, providing the work site ratio shall not be less than one full-time journeyman instructing and supervising the work of one apprentice in a specific trade.

**Connecticut General Statute Section 31-55a: Annual Adjustments to wage rates by contractors doing state work**

- The Prevailing wage rates applicable to this project are subject to annual adjustments each July 1st for the duration of the project.
- Each contractor shall pay the annual adjusted prevailing wage rate that is in effect each July 1st, as posted by the Department of Labor.
- It is the contractor's responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's website.
- The annual adjustments will be posted on the Department of Labor's Web page: [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us).
- The Department of Labor will continue to issue the initial prevailing wage rate schedule to the Contracting Agency for the project.
- All subsequent annual adjustments will be posted on our Web Site for contractor access.



**Effective October 1, 2005 - Public Act 05-50: any person performing the work of any mechanic, laborer, or worker shall be paid prevailing wage.**

- All Persons who perform work ON SITE must be paid prevailing wage for the appropriate mechanic, laborer, or worker classification.
- All certified payrolls must list the hours worked and wages paid to All Persons who perform work ON SITE regardless of their ownership i.e.: (Owners, Corporate Officers, LLC Members, Independent Contractors, et. al)
- Reporting and payment of wages is required regardless of any contractual relationship alleged to exist between the contractor and such person.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clause (29 CFR 5.5 (a) (1) (ii)).

***Please direct any questions which you may have pertaining to classification of work and payment of prevailing wages to the Wage and Workplace Standards Division, telephone (860)263-6790.***



**Sec. 31-53b. Construction safety and health course. New miner training program. Proof of completion required for mechanics, laborers and workers on public works projects. Enforcement. Regulations. Exceptions.** (a) Each contract for a public works project entered into on or after July 1, 2009, by the state or any of its agents, or by any political subdivision of the state or any of its agents, described in subsection (g) of section 31-53, shall contain a provision requiring that each contractor furnish proof with the weekly certified payroll form for the first week each employee begins work on such project that any person performing the work of a mechanic, laborer or worker pursuant to the classifications of labor under section 31-53 on such public works project, pursuant to such contract, has completed a course of at least ten hours in duration in construction safety and health approved by the federal Occupational Safety and Health Administration or, has completed a new miner training program approved by the Federal Mine Safety and Health Administration in accordance with 30 CFR 48 or, in the case of telecommunications employees, has completed at least ten hours of training in accordance with 29 CFR 1910.268.

(b) Any person required to complete a course or program under subsection (a) of this section who has not completed the course or program shall be subject to removal from the worksite if the person does not provide documentation of having completed such course or program by the fifteenth day after the date the person is found to be in noncompliance. The Labor Commissioner or said commissioner's designee shall enforce this section.

(c) Not later than January 1, 2009, the Labor Commissioner shall adopt regulations, in accordance with the provisions of chapter 54, to implement the provisions of subsections (a) and (b) of this section. Such regulations shall require that the ten-hour construction safety and health courses required under subsection (a) of this section be conducted in accordance with federal Occupational Safety and Health Administration Training Institute standards, or in accordance with Federal Mine Safety and Health Administration Standards or in accordance with 29 CFR 1910.268, as appropriate. The Labor Commissioner shall accept as sufficient proof of compliance with the provisions of subsection (a) or (b) of this section a student course completion card issued by the federal Occupational Safety and Health Administration Training Institute, or such other proof of compliance said commissioner deems appropriate, dated no earlier than five years before the commencement date of such public works project.

(d) This section shall not apply to employees of public service companies, as defined in section 16-1, or drivers of commercial motor vehicles driving the vehicle on the public works project and delivering or picking up cargo from public works projects provided they perform no labor relating to the project other than the loading and unloading of their cargo.

(P.A. 06-175, S. 1; P.A. 08-83, S. 1.)



History: P.A. 08-83 amended Subsec. (a) by making provisions applicable to public works project contracts entered into on or after July 1, 2009, replacing provision re total cost of work with reference to Sec. 31-53(g), requiring proof in certified payroll form that new mechanic, laborer or worker has completed a 10-hour or more construction safety course and adding provision re new miner training program, amended Subsec. (b) by substituting "person" for "employee" and adding "or program", amended Subsec. (c) by adding "or in accordance with Federal Mine Safety and Health Administration Standards" and setting new deadline of January 1, 2009, deleted former Subsec. (d) re "public building", added new Subsec. (d) re exemptions for public service company employees and delivery drivers who perform no labor other than delivery and made conforming and technical changes, effective January 1, 2009.



## **Informational Bulletin**

### **THE 10-HOUR OSHA CONSTRUCTION SAFETY AND HEALTH COURSE**

(applicable to public building contracts entered into *on or after July 1, 2007*, where the total cost of all work to be performed is at least \$100,000)

- (1) This requirement was created by Public Act No. 06-175, which is codified in Section 31-53b of the Connecticut General Statutes (pertaining to the prevailing wage statutes);
- (2) The course is required for public building construction contracts (projects funded in whole or in part by the state or any political subdivision of the state) entered into on or after July 1, 2007;
- (3) It is required of private employees (not state or municipal employees) and apprentices who perform manual labor for a general contractor or subcontractor on a public building project where the total cost of all work to be performed is at least \$100,000;
- (4) The ten-hour construction course pertains to the ten-hour Outreach Course conducted in accordance with federal OSHA Training Institute standards, and, for telecommunications workers, a ten-hour training course conducted in accordance with federal OSHA standard, 29 CFR 1910.268;
- (5) The internet website for the federal OSHA Training Institute is [http://www.osha.gov/fso/ote/training/edcenters/fact\\_sheet.html](http://www.osha.gov/fso/ote/training/edcenters/fact_sheet.html);
- (6) The statutory language leaves it to the contractor and its employees to determine who pays for the cost of the ten-hour Outreach Course;
- (7) Within 30 days of receiving a contract award, a general contractor must furnish proof to the Labor Commissioner that all employees and apprentices performing manual labor on the project will have completed such a course;
- (8) Proof of completion may be demonstrated through either: (a) the presentation of a *bona fide* student course completion card issued by the federal OSHA Training Institute; *or* (2) the presentation of documentation provided to an employee by a trainer certified by the Institute pending the actual issuance of the completion card;
- (9) Any card with an issuance date more than 5 years prior to the commencement date of the construction project shall not constitute proof of compliance;



- (10) Each employer shall affix a copy of the construction safety course completion card to the certified payroll submitted to the contracting agency in accordance with Conn. Gen. Stat. § 31-53(f) on which such employee's name first appears;
- (11) Any employee found to be in non-compliance shall be subject to removal from the worksite if such employee does not provide satisfactory proof of course completion to the Labor Commissioner by the fifteenth day after the date the employee is determined to be in noncompliance;
- (12) Any such employee who is determined to be in noncompliance may continue to work on a public building construction project for a maximum of fourteen consecutive calendar days while bringing his or her status into compliance;
- (13) The Labor Commissioner may make complaint to the prosecuting authorities regarding any employer or agent of the employer, or officer or agent of the corporation who files a false certified payroll with respect to the status of an employee who is performing manual labor on a public building construction project;
- (14) The statute provides the minimum standards required for the completion of a safety course by manual laborers on public construction contracts; any contractor can exceed these minimum requirements; and
- (15) Regulations clarifying the statute are currently in the regulatory process, and shall be posted on the CTDOL website as soon as they are adopted in final form.
- (16) Any questions regarding this statute may be directed to the Wage and Workplace Standards Division of the Connecticut Labor Department via the internet website of <http://www.ctdol.state.ct.us/wgwkstnd/wgemenu.htm>; or by telephone at (860)263-6790.

**THE ABOVE INFORMATION IS PROVIDED EXCLUSIVELY AS AN EDUCATIONAL RESOURCE, AND IS NOT INTENDED AS A SUBSTITUTE FOR LEGAL INTERPRETATIONS WHICH MAY ULTIMATELY ARISE CONCERNING THE CONSTRUCTION OF THE STATUTE OR THE REGULATIONS.**



November 29, 2006

**Notice**  
**To All Mason Contractors and Interested Parties**  
**Regarding Construction Pursuant to Section 31-53 of the**  
**Connecticut General Statutes (Prevailing Wage)**

The Connecticut Labor Department Wage and Workplace Standards Division is empowered to enforce the prevailing wage rates on projects covered by the above referenced statute.

Over the past few years the Division has withheld enforcement of the rate in effect for workers who operate a forklift on a prevailing wage rate project due to a potential jurisdictional dispute.

The rate listed in the schedules and in our Occupational Bulletin (see enclosed) has been as follows:

**Forklift Operator:**

- **Laborers (Group 4) Mason Tenders** - operates forklift solely to assist a mason to a maximum height of nine feet only.

- **Power Equipment Operator (Group 9)** - operates forklift to assist any trade and to assist a mason to a height over nine feet.

The U.S. Labor Department conducted a survey of rates in Connecticut but it has not been published and the rate in effect remains as outlined in the above Occupational Bulletin.

*Since this is a classification matter and not one of jurisdiction, effective January 1, 2007 the Connecticut Labor Department will enforce the rate on each schedule in accordance with our statutory authority.*

Your cooperation in filing appropriate and accurate certified payrolls is appreciated.



## Statute 31-55a

You are here: [DOL Web Site](#) » [Wage and Workplace Standards](#) » Statute 31-55a

### - Special Notice -

**To All State and Political Subdivisions, Their Agents, and Contractors**

**Connecticut General Statute 31-55a - Annual adjustments to wage rates by contractors doing state work.**

*Each contractor that is awarded a contract on or after October 1, 2002, for (1) the construction of a state highway or bridge that falls under the provisions of section 31-54 of the general statutes, or (2) the construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works project that falls under the provisions of section 31-53 of the general statutes shall contact the Labor Commissioner on or before July first of each year, for the duration of such contract, to ascertain the prevailing rate of wages on an hourly basis and the amount of payment or contributions paid or payable on behalf of each mechanic, laborer or worker employed upon the work contracted to be done, and shall make any necessary adjustments to such prevailing rate of wages and such payment or contributions paid or payable on behalf of each such employee, effective each July first.*

- The prevailing wage rates applicable to any contract or subcontract awarded on or after October 1, 2002 are subject to annual adjustments each July 1st for the duration of any project which was originally advertised for bids on or after October 1, 2002.
- Each contractor affected by the above requirement shall pay the annual adjusted prevailing wage rate that is in effect each July 1st, as posted by the Department of Labor.
- It is the **contractor's** responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's Web Site. The annual adjustments will be posted on the Department of Labor Web page: [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us). For those without internet access, please contact the division listed below.
- The Department of Labor will continue to issue the initial prevailing wage rate schedule to the Contracting Agency for the project. All subsequent annual adjustments will be posted on our Web Site for contractor access.

**Any questions should be directed to the Contract Compliance Unit, Wage and Workplace Standards Division, Connecticut Department of Labor, 200 Folly Brook Blvd., Wethersfield, CT 06109 at (860)263-6790.**

←-- [Workplace Laws](#)




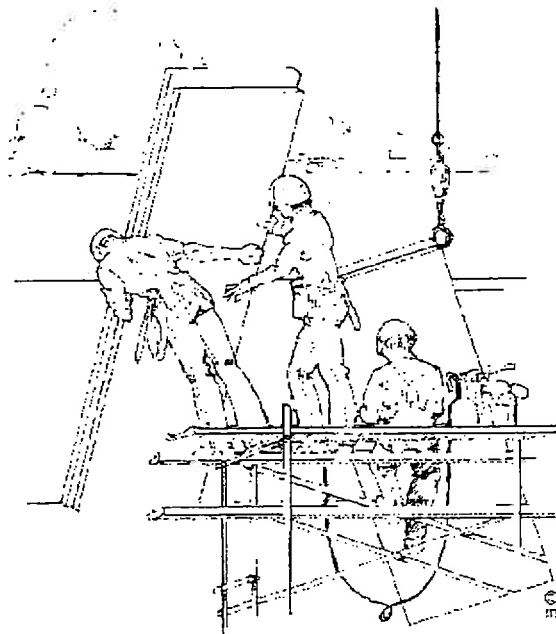
## ~NOTICE~

### TO ALL CONTRACTING AGENCIES

Please be advised that Connecticut General Statutes Section 31-53, requires the contracting agency to certify to the Department of Labor, the total dollar amount of work to be done in connection with such public works project, regardless of whether such project consists of one or more contracts.

Please find the attached "Contracting Agency Certification Form" to be completed and returned to the Department of Labor, Wage and Workplace Standards Division, Public Contract Compliance Unit.

 Inquiries can be directed to (860)263-6543.





CONNECTICUT DEPARTMENT OF LABOR  
WAGE AND WORKPLACE STANDARDS DIVISION  
CONTRACT COMPLIANCE UNIT

*CONTRACTING AGENCY CERTIFICATION FORM*

I, \_\_\_\_\_, acting in my official capacity as \_\_\_\_\_,  
authorized representative title

for \_\_\_\_\_, located at \_\_\_\_\_,  
contracting agency address

do hereby certify that the total dollar amount of work to be done in connection with

\_\_\_\_\_, located at \_\_\_\_\_,  
project name and number address

shall be \$ \_\_\_\_\_, which includes all work, regardless of whether such project  
consists of one or more contracts.

*CONTRACTOR INFORMATION*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Approximate Starting Date: \_\_\_\_\_

Approximate Completion Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return To: Connecticut Department of Labor  
Wage & Workplace Standards Division  
Contract Compliance Unit  
200 Folly Brook Blvd.  
Wethersfield, CT 06109

Date Issued: \_\_\_\_\_



CONNECTICUT DEPARTMENT OF LABOR  
WAGE AND WORKPLACE STANDARDS DIVISION

CONTRACTORS WAGE CERTIFICATION FORM

I, \_\_\_\_\_ of \_\_\_\_\_  
Officer, Owner, Authorized Rep. Company Name

do hereby certify that the \_\_\_\_\_  
Company Name  
\_\_\_\_\_  
Street  
\_\_\_\_\_  
City

and all of its subcontractors will pay all workers on the

\_\_\_\_\_  
Project Name and Number  
\_\_\_\_\_  
Street and City

the wages as listed in the schedule of prevailing rates required for such project (a copy of which is attached hereto).

\_\_\_\_\_  
Signed

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Return to:

Connecticut Department of Labor  
Wage & Workplace Standards Division  
200 Folly Brook Blvd.  
Wethersfield, CT 06109

Rate Schedule Issued (Date): \_\_\_\_\_



## Certified Payroll Form WWS - CPI

**You are here:** [DOL Web Site](#) » [Wage and Workplace Standards](#) » Certified Payroll Form WWS - CPI

In accordance with [Connecticut General Statutes, 31-53](#) Certified Payrolls with a statement of compliance shall be submitted monthly to the contracting agency.

**Note:** Once you have downloaded these forms and are ready to print them out, set the print function on your PC to the horizontal print orientation.

**Note2:** Please download both the Payroll Certification for Public Works Projects **and** the Certified Statement of Compliance for a complete package. The Certified Statement of Compliance appears on the same page as the Fringe Benefits Explanation page.

**Announcement: The Certified Payroll Form WWS-CPI can now be completed on-line!**

- [Certified Payroll Form WWS-CPI](#) (PDF, 727KB)
- [Sample Completed Form](#) (PDF, 101KB)



## PAYROLL CERTIFICATION FOR PUBLIC WORKS PROJECTS

Weekly Payroll Certification For  
Public Works Projects (Continued)

**Week-Ending Date:** \_\_\_\_\_  
**Contractor or Subcontractor Business Name:** \_\_\_\_\_

## WEEKLY PAYROLL

[illegible]

**\*IF REQUIRED**







**\*FRINGE BENEFITS EXPLANATION (P):**

Bona fide benefits paid to approved plans, funds or programs, except those required by Federal or State Law (unemployment tax, worker's compensation, income taxes, etc.).

Please specify the type of benefits provided:

- 1) Medical or hospital care \_\_\_\_\_ 4) Disability \_\_\_\_\_  
2) Pension or retirement \_\_\_\_\_ 5) Vacation, holiday \_\_\_\_\_  
3) Life Insurance \_\_\_\_\_ 6) Other (please specify) \_\_\_\_\_

**CERTIFIED STATEMENT OF COMPLIANCE**

For the week ending date of \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_ (hereafter known as

Employer) in my capacity as \_\_\_\_\_ (title) do hereby certify and state:

**Section A:**

1. All persons employed on said project have been paid the full weekly wages earned by them during the week in accordance with Connecticut General Statutes, section 31-53, as amended. Further, I hereby certify and state the following:

- a) The records submitted are true and accurate;
- b) The rate of wages paid to each mechanic, laborer or workman and the amount of payment or contributions paid or payable on behalf of each such employee to any employee welfare fund, as defined in Connecticut General Statutes, section 31-53 (h), are not less than the prevailing rate of wages and the amount of payment or contributions paid or payable on behalf of each such employee to any employee welfare fund, as determined by the Labor Commissioner pursuant to subsection Connecticut General Statutes, section 31-53 (d), and said wages and benefits are not less than those which may also be required by contract;
- c) The Employer has complied with all of the provisions in Connecticut General Statutes, section 31-53 (and Section 31-54 if applicable for state highway construction);
- d) Each such employee of the Employer is covered by a worker's compensation insurance policy for the duration of his employment which proof of coverage has been provided to the contracting agency;
- e) The Employer does not receive kickbacks, which means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided directly or indirectly, to any prime contractor, prime contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or in connection with a prime contractor in connection with a subcontractor relating to a prime contractor; and
- f) The Employer is aware that filing a certified payroll which he knows to be false is a class D felony for which the employer may be fined up to five thousand dollars, imprisoned for up to five years or both.

2. OSHA~The employer shall affix a copy of the construction safety course, program or training completion document to the certified payroll required to be submitted to the contracting agency for this project on which such employee's name first appears.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Submitted on (Date)

**Section B: Applies to CONNDOT Projects ONLY**

That pursuant to CONNDOT contract requirements for reporting purposes only, all employees listed under Section B who performed work on this project are not covered under the prevailing wage requirements defined in Connecticut General Statutes Section 31-53.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Submitted on (Date)

Note: CTDOL will assume all hours worked were performed under Section A unless clearly delineated as Section B WWS-CP1 as such. Should an employee perform work under both Section A and Section B, the hours worked and wages paid must be segregated for reporting purposes.

\*\*\*THIS IS A PUBLIC DOCUMENT\*\*\*

\*\*\*DO NOT INCLUDE SOCIAL SECURITY NUMBERS\*\*\*



### Weekly Payroll Certification For Public Works Projects (Continued)

**Week-Ending Date:**  
**Contractor or Subcontractor Business Name:**

## WEEKLY PAYROLL

[illegible]

\* IF REQUIRED



[New] In accordance with Section 31-53b(a) of the C.G.S. each contractor shall provide a copy of the OSHA 10 Hour Construction Safety and Health Card for each employee, to be attached to the first certified payroll on the project.

**PAYROLL CERTIFICATION FOR PUBLIC WORKS PROJECTS**

Wago and Workplace Standards Division  
200 Folly Brook Blvd.  
Wethersfield, CT 06109

**WORKER'S COMPENSATION INSURANCE CARRIER**

Travelers Insurance Company  
POLICY # 88AC688828

EFFECTIVE DATE: 1/1/00  
EXPIRATION DATE: 12/31/00

## WEEKLY PAYROLL

מרכז המידע לתרבות ואלטרטיב

XYZ Corporation  
2 Main Street  
Xenith, CT 06388

Lexicon Corporation 111 Commercial Avenue, Northford CT 06452

Lexicon Corporation 111 Commercial Avenue, Northford CT 06452

[illegible]

**ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED**

## WHAT'S REQUIRED

PAGE NUMBER 1 OF 2

OSHA 10 - ATTACH CARD TO 1ST CERTIFIED PAYROLL



**\*FRINGE BENEFITS EXPLANATION (P):**

Bona fide benefits paid to approved plans, funds or programs, except those required by Federal or State Law (unemployment tax, worker's compensation, income taxes, etc.).

Please specify the type of benefits provided:

- 1) Medical or hospital care Blue Cross 4) Disability                       
2) Pension or retirement                      5) Vacation, holiday                       
3) Life Insurance Uroplia 6) Other (please specify)

**CERTIFIED STATEMENT OF COMPLIANCE**

For the week ending date of 9/26/09

I, Robert Craft of XYZ Corporation, (hereafter known as  
Employer) in my capacity as Owner (title) do hereby certify and state:

**Section A:**

1. All persons employed on said project have been paid the full weekly wages earned by them during the week in accordance with Connecticut General Statutes, section 31-53, as amended. Further, I hereby certify and state the following:

- a) The records submitted are true and accurate;
- b) The rate of wages paid to each mechanic, laborer or workman and the amount of payment or contributions paid or payable on behalf of each such employee to any employee welfare fund, as defined in Connecticut General Statutes, section 31-53 (h), are not less than the prevailing rate of wages and the amount of payment or contributions paid or payable on behalf of each such employee to any employee welfare fund, as determined by the Labor Commissioner pursuant to subsection Connecticut General Statutes, section 31-53 (d), and said wages and benefits are not less than those which may also be required by contract;
- c) The Employer has complied with all of the provisions in Connecticut General Statutes, section 31-53 (and Section 31-54 if applicable for state highway construction);
- d) Each such employee of the Employer is covered by a worker's compensation insurance policy for the duration of his employment which proof of coverage has been provided to the contracting agency;
- e) The Employer does not receive kickbacks, which means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided directly or indirectly, to any prime contractor, prime contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or in connection with a prime contractor in connection with a subcontractor relating to a prime contractor; and
- f) The Employer is aware that filing a certified payroll which he knows to be false is a class D felony for which the employer may be fined up to five thousand dollars, imprisoned for up to five years or both.

2. OSHA--The employer shall affix a copy of the construction safety course, program or training completion document to the certified payroll required to be submitted to the contracting agency for this project on which such employee's name first appears.

Robert Craft owner 10/2/09  
(Signature) (Title) Submitted on (Date)

**Section B: Applies to CONNDOT Projects ONLY**

That pursuant to CONNDOT contract requirements for reporting purposes only, all employees listed under Section B who performed work on this project are not covered under the prevailing wage requirements defined in Connecticut General Statutes Section 31-53.

Robert Craft owner 10/2/09  
(Signature) (Title) Submitted on (Date)

Note: CTDOL will assume all hours worked were performed under Section A unless clearly delineated as Section B WWS-CPI as such. Should an employee perform work under both Section A and Section B, the hours worked and wages paid must be segregated for reporting purposes.

\*\*\*THIS IS A PUBLIC DOCUMENT\*\*\*

\*\*\*DO NOT INCLUDE SOCIAL SECURITY NUMBERS\*\*\*



# Occupational Classification Bulletin

**You are here:** [DOL Web Site](#) › [Wage and Workplace Standards](#) › Occupational Classification Bulletin

- [Informational Bulletin \(PDF, 479KB\)](#) updated

Published by the Connecticut Department of Labor, Project Management Office  
Last Updated: April 22, 2010



## **Information Bulletin**

### ***Occupational Classifications***

The Connecticut Department of Labor has the responsibility to properly determine "job classification" on prevailing wage projects covered under C.G.S. Section 31-53.

***Note: This information is intended to provide a sample of some occupational classifications for guidance purposes only. It is not an all-inclusive list of each occupation's duties. This list is being provided only to highlight some areas where a contractor may be unclear regarding the proper classification.***

**Below are additional clarifications of specific job duties performed for certain classifications:**

- **ASBESTOS WORKERS**

Applies all insulating materials, protective coverings, coatings and finishes to all types of mechanical systems.

- **ASBESTOS INSULATOR**

Handle, install apply, fabricate, distribute, prepare, alter, repair, dismantle, heat and frost insulation, including penetration and fire stopping work on all penetration fire stop systems.

- **BOILERMAKERS**

Erects hydro plants, incomplete vessels, steel stacks, storage tanks for water, fuel, etc. Builds incomplete boilers, repairs heat exchanges and steam generators.

- **BRICKLAYERS, CEMENT MASONS, CEMENT FINISHERS, MARBLE MASONS, PLASTERERS, STONE MASONS, PLASTERERS. STONE MASONS, TERRAZZO WORKERS, TILE SETTERS**

Lays building materials such as brick, structural tile and concrete cinder, glass, gypsum, terra cotta block. Cuts, tools and sets marble, sets stone, finishes concrete, applies decorative steel, aluminum and plastic tile, applies cements, sand, pigment and marble chips to floors, stairways, etc.



- **CARPENTERS, MILLWRIGHTS. PILEDRIVMEN. LATHERS. RESILEINT FLOOR LAYERS, DOCK BUILDERS, DIKERS, DIVER TENDERS**

Constructs, erects, installs and repairs structures and fixtures of wood, plywood and wallboard. Installs, assembles, dismantles, moves industrial machinery. Drives piling into ground to provide foundations for structures such as buildings and bridges, retaining walls for earth embankments, such as cofferdams. Fastens wooden, metal or rockboard lath to walls, ceilings and partitions of buildings, acoustical tile layer, concrete form builder. Applies firestopping materials on fire resistive joint systems only. Installation of curtain/window walls only where attached to wood or metal studs. Installation of insulated material of all types whether blown, nailed or attached in other ways to walls, ceilings and floors of buildings. Assembly and installation of modular furniture/furniture systems. Free-standing furniture is not covered. This includes free standing: student chairs, study top desks, book box desks, computer furniture, dictionary stand, atlas stand, wood shelving, two-position information access station, file cabinets, storage cabinets, tables, etc.

- **CLEANING LABORER**

The clean up of any construction debris and the general cleaning, including sweeping, wash down, mopping, wiping of the construction facility, washing, polishing, dusting, etc., prior to the issuance of a certificate of occupancy falls under the *Labor classification*.

- **DELIVERY PERSONNEL**

If delivery of supplies/building materials is to one common point and stockpiled there, prevailing wages are not required. If the delivery personnel are involved in the distribution of the material to multiple locations within the construction site then they would have to be paid prevailing wages for the type of work performed: laborer, equipment operator, electrician, ironworker, plumber, etc.

An example of this would be where delivery of drywall is made to a building and the delivery personnel distribute the drywall from one "stockpile" location to further sub-locations on each floor. Distribution of material around a construction site is the job of a laborer/tradesman and not a delivery personnel.

- **ELECTRICIANS**

Install, erect, maintenance, alteration or repair of any wire, cable, conduit, etc., which generates, transforms, transmits or uses electrical energy for light, heat, power or other purposes, including the Installation or maintenance of telecommunication, LAN wiring or computer equipment, and low voltage wiring.

**\*License required per Connecticut General Statutes: E-1,2 L-5,6 C-5,6 T-1,2 L-1,2 V-1,2,7,8,9.**



- **ELEVATOR CONSTRUCTORS**

Install, erect, maintenance and repair of all types of elevators, escalators, dumb waiters and moving walks. **\*License required by Connecticut General Statutes: R-1,2,5,6.**

- **FORK LIFT OPERATOR**

Laborers Group 4) Mason Tenders - operates forklift solely to assist a mason to a maximum height of nine (9) feet only.

Power Equipment Operator Group 9 - operates forklift to assist any trade, and to assist a mason to a height over nine (9) feet.

- **GLAZIERS**

Glazing wood and metal sash, doors, partitions, and 2 story aluminum storefronts. Installs glass windows, skylights, store fronts and display cases or surfaces such as building fronts, interior walls, ceilings and table tops and metal store fronts. Installation of aluminum window walls and curtain walls is the "joint" work of glaziers and ironworkers which requires either a blended rate or equal composite workforce.

- **IRONWORKERS**

Erection, installation and placement of structural steel, precast concrete, miscellaneous iron, ornamental iron, metal curtain wall, rigging and reinforcing steel. Handling, sorting, and installation of reinforcing steel (rebar). Metal bridge rail (traffic), metal bridge handrail, and decorative security fence installation. Installation of aluminum window walls and curtain walls is the "joint" work of glaziers and ironworkers which requires either a blended rate or equal composite workforce. Insulated metal and insulated composite panels are still installed by the Ironworker.

- **INSULATOR**

Installing fire stopping systems/materials for "Penetration Firestop Systems": transit to cables, electrical conduits, insulated pipes, sprinkler pipe penetrations, ductwork behind radiation, electrical cable trays, fire rated pipe penetrations, natural polypropylene, HVAC ducts, plumbing bare metal, telephone and communication wires, and boiler room ceilings. Past practice using the applicable licensed trades, Plumber, Sheet Metal, Sprinkler Fitter, and Electrician, is not inconsistent with the Insulator classification and would be permitted.



- **LABORERS**

Acetylene burners, asphalt rakers, chain saw operators, concrete and power buggy operator, concrete saw operator, fence and guard rail erector (except metal bridge rail (traffic), metal bridge handrail, and decorative security fence installation.), hand operated concrete vibrator operator, mason tenders, pipelayers (installation of storm drainage or sewage lines on the street only), pneumatic drill operator, pneumatic gas and electric drill operator, powermen and wagon drill operator, air track operator, block paver, curb setters, blasters, concrete spreaders.

- **PAINTERS**

Maintenance, preparation, cleaning, blasting (water and sand, etc.), painting or application of any protective coatings of every description on all bridges and appurtenances of highways, roadways, and railroads. Painting, decorating, hardwood finishing, paper hanging, sign writing, scenic art work and drywall hhg for any and all types of building and residential work.

- **LEAD PAINT REMOVAL**

Painter's Rate

1. Removal of lead paint from bridges.
2. Removal of lead paint as preparation of any surface to be repainted.
3. Where removal is on a Demolition project prior to reconstruction.

Laborer's Rate

1. Removal of lead paint from any surface NOT to be repainted.
2. Where removal is on a *TOTAL* Demolition project only.

- **PLUMBERS AND PIPEFITTERS**

Installation, repair, replacement, alteration or maintenance of all plumbing, heating, cooling and piping. ***\*License required per Connecticut General Statutes: P-1,2,6,7,8,9 J-1,2,3,4 SP-1,2 S-1,2,3,4,5,6,7,8 B-1,2,3,4 D-1,2,3,4.***

- **POWER EQUIPMENT OPERATORS**

Operates several types of power construction equipment such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers or motor graders, etc. Repairs and maintains equipment. ***\*License required, crane operators only, per Connecticut General Statutes.***



- **ROOFERS**

Covers roofs with composition shingles or sheets, wood shingles, slate or asphalt and gravel to waterproof roofs, including preparation of surface. (tear-off and/or removal of any type of roofing and/or clean-up of any and all areas where a roof is to be relaid)

- **SHEETMETAL WORKERS**

Fabricate, assemble, install and repair sheetmetal products and equipment in such areas as ventilation, air-conditioning, warm air heating, restaurant equipment, architectural sheet metal work, sheetmetal roofing, and aluminum gutters. Fabrication, handling, assembling, erecting, altering, repairing, etc. of coated metal material panels and composite metal material panels when used on building exteriors and interiors as soffits, fascia, louvers, partitions, wall panel siding, canopies, cornice, column covers, awnings, beam covers, cladding, sun shades, lighting troughs, spires, ornamental roofing, metal ceilings, mansards, copings, ornamental and ventilation hoods, vertical and horizontal siding panels, trim, etc. The sheet metal classification also applies to the vast variety of coated metal material panels and composite metal material panels that have evolved over the years as an alternative to conventional ferrous and non-ferrous metals like steel, iron, tin, copper, brass, bronze, aluminum, etc. Insulated metal and insulated composite panels are still installed by the Iron Worker. Fabrication, handling, assembling, erecting, altering, repairing, etc. of architectural metal roof, standing seam roof, composite metal roof, metal and composite bathroom/toilet partitions, aluminum gutters, metal and composite lockers and shelving, kitchen equipment, and walk-in coolers.

- **SPRINKLER FITTERS**

Installation, alteration, maintenance and repair of fire protection sprinkler systems.  
**\*License required per Connecticut General Statutes: F-1,2,3,4.**

- **TILE MARBLE AND TERRAZZO FINISHERS**

Assists and tends the tile setter, marble mason and terrazzo worker in the performance of their duties.



- **TRUCK DRIVERS**

**Definitions:**

1) "Site of the work" (29 Code of Federal Regulations (CFR) 5.2(l)(b) is the physical place or places where the building or work called for in the contract will remain and any other site where a significant portion of the building or work is constructed, provided that such site is established specifically for the performance of the contract or project;

(a) Except as provided in paragraph (l) (3) of this section, job headquarters, tool yards, batch plants, borrow pits, etc. are part of the "site of the work"; provided they are dedicated exclusively, or nearly so, to the performance of the contract or project, and provided they are adjacent to "the site of work" as defined in paragraph (e)(1) of this section;

(b) Not included in the "site of the work" are permanent home offices, branch plant establishments, fabrication plants, tool yards etc, of a contractor or subcontractor whose location and continuance in operation are determined wholly without regard to a particular State or political subdivision contract or uncertain and indefinite periods of time involved of a few seconds or minutes duration and where the failure to count such time is due to consideration justified by industrial realities (29 CFR 785.47)

2) "Engaged to wait" is waiting time that belongs to and is controlled by the employer which is an integral part of the job and is therefore compensable as hours worked. (29 CFR 785.15)

3) "Waiting to be engaged" is waiting time that an employee can use effectively for their own purpose and is not compensable as hours worked. (29 CFR 785.16)

4) "De Minimus" is a rule that recognizes that unsubstantial or insignificant periods of time which cannot as a practical administrative matter be precisely recorded for payroll purposes, may be disregarded. This rule applies only where there are uncertain and indefinite periods of time involved of a short duration and where the failure to count such time is due to consideration justified by worksite realities. For example, with respect to truck drivers on prevailing wage sites, this is typically less than 15 minutes at a time.

**Coverage of Truck Drivers on State or Political subdivision Prevailing Wage Projects**

**Truck drivers are covered for payroll purposes under the following conditions:**

- Truck Drivers for time spent working on the site of the work.
- Truck Drivers for time spent loading and/or unloading materials and supplies on the site of the work, if such time is not de minimus



- Truck drivers transporting materials or supplies between a facility that is deemed part of the site of the work and the actual construction site.
- Truck drivers transporting portions of the building or work between a site established specifically for the performance of the contract or project where a significant portion of such building or work is constructed and the physical places where the building or work outlined in the contract will remain.

*For example: Truck drivers delivering asphalt are covered under prevailing wage while "engaged to wait" on the site and when directly involved in the paving operation, provided the total time is not "de minimus"*

**Truck Drivers are not covered in the following instances:**

- Material delivery truck drivers while off "the site of the work"
- Truck Drivers traveling between a prevailing wage job and a commercial supply facility while they are off the "site of the work"
- Truck drivers whose time spent on the "site of the work" is de minimus, such as under 15 minutes at a time, merely to drop off materials or supplies, including asphalt.

*These guidelines are similar to U.S. Labor Department policies. The application of these guidelines may be subject to review based on factual considerations on a case by case basis.*

**For example:**

- Material men and deliverymen are not covered under prevailing wage as long as they are not directly involved in the construction process. If, they unload the material, they would then be covered by prevailing wage for the classification they are performing work in: laborer, equipment operator, etc.
- Hauling material off site is not covered provided they are not dumping it at a location outlined above.
- Driving a truck on site and moving equipment or materials on site would be considered covered work, as this is part of the construction process.

*Any questions regarding the proper classification should be directed to:*

*Public Contract Compliance Unit  
Wage and Workplace Standards Division  
Connecticut Department of Labor  
200 Folly Brook Blvd, Wethersfield, CT 06109  
(860) 263-6543*



Connecticut Department of Labor  
Wage and Workplace Standards Division  
FOOTNOTES

Please Note: If the "Benefits" listed on the schedule for the following occupations includes a letter(s) (+ a or + a+b for instance), refer to the information below.

Benefits to be paid at the appropriate prevailing wage rate for the listed occupation.

If the "Benefits" section for the occupation lists only a dollar amount, disregard the information below.

**Bricklayers, Cement Masons, Cement Finishers, Concrete Finishers (including caulking),  
Stone Masons  
(Building Construction) and  
(Residential- Hartford, Middlesex, New Haven, New London and Tolland Counties)**

- a. Paid Holiday: Employees shall receive 4 hours for Christmas Eve holiday provided the employee works the regularly scheduled day before and after the holiday. Employers may schedule work on Christmas Eve and employees shall receive pay for actual hours worked in addition to holiday pay.

**Bricklayer (Residential- Fairfield County)**

- a. Paid Holiday: If an employee works on Christmas Eve until noon he shall be paid for 8 hours.

**Electricians**

Fairfield County: West of the Five Mile River in Norwalk

- a. \$2.00 per hour not to exceed \$14.00 per day.

**Elevator Constructors: Mechanics**

- a. Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Day, plus the Friday after Thanksgiving.
- b. Vacation: Employer contributes 8% of basic hourly rate for 5 years or more of service or 6% of basic hourly rate for 6 months to 5 years of service as vacation pay credit.

**Glaziers**



- a. Paid Holidays: Labor Day and Christmas Day.

**Power Equipment Operators**

(Heavy and Highway Construction & Building Construction)

- a. Paid Holidays: New Year's Day, Good Friday, Memorial day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, provided the employee works 3 days during the week in which the holiday falls, if scheduled, and if scheduled, the working day before and the working day after the holiday. Holidays falling on Saturday may be observed on Saturday, or if the employer so elects, on the preceding Friday.

**Ironworkers**

- a. Paid Holiday: Labor Day provided employee has been on the payroll for the 5 consecutive work days prior to Labor Day.

**Laborers (Tunnel Construction)**

- a. Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. No employee shall be eligible for holiday pay when he fails, without cause, to work the regular work day preceding the holiday or the regular work day following the holiday.

**Roofers**

- a. Paid Holidays: July 4<sup>th</sup>, Labor Day, and Christmas Day provided the employee is employed 15 days prior to the holiday.

**Sprinkler Fitters**

- a. Paid Holidays: Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day, provided the employee has been in the employment of a contractor 20 working days prior to any such paid holiday.

**Truck Drivers**

(Heavy and Highway Construction & Building Construction)

- a. Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas day, and Good Friday, provided the employee has at least 31 calendar days of service and works the last scheduled day before and the first scheduled day after the holiday, unless excused.



GREENWICH PUBLIC SCHOOLS  
GREENWICH, CONNECTICUT

Contract Cover Sheet  
Letter of Intent / Award Letter  
Invitation to Bid  
Bid Sheet  
Contract for XXXXXXXXXXXXXXXXXXXXXXXX  
Bid Bond  
Corporate Principal  
Performance, Maintenance and Payment Bond  
Insurance Procedure  
Insurance Requirement Sheet  
Endorsement Letter  
Acord Form  
A.M. Best Key Rating Guide Sheet  
Affirmative Action Compliance Affidavit  
Consent of Surety  
Final Payment

**CONTRACT**

**FOR**

**GREENWICH HIGH SCHOOL**

**AT**

**SELECT ROOF REPLACEMENT**

**Contract No. 2323-21**

**GREENWICH PUBLIC SCHOOLS  
GREENWICH, CT.**



BLANK



# **AWARD LETTER**



FORM OF BID BOND  
TOWN OF GREENWICH, CONNECTICUT

\_\_\_\_\_  
Date Bond Executed

BID BOND

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Penal Sum of Bond (express in words and figures)

\_\_\_\_\_  
Date of Bid

\_\_\_\_\_  
KNOW ALL MEN BY THESE PRESENTS, that we, the principal and surety above named, are held and firmly bound unto the Town of Greenwich, Connecticut, in the penal sum of the amount stated above, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principal has submitted the accompanying bid, dated as shown above for \_\_\_\_\_.  
(name of bid)

\_\_\_\_\_  
NOW THEREFORE, if the principal shall not withdraw said bid within the period specified therein after the opening of the same, or if no period be specified, within sixty (60) days after said opening, and shall within the period specified therefor, or if no period specified, within ten (10) days after the prescribed forms are presented to him for signature, execute such further contractual documents, if any, as may be required by the terms of the Bid as accepted, and give bonds with good and sufficient surety or sureties as may be required, for the faithful performance and proper fulfillment of the resulting contract, and for the protection of all persons supplying labor and materials in the prosecution of the work provided for in such contract or in the event of the withdrawal of said bid within the period specified, or the failure to enter into such contract and give such bonds within the time specified, if the principal shall pay the Town of Greenwich, Connecticut, the difference between the amount specified in said bid and the amount for which said Town may procure the required work, supplies, and services, if the latter amount be in excess of the former, then the above obligation shall be void and of no effect, otherwise to remain in full force and virtue.

IN WITNESS WHEREOF the above-bounden parties have executed this instrument under their several seals on the date indicated above. The name and corporate seal (if applicable) of each corporate party being hereto affixed:

\_\_\_\_\_  
Name of Partnership



\_\_\_\_\_(SEAL)

Business Address

Partner – (Hereunto Duly Authorized)

IN THE PRESENCE OF:

WITNESS

INDIVIDUAL PRINCIPAL

1. \_\_\_\_\_ AS

TO \_\_\_\_\_ (SEAL)

2. \_\_\_\_\_ AS

TO \_\_\_\_\_ (SEAL)

3. \_\_\_\_\_ AS

TO \_\_\_\_\_ (SEAL)

4. \_\_\_\_\_ AS

TO \_\_\_\_\_ (SEAL)

\*\*\*\*\*

\_\_\_\_\_  
CORPORATE / LLC PRINCIPAL

WITNESS

\_\_\_\_\_  
BUSINESS ADDRESS AFFIX  
CORPORATE  
SEAL

\_\_\_\_\_

\_\_\_\_\_  
BY– (HEREUNTO DULY AUTHORIZED)

\_\_\_\_\_  
TITLE

\*\*\*\*\*

\_\_\_\_\_  
CORPORATE SURETY

WITNESS

\_\_\_\_\_  
BUSINESS ADDRESS AFFIX  
CORPORATE  
SEAL

\_\_\_\_\_

\_\_\_\_\_  
BY – (HEREUNTO DULY AUTHORIZED)

\_\_\_\_\_  
TITLE

CERTIFICATE AS TO CORPORATE PRINCIPAL



I, \_\_\_\_\_, certify that I am the  
\_\_\_\_\_ of the corporation named as principal in the within bond;  
that \_\_\_\_\_, who signed said bond on behalf of the principal, was  
then \_\_\_\_\_ of the corporation; that I know his signature, and his signature  
thereto is genuine; and that said bond was duly signed, sealed and attested for and in behalf of said  
corporation by authority of its governing body.

\_\_\_\_\_  
(Corporate Seal)



# PERFORMANCE, MAINTENANCE AND PAYMENT BOND

BOND NO. \_\_\_\_\_ CONTRACT NO. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS. That we \_\_\_\_\_,  
\_\_\_\_\_, as Principal, and

\_\_\_\_\_ a corporation organized under the laws of the State of \_\_\_\_\_ and authorized to do business in the State of Connecticut as Surety, are holden and firmly bound jointly and severally unto the TOWN OF GREENWICH, CONNECTICUT, hereafter referred to as the Town, a territorial corporation located in the County of Fairfield, in the penal sum of

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_),

to be paid to it or its certain attorney, successors or assigns, to which payment well and truly to be made, we the said Obligors do

bind ourselves, and each of us, our heirs, executors, administrators, and successors firmly by these presents.

IN WITNESS WHEREOF we have hereunto set or caused to be set our respective hands, names and seals this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

THE CONDITION OF THIS OBLIGATION IS SUCH, That whereas the above named Principal has entered into a certain written contract with the TOWN OF GREENWICH, CONNECTICUT, dated the \_\_\_\_\_ day of \_\_\_\_\_ 2021, for construction of **CONTRACT NO.** \_\_\_\_\_

\_\_\_\_\_ (*Description of work here – Usually the name of the bid*) according to the plans and specifications prepared by the **TOWN OF GREENWICH**, which contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, if the said Principal shall well and faithfully perform said contract according to its provisions, and fully indemnify and save harmless the Town from all cost and damages which the Town may suffer by reason of failure so to do, and shall pay for all equipment, appurtenances, materials and labor furnished, used or employed in the execution of said contract, and shall indemnify and save harmless the Town from all suits or claims of any nature or description against the Town by reason of any injuries or damages sustained by any person or persons on account of any act or omission of said Principal, his servants or agents, or his subcontractors in the construction of the work or in guarding the work, or on account of the use of faulty or improper materials, or by reason of claims under the Workmen's Compensation Laws or other laws by any employee of the Principal or his subcontractors, or by reason of the use of any patented material, machinery, device, equipment, process, method of construction or design in any way involved in the work, and shall indemnify the Town against such defective workmanship, material and equipment as may be discovered within one (1) year after completion and final acceptance of the work, and shall make good in such defective workmanship and material as may be discovered within said period of one year, then this obligation shall be void, otherwise to remain in full force and effect.

The Surety hereby stipulates and agrees that any modifications, omissions or additions in or to the terms of the aforesaid contract, or in or to the plans or specifications therefor, or any extension of time, shall in no wise affect the obligation of the Surety under this bond, the Surety hereby waiving any and all right to any notice of any such modifications, omissions, changes, additions or extensions.

**CONTRACTOR** \_\_\_\_\_

**BY** \_\_\_\_\_

**SURETY** \_\_\_\_\_

**BY** \_\_\_\_\_



## **INSURANCE PROCEDURE**

### **PLEASE NOTE:**

**THIS PAGE MUST BE RETURNED WITH YOUR BID/PROPOSAL. FAILURE TO DO SO MAY RESULT IN YOUR BID/PROPOSAL BEING REJECTED.**

Please take the insurance requirements of the Contract to your agent/broker immediately upon receipt of the bid documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in this Request for Bid/Proposal. Any bids/proposals with deficient insurance requirements will be rejected.

### **STATEMENT OF VENDOR:**

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. The bid/proposal cost reflects any additional costs relating to insurance requirements for this work.

---

Signature

---

Date

---

Contractor



**Insurance Requirements:** Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Contract operations.

- ☒ A. General Liability, with minimum coverages for combined bodily injury and property damage liability of **\$2,000,000** general aggregate, **\$1,000,000** per occurrence including:
  - ☒ 1. Commercial General Liability.
  - ☒ 2. Town as additional insured.
  - ☐ 3. Owners and Contractors Protective Liability (separate policy in the name of the Town).
- ☒ B. Comprehensive Automobile Liability, with minimum coverages of **\$1,000,000** combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.
- ☒ C. Excess Liability with minimum coverage of **\$5,000,000** in umbrella form, or such other form as approved by Town Department Head and Risk Management Director.
- ☒ D. Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.
- ☐ E. Professional Liability (for design and other professionals for Errors and Omissions) with minimum coverage of **\$1,000,000**. If the policy is on a claims-made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.
- ☐ F. Other (Builder's Risk etc.):\_\_\_\_\_.
- ☒ G. CERTIFICATE HOLDER: TOWN OF GREENWICH, BOARD OF EDUCATION, ATTN: BOARD OF EDUCATION (also fill in on ACORD Certificate of Insurance) 290 Greenwich Avenue, Greenwich, CT 06830.

The **Acord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. Company name and address must conform on all documents including insurance documentation. It is required that the agent/broker note the individual insurance companies providing coverage, rather than the insurance group, on the Acord form. The Contract number (provided to the awarded Contractor), project name and a brief description must be inserted in the "Description of Operations" field. It must be confirmed on the Acord Form that the Town of Greenwich is endorsed as an additional insured by having the appropriate box checked off and stating such in the "Description of Operations" field. **A letter from the awarded vendor's agent/broker certifying that the Town of Greenwich has been endorsed onto the general liability policy as an additional insured is also mandatory.** This letter must follow exactly the format provided by the Purchasing Department and must be signed by the same individual authorized representative who signed the Acord form. If the insurance coverage required is provided on more than one Acord certificate of insurance, then additional endorsement letters are also required. Contract development will begin upon receipt of complete, correct insurance documentation.

The Contractor shall be responsible for maintaining the above insurance coverages in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of A:VII or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department.



**( SAMPLE ENDORSEMENT LETTER )**

**AGENT/BROKER  
(LETTERHEAD)**

(Date)

Eugene H. Watts, Senior Buyer  
Purchasing Department  
Town of Greenwich/Board of Education  
290 Greenwich Avenue – Havemeyer Building  
Greenwich, CT 06830

Re:

Town of Greenwich/Board of Education / **Contract #**

Dear Mr. Watts:

The undersigned hereby certifies as follows:

- (1) I am a duly licensed insurance agent under the laws of the State of [insert State] and an authorized representative of all companies affording coverage under the Acord form submitted herewith;
- (2) The Town of Greenwich and The Greenwich Board of Education have been endorsed as an additional insured under the general liability policy no. [insert policy number], issued by [insert company affording coverage] to [name of insured];
- (3) The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;
- (4) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above-referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and
- (5) Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

Sincerely,

Authorized Representative for all companies listed in the Acord form



## **A. M. BEST KEY RATING GUIDE FORM**

The \_\_\_\_\_ is licensed in  
The State of Connecticut as per listing in the 2020 edition of the  
A.M. Best Key Rating Guide for Property and Casualty, page  
Number \_\_\_\_\_.

Their rating is \_\_\_\_\_.



**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES  
CONTRACT COMPLIANCE REGULATIONS  
NOTIFICATION TO BIDDERS**

**AFFIRMATIVE ACTION COMPLIANCE AFFIDAVIT**

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

- (a) the bidder's success in implementing an affirmative action plan;
- (b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder's promise to develop and implement a successful affirmative action plan;
- (d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

**\*INSTRUCTIONS:** Bidder must sign acknowledgement below and return acknowledgement to Awarding Agency along with bid proposal.

The undersigned acknowledges receiving and reading a copy of the "Notification to Bidders" form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

On behalf of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# SAMPLE COPY – DO NOT USE:

## **BID SHEET**

Bids must be submitted to the Greenwich Public Schools, Havemeyer Building, 290 Greenwich Avenue, Greenwich, Connecticut 06830, Attention Mr. Eugene H. Watts, Senior Buyer, Purchasing Department on the following form signed by an authorized company officer.

Greenwich Public Schools  
Havemeyer Building  
290 Greenwich Avenue  
Greenwich, CT 06830

Date \_\_\_\_\_  
Re: \_\_\_\_\_

Gentlemen:

(I, We) \_\_\_\_\_ the undersigned having visited the site of the \_\_\_\_\_ School and having familiarized ourselves with the local conditions affecting the cost of the work and with Contract Documents and all addenda to said Documents, hereby propose to furnish all labor, tools, materials, equipment and insurance, to pay all applicable taxes, and to do and perform all things as provided in the Specifications for \_\_\_\_\_ for the following sum:

Base Bid \$ \_\_\_\_\_

Signed \_\_\_\_\_  
(Corporate Seal)

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_



## INFORMATION FOR BIDDERS

### 1. Form and Submission of Bid

- a. One copy of this document will be furnished to the bidders. The Bid Sheet shall be completed and returned as part of the bid. The copy submitted by the successful bidder shall be completed in its entirety, executed and retained by the Town of Greenwich, sometimes referred to as the Town. From this executed copy, three other conformed copies will be made, one of which will be sent to the Contractor.
- b. Bid Documents must be enclosed in a sealed opaque envelope plainly marked on the outside with the name and address of the Contractor; addressed to the Purchasing Agent, Greenwich Public Schools, Havemeyer Building, 290 Greenwich Avenue, Greenwich, Connecticut, and shall be labeled as indicated in Invitation to Bidders.
- c. It shall be the responsibility of each Bidder to have his Bid Proposal at the Business Office at the time of Bid Opening; neither the Town of Greenwich nor the Board of Education shall be held in any way for failure of bidder to have his Bid Proposal submitted at such time and Bids arriving after the indicated Bid Opening time will not be accepted. Late bids arriving by mail shall be returned to the sender unopened.

### 2. Bid Security

Each Bid must be accompanied by Bid Bond prepared on the Form of Bid Bond attached hereto duly executed and acknowledged by the Bidder, as Principal, and by a surety satisfactory to Town as Surety. Bid Bond shall be in the sum of 10% of bid amount and shall be enclosed in the sealed envelope containing the Bid. Each such Bid Bond may be held by the Town as security for the fulfillment of the Bidder's agreements as hereinabove set forth and as set forth in the Bid. Should the Bidder fail to fulfill such agreements, the Bid Bond shall become payable to the Town as liquidated damages; otherwise, the Bid Bond shall become null and void. A BID BOND will not be required where the total estimated cost of labor and materials under the contract with respect to which such general bid is submitted is less than fifty thousand dollars (\$50,000).



3. Withdrawal of Bids

Except as hereinafter in this subsection expressly provided, once his Bid is submitted and received by the Town for consideration and comparison with the other bids similarly submitted, the Bidder agrees that he may not and will not withdraw it within thirty (30) consecutive calendar days after the actual date of the opening of Bids unless extended by addendum.

Upon proper written request and identification, Bids may be withdrawn only as follows:

- a. At any time prior to the designated time for the opening of bids.
- b. Unless a Bid is withdrawn as provided above, the Bidder agrees that it shall be deemed open for acceptance until the Agreement has been executed by both parties thereto or until the Town notifies a Bidder in writing that his Bid is rejected or that the Town does not intend to accept it. Notice of acceptance of a Bid shall not constitute rejection of any other Bid.

4. Bidders to Investigate

Where applicable, Bidders are required to submit their Bids upon the following express conditions which shall apply to and be deemed a part of every Bid received, "viz".

Bidders must satisfy themselves by personal examination of the site of the work and by such means as they may wish, as to the actual conditions there existing, the character and requirements of the work, and the difficulties attendant upon its execution, and the accuracy of all estimated quantities, if any, stated in the Bid.

5. Ability and Experience of Bidder

No award will be made to any Bidder who cannot satisfy the Town that he has sufficient ability and experience in this class of work and sufficient capital and plant to enable him to prosecute and complete the work successfully within the time named or where such time is not named, within a reasonable period of time as is determined by the contracting officer or agency. The Town's decision or judgment on these matters shall be final, conclusive and binding.

The Town may make such investigations as it deems necessary, and the Bidder shall furnish to the Town, under oath if so required, all such information and data for this purpose as the Town may request.



6. Interpretations

Questions Regarding Drawings and Documents. No answer will be given to prospective Bidders in reply to an oral question if the question involves an interpretation of the intent or meaning of the Drawings, if any, or other Contract Documents or the quality or use of products or methods other than those designated or described on the Drawings, if any, and other Contract Documents, including Addenda, as described below, is given informally, for information and the convenience of the Bidder only, and is not guaranteed. The Bidder agrees that such information shall not be used as the basis of nor shall the giving of such information entitle the Bidder to assess any claim or demand against the Town or Board of Education.

To receive consideration, such questions shall be submitted in writing to the Board of Education at least ten (10) calendar days before the established date for receipt of Bids. If the question involves the quality or use of products or methods, it must be accompanied by Drawings, Specifications, or data in sufficient detail to enable the Board of Education to determine the quality or suitability of the products or method. In general, the Board of Education will neither approve nor disapprove particular products prior to the opening of bids; such products will be considered when offered by the Contractor for incorporation into the work.

The Contracting Officer will set forth as addenda, which shall become a part of the Contract Documents, such questions received as above provided as in his sole judgment are appropriate or necessary and his decision regarding each. At least seven (7) days prior to the receipt of Bids, he will send a copy of these addenda to those prospective Bidders known to have taken out sets of the Drawings and other Contract Documents.

The Contractor agrees to use the products and methods designated or described in the specifications or as amended by the addenda.

- a. Bids. The Board of Education reserves the right to reject Bids which in its judgment are either incomplete, conditional, obscure, or not responsible or which contain additions not called for, erasures not properly initialed, alterations or similar irregularities if deemed in the Town's best interest to do so.
- b. Right to Reject or Accept Bids. The Board of Education reserves the right to reject any and all bids not deemed to be in the best interest of the Town of Greenwich. The Board of Education reserves the right to waive any informalities in or reject any or all bids, or any part of any bid.
- c. Execution of Agreement. The Bidder whose Bid is accepted will be required and agrees to duly execute the Agreement and furnish the required Bond within such time as deemed reasonable by the Town or Contracting Officer.



d. Non-Connecticut Contractors 5 % Tax.

Pursuant to Connecticut General Statutes § 12-430(7), as amended by Public Act No11,61, Section 66, a non-resident contractor shall comply with the State of Connecticut's bonding requirements.

7. Bid Bond

- a. The Bid Bond form given on the following pages shall be used.
- b. The surety on the bond may be any corporation authorized to act as surety in the State of Connecticut.
- c. The full name and business or residence address of each individual party to the bond shall be inserted in the space provided therefore, and each party shall sign the bond with his usual signature on the line opposite the scroll seal.
- d. If the principals are partners, their individual names shall appear in the space provided therefore, with the recital that they are partners composing a firm, naming it, and the bond shall be executed by a general partner who has been authorized to act on behalf of the partnership.
- e. If the principal or surety is a corporation, the name of the state in which incorporate shall be inserted in the space provided therefore, and said instrument shall be executed and attested under the corporate seal, the fact shall be stated, in which case a scroll or adhesive seal shall appear following the corporate name.
- f. The official character and authority of the person or persons executing the bond for a corporation shall be certified by a proper officer. In lieu of such certificate, there may be attached to the bond copies of so much of the records of the corporation as will show the official character and authority of the officers signing duly certified by a proper officer, under the corporate seal, to be true copies.
- g. The date of this bond must not be prior to the date of the instrument in connection with which it is given.

8. Minimum Wages and Payment to Subcontractors

- a. The work specified in this contract is subject to prevailing wage rates as fixed by the Labor Commissioner of the State of Connecticut and a schedule of such rates is deemed to be incorporated herein.
- b. A general or prime contractor is required by Connecticut law to pay his subcontractors for labor performed or materials furnished within forty-five (45) days after payment to such general or prime contractor.



- c. The contractor's attention is directed to Section 9 of the Agreement for additional requirements for Employment Preference and Minimum Wage.



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## A G R E E M E N T

This AGREEMENT, executed this 1<sup>st</sup> day of July in the year Two Thousand and \_\_\_\_ (20\_\_)

(herein referred to as the "AGREEMENT"), by and between the Town of Greenwich, Connecticut,

acting through Board of Education hereunto duly authorized "OWNER," and

\_\_\_\_\_ acting through \_\_\_\_\_  
duly authorized, "CONTRACTOR."

WITNESSETH, that the parties to these presents, each in consideration of the undertakings, promises, and agreements on the part of the other herein contained, have undertaken, promised, and agreed and do hereby undertake, promise and agree, the Owner for itself, its successors and assigns, as follows:

1. DEFINITIONS: Wherever the words hereinafter defined or pronouns used in their stead occur in the Contract Documents, they shall have the following meaning:

The word "OWNER" shall mean the Greenwich Board of Education, Town of Greenwich, and shall include its authorized representative, the Assistant Facilities Director.

The words "CONTRACTING OFFICER OR AGENCY" shall mean that official or agency of the Town which awards the contract and executed the Agreement.

The Invitation to Bid, Information for Bidders, the Contractor's Bid as accepted by the Owner, the Agreement, the General Conditions, any special conditions, and the General, Technical and Materials Specifications, the Drawings and all addenda and amendments to any of the foregoing, collectively constitute the Contract Documents, and are sometimes herein referred to as the "Contract".

When instructions such as "provide", "furnish", etc. are used herein, these apply to the General Contractor, unless noted otherwise.

2. DESCRIPTION OF WORK: The work under this Contract shall consist of everything set forth in the Specifications and any Drawings and any Addenda to either Specifications or Drawings or both. It shall be understood that the Contractor shall be in strict compliance with all municipal, state and federal statutes.
3. PAYMENT: The Contractor shall be paid, in general, upon satisfactory completion of the work as



described under "Final Payment". For certain work of substantial cost the Board of Education will make partial payments for work completed and materials provided. Requirements for partial payments are as stipulated in the Special Conditions.

Each requisition for partial payment must be accompanied with a breakdown showing costs of materials provided and percentage of the work which is completed at the time such request is made. Such payments will be made upon approval of the Assistant Facilities Director.

4. **PERFORMANCE, MAINTENANCE AND PAYMENT BOND:** The Contractor shall simultaneously with the signing of the Contract, furnish the Town the executed Performance, Maintenance, and Payment Bond of a SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF CONNECTICUT, and acceptable to the Town, in the sum of the full amount of the Contract Obligation in the form provided by the Town. A **PERFORMANCE BOND** will not be required where the total estimated cost of labor and materials under the contract with respect to which such general bid is submitted is less than one hundred thousand dollars (\$100,000.00).
5. **TIME OF COMPLETION:** Where time of completion is an essential and applicable part of this Contract each Bidder will be required to indicate his proposed completion date as set forth on the Proposal Sheet. Where time is of the utmost importance because inconvenience, safety or health of persons affected or for any other valid reason as determined by the Board of Education, the Board will establish the time of completion and reserves the right to establish a time charge against the Contractor for non-compliance with this provision. Conditions for the time charge and related costs will be as set forth in the Specifications if such time charge will be made part of this Contract.

**NOTE:** The Town, at its discretion, may choose to extend the Contract for additional option years.

Base Contract period is:	2021	through	2022
First option year is:	2022	through	2023
Second option years is:	2023	through	2024

6. **INSURANCE:** Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor shall procure and maintain insurance of the types and amounts indicated in paragraphs A through F inclusive, below, and such other insurance as is specified under any special conditions to the Contract. The Town shall be named as an additional insured on each such policy of insurance.

The Contractor shall require each of its subcontractors to procure and maintain, until the final completion of each sub-contractor's work, insurance of the types and amounts specified in paragraphs A through F inclusive, below, which shall be in addition to the obligation of the Contractor to secure and maintain at its



expense, during the life of this Contract, public liability and property damage insurance to protect it, its sub-contractors, if any, and the Town from claims for bodily injury, accidental death or property damage arising from the operations under this Contract (including blasting and the handling and storage of explosives) whether such operations be by the Contractor or by anyone directly or indirectly employed by it.

7. **GUARANTEE:** The Contractor guarantees that the work and services to be performed, furnished, used or installed in the construction of the same shall be free of defects and flaws, and shall be performed and furnished in strict accordance with the Drawings, if any, Specifications, and other Contract Documents, that the strength of all parts of all manufactured equipment shall be adequate and as specified and that the performance test requirements of the Contract shall be fulfilled. This guarantee shall be for a period of one year from and after the date of completion and acceptance of the work as stated in the final estimate. The Contractor shall repair, correct or replace as required, promptly and without charge, all work, equipment and material, or parts thereof, which fail to meet the above guarantee or which in any way fail to be in strict accordance with the terms and provisions and requirements of the Contract during such one year period, and also shall cover maintenance/operation, repair, correct, or replace all damage to the work resulting from such failure.
8. **DEFECTIVE WORK:** The inspection of the work shall not relieve the Contractor of any of his obligations to perform and complete the work as required by the Contract. Defective work shall be corrected and unsuitable materials, equipment, apparatus and other items shall be replaced by the Contractor, notwithstanding that such work, materials, and other items may have been previously overlooked or accepted or estimated for payment. If the work or any part thereof shall be found defective at any time before the final acceptance of the work, the Contractor shall forthwith make good such defect in a manner satisfactory to the Board of Education; if any material, equipment, apparatus, or other items brought upon the site for use or incorporation in the work, or selected for the same, is condemned by the Board of Education as unsuitable or not in conformity with the Specifications or any of the other Contract Documents, the Contractor shall forthwith remove such materials, equipment, apparatus and other items from the site of the work and shall at his own cost and expense make good and replace the same and any material furnished by the Board of Education which shall be damaged or rendered defective by the handling or improper installation by the Contractor, his agents, servants, employees or subcontractors.
9. **EMPLOYMENT PREFERENCE AND MINIMUM WAGE RATES:** In the employment of labor to perform the construction, remodeling or repairing of any public building specified herein, by the State or any of its agents, or by persons contracting therewith, preference shall be given to citizens of the United States, who are, and continuously for at least three months prior to the date hereof have been, residents of the labor market area, as established by the labor commissioner of the State of Connecticut, in which such work is to be done, and if no such qualified person is available, then to citizens who have continuously resided in the county in which the work is to be performed for at least three months prior to the date hereof, and then to citizens of the state who have continuously resided in the state at least three months prior to the



date hereof. In no event shall said provisions be deemed to abrogate or supersede, in any manner, any provision regarding residence requirements contained in a collective bargaining agreement to which the Contractor is a party.

In the employment of mechanics or workmen to perform the work specified herein, in connection with any public works project, including, but not limited to construction, remodeling or repairing of any public facility, structure, except public buildings covered by the preceding paragraph, site preparation or site improvement, appurtenances or highways or in preparation or improvement of any land or waterway on or in which a structure is situated or to be constructed by the state or any of its agents or by persons contracting therewith, preference shall be given to residents of the state who are, and continuously for at least six months prior to the date hereof have been, residents of this state, and if no such person is available then to residents of other states.

The provisions of the two immediately preceding paragraphs of this section shall not apply where the state or any subdivision thereof may suffer the loss of revenue granted or to be granted from any agency or department of the federal government as a result of the two immediately preceding paragraphs of this section or regulative procedures pursuant thereto.

The wages paid on an hourly basis to any mechanic, laborer, or workman employed upon the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of such employee to any employee welfare fund, as defined in Section 31-53(h) Connecticut General Statutes, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the Town of Greenwich. Any Contractor who is not obligated by agreement to make payment or contribution on behalf of such employees to any such employee welfare fund shall pay to each employee as part of his wages the amount of payment or contribution for his classification on each pay day.

The provisions of the immediately preceding paragraph shall not apply where the total cost of all work to be performed by all contractors and subcontractors in connection with new construction of any public works project is less than four hundred thousand dollars (\$400,000) or where the total cost of all work to be performed by all contractors and subcontractors in connection with any remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works projects is less than one hundred thousand dollars (\$100,000).

10. COMPLIANCE WITH LAWS: The Contractor shall keep himself fully informed of all existing and future federal, state and local laws, ordinances, rules and regulations affecting those engaged or employed on the work, the materials and equipment used in the work or the conduct of the work and of all orders, decrees and other requirements of bodies or tribunals having any jurisdiction or authority over the same. If any discrepancy or inconsistency is discovered in the Drawings, if any, Specifications or other Contract documents in relation to any such law, ordinance, rule, regulation, order, decree or other requirement, the



Contractor shall at all times observe and comply with, and cause all his agents, servants, employees and subcontractors to observe and comply with all such existing and future laws, ordinances, rules, regulations, orders, decrees and other requirements, and he shall protect, indemnify and save harmless the Town, its officers, agents, servants, and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, penalties, losses, damages, costs, and expenses, including attorneys' fees, arising from or based upon any violation or claimed violation of any such law, ordinance, rule regulation, order, decree or other requirement, whether committed by the Contractor or any of his agents, servants, employees or subcontractors.

11. INDEMNITY: The Contractor shall indemnify and save harmless the Town and its officers, agents, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease or death sustained by any person or persons or injury or damages to or destruction of any property, directly or indirectly arising out of, relating to or in connection with the work, whether or not due to whole or in part to the active, passive or concurrent negligence or fault of the Contractor, his officers, agents, servants or employees, any of his subcontractors, the owner or any of his respective officers, agents, servants, or employees and whether or not such demands suits or proceedings are just, unjust, groundless, false, or fraudulent; and the Contractor shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits, and proceedings; and provided that the Contractor shall not be required to indemnify the owner, his officers, agents, servants, or employees, against any such damages occasioned solely by acts or omissions of the owner other than supervisory acts or omissions of the owner in connection with the work.

Indemnity Against Subcontractors' Claims: If any other Contractor or any such other Contractor shall suffer or claim to have suffered loss, damage or delay by reason of the acts or omissions of the Contractor or of any of his subcontractors, the Contractor agrees to assume the defense against any such claim and to reimburse such other Contractor or subcontractor for such loss or damage. The Contractor agrees to and does hereby indemnify and save harmless the Town from and against any and all claims by such other Contractors and subcontractors, alleging such loss, damage, or delay and from and against any and all claims, demands, suits, expenses including attorneys' fees, arising out of, relating to or resulting from such claims.

12. PATENTS: The Contractor shall indemnify and save harmless the Town and all persons acting for or on behalf of the Town from all claims and liability of any nature or kind, and all damages, costs and expenses, including attorneys' fees, arising from or occasioned by an infringement or alleged infringement of any patents or patent rights on any invention, process, materials, equipment, article, or apparatus, or any part hereof, furnished and installed by the Contractor, or arising from or occasioned by the use of manufacture thereof, including their use by the Town.



13. CHANGES: The Board of Education, through its designated Agent, may make changes in the work and in the Drawings, if any, and Specifications therefore by making alterations therein, additions thereto or omissions therefrom. All work resulting from such changes shall be performed and furnished under and pursuant to the terms and conditions of the Contract. If such changes result in an increase or decrease in the work to be done hereunder, or increase or decrease the quantities thereof, adjustment in compensation shall be made therefore. For eliminated or decreased work the Contractor shall allow the Board of Education a reasonable credit as determined by the Parties. Except in an emergency endangering life or property, no change shall be made unless in pursuance of a written order from the Board of Education authorizing the change, and no claim for additional compensation shall be valid unless the change is so ordered.

The Contractor agrees that he shall neither have nor assert any claim for or be entitled to any additional compensation for changes or for loss of anticipated profits on work that is eliminated.

14. CLAIMS FOR DAMAGES: If the Contractor makes claim for any damages alleged to have been sustained by breach of contract or otherwise, he shall within ten (10) days after occurrence of the alleged breach or within ten (10) days after such damages are alleged to have been sustained whichever date is the earlier, file with the Assistant Facilities Director and the Contracting Officer a written, itemized statement of the details of the alleged breach and the details and amount of the alleged damages. The Contractor agrees that unless such statement is made and filed as so required, his claim for damages shall be deemed waived, invalid and unenforceable, and that he shall not be entitled to any compensation for any such alleged damages. Within ten (10) days after the timely filing of such statement, the Contracting Officer shall file with the Assistant Facilities Director one (1) copy of the statement, and shall file with the Assistant Facilities Director and the Contractor his determination thereon. The Contractor shall not be entitled to claim any additional compensation for damages by reason of any direction, instruction, determination or decision of the owner or its agents, nor shall any such claims be considered, unless the Contractor shall be complied in all respects with the provisions of this paragraph.
15. ABANDONMENT OF THE WORK OR OTHER DEFAULT: If the work shall be abandoned, or any part thereof shall be sublet without previous written consent of the Board of Education, or the Contract or any moneys payable hereunder shall be assigned otherwise than as herein specified or if at any time the Contracting Officer shall be of the opinion, and shall so certify in writing, that the conditions herein specified as to rate of progress are not being complied with, or that the work or any part thereof is being unnecessarily or unreasonably delayed, or that the Contractor has violated or is in default under any of the provisions of the Contract, or if the Contractor becomes bankrupt or insolvent or goes or is put into liquidation or dissolution, either voluntarily or involuntarily, or petitions for an agreement or reorganization under the Bankruptcy Act, or makes a general assignment for the benefit of creditors or otherwise acknowledges insolvency, the happening of any of which shall be and constitutes a default under the Contract, the Town may notify the Contractor in writing, with a copy of such notice mailed to



the surety to discontinue all work or any part thereof; thereupon the Contractor shall discontinue such work or such part thereof as the Town may designate; and the Board of Education may designate; and the Board of Education may, upon giving such notice, by Contract or otherwise as it may determine, complete the work or such part thereof and charge the entire cost and expense of so completing the work, the Town shall be entitled to reimbursement from the Contractor and the Contractor agrees to pay to the Town any losses, damages, costs and expenses, including attorneys' fees, sustained or incurred by the Town by reason of any of the foregoing causes. For the purpose of such completion the Board of Education may for itself or for any Contractors employed by the Board of Education take possession of and use or cause to be used any and all materials, equipment, plant, machinery, appliances, tools, supplies and such other items of every description that may be found or located at the site of the work.

All costs, expenses, losses, damages, attorneys' fees, and any and all other charges incurred by the Board of Education under this subsection shall be charged against the Contractor and deducted and/or paid by the Board of Education out of any moneys due and payable or to become due or payable under the Contract to the Contractor; in computing the amounts chargeable to the Contractor, the Board of Education shall not be held to a basis of the lowest prices for which the completion of the work or any part thereof might have been accomplished, but all sums actually paid or obligated therefore to effect its prompt completion shall be charged to and against the account of the Contractor. In case the costs, expenses, losses, damages, attorneys' fees and other charges, together with all payments theretofore made to or for the account of the Contractor, shall exceed the said sum, the Contractor shall pay the amount of the excess to the Board of Education.

16. LIENS: If at any time notices of lien or other legal process are filed for labor performed or materials or equipment manufactured, furnished or delivered to or for the work, the Contractor shall, at its own cost and expense, promptly discharge, removal or disposition, the Board of Education shall have the right to retain any moneys payable hereunder so much thereof as, in its sole judgement, it may deem necessary to settle or otherwise dispose of such claims and to pay the costs and expenses, including attorneys' fees, of defending any actions brought to enforce such claims or incurred in connection therewith or by reason thereof.
17. CLAIMS: If at any time there be any evidence of any claims for which the Contractor is or may be liable or responsible hereunder, the Contractor shall promptly settle or otherwise dispose of the same, and until such claims are settled or disposed of, the Board of Education may retain from any moneys which would otherwise settle or otherwise dispose of such claims and to pay the costs and expenses, including attorneys' fees, of defending any actions brought to enforce such claims or incurred in connection therewith or by reasons thereof.

As required by Section 49-41a of the Connecticut General Statutes, within thirty days after payment from the Town for work under this Contract he shall pay any amounts due any subcontractor, whether for labor performed or materials furnished when such labor or materials has been included in a requisition submitted



by such Contractor and paid by the Town.

18. LIABILITY OF TOWN: No person, firm or corporation, other than the Contractor who signed this Contract as such, shall have any interest herein or rights hereunder. No claim shall be made or be valid either against the Board of Education or any agent of the Board of Education shall be liable for or be held to pay any money, except the final estimate shall operate as and shall be a full and complete release of any and all claims, demands and liabilities of, by or to the Contractor for anything done or furnished for or arising out of or relating to or by reason of the work or for or on account of any act or neglect of the Board of Education or of any agent of the Board of Education or of any other person, arising out of, relating to or by reason of the work, except the claim against the Board of Education for the unpaid balance, if any there be, of the amounts retained as herein provided.
19. PROVISIONS REQUIRED BY LAW DEEMED INSERTED: Each and every provision of law and clause required by law to be inserted in the Contract shall be deemed to be inserted herein, and the Contract shall be read and enforced as though they were included herein. If through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion.
20. PERMITS: The Contractor shall, at his own expense, take out and maintain all necessary permits, including sewer and drainage permits from the State, Town or other public authorities; shall give all notices required by law; and shall post all bonds and pay all fees and charges incident to the due and lawful prosecution of the work.  
  
Local building officials are required, before issuing any building permit pursuant to 29-263 C.G.S., to require proof of workers' compensation insurance coverage **for all persons** employed or engaged to perform services on the construction site, whenever the TOTAL cost of all work to be performed is \$100,000 or more.
21. NOT TO SUBLET OR ASSIGN: The Contractor shall constantly give his personal attention to the faithful prosecution of the work, shall keep the same under his personal control, shall not assign the Contract or sublet the work or any part thereof without the previous written consent of the Board of Education, and shall not assign any of the moneys payable under the Contract, or his claim thereto, unless by and with the like written consent of the Board of Education and the surety on the Contract Bonds. Any assignment or subletting in violation hereof shall be void and unenforceable.
22. EMPLOY COMPETENT WORKERS: The Contractor shall employ only competent workers on the project and shall not employ workers or means which may cause strikes, work stoppages, and/or disturbances by workers employed by the Contractor, and subcontractor, the Board of Education, the Contracting Officer or any other Contractor. Whenever the Contracting Officer notifies the Contractor



in writing that in his opinion any worker on the project is incompetent, unfaithful, disorderly, or otherwise unsatisfactory or not employed in accordance with the provisions of the Contract, such worker shall be discharged from the project and shall not again be employed on it, except with the written consent of the Contracting Officer.

23. EMPLOY SUFFICIENT LABOR AND EQUIPMENT: If in the sole judgment of the Contracting Officer the Contractor is not employing sufficient labor, plant, equipment or other means to complete the work within the time specified the Contracting Officer may, after giving written notice, require the Contractor to employ such additional labor, plant, equipment and other means as the Contracting Officer deems necessary to enable the work to progress properly.
24. INTOXICATING LIQUORS: The Contractor shall not sell and shall neither permit nor suffer the introduction or use of intoxicating liquors upon or about the work.
25. ACCESS TO WORK: The Board of Education, the Contracting Officer, and their officers, agents, servants, and employees may at any and all times and for any and all purposes, enter upon the work and the site thereof and the premises used by the Contractor, and the Contractor shall at all times provide safe and proper facilities therefore.
26. EXAMINATION OF WORK: The Contracting Officer shall be furnished by the Contractor with every reasonable facility for examining and inspecting the work and for ascertaining that work is being performed in accordance with the requirements and intent of the Contract, even to the extent of requiring the uncovering or taking down portions of finished work by the Contractor.
27. EXTRA WORK: The Contractor shall perform any extra work (work in connection with the Contract but not provided for herein) when as ordered in writing by the Contracting Officer, at the unit prices stipulated in the Contract for such work or, if none are stipulated, either (a) at the price agreed upon before such work is commenced and named in the written order for such work, or (b) if the Contracting Officer so elects, by cost, based on determination of reasonable expenditures of labor and materials, as approved by the Contracting Officer, plus an allowance of **10 %** of the cost for combined overhead and profit
28. CHANGES NOT TO AFFECT BONDS: It is distinctly agreed and understood that any changes made in the work or the Drawings or Specifications therefore (whether such changes increase or decrease the amount thereof or the time required for its performance) or any changes in manner or time of payment made by the Board of Education to the Contractor, or any other modifications of the Contract, shall in no way annul, release, diminish or affect the liability of the surety on the Contract Bonds given by the Contractor, it being the intent hereof that notwithstanding such changes the liability of the surety on said bonds continue and remain in full force and effect.



29. PRICES FOR WORK: The Town shall pay and the Contractor shall receive the prices stipulated in the Bid made a part hereof as full compensation for everything performed and furnished and for all risks and obligations undertaken by the Contractor under and as required by the Contract.
30. MONEYS MAY BE RETAINED: The Board of Education may at any time retain from any moneys, which would otherwise be payable hereunder, so much thereof as the Board of Education may deem necessary to complete the work hereunder and to reimburse it for all costs, expenses, losses, damages chargeable to the Contractor hereunder.
31. USE OR PARTIAL PAYMENT NOT ACCEPTANCE: It is agreed that this is an entire contract for one whole and complete work or result and that neither the Town's entrance upon or use of the work or any part thereof nor any partial payments by the Board of Education shall constitute an acceptance of the work or any part thereof before its entire completion and final acceptance.
32. PREVAILING WAGE RATES: CONSTRUCTION SAFETY AND HEALTH COURSE

Except as noted below, the Contractor shall comply with the current provisions of Section 31-53 of the General Statutes of the State of Connecticut, a part of which is quoted as follows.

"The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee or welfare fund, as defined in subsection (h) of section 31-53 of the General Statutes, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such persons to any such employee welfare fund shall pay to each mechanic, laborer or worker as part of such person's wages the amount of payment or contribution for such person's classification on each pay day."

All Contractors and subcontractors shall submit certified weekly payrolls, on forms furnished by the Town, for all contracts meeting the aforementioned monetary limits. The certified payrolls shall be submitted with the Contractor's monthly certificate for payment.

Section 31-55a of the General Statutes of the State of Connecticut provides that the prevailing wage rates applicable to any awarded contract or subcontract are subject to annual adjustments each July 1<sup>st</sup> for the duration of the project.

Each Contractor that is awarded a contract shall pay the annual adjusted prevailing wage rate that is in effect each July 1<sup>st</sup>, as posted by the Department of Labor.

It is the Contractor's responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's web site. The annual adjustments will be posted on the Department's of



Labor web page: [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us). For those without Internet access, contact the division listed below.

The Contractor shall also furnish proof with the weekly certified payroll for the first week each employee begins work that any person performing the work of a mechanic, laborer or worker has completed a course of at least ten (10) hours in duration in construction safety and health approved by the federal Occupational Safety and Health Administration in accordance with Connecticut General Statutes Section 31-53b and regulations adopted by the State of Connecticut Labor Commissioner.

The provisions of this section (4.48) shall not apply where the total cost of all work to be performed by all Contractors and subcontractors in connection with new construction of any public works project is less than four hundred thousand dollars (\$400,000) or where the total cost of all work to be performed by all contractors and subcontractors in connection with any remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works project is less than one hundred thousand dollars (\$100,000).

Questions can be directed to the Contract Compliance Unit, Wage and Workplace Standards Division, Connecticut Department of Labor, 200 Folly Brook Blvd., Wethersfield, CT 06109 at 860-263-6790.

33. NON-CONNECTICUT CONTRACTORS:

Pursuant to Connecticut General Statutes Section 12-430(7), as amended by Connecticut Public Act #11-61, Section 66, a non-resident contractor shall comply with the State of Connecticut's bonding requirements.

34. FINAL PAYMENT: When the Contractor has completed the work under this Contract he shall submit his bill for final payment to the Assistant Facilities Director for approval. The bill shall be submitted on the Contractor's billhead indicating date, contract number, work performed, and amount of bill along with an executed Affidavit for Final Payment which is part of the Contractor's conformed copy of the Contract.

Receipt of this bill shall in no way obligate the Board of Education to accept the work under this Contract as complete and satisfactory.

Within one week from date of receipt of the bill, the Assistant Facilities Director or his representative will inspect the work and if deficiencies are found the Contractor shall be notified in writing of each deficiency.

The final payment shall not be made until the Assistant Facilities Director approves the work as complete, satisfactory and in compliance with the Contract Document.

35. RIGHT TO ALTER FORM, QUANTITY, ETC., OF WORK: The Board of Education further reserves the right to make alterations in the lines, grade, plan, the commencement of work because of the priority restrictions, insufficient funds in appropriations, or other cause. If such alterations diminish the quantity of the work to be done, they shall not constitute a claim for damage, or for anticipated profits on the work



dispensed with, or affect the prices bid for the various classes of work remaining. If they increase the amount of work, such increase shall be paid for according to the quantity actually done and at the price or prices bid for various classes of work, or if not susceptible of classification, to so agree, the Contractor shall do the work as aforesaid as extra work.

36. SAFETY SPECIFICATIONS

Site Conduct: Contractor acknowledges that the Work will be conducted at an operating public school, which may inhibit the operations of Contractor and its Subcontractors and Vendors. Parking for workers, vendors, and visitors will be allowed only at an area designated by Owner.

If necessary, Contractor shall provide transportation for all workers between the Site and such remote parking as will be provided to the Contractor. Contractor shall prohibit, and shall use all reasonable efforts to prevent its, and its Subcontractors' and Vendors', personnel from loitering or wandering in the School. Contractor shall also prohibit, and shall use all reasonable efforts to prevent, on or near the Site, the use or consumption of alcoholic beverages, drugs, or other mind-altering substances, the carrying of firearms or other weapons, fighting, and conduct that is disorderly, or disruptive, in a business setting. Contractor shall promptly terminate, or have terminated, the employment of any person employed by Contractor, or a Subcontractor or Vendor, whose employment Owner designates to be terminated due to violation of any laws or rules applicable to the site or the school.

Safety: The safety of Contractor, Subcontractors, Vendors and their employees, agents, representative and invitees, and any other person who enters the Site for any purpose relating to Contractor's carrying out its obligations under this Agreement (including Owner and its employees, agents, representatives and invitees) shall be Contractor's responsibility. Contractor shall promptly notify Owner, in writing, of any hazardous conditions, property or Equipment at the Site. If Owner requests that Contractor provide certain safeguards required in Owner's reasonable judgment for the protection of persons, or property, on or near the Site and Contractor fails to comply with such request within a reasonable time, Owner may provide such safeguards, and Contractor shall promptly reimburse Owner for the costs thereof. Such provision by Owner shall not relieve Contractor of its obligations or liabilities hereunder, nor shall it make Owner responsible for Site safety or Contractor's means and methods to ensure Site safety. Contractor shall initiate and maintain safety precautions and programs to conform with applicable laws and otherwise to protect against and prevent injury to persons or damage to property on, about, or adjacent to the Site and shall incorporate all such safety precautions and programs (the "Site Safety Program") in a written safety program manual (the "Site Safety Manual"). Contractor shall erect and maintain safeguards for the protection of workers and the public consistent with its obligations under the Agreement. Contractor shall exercise efforts to eliminate, or abate, all reasonably foreseeable safety hazards created by or otherwise resulting from performance of the Work. Contractor shall ensure that it, its employees, agents and invitees and its Subcontractors, Vendors and their employees, agents and invitees, during performance of any of the Work, comply with (i) all



applicable laws relating to health and safety, including the Occupational Safety and Health Act of 1970 (OSHA) and the rules and regulations promulgated thereunder, and (ii) all directions by Owner regarding protective clothing, head covering, eye protection, and the like. Prior to commencing Work, Contractor or designate to Owner (i) one of its employees to act as the Site's safety officer (the "Site Safety Officer") and (ii) certain of its employees to act as the Site's first aid staff, which employees shall be properly trained and qualified. Contractor's Site Safety Officer shall attend and pass Owner's fire watch training session, or a similar session, with advance approval by Owner. Contractor shall not terminate the employment of the Site Safety Officer without Owner's prior written consent. Contractor's Site Safety Officer and first aid staff shall have such responsibilities as Owner and Contractor may from time to time agree. Owner may from time to time designate its own Site safety officer or first aid staff to whom Contractor's Site Safety Officer and staff shall report.

Safety Records: Contractor shall furnish the safety records of Contractor and its Subcontractors, including their experience modification rate, OSHA Injury Index, OSHA Days Away From Work Index.

Hot Work Permits: At least twenty-four (24) hours in advance of performing Work in Hazardous Areas, Contractor's Representative shall notify General Contractor that such work is necessary, obtain General Contractor's prior written approval to perform such work, and, if approved, provide General Contractor with Hot Work Maps and obtain Hot Work Permits from General Contractor's Representative.

Daily Safe Work Permits: On a daily basis, prior to performing any Work, Contractor shall obtain Daily Safe Work Permits from the Owner.

Differing Site Conditions: Contractor shall, promptly after actual discovery, and before such conditions are disturbed (to the extent reasonably practicable), notify Owner in writing of (i) any subsurface or latent physical conditions at the Site, differing materially from those indicated in, or reasonably inferable from, the Supplied Project Documents that could not have been observed through a reasonable inspection of the Site, prior to commencing Work, or (ii) unknown physical conditions at the Site of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Agreement. After receipt of such notice, Owner shall promptly investigate the conditions. In the event that such conditions do materially differ and actually result in a material increase or decrease in Contractor's cost of, or the time required for performance of, the Work, Contractor may be entitled to additional or a reduction in compensation under Agreement as applicable. No adjustment in compensation shall be allowed under this Paragraph unless Contractor has promptly given the notice required in this Paragraph.

Site Housekeeping: Contractor shall keep the Site free from trash, contamination, refuse, rubbish, scrap materials, and debris caused, or created by, Contractor or its Subcontractors and shall keep the Site in a



reasonably presentable condition given the nature of the Work and in a neat, orderly, and workmanlike apace. Owner may from time to time instruct Contractor to place the Site in such condition. If Contractor fails to do so within a reasonable period of time, Owner may do so and charge Contractor for the actual cost thereof. Contractor shall dispose of trash, refuse, rubbish, scrap material, and debris in an authorized landfill. Contractor shall not burn, or bury, any such items. Contractor shall cause all Contractor generated Hazardous Substances that are transported by Contractor to the Site to be disposed of by licensed transporters in accordance with the requirements of all applicable laws.

Maintenance of Roadways: Contractor shall protect all maintained roads, driveways, and bridges which may be damaged in connection with the work, and shall repair, or replace, them if damaged, at its own expense, to the satisfaction of the governmental authorities or Owner. It is the responsibility of the Contractor to identify the potential for damage and take proper preventative measures to prevent damage to maintained or unmaintained roads, drives, or bridges. Cost of preventative measures shall be submitted to Owner, prior to commencement of work and will be on a reimbursable basis. Contractor shall not block any main thoroughfares in School property without prior approval from Owner. No lug type rigs, bulldozers, or other tract type equipment may be used without prior approval from the Owner. If these rigs are used, appropriate protection must be used to prevent damage to roadways.

Clean-Up: As part of the work included in this Contract, the Contractor shall completely remove and satisfactorily dispose of all temporary buildings placed by the Contractor; shall remove or grade, to the extent directed, all embankments or cofferdams made for construction purposes; shall satisfactorily dispose of all rubbish resulting from the operations under this Agreement; and shall do all work necessary to restore the territory embraced within the site of its operations to at least as good order and conditions at the beginning of the work under this contract. Notwithstanding the foregoing, any work concerning Hazardous Substances shall be performed only in accordance with the contract and all applicable laws.

Training and Operations Manuals: Contractor shall provide, either itself or through its subcontractors or vendors, specific operations and maintenance training to Owner's personnel for the Equipment and systems that Contractor provides. As to such Equipment and systems, Contractor shall provide to Owner final operations manuals, record drawings, specifications, priced spare parts lists and design sheets.



IN WITNESS WHEREOF, the parties of this AGREEMENT have hereunto set their hands and seals the day first above written.

TOWN OF GREENWICH, CONNECTICUT

BY \_\_\_\_\_ Sean O'Keefe  
Contracting Officer Chief Operating Officer

Date: \_\_\_\_\_

CONTRACTOR

BY \_\_\_\_\_

Date: \_\_\_\_\_

(Corporate Seal)



**CONSENT OF SURETY**

The undersigned surety, being the surety company which issued Bond No. \_\_\_\_\_ for the Town of Greenwich Contract No. \_\_\_\_\_ hereby consents to release of final payment and all retainages to the contractor – principal.

(Name of Surety)

By \_\_\_\_\_

Its

**ACKNOWLEDGMENT**

**STATE OF**

**SS:**

**COUNTY OF**

This is to certify that the above named signatory who executed this instrument was either known to me or satisfactorily proven to me to be the person whom he purports to be.

---

**Notary Public**



## AFFIDAVIT FOR FINAL PAYMENT

The undersigned, being duly sworn, deposes and says:

1. That he is the \_\_\_\_\_ (Title) of the contractor in the project hereinafter referred to and is authorized to execute this affidavit on behalf of the contractor;
2. In connection with Contract #\_\_\_\_\_ for \_\_\_\_\_ (Project Title) it is represented that all payrolls, bills for services, materials, supplies, equipment and other indebtedness have been paid or otherwise satisfied and that there are no outstanding claims against the undersigned by any sub-contractor or material supplier, or no outstanding claims or intent to file a claim against the Town of Greenwich;
3. This Affidavit is made at the request of the Town of Greenwich for the purpose of inducing final payment and knowing that it will rely upon the truth of the representation herein made.

Subscribed and sworn to  
before me this     day  
of                      2021

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Notary Public

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(Type or print name of person  
authorized to sign)



Department of Revenue Services  
State of Connecticut  
Attn: Discovery Unit  
25 Sigourney Street  
Hartford CT 06106-5032  
(New 09/03)

**Form AU-764**  
**Deposit by a Person Doing Business**  
**With a Nonresident Contractor**



**Purpose:** A person doing business with a nonresident contractor uses **Form AU-764** to deposit 5% of the total contract price with the Department of Revenue Services (DRS) for a specific project in the state. The deposit ensures all taxes due to the State of Connecticut from the contractor are paid to DRS. Read the instructions on the reverse side before you complete this form. If you need help, call **860-541-3280**, Monday through Friday, 8:00 a.m. to 5:00 p.m., and choose Option 7.

**Part I: Nonresident Contractor Information**

Name	Connecticut Tax Registration No.
------	----------------------------------

Address (Street or PO Box, City, State, and ZIP Code)

**Part II: Person Doing Business With a Nonresident Contractor Information**

Name	Connecticut Tax Registration No., Federal ID No., or SSN
------	--

Address (Street or PO Box, City, State, and ZIP Code)

**Part III: Project Information**

Physical Location of Project (Street, City or Town)	Name of Project
---	-----------------

Commencement Date	Completion Date for Nonresident Contractor	Total Contract Price or Amount of Change Order <input type="checkbox"/> Check the box if this deposit is for a change order	Amount of Deposit
-------------------	--	--	-------------------

Conditions of the deposit for the project detailed above:

- The nonresident contractor has entered into a contract related to real property at a Connecticut location.
- The person doing business with the nonresident contractor is depositing 5% of the total contract price with DRS to ensure all taxes that become due and owing during the period of the contract will be paid.
- The deposit is made within 30 days of the completion of the project.
- The deposit will be returned to the nonresident contractor upon written request by the contractor after DRS has examined its records and determined all taxes, interest, and penalties due during the term of the contract have been paid.
- The person doing business with the nonresident contractor must attach a copy of the final periodic billing to **Form AU-764**.

**Declaration:** I, an authorized agent of the person doing business with a nonresident contractor named above, declare under the penalty of law that I have examined **Form AU-764** and, to the best of my knowledge and belief it is true, complete, and correct. I understand the penalty for willfully delivering a false document or return to DRS is a fine of not more than \$5,000, or imprisonment for not more than five years, or both.

Print Name	Title
------------	-------

Authorized Signature	Date
----------------------	------

**Receipt of Deposit:** DRS acknowledges receipt of \$ \_\_\_\_\_ from the person named above as doing business with a nonresident contractor related to real property at the Connecticut location noted above.

Signature of Authorized DRS Representative	Telephone	Date
--	-----------	------



## General Instructions

A person doing business with a nonresident contractor working in Connecticut must submit **Form AU-764, *Deposit by a Person Doing Business With a Nonresident Contractor***, with a deposit of 5% of the total contract price, including change orders and add-ons, not later than 30 days after the completion of the contract. This applies to all contracts with nonresident contractors, regardless of the nature of the real property affected or the tax-exempt status of the property owner. For more information, see **Special Notice 2003(20), *Legislation Affecting Contracts With Nonresident Contractors***.

A *nonresident contractor* is a contractor who does not maintain a regular place of business in this state. A *regular place of business* means any bona fide office, factory, warehouse, or other space in Connecticut at which a contractor is doing business in its own name in a regular and systematic manner, and which place is continuously maintained, occupied, and used by the contractor in carrying on its business through its employees regularly in attendance to carry on the contractor's business in the contractor's own name. A regular place of business does not include a place of business for a statutory agent for service of process or a temporary office whether or not it is located at the site of construction. A regular place of business also does not include locations used by the contractor only for the duration of the contract, such as short-term leased offices, warehouses, storage facilities, or facilities that do not have full time staff with regular business hours. An office maintained, occupied and used by a person affiliated with a contractor is not a regular place of business of the contractor.

## Specific Instructions

**Part I:** Enter the name and complete address of the nonresident contractor on whose behalf the deposit is being made. Include the nonresident contractor's Connecticut tax registration number.

**Part II:** Enter the name and complete address of the person doing business with the nonresident contractor. If the nonresident contractor is the general contractor, enter the name and address of the owner of the property. If the nonresident contractor is a subcontractor, enter the name and address of the general contractor.

Enter the Connecticut tax registration number of the person doing business with the nonresident contractor. If the person doing business with the nonresident contractor does not have a Connecticut tax registration number, enter that person's Federal Employer Identification Number or Social Security Number.

**Part III:** Enter the name of the project and the complete address, including the street address and the city or town where the project is physically located.

Enter the commencement date of this project. The commencement date is the date the contract is signed or the date the nonresident contractor begins work on the project, but it is never later than the date the nonresident contractor begins work.

Enter the date on which work on this project was completed, which is the date the final periodic billing for the contract was made by the nonresident contractor. Note the final periodic billing may be due before payment of any retainage becomes due. The person making the deposit must attach a copy of the final periodic billing to **Form AU-764**.

If this is a deposit for a change order occurring after the deposit for the initial contract has been remitted to DRS, enter the additional amount being deposited for the change order and check the box. For a change order made after the final periodic billing for the original contract, the change order is deemed complete when it is billed by the nonresident contractor. Attach a copy of the final billing for the change order.

Enter, in words and figures, the total amount paid to the nonresident contractor under the contract or for the change order. Check the box if the deposit is for a change order.

Multiply the total contract price or the amount of the change order by 5% (.05) and enter the result on this line.

**Declaration:** An authorized representative of the person doing business with a nonresident contractor must sign and date the declaration. Return **Form AU-764**, with the copy of the final periodic billing, to:

Department of Revenue Services  
State of Connecticut  
Discovery Unit  
25 Sigourney Street  
Hartford CT 06106

**Receipt:** DRS will acknowledge receipt of the deposit by completing the bottom of Form AU-764 and returning a copy of it to the person making the deposit. Unless indicated otherwise, the person doing business with the nonresident contractor will not be liable for any claim of the nonresident contractor for the amount or for any claim of DRS for any taxes arising from the activities of the nonresident contractor on the project for which the bond deposit was made, once DRS has verified that total deposits represent 5% of the total contract price paid to the nonresident contractor for this project, including any change orders, and that the deposit is made within 30 days of completion of the project.



## Instructions for Form REG-1 Business Taxes Registration Application

### Purpose of Form REG-1

Use Form REG-1 to obtain a Connecticut tax registration number or to register for additional tax types under your current Connecticut tax registration number.

Use Form REG-1 to register for any of these taxes:

- Business entity tax
- Business use tax
- Corporation business income tax (including PIC)
- Income tax withholding
- Prepaid wireless E 9-1-1 fee
- Room occupancy tax
- Sales and use taxes
- Unrelated business income tax

In addition to Form REG-1, you must complete and attach the appropriate addendum to register for any of the taxes noted below. Visit the Department of Revenue Services (DRS) website at [www.ct.gov/DRS](http://www.ct.gov/DRS) to preview and download forms.

#### REG-1 Addendum A

- Cigarette taxes
- Tobacco products tax

#### REG-1 Addendum B

- Admissions and dues taxes
- Dry cleaning surcharge
- Rental surcharge
- Tourism surcharge

#### REG-1 Addendum C

- Motor fuels tax
- Petroleum products gross earnings tax

#### REG-1 Addendum D

- Alcoholic beverages tax

#### REG-1 Addendum E

- Bottle deposit initiator
- Certified competitive video service provider companies tax
- Community antenna television system companies tax
- Electric generation
- Nursing home provider
- Railroad companies tax
- Satellite companies tax
- Solid waste assessment
- Suppliers of natural gas
- Utility companies tax

### Registering for Other Tax Types

To register for these taxes, use the form listed:

- Authority to Collect Use Tax ..... **REG-7**
- International Fuel Tax Agreement (IFTA) ..... **CT-IFTA-2**
- Motor Carrier Road Tax ..... **REG-3MC**

For information on registering with DRS, visit the DRS website at [www.ct.gov/DRS](http://www.ct.gov/DRS) or call **1-800-382-9463** (Connecticut calls outside the Greater Hartford calling area only) or **860-297-5962** (from anywhere).

### How to Register

#### Online Registration

You may register for most taxes online using the **Taxpayer Service Center (TSC)**. If you register online and there is a fee, you must make direct payment from your savings or checking account. Credit card payments are not accepted. If you register for sales tax, room occupancy tax, or as an over-the-counter cigarette dealer (retailer), a temporary permit will be available to print immediately. Be sure to print a copy of the temporary permit for your records. Once you have the temporary permit you may begin using it immediately. After you complete the registration, you will receive a confirmation number which serves as an official acknowledgement that your application has been received by DRS and acts as your temporary tax identification number. You will receive your registration package with your permanent Connecticut tax registration number in approximately ten business days.

If you are registering for a tax type that requires you to attach Addendum B to the REG-1 or if you are registering as a cigarette retailer (included on Addendum A), you may register online. If you are registering for another tax type that requires you to attach Addendum A, C, D, or E to the REG-1, you must register by mail or in person at the DRS office in Hartford.

#### Mail-In Registration

Complete Form REG-1 and mail it to DRS at:  
Department of Revenue Services  
PO Box 2937  
Hartford CT 06104-2937

If you owe a registration fee, you must include payment by check or money order with the application. You will receive your Connecticut tax registration number in the mail in **two to three weeks**.

#### Walk-In Registration

You may file Form REG-1 in person at any of the DRS offices:

Bridgeport - 10 Middle Street  
Hartford - 25 Sigourney Street  
Norwich - 401 West Thames Street, Building #700  
Waterbury - 55 West Main Street, Suite 100

You will be issued a Connecticut tax registration number **immediately**. Bring photo identification, such as a driver's license, and cash, a check, or a money order if you owe a registration fee. DRS does not accept credit or debit cards.

The application must be signed by the individual owner, partner, officer of the corporation, member of the limited liability company, or another who has an executed Power of Attorney with the authority to sign. If anyone other than the owner brings the signed application to the office and wants to obtain the registration for the owner, he or she must have written authorization from the owner to obtain the registration on his or her behalf.

### Electronic Filing Methods for Certain Tax Forms

Once you are registered with DRS, you may file certain tax forms by Internet or telephone using the DRS **Taxpayer Service Center (TSC)** program. Look for this logo.





## Who Needs to Complete Form REG-1

Businesses must register with the Connecticut DRS if they:

- Have people working in Connecticut;
- Withhold Connecticut income tax;
- Carry on a business in Connecticut;
- Are a corporation, S corporation, LLC, SMLLC, LP, or LLP formed under Connecticut law;
- Are a non-Connecticut corporation, S corporation, LLC, SMLLC, LP, or LLP required to register with or to obtain a certificate of authority from the Connecticut Secretary of the State;
- Provide taxable services in Connecticut;
- Are a loan-out company providing services in Connecticut;
- Sell, rent, or lease goods in Connecticut (wholesale or retail);
- Furnish space for storage of tangible personal property;
- Have a manufacturing facility in Connecticut;
- Serve meals or beverages in Connecticut;
- Purchase taxable goods or services for use in Connecticut;
- Provide lodgings in Connecticut subject to the room occupancy tax;
- Carry on a business as a corporation in Connecticut;
- Distribute alcoholic beverages in Connecticut;
- Distribute motor fuel used to propel motor vehicles on public highways or roads in Connecticut;
- Sell petroleum products in Connecticut;
- Operate a place of amusement, entertainment, or recreation in Connecticut;
- Operate a social, health, athletic, or sporting club in Connecticut;
- Sell or distribute cigarettes or tobacco products in Connecticut;
- Own, lease, maintain, operate, manage, or control a community antenna television system in Connecticut;
- Provide satellite television services to Connecticut;
- Provide video service under a certificate of video franchise authority issued by the Connecticut Public Utility Regulatory Authority formerly known as the Department of Public Utility Control;
- Operate a railroad in Connecticut on a for-profit basis;
- Are a resources recovery facility in Connecticut;
- Market natural gas to an end user in Connecticut;
- Provide distribution or transmission services for electricity in Connecticut;
- Sell electricity as a municipality to customers in Connecticut;
- Manufacture, sell, or distribute gas to be used for light, heat, or power in Connecticut;
- Operate a dry cleaning establishment in Connecticut.
- Are the first distributor to collect the deposit on a beverage container sold to any person within Connecticut;
- Are a nursing home provider;
- Provide electric generation services and upload electricity to the regional bulk power grid at their electric generation facility in Connecticut; or
- Sell prepaid wireless telecommunications service in Connecticut.

## Filing Requirements for State Taxes

Visit the DRS website at [www.ct.gov/DRS](http://www.ct.gov/DRS) to preview and download the **Informational Publication**, *Getting Started in Business*.

## Registration Fees

Sales and use taxes .....	\$100
Room occupancy tax* .....	\$100
Cigarette dealer's license .....	\$50
Cigarette distributor's license .....	\$1,250
Cigarette distributor chain operator	
5 to 14 retail locations .....	\$315
15 to 24 retail locations .....	\$625
25 or more retail locations.....	\$1,250
Cigarette manufacturer .....	\$5,250
Distributor of tobacco products .....	\$200

\* No fee is required for room occupancy tax if you are registered or are registering for sales and use taxes.

## Other Connecticut Licensing Requirements

Visit [www.ct-clic.com](http://www.ct-clic.com) for information on other Connecticut licensing requirements.

## How to Get Help

Visit the DRS website at [www.ct.gov/DRS](http://www.ct.gov/DRS) and click on *Businesses*.

Personal assistance is available by telephone or at the DRS office at 25 Sigourney Street in Hartford, Monday through Friday, during business hours.

CONN-TAX, the DRS telephone information line, is available anytime.

- **1-800-382-9463** (Connecticut calls outside the Greater Hartford calling area only); or
- **860-297-5962** (from anywhere).

**TTY, TDD, and Text Telephone users only** may transmit inquiries anytime by calling 860-297-4911.

Additional forms and publications are available anytime. Visit the DRS website at [www.ct.gov/DRS](http://www.ct.gov/DRS) to download and print Connecticut tax forms and publications.

## Application Instructions

Complete the entire application unless the section instructions indicate otherwise. Answering **Yes** to any question in Sections 7 through 12 means you may have a Connecticut tax liability for that tax. In each section where you answer **Yes** to any question, you must indicate the date you first incurred a tax liability in Connecticut for that tax type.

### Exceptions:

- Taxpayers with a valid Connecticut tax registration number who wish to register for another tax must complete Sections 1 through 6, Section 14, and the section for the specific tax type(s) for which you wish to register. See the section *Purpose of Form REG-1* on Page 1 of these instructions to determine if you have to complete an addendum to Form REG-1.
- Household employers who pay wages to and intend to withhold Connecticut income tax for housekeepers, nannies, health aides, caretakers, etc. – complete Sections 1 through 7 and 14 only.



## Form REG-1

### Business Taxes Registration Application

#### 1. Reason for Filing Form REG-1 Check the applicable box:

DRS use only Connecticut Tax Registration Number

- ☐ Opening a new business including but not limited to:
- a. An existing out-of-state business opening a location in Connecticut;
  - b. Selling at a craft show, flea market, fair, or other venue in Connecticut or selling over the Internet; **or**
  - c. An existing out-of-state business having employees in Connecticut (including nonresident contractors and loan-out companies).
- ☐ Opening a new location. **Enter your Connecticut Tax Registration No.:** \_\_\_\_\_
- ☐ Registering for additional taxes. **Enter your Connecticut Tax Registration No.:** \_\_\_\_\_
- ☐ Reopening a closed business.  
**Enter Connecticut Tax Registration No. of the closed business:** \_\_\_\_\_
- ☐ Purchasing an ongoing business. The buyer of an existing business may be responsible for tax liabilities of the previous owner. See the Informational Publication on Successor Liability for Sales and Use Taxes, Admissions and Dues Tax, and Connecticut Income Tax Withholding, on the DRS website.  
**Enter Connecticut Tax Registration No. of the previous owner:** \_\_\_\_\_
- ☐ Forming a business entity under Connecticut law or a non-Connecticut entity required to register with or to obtain a certificate of authority from the Connecticut Secretary of the State before transacting business in Connecticut.
- ☐ Establishing a passive investment company (PIC).
- ☐ Changing organization type. **Enter your current Connecticut Tax Registration No.:** \_\_\_\_\_
- ☐ Hiring household employees and intend to withhold Connecticut income tax.
- ☐ Other (explain); see *Who Needs to Complete REG-1*. \_\_\_\_\_

#### 2. Business Information: Type of organization

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Sole proprietorship                        | <input type="checkbox"/> Single member LLC (SMLLC)                                 | <input type="checkbox"/> Corporation                              |
|   | <input type="checkbox"/> Single member LLC taxed as a corporation                  | <input type="checkbox"/> S Corporation                            |
| <input type="checkbox"/> General partnership                        | <input type="checkbox"/> Single member LLC taxed as an S corporation               | <input type="checkbox"/> Qualified subchapter S subsidiary (QSSS) |
| <input type="checkbox"/> Limited liability partnership (LLP)        | <input type="checkbox"/> Limited liability company (LLC) taxed as a partnership    |   |
|   | <input type="checkbox"/> Limited liability company (LLC) taxed as a corporation    |   |
| <input type="checkbox"/> Limited partnership (LP)                   | <input type="checkbox"/> Limited liability company (LLC) taxed as an S corporation |   |
| <input type="checkbox"/> Limited partnership taxed as a corporation | <input type="checkbox"/> Other (explain): _____                                    |   |

#### 3. Nature of Business Activity

Check the box(es) that best describe your business:

- ☐ Retailer ☐ Wholesaler ☐ Manufacturer ☐ Service provider ☐ Other (explain): \_\_\_\_\_

#### 4. Major Business Activity

Describe your major business activities: \_\_\_\_\_

#### 5. Business Name and Address

Organization name: Enter the name of the sole proprietor, partnership, corporation, or LLC.		Federal Employer Identification Number, if applicable
Business trade name		CT Secretary of the State Business ID No., if applicable
Business Location: Enter the physical address of the business. A post office box or rural route number is not acceptable. Home-based businesses and flea market or craft show vendors must enter a home address.		
Address line 1		Address line 2
City	State	ZIP code
Mailing address line 1 (Street or PO Box)		Address line 2
City	State	ZIP code
Business telephone number	Email address	Bank name



**6. List All Owners, Partners, Corporate Officers, or LLC Members** Attach a separate sheet if needed.

Name (last, first, middle initial)			Title
Home address line 1 (street)		Home address line 2	
City	State	ZIP code	Home telephone number
SSN	Date of birth	Bank name	

Name (last, first, middle initial)			Title
Home address line 1 (street)		Home address line 2	
City	State	ZIP code	Home telephone number
SSN	Date of birth	Bank name	

Name (last, first, middle initial)			Title
Home address line 1 (street)		Home address line 2	
City	State	ZIP code	Home telephone number
SSN	Date of birth	Bank name	

Name (last, first, middle initial)			Title
Home address line 1 (street)		Home address line 2	
City	State	ZIP code	Home telephone number
SSN	Date of birth	Bank name	

**7. Income Tax Withholding**

Are you an employer that transacts business or maintains an office in Connecticut and intends to pay wages to resident employees or nonresident employees who work in Connecticut?..... ☐ Yes ☐ No

If you have a Connecticut tax registration number for withholding for another location and intend to file withholding for this new location under that number, enter that number here: \_\_\_\_\_ and skip to Section 8; otherwise continue.

Are you an out-of-state company voluntarily registering to withhold Connecticut income tax for your Connecticut resident employees who work outside of Connecticut?..... ☐ Yes ☐ No

Do you intend to withhold Connecticut income tax from pension plans, annuity plans, retirement distributions, or gambling distributions? ..... ☐ Yes ☐ No

Do you pay nonresident athletes or entertainers for services they render in Connecticut? ..... ☐ Yes ☐ No

Do you only have household employees and wish to withhold Connecticut income tax? ..... ☐ Yes ☐ No

Do you only have agricultural employees and wish to withhold Connecticut income tax? ..... ☐ Yes ☐ No

If **Yes**, do you file federal Form 943, Employer's Annual Tax Return for Agricultural Employees, and wish to file **Form CT-941**, *Connecticut Quarterly Reconciliation of Withholding*, annually? .... ☐ Yes ☐ No

If you answered **Yes** to any of the income tax withholding questions, enter the date you will start withholding Connecticut income tax. ....           /           /          

If you use a payroll service, enter the name of the payroll company: \_\_\_\_\_



**8. Sales and Use Taxes**Do you sell, or will you be selling, goods in Connecticut (either wholesale or retail)? ..... ☐ Yes ☐ NoDo you rent equipment or other tangible personal property to individuals or businesses in Connecticut? ..... ☐ Yes ☐ NoDo you serve meals or beverages in Connecticut? ..... ☐ Yes ☐ NoDo you provide a taxable service in Connecticut? See the Informational Publication, *Getting Started in Business, and the Special Notice on Legislative Changes Affecting the Sales and Use Taxes*, on the DRS website, for a list of taxable services..... ☐ Yes ☐ NoIf you answered **Yes** to any of the sales and use taxes questions, **enter the date** you will start selling or leasing goods or taxable services. .... m m d d y y**8a Prepaid Wireless Service E 9-1-1**Do you sell prepaid wireless service in Connecticut?..... ☐ Yes ☐ NoIf you answered **Yes**, **enter the date** you will start to sell these in Connecticut. .... m m d d y y**9. Room Occupancy Tax**Do you provide lodging rooms for rent in a hotel, motel, or rooming house in Connecticut for 30 consecutive days or less? ..... ☐ Yes ☐ NoIf you answered **Yes**, **enter the date** you will start to provide rooms for rent for lodging purposes in Connecticut. .... m m d d y y**10. Business Entity Tax** Do not complete this section if the entity is liable for the corporation business tax.The **business entity tax** applies to all of the following business types formed under Connecticut law and to those non-Connecticut entities required to register with or obtain a certificate of authority from the Connecticut Secretary of the State before transacting business in the state, whether or not the business has registered or filed a certificate of authority, as the case may be, with the Connecticut Secretary of the State.

- S corporations (Qualified subchapter S subsidiaries (QSSS) are not liable for the business entity tax.);
- Limited liability companies (LLCs or SMLLCs) — any limited liability company that is, for federal income tax purposes, either:
- Treated as a partnership if it has two or more members; **or**
- Disregarded as an entity separate from its owner if it has a single member;
- Limited liability partnerships (LLPs); **and**
- Limited partnership (LPs).

Are you a business entity as described above? ☐ Yes ☐ No  
Enter state you are organized under: \_\_\_\_\_ **Enter date of organization.** .... m m - d d - y y

If not organized in Connecticut, enter the earlier of the date you started business in Connecticut or the date you registered with the Connecticut Secretary of the State. .... m m - d d - y y

Enter the month your tax year closes: \_\_\_\_\_

**11. Corporation and Unrelated Business Income Taxes****Corporation Business Tax** Do not complete this section if the entity is liable for the business entity tax.Are you a corporation? ..... ☐ Yes ☐ NoAre you an LLC, SMLLC, or other association taxed as a corporation?..... ☐ Yes ☐ NoIs this corporation exempt from federal income tax? ..... ☐ Yes ☐ NoHave you received a determination from the Internal Revenue Services (IRS) that this corporation is exempt from federal income tax?..... ☐ Yes ☐ NoIf **Yes**, enclose a copy of your IRS letter of determination.Enter state you are organized under: \_\_\_\_\_ **Enter date of organization.** .... m m d d y y

If not a Connecticut corporation, enter the earlier of the date you started business in Connecticut or the date you registered with the Connecticut Secretary of the State. .... m m d d y y

Enter the month the corporate year closes: \_\_\_\_\_

**Unrelated Business Income Tax**Are you a federally exempt organization that has unrelated business income attributable to a trade or business in Connecticut?..... ☐ Yes ☐ NoIf you answered **Yes**, **enter the date** the unrelated business income tax liability started. .... m m d d y y**Passive Investment Company (PIC)**Is this corporation a passive investment company as defined in Conn. Gen. Stat. §12-213(a)(27)? ☐ Yes ☐ No**Enter the date the PIC was organized.** .... m m d d y y

Enter Connecticut tax registration number of the PIC's related financial service or insurance company: \_\_\_\_\_



## 12. Business Use Tax

If you are registered for or are registering for sales and use taxes, you do not need to complete this section.

Business use tax is due when a business purchases taxable goods or services including the purchase or lease of assets, consumable goods, and promotional items, for use in Connecticut without paying Connecticut sales tax.

Will you be purchasing taxable goods or services for use in Connecticut without paying Connecticut sales tax? ..... ☐ Yes ☐ No

If you answered **Yes** to the business use tax question, **enter the tax liability start date.** .....                                
m m d d y y

If you answered **No**, you must complete the *Business Use Tax Declaration* section below.

**Business Use Tax Declaration:** By registering for any of the taxes listed in this application, you have indicated to the Department of Revenue Services (DRS) that you may have a business use tax liability. Therefore, based on your application, you will be automatically registered for the business use tax unless you complete the following declaration.

I, \_\_\_\_\_ (name of taxpayer or authorized representative of taxpayer), acknowledge I have read and understand the information concerning the business use tax and declare I will not be liable for business use tax. Please initial here. \_\_\_\_\_

## 13. Registration Fee Schedule

Enter the registration fee amount indicated. If you are liable for either sales and use taxes or room occupancy tax, or both, as indicated in Sections 8 or 9, you must pay a \$100 registration fee. Enter the appropriate registration fee(s) from Addendum A if you are registering for the cigarette tax. You must include the total registration fee due with Form REG-1 or your registration application **will not be processed** and will be returned.

Make your check payable to: **Commissioner of Revenue Services**. If you register by mail, send Form REG-1 with your payment to: Department of Revenue Services, PO Box 2937, Hartford CT 06104-2937

### Registration Fee

a.	If registering for <b>sales and use taxes</b> or <b>room occupancy tax</b> , enter \$100.* .....	a.	
b.	If registering for <b>cigarette tax</b> , see Addendum A. ....	b.	
c.	<b>Total registration fee due:</b> Add Line a and Line b. ....	c.	

\* No fee is required for room occupancy tax if you are registered or are registering for sales and use taxes.

## 14. All Applicants Must Sign the Following Declaration

I declare under penalty of law that I have examined this application and, to the best of my knowledge and belief, it is true, complete, and correct. I understand the penalty for willfully delivering a false application to DRS is a fine of not more than \$5,000, or imprisonment for not more than five years, or both.

Sign here and keep a copy for your records.	Signature of owner, partner, LLC member, or corporate officer	Date	Telephone number
	Print name of owner, partner, LLC member, or corporate officer	Title	



**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES  
CONTRACT COMPLIANCE REGULATIONS  
NOTIFICATION TO BIDDERS**

**AFFIRMATIVE ACTION COMPLIANCE AFFIDAVIT**

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

- (a) the bidder's success in implementing an affirmative action plan;
- (b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder's promise to develop and implement a successful affirmative action plan;
- (d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

**\*INSTRUCTIONS:** Bidder must sign acknowledgement below and return acknowledgement to Awarding Agency along with bid proposal.

The undersigned acknowledges receiving and reading a copy of the "Notification to Bidders" form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

On behalf of:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



CONNECTICUT COMMISSION ON HUMAN RIGHTS & OPPORTUNITIES  
CONTRACT COMPLIANCE REGULATIONS AND NOTIFICATION TO BIDDERS  
Sections 46a-68j-23 (1)-(10) and 46a-68j-24 (a)

**CONTRACT COMPLIANCE**

**Sec. 46a-68j-23. Obligations of Contractors:**

Every contractor awarded a contract subject to contract compliance requirement shall:

- 1) Comply fully with all federal and state anti-discrimination laws, and shall not discriminate or permit a discriminatory practice to be committed;
- 2) Cooperate fully with the commission;
- 3) Submit periodic reports of its employment and subcontracting practices in such a form, in such a manner and at such a time as may be prescribed by the Commission;
- 4) Provide reasonable technical assistance and training to minority business enterprises to promote the participation of such concerns in state contracts and subcontracts;
- 5) Make a good faith effort, based upon the availability of minority business enterprises in the labor market area, to award a reasonable proportion of all subcontractors to such enterprises;
- 6) Maintain full and accurate support data for a period of two (2) years from the date the record is made or the date the contract compliance form is submitted, whichever is later, provided that this provision shall not excuse compliance with any other applicable record retention, state regulation or policy providing for a period of retention in excess of two (2) years;
- 7) Not discharge, discipline or otherwise discriminate against any person who has filed a complaint, testified or assisted in any proceeding with the commission;
- 8) Make available for inspection and copying any support data requested by the commission, and make available for interview any agent, servant or employee having knowledge of any matter concerning the investigation of a discriminatory practice complaint or any matter related to a contract compliance review;
- 9) Include a provision in all subcontracts with minority enterprises requiring that the minority business enterprise provide the Commission with such information on its structure and operations as the Commission finds necessary to make an informed determination as to whether the standards of Section 4a-60 of the Connecticut General Statutes as amended by Sec. 2 of Public Act 89-253 have been met; and
- 10) Undertake such other reasonable activities or efforts as the Commission may prescribe to ensure the participation of minority business enterprises as state contractors and subcontractors.

**Sec 46a-68j-24. Utilization of Minority Business Enterprises:**

- a) Contractors shall make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on all projects subject to contract compliance requirements.



**CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES  
WORKFORCE ANALYSIS**

Contractor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Total number of CT employees:  
Full-time \_\_\_\_\_ Part time \_\_\_\_\_

Complete the following Analysis for employees of Connecticut work sites who are:

JOB CATEGORIES	OVERALL TOTALS (SUM OF ALL COLS. MALE & FEMALE)	WHITE (NOT OF HISPANIC ORIGIN)		BLACK (NOT OF HISPANIC ORIGIN)		HISPANIC		ASIAN OR PACIFIC ISLANDER		AMERICAN INDIAN OR ALASKAN NATIVE		PEOPLE WITH DISABILITIES	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
OFFICIALS & MANAGERS													
PROFESSIONALS													
TECHNICIANS													
PARAPROFESSIONAL													
SALES WORKER													
OFFICE & CLERICAL													
CRAFT WORKERS (Skilled)													
OPERATIVES (Semi-skilled)													
LABORERS (unskilled)													
SERVICE WORKERS													
TOTALS ABOVE													
TOTALS ONE YEAR AGO													

**FORMAL, ON - THE JOB TRAINEES (Enter figures for the same categories as are shown above).**

Apprentices													
Trainees													

EMPLOYMENT FIGURES WERE OBTAINED FROM VISUAL CHECK: \_\_\_\_\_ EMPLOYMENT RECORDS: \_\_\_\_\_ OTHER: \_\_\_\_\_

1. Have you successfully implemented an Affirmative Action Plan? Yes: \_\_\_\_\_ Date of implementation \_\_\_\_\_  
Not Applicable: \_\_\_\_\_ Explain: \_\_\_\_\_

(a) Please submit a summary of your Affirmative Action Plan.

2. Have you successfully developed an apprenticeship program complying with Sec. 46a-68-17 of the Connecticut Department of Labor Regulations, inclusive? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Not Applicable: \_\_\_\_\_ Explanation: \_\_\_\_\_
3. According to EEO-1 data, is the composition of your workforce at or near parity when compared with the race and gender composition of the workforce in the relevant labor market area? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Explanation: \_\_\_\_\_
4. If you plan to subcontract, will you set aside a portion of the contract for legitimate minority business enterprises? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Explanation: \_\_\_\_\_

\_\_\_\_\_  
Contractor's Authorized Signature

\_\_\_\_\_  
Date



## DEFINITIONS FOR WORKFORCE ANALYSIS

### RACE/ETHNIC IDENTIFICATION:

You may acquire the race/ethnic information necessary for this report either by visual surveys of the Workforce, or from records as to the identity of employees after the starting date of employment.

Please note that conducting a visual survey and keeping records of the race/ethnic identity of employees is legal in all jurisdictions and under all Federal and State Laws.

Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purpose of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group.

### DESCRIPTION OF JOB CATEGORIES:

**Officials and managers:** Occupations requiring administrative managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. *Includes: officials, executives, middle management, plan managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers, farm operators and managers, and kindred workers.*

**Professionals:** Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. *Includes: accountants and auditors, airplane pilots, and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, and kindred workers.*

**Technicians:** Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two (2) years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. *Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.*

**Sales:** Occupations engaging wholly or primarily in direct selling. *Includes kindred workers.*

**Office and clerical:** All clerical type work regardless of level of difficulty. *Includes kindred workers.*



**Craft Workers:** (*skilled*) - Manual workers of relatively high skill level having a thorough comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes *kindred workers*.

**Operatives:** (*semiskilled*) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes *kindred workers*.

**Laborers:** (*unskilled*) - Workers in manual occupations which generally require no special training, perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes *kindred workers*.

**On-the job trainees:**

**Production:** Persons engaged in formal training as a craft worker - when not trained under apprentice programs - operative, laborer and service occupations.

**White collar:** Persons engaged in formal training for clerical, managerial, professional, technical, sales office and clerical occupations.



### UTILIZATION FORM

This form developed pursuant to Section 46a-68j-23(5) of Regulations of Connecticut state Agencies concerning Contract Compliance.



# AFFIDAVIT

I, \_\_\_\_\_ acting on behalf of  
(Name of person signing certification)

\_\_\_\_\_ of which I am the  
(Contractor)

\_\_\_\_\_ Certify and affirm:  
(Title)

*Check if provision applicable:* \_\_\_\_ That the following minority business subcontractors and /or suppliers of materials that \_\_\_\_\_ has hired for Contract No. \_\_\_\_\_ with  
(Contractor)  
\_\_\_\_\_ meet the criteria for Minority Business Enterprises set out in  
(Awarding Agency)  
Section 4a-60 of the Connecticut General Statutes: \_\_\_\_\_  
(Lists names of Minority Business Enterprises that qualified under current  
statutory requirements)

*Check if provision applicable:* \_\_\_\_ That the \_\_\_\_\_ has hired the following  
(Contractor)  
minority business subcontractors or suppliers of materials for Contract No. \_\_\_\_\_ with  
\_\_\_\_\_ that are not registered with the Department of  
(Awarding Agency)  
Economic Development, but which should be considered by the Connecticut Commission on Human Rights and  
Opportunities when evaluating \_\_\_\_\_ the good faith efforts:  
(Contractor)  
\_\_\_\_\_  
(List names of unregistered MBEs)

I further certify and affirm that I have read and understand the contract compliance requirements codified at Section 4a-60 and Section 46a-71 (d) of the Connecticut General statutes.

I further certify and affirm that I have read and understand the contract compliance Regulations codified at Section 46a-68j-2 I through 43 of the Regulations of Connecticut State Agencies.

I understand that false statements made herein are punishable by law.

\_\_\_\_\_  
(Name of Corporation or Firm)

\_\_\_\_\_  
(Signature and Title of Official Making the Affidavit)

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_.

\_\_\_\_\_  
Notary Public/Commissioner of the Superior Court

My Commission Expires \_\_\_\_\_

CERTIFICATE OF CORPORATION



I, \_\_\_\_\_ certify that I am the Secretary of the Corporation named in the foregoing instrument; that I have been duly authorized to affix the seal of the Corporation to such papers as require the seal; that \_\_\_\_\_, who signed said instrument on behalf of the Corporation was then \_\_\_\_\_ of said Corporation; that said instrument was duly signed for and in behalf of said Corporation by authority of its governing body and is within the scope of its Corporation powers.

\_\_\_\_\_  
(Signature of person Certifying)

(Corporate Seal)



SAMPLE: (You may use this as an example or you may use it as your statement by placing it on your letterhead).

## AFFIRMATIVE ACTION POLICY STATEMENT

It has always been the policy and will continue to be the strong commitment of \_\_\_\_\_ and all contractors and subcontractors who do business with \_\_\_\_\_ to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit.

\_\_\_\_\_ will continue to take affirmative action to ensure that no persons are discriminated against with regard to their race, color, sex, sexual orientation, national origin, ancestry, religion, age, physical disability, mental retardation, marital status, present or past history of mental disorder, learning disability or criminal record. Such action includes, but is not limited to, employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship. \_\_\_\_\_ will continue to make good faith efforts to comply with all federal and state laws and policies which speak to Equal Employment Opportunity and Affirmative Action.

Equal Employment Opportunity is essential, but is not enough to guarantee the full and fair employment of minorities, women or other protected classes. Therefore, Affirmative Action is necessary. Affirmative Action is results - oriented programs used to address and overcome the present effects of past discrimination.

Sexual Harassment, another form of sex discrimination, will not be tolerated in the work place. Therefore, engaging in acts of sexual harassment or any other forms of unlawful discrimination will constitute grounds for disciplinary action.

This Policy Statement is based on both the spirit and the letter of state and federal anti discrimination laws, regulations and executive orders. Accordingly, care is taken to ensure that no person shall be excluded from participation in, be denied the benefits of, or otherwise be unlawfully discriminated against. Further,

\_\_\_\_\_ will not knowingly use the services of, patronize or otherwise deal with any business, contractor, subcontractor or agency that engages in acts of unlawful discrimination.

This Affirmative Action Policy Statement reaffirms my personal commitment to the principles of Equal Employment Opportunity and Affirmative Action.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATED



**SECTION 00 7300  
SUPPLEMENTARY CONDITIONS**

**PART 1 GENERAL**

**1.1 SUMMARY**

- A. These Supplementary Conditions amend and supplement the Agreement and other provisions of the Contract Documents as indicated below. All provisions that are not so amended or supplemented remain in full force and effect.
- B. The terms used in these Supplementary Conditions that are defined in the Agreement Information for Bidders, have the meanings assigned to them in the Agreement.

**1.2 RELATED SECTIONS**

- A. Section 01 1000 - Summary of Contract for additional definitions.

**1.3 MODIFICATIONS TO INFORMATION To BIDDERS PART 2**

- A. Insurance Procedure - Insurance Requirements, Par G: Certificate Holder: Add the following: "Fuller and D'Angelo, P.C. Architects and Planners and their Consultants. Add to all applicable insurance policies"

**1.4 MODIFICATIONS TO THE AGREEMENT**

- A. Article 1 Definitions
  - 1. Add "Supplements to Bid Form" to list of documents which constitute the "Contract"
- B. Article 20 Permits
  - 1. Delete and substitute the following:  
"Permits: The Owner will obtain and pay for all permits required for this project. Contractor shall provide all insurance certificates to local officials, as required, to activate the permits."
- C. Article 27 Moneys May Be Retained
  - 1. Add the following: Refer to Section 01 2000 - Price and Payment Procedures for retainage and other additional requirements."
- D. Article 27
  - 1. Extra Work, Add at the end of the Paragraph, "that no Extra Work, in the form of Change Order Work to the project is to take place without formal written consent from the Owner. The Contractor at the Owners request is to expeditiously obtain pricing both labor and materials and OH+P for the full total amount of additional work and present same to the Owner and Construction Manager for review and approvals of the work prior to executing the work except in the case of emergency as decided by the Contractor, Owner and Construction Management Team. All standard Extra Work performed shall started only after written approval of the formal Change Order by the Owner. Extra Work performed by the Contractor prior to written consent is subject to not being fully and or partially reimbursed to the Contractor if approvals are not acquired prior to performing the work."
- E. Add New Article
  - 1. "Article 37 Sub-contractor/Vendor Town Review and Approval: The Contractor Prior to awarding a subcontractor or making purchases from a vendor who will be performing the work requires to have their credentials produced for the Town's review.
- F. Add New Article 38
  - "Abandonment of Work or other Default: If the work shall be abandoned, or any part thereof shall be sublet without previous written consent of the Town/Board of Education, or the contract or any monies payable hereunder shall be assigned otherwise than as herein specified, or if at any time the Superintendent or designee shall be of the opinion and shall so certify in writing, that the conditions herein specified as to rate of progress are not being complied with, or that the work or



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any part thereof is being unnecessarily or unreasonably delayed, or that the Contractor has violated or is in default under any of the provisions of the contract, or if the Contractor becomes bankrupt or insolvent or goes or is put into liquidation or dissolution, either voluntarily or involuntarily, or petitions for an arrangement or reorganization under the bankruptcy act, or makes a general assignment for the benefit of creditors or otherwise acknowledges insolvency, the happening of any of which shall be and constitute a default under the contract, the Town/Board of Education may designate, and the Town/Board of Education may, upon giving such notice, by contract or otherwise as it may determine, complete the work of such part thereof and charge the entire cost and expense of so completing the work, the Town/Board of Education shall be entitled to reimbursement from the Contractor and the Contractor agrees to pay to the Town/Board of Education any losses, damages, costs and expenses, including attorney's fees, sustained or incurred by the Town/Board of Education by reason of any of the foregoing causes. For the purpose of such completion, the Town/Board of Education may for itself or for any Contractors employed by the Town/Board of Education, take possession of and use or cause to be used, any and all materials, equipment, plant, machinery, appliances, tools, supplies and such other items of every description that may be found or located at the site of the work.

All costs, expenses, losses, damages, attorney's fees, and any and all other charges incurred by the Town/Board of Education under this deducted and/or paid by the Town/Board of Education out of any monies due or article shall be charged against the Contractor and deducted and/or paid by the Town/Board of Education out of any monies due to payable or to become due or payable under the Contract to the Contractor. In computing the amounts chargeable to the Contractor, the Town/Board of Education shall not be held to a basis of the lowest prices for which the completion of the work or any part thereof might have been accomplished, but all sums actually paid or obligated therefore to effect is prompt completion shall be charged to and against the account of the Contractor. In case the costs, expenses, losses, damages, attorneys' fees and other charges together with all payments therefore made to and for the account of the Contractor are less than the sum which would have been payable under the contract if the work had been properly performed and completed by the Contractor, the Contractor shall be entitled to receive the difference, and in case such costs, expenses, losses, damages, attorneys' fees and other charges, together with all payments, theretofore made to or for the account of the Contractor shall exceed the said sum, the Contractor shall pay the amount of the excess to the Town/Board of Education.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

FULLER AND D'ANGELO, PC  
ARCHITECTS AND PLANNERS



**SECTION 01 1000**  
**SUMMARY OF CONTRACT**

**PART 1 GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 PROJECT**

- A. Owner's Name: Greenwich Public Schools  
290 Greenwich Avenue  
Greenwich CT 06830
- B. Architect's Name: Fuller and D'Angelo, P.C.  
45 Knollwood Road  
Elmsford, NY 10523

**1.3 PROJECT DESCRIPTION**

- A. The Project consists of the alteration of Select Roof Replacement, Greenwich High School, 10 Hillside Road, Greenwich, CT 06830.

**1.4 DEFINITIONS**

- A. General: Refer to Agreement for additional Basic Contract definitions.
- B. Owner: The term "Owner shall mean Greenwich Public Schools and their duly authorized representative.
- C. The word "Owner" and the words "School Board", "City School District", "Board of Education", "Union Free School District", "Central School District", "Town/School Board" etc., shall have the same meaning.
- D. Architect: The term "Architect" or "Engineer" or the words "Architect/Engineer" shall mean the Professional Engineer/Architect responsible for the contract documents Fuller & D'Angelo, P.C. Architects & Planners 45 Knollwood Road, Elmsford, N.Y. 10523.
- E. Owner's Representative: The term Owner's Representative shall mean Dan Watson, Director of Facilities.
- F. Contractor for Construction: The term "Contractor for Construction", "General Contractor", "Mechanical Contractor", "Contractor for General Work", "Construction Contractor", "Plumbing Contractor", "Electrical Contractor", and "Roofing Contractor" shall have the same meaning.
- G. "Approved": The term "approved," when used in conjunction with Architect's action on Contractor's submittals, applications, and requests, is limited to Architect's duties and responsibilities as stated in the Section 01 3000 - Administrative Requirements.
- H. "Directed": Terms such as "directed," "requested," "authorized," "selected," "approved," "required," and "permitted" mean directed or requested by Contracting Officer or Agency, and similar phrases.
- I. "Indicated": The term "indicated" refers to graphic representations, notes, or schedules on Drawings; or to other paragraphs or schedules in Specifications and similar requirements in the Contract Documents. Terms such as "shown," "noted," "scheduled," and "specified" are used to help the user locate the reference.
- J. "Regulations": The term "regulations" includes laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that control performance of the Work.
- K. "Furnish": The term "furnish" means to supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.



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- L. "Install": The term "install" describes operations at Project site including unloading, temporary storage, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- M. "Provide": The term "provide" means to furnish and install, complete and ready for the intended use.
- N. "Installer": An installer is Contractor or another entity engaged by Contractor, as an employee, subcontractor, or contractor of lower tier, to perform a particular construction operation, including installation, erection, application, and similar operations.
- O. The term "experienced," when used with the term "installer," means having successfully completed a minimum of five previous projects similar in size and scope to this Project; being familiar with the special requirements indicated; and having complied with requirements of authorities having jurisdiction.
  - 1. Using a term such as "carpentry" does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter." It also does not imply that requirements specified apply exclusively to trades people of the corresponding generic name.
- P. "Project site" is the space available for performing construction activities, either exclusively or in conjunction with others performing other work as part of Project. The extent of Project site is shown on the Drawings and may or may not be identical with the description of the land on which Project is to be built.
- Q. The term "Building Code" shall mean the Building Code of the State of Connecticut including all amendments and reference standards to date.
- R. "Work" - Labor, materials, equipment, apparatus, controls, accessories, and all other items customarily furnished and/or required for proper and complete disconnection and reconnection, installation of new work.
- S. "Wiring" - Conduit, fittings, wire, junction and outlet boxes, switches, cutouts, and receptacles and all items necessary or required in connection with or relating to such wiring.
- T. "Concealed" - Embedded in masonry or other construction, installed behind wall furring, within double partitions, or hung ceilings, in trenches, or in crawl spaces.
- U. "Exposed" - Not installed underground or "Concealed" as defined above.

#### **1.5 CONTRACT DESCRIPTION**

- A. Contract Type: A single prime contract based on a Stipulated Price as described in the Form of Agreement .
- B. Local custom and trade-union jurisdictional settlements do not control the scope of Work included in each prime contract. When a potential jurisdictional dispute or similar interruption of work is first identified or threatened, the affected prime contracts shall promptly negotiate a reasonable settlement to avoid or minimize the pending interruption and delays.
- C. Liquidated Damages - See 01 1000 Article 1.13.

#### **1.6 SUBCONTRACTORS/SUPPLIERS**

- A. Submittal of Primary Sub Contractors and Suppliers include but not limited to the following:
- B. General Contractor:
  - 1. Removals
  - 2. Limited Masonry.
  - 3. Roofing.
  - 4. Cutting and Patching

#### **1.7 DESCRIPTION OF ALTERATIONS WORK**

- A. Scope of selective removal work is shown on drawings and is specified .

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- B. Scope of Removals and replacement of Select Roof Areas as indicated in Construction Documents.
- C. Plumbing: Replace existing drains with new, keep existing system fully functional until ready for change over. .

**1.8 WORK SCHEDULE**

- A. Project is designed for Removals and Installations are scheduled for Summer 2021 School Recess. No work shall be performed when School is fully occupied.

**1.9 OWNER OCCUPANCY**

- A. Greenwich Public Schools intends to occupy the Project upon Substantial Completion. The construction completion date is August 2, 2021. - Close-out documents due by September 15, 2021 See other Milestone dates below.
- B. Cooperate with Greenwich Public Schools to minimize conflict and to facilitate Greenwich Public Schools's operations. Coordinate any shut downs with the District Five (5) days in advance, no shut downs will be permitted without prior authorization.
- C. Schedule the Work to accommodate Owner's occupancy.

**1.10 CONTRACTOR USE OF SITE AND PREMISES**

- A. Construction Operations: Limited to areas noted on Drawings.
- B. Arrange use of site and premises to allow:
  - 1. Greenwich Public Schools occupancy.
  - 2. Use of site and premises by the public.
- C. Provide access to and from site as required by law and by Greenwich Public Schools:
  - 1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
  - 2. Do not obstruct roadways, sidewalks, or other public ways without Owner permission and coordination.
- D. Time Restrictions:
  - 1. Limit conduct of especially noisy exterior work to when the building is unoccupied.
  - 2. Contractors shall comply with Local Noise Ordinance. Work disrupting the community must be performed with the following hours:
    - a. Monday thru Friday: 8 AM to 8 PM.
    - b. Saturdays: 9 AM to 6 PM
    - c. Sundays: No Work on the Exterior
- E. Construction deliveries shall not occur during the hours of 7:30 AM and 9:00 AM and 2:00 PM and 3:00 PM, when school buses are arriving or leaving the school grounds, or for Summer events.
- F. Only materials and equipment, which are to be used directly in the work, shall be brought to and stored on the project site by the Contractor. After equipment is no longer required for the work, it shall be promptly removed from the project site. Protection of construction materials and equipment stored at the project site from weather, theft, damage and all other adversity is solely the responsibility of the Contractors.
- G. Contractor shall ensure that the work, at all times, is performed in a manner that affords reasonable access, both vehicular and pedestrian, to the site of the work and all adjacent areas. The work shall be performed, to the fullest extent reasonably possible, in such a manner that public areas adjacent to the site of the work shall be free from all debris, building materials and equipment likely to cause hazardous conditions. Without limitation of any other provision of the Contract Documents, the contractor shall use its best efforts to minimize any interference with the occupancy or beneficial use of:
  - 1. Any areas and buildings adjacent to the site of the work or;
  - 2. The Building in the event of partial occupancy as more..

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- H. Without prior approval of the Owner, the Contractor shall not permit any workers to use any existing facilities at the Project site, including, without limitations, lavatories, toilets, entrances and parking areas other than those designated by the Owner. Without limitation of any other provision of the Contract Documents, the Contractor shall use its best efforts to comply with the rules and regulations promulgated by the Owner in connection with the use and occupancy of the Project Site, and the Building, as amended from time to time. The Contractor shall immediately notify the Owner in writing if during the performance of the Work, the Contractor finds compliance with any portion of such rules and regulations to be impracticable, setting forth the problems of such compliance and suggesting alternatives through which the same results intended by such portions of the rules and regulations can be achieved. The Owner may, in the Owner's sole discretion, adopt such suggestions, develop new alternatives or require compliance with the existing requirements of the rules and regulations. The Contractor shall also comply with all insurance requirements, applicable to use, and occupancy of the Project Site and the Building.
- I. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- J. Lock automotive type vehicles such as passenger cars and trucks and other types of mechanized and motorized construction equipment, when parked and unattended, to prevent unauthorized use. Do not leave such vehicles or equipment unattended with the motor running or the ignition key in place.
- K. Keep public areas such as hallways, stairs, elevator lobbies and toilet rooms free from accumulation of waste material, rubbish or construction debris.
- L. Smoking, drinking of alcoholic beverages or open fires will not be permitted on the project site.

**1.11 AVAILABILITY OF EXISTING SITE**

- A. The existing building and site work areas for Base Bid and Alternate Work will be available to the Contractors as follows:
  - 1. June 28, 2021 through August 2, 2021: Dawn to Dusk subject to Local Noise ordinance.
  - 2. **While school is not in session** school holidays, summer school recess and weekends work hours Monday through Saturday are:
    - a. 7:00 AM thru 10:00 PM
  - 3. School holidays, Summer School Recess and weekends work hours are: Monday through Saturday
    - a. 7:00 AM thru 10:00 PM
  - 4. The School shall be accessible for shop drawing field measurements following School protocols and only between 4pm and 10pm weekdays, or as arranged with District personnel.
- B. Upon request by the Contractor, the building may be made available, at the discretion of the Owner in addition to the above listed hours, before the formal contract date. A request for use during these off-regular hours must be made at least two (2) days before the use. Such off-hours may include Saturdays, and Holidays.
- C. If the Contractor requests the use of the facility for off-hours to maintain the scheduled completion date, the Contractor shall pay all additional costs in connection with opening, providing security and project management expenses incurred with no costs to the Owner. All expenses shall be deducted from the Contractors contract price. Comply with other portions of this Section.
  - 1. Weekend, Holiday and Night Work:
    - a. The contractor shall make no claim for delay for the inability of the Owner to make the site available for off-hours work. Should the Owner make the site available during these hours at the contractor's request, the cost will be borne by the Contractor.
- D. THE CONTRACTOR SHALL BE REQUIRED TO PERFORM SCHEDULED WORK WITHIN THE EXISTING BUILDING ONLY DURING THE TIME PERIODS INDICATED AND SHALL INCLUDE IN THE BID ALL COSTS FOR LABOR, MATERIAL, ETC. INCLUDING PREMIUM TIME TO PERFORM THE WORK, PER THE TIME PERIOD.

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#### **1.12 WORK SEQUENCE**

- A. Letter of Award of Contract.
- B. Start of Construction:
  - 1. PHASE 1 Administrative
    - a. Start Date: Letter of Award
      - a) Tasks: Schedule of Values, Progress Schedule, Contracts, Bonds and Insurance, Field verification of existing conditions, and submittals,
    - b. Completion Date: May 3, 2021
  - 2. PHASE 2 Procurement of Materials:
    - a. Start Date: Letter of Award.
      - a) Tasks: Procurement of Long Lead Materials for Construction.
    - b. Completion Date: June 15 , 2021
  - 3. PHASE 3 Project CONSTRUCTION START
    - a. START DATE: June 28, 2021
    - b. TASKS: Remove and Replace Base Bid and selected Alternate Roof Areas and Related Work
    - c. Punchlist ready by August 3, 2021
    - d. CONSTRUCTION COMPLETION DATE: August 6, 2021
- C. Project Completion Date: September 15, 2021
- D. Coordinate construction schedule and operations with Owner and Construction Manager.

#### **1.13 CONTRACT NO. 1 - GENERAL CONSTRUCTION**

- A. The work of the Contract includes but not limited to the following: Base Bid, Alternates, and Allowances
  - 1. All front end documentation, schedules, submittals, field measurements and preparation of shop drawings, followed by ordering of piping and equipment.
  - 2. Removals.
  - 3. Limited Masonry
  - 4. Ceilings
  - 5. Roofing and related work
  - 6. Removal and installation of security/exit devices.
  - 7. Sealants.
  - 8. Cutting and Patching.
  - 9. Temporary Protection of openings and work areas .
  - 10. Provision of close out documents, including but not limited to as-builts, operations manuals and warranty /guarantees.

#### **1.14 LIQUIDATED DAMAGES**

- A. Failure to meet the Schedule or Milestones shall have a \$1000 per day penalty applied by the Owner. Should school start and work not be completed per the schedule, this amount increases to \$1500 per day.

#### **PART 2 PRODUCTS - NOT USED**

#### **PART 3 EXECUTION - NOT USED**

**END OF SECTION**



**SECTION 01 2000**  
**PRICE AND PAYMENT PROCEDURES**

**PART 1 GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 SECTION INCLUDES**

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Change procedures.
- C. Procedures for preparation and submittal of application for final payment.

**1.3 RELATED REQUIREMENTS**

- A. Owner's Agreement and Front End documents.

**1.4 SCHEDULE OF VALUES**

- A. Form to be used: AIA G702/ AIA G703.
- B. Forms filled out by hand will not be accepted.
- C. Submit Schedule of Values in duplicate within 10 days after date Notice of Award.
- D. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the specification Section.
- E. Revise schedule to list approved Change Orders, with each Application For Payment.
- F. Provide a separate line item for the following: (where applicable)
  - 1. Labor and materials, when payment is anticipated for material not yet installed
  - 2. Each Allowance.
  - 3. Bonds, if required.
  - 4. Each alternates
  - 5. As-built Drawings.
  - 6. Testing.
  - 7. Punch List
  - 8. Final Cleaning
  - 9. Closeout Documents
  - 10. Identify line items being performed by subcontractors.

**1.5 APPLICATIONS FOR PROGRESS PAYMENTS**

- A. Payment Period: Submit no more that two (2) payment per month until scheduled completion date. After completion date one payment per month
- B. Forms filled out by hand will not be accepted.
- C. For each item, provide a column for listing each of the following:
  - 1. Item Number.
  - 2. Description of work.
  - 3. Scheduled Value.
  - 4. Previous Applications.
  - 5. Work in Place and Stored Materials under this Application.
  - 6. Total Completed and Stored to Date of Application.
  - 7. Percentage of Completion.
  - 8. Balance to Finish.
  - 9. Retainage.



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- D. Execute certification by signature of authorized officer.
- E. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored Products.
- F. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of Work.
- G. Submit three copies of each Application for Payment.
- H. Include the following with the application:
  - 1. Transmittal letter as specified for Submittals in Section 01 3000.
  - 2. Construction progress schedule, revised and current as specified in Section 01 3000.
  - 3. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's liens from contractor, subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.
  - 4. Owner reserves the right to designate which entities involved in the Work must submit waivers.
  - 5. Submit Final Application for Payment with or preceded by final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
  - 6. Waiver Forms: Submit waivers of lien on forms, acceptable to Owner.
  - 7. Certified Payrolls; All Applications for Payment must be accompanied with certified payrolls for all Contract Work performed. In addition each contractor and sub-contractor shall submit to the Owner each application, a transcript of the original payroll record subscribed and affirmed as true under penalties of perjury. The Owners shall be required to receive and maintain such payroll records. The original payrolls or transcripts shall be preserved for three years from the completion of the work on the awarded project.
    - a. Submit certification that all personnel listed on certified payrolls have successfully completed an OSHA construction safety and health course of at least 10 hours prior to performing any work on the project.
- I. Project record documents as specified in Section 01 7800, shall be available for review by Greenwich Public Schools as a prerequisite for approval of payment.
- J. Affidavits attesting to off-site stored products.
- K. The Owner shall retain Five (5) percent of the amount of each payment.

**1.6 INITIAL APPLICATION FOR PAYMENT:**

- A. Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
  - 1. Names of full time project manager, on site superintendent, and foreman. Refer to the Agreement for addition requirements.
  - 2. List of subcontractors, suppliers and fabricators: Refer to Section 01 100 Summary of Contract(s) .
  - 3. Schedule of Values.
  - 4. Contractor's Construction Schedule (preliminary if not final).
  - 5. Products list.

**1.7 APPLICATION FOR PAYMENT AT SUBSTANTIAL COMPLETION**

- A. Refer to the Agreement and with Requirements of Section 01 7800 - Closeout Submittals.

**1.8 MODIFICATION PROCEDURES**

- A. Refer to the Agreement for requirements.
- B. The Contractor shall be responsible for informing others in it's employ, subcontractor's whose work is affected by any modifications.
- C. Computation of Change in Contract Amount:

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1. Refer to the Agreement.
- D. Execution of Change Orders: The Owner will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.
- E. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- F. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
- G. Promptly enter changes in Project Record Documents.

**1.9 APPLICATION FOR PAYMENT AFTER SCHEDULED COMPLETION DATE**

- A. In the event the work is not completed by the schedule date, listed in Section 01 1000 - Summary of Contract, and in addition to the other remedies described, the Architect will not review progress payment requisitions submitted after the construction completion date, and the District will not issue any progress payments after that date, until all work is completed.
  1. Only one requisition for work performed after the construction completion date may be submitted, and it may be submitted only when all work is complete and a Punch List inspection is conducted; said requisition may be submitted when the work at 100% complete, less 5% retainage.

**1.10 APPLICATION FOR FINAL PAYMENT**

- A. Submit Affidavit for Final Payment included in the Project Manual.
- B. Comply with Section 01 7800 - Closeout Submittals
- C. It is understood by the Contractor that the maximum payment due the contractor prior to final payment shall be Ninety (95%) of the Contract amount and the final Five (5%) will be due only after the completion and submittal of all requirements of Section 01 7800 - Closeout Submittals are met, including completion of all "punch list" items.

**END OF SECTION**



**SECTION 01 2100  
ALLOWANCES**

**PART 1 GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 SECTION INCLUDES**

- A. Cash allowances.
- B. Commissioning Allowance

**1.3 RELATED REQUIREMENTS**

- A. Section 01 2000 - Price and Payment Procedures: Additional payment and modification procedures.

**1.4 CASH ALLOWANCES**

- A. Contractor's costs for products, delivery, installation, labor, insurance, payroll, taxes, bonding, equipment rental, overhead and profit will be included in Change Orders authorizing expenditure of funds from this Cash Allowance.
- B. Fuller and D'Angelo, P.C. Responsibilities:
  - 1. Consult with Architect, for consideration and selection of products, suppliers, and installers.
  - 2. Select products in consultation with Greenwich Public Schools and transmit decision to Contractor.
  - 3. Prepare Change Order.
- C. Contractor Responsibilities:
  - 1. Assist Fuller and D'Angelo, P.C. in selection of products, suppliers, and installers.
  - 2. Obtain proposals from suppliers and installers and offer recommendations.
  - 3. On notification of which products have been selected, execute purchase agreement with designated supplier and installer.
  - 4. Arrange for and process shop drawings, product data, and samples. Arrange for delivery.
  - 5. Promptly inspect products upon delivery for completeness, damage, and defects. Submit claims for transportation damage.
- D. Differences in costs will be adjusted by Change Order.

**1.5 ALLOWANCES SCHEDULE**

**A. CONTRACT - GENERAL CONTRACTOR**

**1. CASH ALLOWANCE**

- a. Cash Allowance **GC-1**: Include an allowance of Ten Thousand 00/100 (\$10,000.00) DOLLARS for use according to the Owner's instructions.

**TOTAL ALLOWANCES GENERAL CONSTRUCTION**

Fifteen Thousand \_\_\_\_\_  
\_\_\_\_\_ ( \$15,000.00)  
DOLLARS

(Sum of 1.6.A..1 to be inserted on bid form). Section 01 2100 - Allowances to be submitted with bid and shown on bid form.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**



**SECTION 01 2300  
ALTERNATES**

**PART 1 GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 SECTION INCLUDES**

- A. Description of alternates for selection by the Owner, not included in the Base Bid.

**1.3 RELATED REQUIREMENTS**

- A. Document 00 2113 - INSTRUCTIONS TO BIDDERS: Instructions for preparation of pricing for Alternates.
- B. Section 00 4100 Bid Form for listing amount of each alternate.
- C. Document 00 5200 - Form of Agreement: Incorporating monetary value of accepted Alternates.

**1.4 ACCEPTANCE OF ALTERNATES**

- A. Alternates quoted on Bid Forms will be reviewed and accepted or rejected at Greenwich Public Schools's option. Accepted Alternates will be identified in the Owner-Contractor Agreement.
- B. Coordinate related work and modify surrounding work to integrate the Work of each Alternate.

**1.5 SCHEDULE OF ALTERNATES GENERAL CONSTRUCTION**

- A. Alternate No. 1 - Removal and Replacement of Roof Area B:
  - 1. The Contractor for the above work shall state the combined amount to be ADDED TO the Base Bid to provide, furnish and install all labor, equipment and material required to Remove and Repalce Roof Area B and related work in accordance with Contract documents.
- B. Alternate No. 2 - Removal and Replacement of Roof Area A:
  - 1. The Contractor for the above work shall state the combined amount to be ADDED TO the Base Bid to provide, furnish and install all labor, equipment and material required to Removal and Replacement of Roof Area A and related work in accordance with Contract Documents.
- C. FOR VARUIOUS ALTERNATES SEE SHEET A-110 and related Construction Documents

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**



**SECTION 01 3000**  
**ADMINISTRATIVE REQUIREMENTS**

**PART 1 GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 SECTION INCLUDES**

- A. Preconstruction meeting.
- B. Progress meetings.
- C. Construction progress schedule.
- D. Submittals for review, information, and project closeout.
- E. Number of copies of submittals.
- F. Submittal procedures.

**1.3 RELATED REQUIREMENTS**

- A. Section 01 1000 - Summary of Contract: Work covered by .
- B. Section 01 3553 - Site Safety and Security Procedures
- C. Section 01 7000 - Execution: Additional coordination requirements.
- D. Section 01 7419 - Construction Waste Management and Disposal.
- E. Section 01 7800 - Closeout Submittals: Project record documents.

**1.4 PROJECT COORDINATION**

- A. Project Coordinator: Dan Watson, Director of Facilities .
- B. During construction, coordinate use of site and facilities through the Project Coordinator.
- C. Comply with Project Coordinator's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- D. Comply with instructions of the Project Coordinator for use of temporary utilities and construction facilities.
- E. Make the following types of submittals to Owner's Representative.
  - 1. Requests for interpretation.
  - 2. Requests for substitution.
  - 3. Shop drawings, product data, and samples.
  - 4. Test and inspection reports.
  - 5. Design data.
  - 6. Manufacturer's instructions and field reports.
  - 7. Applications for payment and change order requests.
  - 8. Progress schedules.
  - 9. Correction Punch List and Final Correction Punch List for Substantial Completion.
  - 10. Closeout submittals.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.1 PRECONSTRUCTION MEETING**

- A. Project Coordinator will schedule a meeting after Notice of Award.



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- B. Attendance Required:
  - 1. Greenwich Public Schools.
  - 2. Fuller and D'Angelo, P.C..
  - 3. Contractor and Major Sub- Contractors.
- C. Agenda:
  - 1. Letter of Award
  - 2. Execution of Greenwich Public Schools-Contractor Agreement.
  - 3. Submission of executed bonds and insurance certificates within 7 days after LOI.
  - 4. Distribution of Contract Documents.
  - 5. Submission of list of Subcontractors, schedule of values, and progress schedule within 7 days.
  - 6. Designation of personnel representing parties to Contract and Architect.
  - 7. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
  - 8. Scheduling of the project.
  - 9. Use of premises by Greenwich Public Schools and Contractor(s) .
  - 10. Greenwich Public Schools's requirements and occupancy prior to completion.
  - 11. Construction facilities and controls provided by Greenwich Public Schools.
  - 12. Temporary utilities provided by Greenwich Public Schools.
  - 13. Survey existing facilities prior to starting construction.
  - 14. Security and housekeeping procedures.
  - 15. Procedures for testing.
- D. Owner's Representative or Architect will record minutes and distribute copies within five days after meeting to all participants. Objections to the Minutes should be submitted in writing within three business days otherwise they will be considered substantially correct. Contactor shall distribute to all entities of the Contractor affected by decisions made.

**3.2 PROGRESS MEETINGS**

- A. Schedule and administer meetings throughout progress of the Work at maximum at two week intervals.
- B. Attendance Required:
  - 1. Contractor.
  - 2. Greenwich Public Schools.
  - 3. Fuller and D'Angelo, P.C..
  - 4. Contractor's Superintendent.
  - 5. Major Subcontractors.
- C. Agenda:
  - 1. Review minutes of previous meetings.
  - 2. Review of Work progress.
  - 3. Field observations, problems, and decisions.
  - 4. Identification of problems that impede, or will impede, planned progress.
  - 5. Review of submittals schedule and status of submittals.
  - 6. Review construction safety programs.
  - 7. Review exiting and and separation of construction
  - 8. Maintenance of progress schedule.
  - 9. Corrective measures to regain projected schedules.
  - 10. Planned progress during succeeding work period.
  - 11. Coordination of projected progress.
  - 12. Maintenance of quality and work standards.

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13. Effect of proposed changes on progress schedule and coordination.
  14. Review change Orders, RFI's and Clarification Sketches.
  15. Other business relating to Work.
- D. Owner's Representative or Architect will record minutes and distribute copies within five days after meeting to all participants. Objections to the Minutes should be submitted in writing within three business days otherwise they will be considered substantially correct. Contactor shall distribute to all entities of the Contractor affected by decisions made.

### **3.3 COORDINATION MEETINGS**

- A. The Contractor shall schedule and hold monthly general project coordination meetings with the Owner's Representative, to review the work schedule for the month in order to insure the planned work does not conflict with facility operations.
1. One week before the scheduled week, a detailed meeting shall be held to review various detailed aspects of the project.

### **3.4 CONSTRUCTION PROGRESS SCHEDULE**

- A. Responsibility
1. The Contractor shall be responsible for preparing and updating the contract progress schedule.
  2. Within 15 days after date of the Notice of Award, the Contractor shall submit preliminary schedule .
  3. If preliminary schedule requires revision after review, submit revised schedule within 2 days.
  4. Within 1 days after joint review, submit complete schedule.
  5. Submit updated schedule with each Application for Payment.

### **3.5 SUBMITTALS FOR REVIEW**

- A. All submittals are the product and the property of the Contractor. The Owner, Owner's Representative , or Architect shall not be responsible for the contractor's construction means, methods or techniques: safety precautions or programs; Acts or admissions; or failure to carry out the work in accordance to the contract documents. Submittals shall be made in one full submission, with all items together. Partial submittals shall be returned, un - reviewed.
- B. Shop Drawing Submittals shall be submitted no later than fifteen (15) days after Letter of Award of Contract. No further payments will be made to the contractor until all of the following submittals are made:
- C. When the following are specified in individual sections, including but not limited to the following, submit them for review:
1. Schedule of Values
  2. Schedule
  3. Shop drawings and data sheets.
  4. Samples for verification.
- D. Submit to Fuller and D'Angelo, P.C. for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
- E. Samples will be reviewed only for aesthetic, color, or finish selection.
- F. The Architect shall review and approve or take other appropriate action on the Contractor submittals, such as shop drawings, product data, samples and other data, which the Contractor is required to submit, but only for the limited purpose of checking for conformance with the design concept and the information shown in the Construction Documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. The Architect's review shall be conducted with reasonable promptness while allowing sufficient time in the Architect's judgment to permit

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adequate review. Review of a specific item shall not indicate that the Architect has reviewed the entire assembly of which the item is a component. The Architect shall not be responsible for any deviations from the Construction Documents not brought to the attention of the Architect, in writing, by the Contractor. The Architect shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

- G. Marking or comments on shop drawings shall not be construed as relieving the Contractor from compliance with the contract project plans and specifications, nor departure therefrom. The contractor remains responsible for details and accuracy for conforming and correlating all quantities, verifying all dimensions, for selecting fabrication processes, for techniques of assembly and for performing their work satisfactorily and in a safe manner.
- H. Initial Review: Allow 5 working days for initial review of each submittal. Allow additional time if processing must be delayed to permit coordination with subsequent submittals. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
- I. **Architect will review the original submittal and one (1) re submittal. Additional reviews will be additional services provided to the Owner and charged accordingly. The Owner will back charge the contractor accordingly.**
- J. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing.
- K. **Deviations: Highlight, encircle, or otherwise identify deviations from the Contract Documents on submittals.**

### 3.6 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit them for information:
  - 1. Design data.
  - 2. Certificates.
  - 3. Test reports.
  - 4. Inspection reports.
  - 5. Manufacturer's instructions.
  - 6. Manufacturer's field reports.
  - 7. Other types indicated.
- B. Submit for Fuller and D'Angelo, P.C.'s knowledge as contract administrator or for Greenwich Public Schools. No action will be taken.

### 3.7 SUBMITTALS FOR PROJECT CLOSEOUT

- A. Refer to Section 01 7800 for requirements.

### 3.8 NUMBER OF COPIES OF SUBMITTALS

- A. All submittals shall be in electronic PDF format and conforming to the following:
  - 1. Each item shall be in a separate file.
  - 2. Each file name shall start with the specification section number and contain an abbreviated explanation of what it contains; for example:
    - a. 09 9000 Painting.
  - 3. Add Revision number (Rev2 Rev3, etc) to the file name when resubmitting items, for example:
    - a. 09 9000 Painting Rev 1.
  - 4. Use capital letters and spaces to make the names "readable" do not use special characters, underscores, hyphens, etc.
  - 5. Keep the file names short, no more than 25 characters.
  - 6. Provide a transmittal with each electronic submittal and list each item that's included.
  - 7. Provide a Cover Sheet with each item - in the same file as the technical submittal.
  - 8. Do not add dates to the file names, the files are automatically dated when created..

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9. Do not zip the files, and do not put the files in Folders.
  10. Do not email electronic submittal attachments larger than 5 MB.
  11. Do not email multiple electronic submittals- rather burn the submittals on a CD and send the CD via FedEx or other overnight mail.
  12. Make all technical submittals at one time per trade- refer to the specification for additional submittal requirements for example:
    - a. Concrete; Masonry; Miscellaneous Fabrications; Roofing; etc.
  13. Do not send MSDS with the technical submittals; collate all of the MSDS needed for the entire project in three ring binders, organized by specification section, and submit the binders to the Owner's Representative and maintain one copy at the project site.
- B. Documents for Information: Submit two copies.
- C. Samples: Submit the number specified in individual specification sections; one of which will be retained by Fuller and D'Angelo, P.C..
1. After review, produce duplicates.
  2. Approved sample will be retained at the project site.
  3. Retained samples will not be returned to Contractor unless specifically so stated.
  4. Submit with each sample, in electronic PDF, data, cuts, photos, color, charts, etc.

### 3.9 SUBMITTAL PROCEDURES

- A. Shop Drawing Procedures:
1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting the Contract Documents and coordinating related Work.
  2. Generic, non-project specific information submitted as shop drawings do not meet the requirements for shop drawings.
- B. Transmit each submittal with a copy of approved submittal form.
- C. Transmit each submittal with transmittal.
- D. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.
- E. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.
- F. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
1. Contractor's submittal of shop drawings certifies that the contractor has reviewed and coordinated this shop drawing and they are in conformance to the plans, specifications, applicable codes and other provisions of the Contract Documents.
- G. Deliver submittals to Architect at business address.
- H. Schedule submittals to expedite the Project, and coordinate submission of related items.
- I. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.
- J. Provide space for and Fuller and D'Angelo, P.C. and consultants review stamps.
- K. When revised for resubmission, identify all changes made since previous submission.
- L. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
- M. Submittals not requested will not be recognized or processed.



**3.10 ARCHITECT'S ACTION**

- A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. General: Except for submittals for the record and similar purposes, where action and return on submittals is required or requested, the Architect/Engineer will review each submittal, mark with appropriate "Action".
- C. Action Submittals: Architect will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken, as follows:
- D. Final Unrestricted Release: Where the submittals are marked as follows, the work covered by the submittal may proceed provided it complies with the requirements of the contract documents; acceptance of the work will depend upon that compliance.
  - 1. Marking: "No Exceptions Taken"
- E. Final-But-Restricted Release: When the submittals are marked as follows, the work covered by the submittal may proceed provided it complies with both the Architect's/Engineer's notations or corrections on the submittal and with the requirements of the contract documents; acceptance of the work will depend on that compliance.
  - 1. Markings: "Make Correction Noted"
- F. Returned for Re-submittal: When the submittal is marked as follows, do not proceed with the work covered by the submittal, including purchasing fabrication, delivery or other activity. Revise the submittal or prepare a new submittal in accordance with the Architect's/Engineer's notations stating the reasons for returning the submittal; resubmit the submittal without delay. Repeat if necessary to obtain a different action marking. Do not permit submittals with the following marking to be used at the project site, or elsewhere where work is in progress.
  - 1. Marking: "Revise and Resubmit"
- G. Marking: "Rejected".
- H. Other Action: Where the submittal is returned, marked with the Architect/Engineer's explanation, for special processing or other Contractor activity, or is primarily for information or record purposes, the submittal will not be marked.



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ADMINISTRATIVE REQUIREMENTS

**SUBMITTAL COVERSHEET**

**Greenwich Public Schools- Select Roof Replacement**

**Architect:**

**Fuller and D'Angelo, P.C.**  
**45 Knollwood Rd.**  
**Elmsford, NY 10523**

**Owner:**

**Greenwich Public Schools**  
**290 Greewnich Avenue**  
**Greenwich, CT 06830**

**Contractor:** \_\_\_\_\_

**Contract:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Facility: Greenwich High School.**

Type of Submittal: Re-submittal: ☐ No ☐ Yes

☐ **Shop Drawings**

☐ **Product Data**

☐ **Schedule**

☐ **Sample**

☐ **Test Report**

☐ **Certificate**

☐ **Color Sample**

☐ **Warranty**

**Submittal Description:** \_\_\_\_\_

**Product Name:** \_\_\_\_\_

**Manufacturer:** \_\_\_\_\_

**Subcontractor:** \_\_\_\_\_

**Supplier:** \_\_\_\_\_

**Spec. Section No.:** \_\_\_\_\_ **Drawing No(s):** \_\_\_\_\_

**Paragraph:** \_\_\_\_\_ **Rm. or Detail No(s):** \_\_\_\_\_

**Architect's Review Stamp**

Contractor Review Statement: These documents have been checked for accuracy and coordinated with job conditions and Contract requirements by this office and have been found to comply with the provisions of the Contract Documents. Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Remarks:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**END OF SECTION**

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**SECTION 01 3553**  
**SITE SAFETY AND SECURITY PROCEDURES**

**PART 1 GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 SECTION INCLUDES**

- A. The safety requirements, which must be followed by the Contractor during the execution of this contract.
- B. The Contractor agrees that the work will be completed with the greatest degree of safety and:
  - 1. To conform to the requirements of the Occupational Safety and Health Act (OSHA) and the Construction Safety Act including all standards and regulations that have been or shall be promulgated by the governmental authorities which administer such acts, and shall hold the Owner, Owner's Representative, the Architect, and all their employees, consultants and representatives harmless from and against and shall indemnify each and everyone of them for any and all claims, actions, liabilities, costs and expenses, including attorneys fees, which any of them may incur as a result of non-compliance.
- C. Security measures including entry control, personnel identification, and miscellaneous restrictions.

**1.3 REFERENCES:**

- A. Code of Federal Regulations OSHA Safety and Health.

**1.4 RELATED REQUIREMENTS**

- A. Section 01 1000 - Summary of Contract: Use of premises and occupancy.
- B. Section 01 5000 - Temporary Facilities and Controls: Temporary lighting.
- C. Section 10 00250 - 10 00250
- D. Section 01 7000 - Execution.

**1.5 DEFINITIONS**

- A. Public shall mean anyone not involved with or employed by the contractor to perform the duties of this contract.
- B. Site shall mean the limits of the work area.
- C. Contractor shall mean the contractor, his/her subcontractors and any other person related to the contract execution.

**1.6 ENTRY CONTROL**

- A. The existing building contains a security alarm system maintained and operated by the Owner. Access into the existing building shall not be permitted unless the owner is notified and arrangements made to deactivate the system
- B. Restrict entrance of persons and vehicles into Project site and existing facilities.
- C. Allow entrance only to authorized persons with proper identification.
- D. Greenwich Public Schools will control entrance of persons and vehicles related to Greenwich Public Schools's operations.
- E. Coordinate access of Greenwich Public Schools's personnel to site in coordination with Greenwich Public Schools's security forces.
- F. Install substantial and durable general temporary enclosure of partially completed areas of construction. Provide locking entrances adequate to prevent unauthorized entrance, vandalism, theft and similar violations of project security. Ensure contractor accessibility to each working area not completed during the Summer months.



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G. Traffic Control

1. Contractor shall maintain access for emergency vehicles, fireman and pedestrians and protect from damage all persons and property within the limits of and for the duration of the contract; all in accordance with the plans and specifications.
2. Conduct construction operations so that the traveling public and pedestrian safety is subjected to a minimum of hazard and delay.
3. Contractor shall perform the following minimum requirements as directed by Owner's Representative, Owner, or Construction Manager.
  - a. Keep the surface of the traveled way free from mounds, depressions, and obstructions of any type which could present hazards or annoyance to traffic.
  - b. Keep the surface of all pavements used by the public free and clean of all dirt, debris, stone, timber or other obstructions to provide safe traveled ways.
  - c. Control dust and keep the traveled way free from materials spilled from hauling and construction equipment.
  - d. Provide all cones, barricades, signs and warning devices as may be required and/or as ordered by Dan Watson, Director of Facilities to safely carry out the foregoing. All such signs and devices shall be fabricated and placed in accordance with the latest "Federal Manual on Uniform Control Devices". Use of Open Flares Is Prohibited.
  - e. Contractor shall cover with proper materials all open trenches at the close of each work day. Such plates to abut each other and be wedged at each end of trench to prevent plates from sliding open.
4. Ingress and Egress
  - a. Contractor shall provide and maintain at all times safe and adequate ingress and egress to and from site at existing or at new access points consistent with work, unless otherwise authorized by the Owner's Representative or Construction Manager
5. If, upon notification by Owner's Representative or Construction Manager, and the contractor fails to correct any unsatisfactory condition within 24 hours of being so directed, Owner's Representative and Construction Manager will immediately proceed with adequate forces to properly maintain the project and the entire cost of such maintenance shall be deducted (back charged) from any moneys due the contractor
6. All traffic control costs shall include the base bid of furnishing all labor, material and equipment including the cost of any and all incidental required by job conditions as ordered by Greenwich Public Schools

**1.7 FIRE PREVENTION AND CONTROL**

- A. The Contractor shall provide Fire Extinguishers as follows: Provide type "A" fire extinguishers for temporary offices and similar spaces where there is minimal danger of electrical fires or grease-oil-flammable liquid fires. In other locations provide either type "ABC" dry chemical extinguishers, or a combination of several extinguishers of NFPA recommended types for the exposures in each case.
  1. All required exits, fire alarm, security, automatic temperature control, PA, sprinkler and similar systems shall be maintained and operable throughout the entire construction contract.
    - a. Contractor(s) will be back-charged for all fines imposed for false alarms or service calls.
- B. Free access to fire hydrants and standpipe connections shall be maintained at all times during construction operations. Portable fire extinguishers shall be provided by the Construction Contractor and made conveniently available throughout the construction site. Contractor(s) shall notify their employees of the location of the nearest fire alarm box at all locations where work is in progress.
- C. The Contractor shall take all possible precautions for the prevention of fires. Where flame cutting torches, blow torches, or welding tools are required to be used within the building, their use shall be as approved by the Construction Manager at the site. When welding tools or torches of any type are in use, have

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available in the immediate vicinity of the work a fire extinguisher of the dry chemical 20 lbs. Type. The fire extinguisher(s) shall be provided and maintained by the Contractor doing such work.

- D. Fuel for cutting and heating torches shall be gas only and shall be contained in Underwriters laboratory approved containers.
- E. Storage of gas shall be in locations as approved by the Owner and subject to Fire Department regulations and requirements.
- F. No volatile liquids shall be used for cleaning agents or as fuels for motorized equipment or tools within a building except with the express approval of the Owner and/or Architect and in accordance with local codes. On-site bulk storage of volatile liquids shall be outside the buildings at locations directed by the Owner, who shall determine the extent of volatile liquid allowed within the building at any given time.

**1.8 PERSONNEL IDENTIFICATION**

- A. Provide identification badge or other approved identification to each person authorized to enter premises.
- B. Maintain a list of accredited persons, submit copy to Greenwich Public Schools on request.
- C. Background checks and clearances shall be required for workers on this site, coordinate with Greenwich BOE.

**1.9 RESTRICTIONS**

- A. Do not allow cameras on site or photographs taken except by written approval of Greenwich Public Schools.

**PART 2 PRODUCTS -**

**2.1 MATERIALS**

- A. Refer to Section 01 5000 - Temporary Facilities and Controls for additional barrier requirements.
- B. Signs shall be made of sturdy plywood of 1/2" minimum thickness and shall be made to legible at a distance of 50 feet.

**PART 3 EXECUTION**

**3.1 GENERAL**

- A. In the performance of its contract, the Contractor shall exercise every precaution to prevent injury to workers and the public or damage to property.
  - 1. The Contractor shall, at their own expense, provide temporary structures, place watchmen, design and erect barricades, fences and railings, give warnings, display such lights, signals and signs, exercise such precautions against fire, adopt and enforce such rules and regulations, and take such other precautions as may be necessary, desirable or proper or as may be directed.
  - 2. The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work to be done under this contract. The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss including but not limited to:
    - a. All employees working in connection with this contract, and other persons who may be affected thereby.
    - b. All the work materials and equipment to be incorporated therein whether in storage on or off site; and including trees, shrubs, lawns, walks, pavements, facilities not designated for removal, relocation or replacement in the course of construction.
- B. The Contractor's duties and responsibilities for the safety and protection of the work: shall continue until such time as all the work is completed and contractor has removed all workers, material and equipment from the site, or the issuance of the certificate of final completion, whichever shall occur last.
- C. The Contractor shall use only machinery and equipment adapted to operate with the least possible noise, and shall so conduct his operations that annoyance to occupants of the site and nearby homes and facilities shall be reduced to a minimum

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- D. It shall be the responsibility of the Contractor to insure that all employees of the contractor and all subcontractors, and any other persons associated with the performance of their contract shall comply with the provisions of this specification.
- E. The Contractor shall clean up the site daily and keep the site free of debris, refuse, rubbish, and scrap materials. The site shall be kept in a neat and orderly fashion. Before the termination of the contract. The Contractor shall remove all surplus materials, falsework, temporary fences, temporary structures, including foundations thereof.
- F. The Contractor shall follow all rules and regulations put forth in the Code of Federal Regulations (OSHA Safety and Health Standards).
- G. The Contractor shall follow all CDC Covid 19 protocols required.

**END OF SECTION**



**SECTION 01 4000  
QUALITY REQUIREMENTS**

**PART 1 GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General Conditions and Division 1 Specification Sections, apply to this Section.

**1.2 SECTION INCLUDES**

- A. Submittals.
- B. Testing and inspection agencies and services.
- C. Control of installation.
- D. Mock-ups.
- E. Manufacturers' field services.
- F. Defect Assessment.

**1.3 RELATED REQUIREMENTS**

- A. Section 01 2100 - Allowances: Allowance for payment of noted services.
- B. Section 01 3000 - Administrative Requirements: Submittal procedures.
- C. Section 01 4219 - Reference Standards.
- D. Section 01 6000 - Product Requirements: Requirements for material and product quality.

**1.4 REFERENCE STANDARDS**

- A. ASTM C1021 - Standard Practice for Laboratories Engaged in Testing of Building Sealants; 2008 (Reapproved 2014).

**1.5 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Access control - Test and Wiring Termination Reports: After each test/inspection, promptly submit two copies of report to Owner and Fuller and D'Angelo, P.C. and to Owners Representative.
  - 1. Include:
    - a. Date issued.
    - b. Project title and number.
    - c. Name of inspector.
    - d. Date and time of sampling or inspection.
    - e. Identification of product and specifications section.
    - f. Location in the Project.
    - g. Type of test/inspection.
    - h. Date of test/inspection.
    - i. Results of test/inspection.
    - j. Compliance with Contract Documents.
    - k. When requested by Fuller and D'Angelo, P.C., provide interpretation of results.
- C. Certificates: When specified in individual specification sections, submit certification by the manufacturer and or installation/application subcontractor to Owner and Fuller and D'Angelo, P.C., in quantities specified for Product Data.
  - 1. Certificates may be recent or previous test results on material or product, but must be acceptable to Owner and Fuller and D'Angelo, P.C..
- D. Manufacturer's Instructions: When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, adjusting, and finishing, for the Greenwich



Public Schools's information. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

- E. Manufacturer's Field Reports: Submit reports for Fuller and D'Angelo, P.C.'s benefit as contract administrator or for Greenwich Public Schools.
  - 1. Submit report in duplicate within 5 days of observation to Fuller and D'Angelo, P.C. for information.

#### **1.6 REFERENCES AND STANDARDS - See Section 01 4219**

- A. Should specified reference standards conflict with Contract Documents, request clarification from Fuller and D'Angelo, P.C. before proceeding.

#### **1.7 TESTING AND INSPECTION AGENCIES AND SERVICES**

- A. Greenwich Public Schools will employ services of an independent testing agency to perform certain specified testing; in addition to what is required by the contractor if required.
- B. Employment of agency in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.

### **PART 2 PRODUCTS - NOT USED**

### **PART 3 EXECUTION**

#### **3.1 CONTROL OF INSTALLATION**

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Fuller and D'Angelo, P.C. before proceeding.
- D. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Have Work performed by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

#### **3.2 TESTING AND INSPECTION**

- A. See individual specification sections for testing and inspection required.
- B. Limits on Testing/Inspection Agency Authority:
  - 1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
  - 2. Agency may not approve or accept any portion of the Work.
  - 3. Agency may not assume any duties of Contractor.
  - 4. Agency has no authority to stop the Work.
- C. Contractor Responsibilities:
  - 1. Cooperate with laboratory personnel, and provide access to the Work and to manufacturers' facilities.
  - 2. Provide incidental labor and facilities:
    - a. To provide access to Work to be tested/inspected.
    - b. To obtain and handle samples at the site or at source of Products to be tested/inspected.
    - c. To facilitate tests/inspections.
  - 3. Notify Owner and Fuller and D'Angelo, P.C. and laboratory 24 hours prior to expected time for operations requiring testing/inspection services.



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4. Employ services of an independent qualified testing laboratory and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
  5. Arrange with Greenwich Public Schools's agency and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
- D. Re-testing required because of non-conformance to specified requirements shall be performed by the same agency on instructions by Fuller and D'Angelo, P.C.. Payment for re testing will be charged to the Contractor by deducting testing charges from the Contract Price.

**3.3 CONTRACTOR'S TESTING AND INSPECTION**

- A. Testing and Inspections shall be conducted by a qualified testing agency or special inspector as required by authorities having jurisdiction and as indicated in individual Specification Sections as the contractor's responsibility including:
1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures and reviewing the completeness and adequacy of those procedures to perform the Work.
  2. Notifying Owner's Representative, Contractor, or Architect promptly of irregularities and deficiencies observed in the work during performance of its services.
  3. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect, through Owner's Representative, with copy to Contractor and to authorities having jurisdiction.
  4. Submitting again a final wiring termination report book of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
  5. Interpreting tests and inspections and stating in each report whether tested and inspected work complies with or deviates from the Contract Documents.
  6. Retesting and re-inspecting corrected work.

**3.4 MANUFACTURERS' FIELD SERVICES**

- A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, as applicable, and to initiate instructions when necessary.
- B. Submit qualifications of observer to Fuller and D'Angelo, P.C. 10 days in advance of required observations.
1. Observer subject to approval of Greenwich Public Schools.
- C. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.

**3.5 DEFECT ASSESSMENT**

- A. Replace Work or portions of the Work not conforming to specified requirements.

**END OF SECTION**



**SECTION 01 5000**  
**TEMPORARY FACILITIES AND CONTROLS**

**PART 1 GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of each prime contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 SECTION INCLUDES**

- A. Temporary sanitary facilities.
- B. Temporary Controls: Barriers, enclosures, and fencing.
- C. Temporary enclosures.
- D. Waste removal facilities and services enclosed by fencing.
- E. Construction aids and miscellaneous services and facilities.
- F. Temporary fire protection.
- G. Environmental protection.

**1.3 RELATED REQUIREMENTS**

- A. Section 01 3553 - Site Safety and Security Procedures
- B. Section 01 3000 - Administrative Requirements for Submittals.
- C. Section 01 7000 - Execution for Progress cleaning requirements.

**1.4 SITE PLAN**

- A. Provide site plan indicating exiting, fencing, staging areas, and parking areas for construction personnel.

**1.5 REPORTS:**

- A. During the progress of the work, contractor shall submit copies of reports required by governing authorities, or necessary for the installation and efficient operation of temporary services and facilities.

**1.6 QUALITY ASSURANCE**

- A. Regulations: The contractor shall comply with industry standards and with applicable laws and regulations of authorities having jurisdiction including, but not limited to, the following:
  - 1. Building code requirements.
  - 2. Health and safety regulations.
  - 3. Police, fire department and rescue squad rules.
  - 4. Environmental protection regulations
- B. Standards: The contractor shall comply with NFPA 241 "Standard for Safeguarding Construction, Alterations, and Demolition Operations," ANSI-A10 Series standards for "Safety Requirements for Construction and Demolition," and NECA Electrical Design Library "Temporary Electrical Facilities."

**1.7 PROJECT CONDITIONS**

- A. General: The Contractor shall provide each temporary service and facility ready for use at each location, when first needed to avoid delays in performance of work. Maintain, expand as required, and modify as needed throughout the progress of the work. Do not remove until services or facilities are no longer needed, or are replaced by the authorized use of completed permanent facilities.
- B. Temporary Use of Permanent Facilities: Regardless of previously assigned responsibilities for temporary services and facilities, the Installer of each temporary service or facility shall assume responsibility for its operation, maintenance and protection during use as a construction service or facility prior to the Owner's acceptance and operation of the facility.



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- C. Conditions of Use: Operate temporary services and facilities in a safe and efficient manner. Do not overload, and do not permit temporary services and facilities to interfere with the progress of work, or occupancy of existing facility by owner. Do not allow unsanitary conditions, public nuisances or hazardous conditions to develop or persist on the site.
- D. Temporary Utilities: Do not permit freezing of pipes, flooding or intrusion of any water from the elements.
- E. Temporary Construction and Support Facilities: Maintain temporary facilities in a manner to prevent discomfort to users. Take necessary fire prevention measures. Maintain temporary facilities in a sanitary manner so as to avoid health problems. Protect persons from entering a construction area, take all and full precautions.
- F. Security and Protection: Maintain site security and protection facilities in a safe, lawful, publicly acceptable manner. Take measures necessary to prevent site erosion.

**1.8 TEMPORARY UTILITIES**

- A. Provide all electrical power, lighting, water, and ventilation required for construction purposes.
- B. Existing facilities may be used.
- C. New permanent facilities may be used.
- D. Use trigger-operated nozzles for water hoses, to avoid waste of water.

**1.9 DIVISION OF RESPONSIBILITIES**

- A. The Contractor is responsible for the following:
  - 1. Installation, operation, maintenance, and removal of each temporary facility usually considered as its own normal construction activity, as well as the costs and use charges associated with each facility.
  - 2. Plug-in electric power cords and extension cords.
  - 3. Supplementary plug-in task lighting, and special lighting necessary exclusively for its own activities.
  - 4. Special power requirements for installation of its own work.
  - 5. Its own tool storage boxes.
  - 6. Hoisting can be coordinated with District, all hoisting of equipment is to be coordinated and provided by contractor, all openings required to install equipment to be reviewed and provided by contractor.
  - 7. Collection of general waste and debris and disposing into containers provided by the Contractor.
  - 8. Secure lockup of its own tools, materials and equipment.
  - 9. Construction aids and miscellaneous services and facilities necessary exclusively for its own construction activities.
- B. The Contractor is responsible and shall pay costs for the following:
  - 1. Temporary toilets, including disposable supplies.
  - 2. Containers for non-hazardous waste and debris.
  - 3. Temporary enclosures of openings.
  - 4. Disposal of wastes containers.
  - 5. Barricades, warning signs, and lights.
  - 6. Site/construction enclosure fence, around dumpsters and storage areas.
  - 7. Environmental protection.
  - 8. Temporary Fire Protection
  - 9. Temporary dustproof protection when making dust.



- C. The Contractor shall maintain all existing systems, including but not limited to, power, lighting, fire alarm, intercom, PA etc., within the existing building operational at all times for Owner occupancy and construction.

#### **1.10 USE CHARGES**

- A. General: Cost or use charges for temporary facilities are not chargeable to the Owner or Architect the Owner's Representative. The Architect and Owner will not accept a prime contractor's cost or use charges for temporary services or facilities as a basis of claim for an adjustment in the Contract Sum or the Contract Time.
  - 1. Water Service Use Charges: Water from the Owner's existing water system may be used without metering, and without payment for use charges.
  - 2. Electric Power Service Use Charges: Electric power from the Owner's existing system may be used without payment of use charges.
  - 3. Temporary Utility Services: Where Owner's existing services is inadequate or would disrupt owners use of the existing facility, contractor shall provide utility services for the temporary use at the project site from the utility company, and pay all costs, including use charges.

#### **1.11 TELECOMMUNICATIONS SERVICES**

- A. Provide, maintain, and pay for telecommunications services to field office at time of project mobilization.
- B. Telecommunications services shall include:
  - 1. Cellular phone connection for on site superintendent at minimum.
  - 2. Email: Account/address reserved for project use.
  - 3. Facsimile Service: Fax-to-email software on personal computer.

#### **1.12 TEMPORARY SANITARY FACILITIES**

- A. Contractor shall provide and maintain required facilities and enclosures. Provide at time of project mobilization.
- B. The Contractor shall maintain daily in clean and sanitary condition.
- C. Sanitary Facilities: Sanitary facilities include temporary toilets, wash facilities and drinking water fixtures. Comply with governing regulations including safety and health codes for the type, number, location, operation and maintenance of fixtures and facilities; provide not less than specified requirements. Install in locations which will best serve the project's needs.
  - 1. Supply and maintain toilet tissue, paper towels, paper cups and other disposable materials as appropriate for each facility, including Owner's Representative's temporary offices. Provide covered waste containers for used material.
  - 2. Install self-contained toilets to the extent permitted by governing regulations.

#### **1.13 BARRIERS**

- A. The Contractor shall, provide Barricades, Warning Signs and Lights: Comply with recognized standards and code requirements for erection of substantial, structurally adequate barricades where needed to prevent accidents and losses. Paint with appropriate colors, graphics and warning signs to inform personnel at the site and the public, of the hazard being protected against. Provide lighting where appropriate and needed for recognition of the facility, including flashing red lights where appropriate.
  - 1. Sign Materials: For signs and directory boards, provide exterior type, Grade B-B High Density Concrete Form Overlay Plywood conforming to PS-1, of sizes and thickness indicated. Provide exterior grade acrylic-latex-base enamel for painting sign panels and applying graphics.
- B. The Contractor shall, Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public, to allow for owner's use of site and to protect existing facilities and adjacent properties from damage from construction operations .
- C. Plywood: For temporary safety barriers, walls and doors and similar direct-contact uses, provide exterior type, 5/8" thick minimum prime and finish painted plywood, over wood stud back-up.



#### **1.14 FENCING**

- A. The Contractor shall be responsible for its own fencing as required to secure stored material and waste containers.
- B. Construction: Commercial grade chain link fence.
- C. Provide 6 foot high fence around construction waste containers and the work areas on site. .
- D. Locate where indicated, or if not indicated, enclosed portions of the site determined to be sufficient to accommodate construction operations. Install in a manner that will prevent people, dogs and other animals from easily entering the site, except through entrance gates.
  - 1. Material:
    - a. Steel fencing: Galvanized Chain Link and galvanized gates (non-climbable size).
    - b. Fabric: No. 9 GA galvanized, steel wire mesh, furnish one-piece fabric widths for fencing up to 6' in height indicated in the Contract Documents.
    - c. Framing and Accessories: End, Corner and Pull posts: 2.375" OD steel pipe.
    - d. Line Posts: Space 10'-0" O.C. maximum. 1.90" steel pipe or 1.875" x 1.625 C-sections.
    - e. Fence Rails: Locate at top and bottom of fabric. Post brace assembly - manufacturer's standard.
    - f. Wire ties: For tying fabric to line posts use wire ties spaced 12" O.C.
    - g. Height: 6'

#### **1.15 INTERIOR DUST PROTECTION AND CONTROL**

- A. Where construction operation create dust provide plastic coverings, 6 mil plastic, covering door openings, office computers, racks, cabinetry, shelving and other items not removed from work area. Tape all edges tight.
  - 1. Seal all UV, supply and return registers.
  - 2. Schedule and coordinated with Greenwich Public School District.
  - 3. Refer to 01 7000 - Execution for final cleaning requirements.
  - 4. Maintain ventilation systems and HV systems as long as possible, finish work on same as soon as possible and make HV / HVAC systems operate with the understanding that time is of the essence to provide an air circulation atmosphere for the existing system. Schedule and coordinate with Owner so as not to interfere with Owners occupancy requirements.
- B. Provide temporary partitions as indicated or required to separate work areas from Greenwich Public Schools-occupied areas, to prevent access and penetration of dust and moisture into Greenwich Public Schools-occupied areas, and to prevent damage to existing/new materials and equipment.

#### **1.16 SECURITY**

- A. The contractor shall secure and protect facilities and services and shall be the responsible for and pay for all costs in their bid.
- B. Provide security and facilities to protect Work, existing facilities, and Greenwich Public Schools's operations from unauthorized entry, vandalism, or theft.
- C. Temporary Fire Protection: The Contractor shall provide Fire Extinguishers as follows:: Provide type "A" fire extinguishers for temporary offices and similar spaces where there is minimal danger of electrical fires or grease-oil-flammable liquid fires. In other locations provide either type "ABC" dry chemical extinguishers, or a combination of several extinguishers of NFPA recommended types for the exposures in each case
- D. The existing building contains a security alarm system maintained and operated by the Owner. Access into the existing building shall not be permitted unless the owner is notified and arrangements made to deactivate the system.



**1.17 VEHICULAR ACCESS AND PARKING**

- A. The contractor shall Coordinate access and haul routes with governing authorities and Greenwich Public Schools.
- B. The contractor shall Provide and maintain access to fire hydrants free of obstructions.
- C. Provide means of removing mud from vehicle wheels before entering streets.
- D. Provide temporary parking areas to accommodate construction personnel. When site space is not adequate, provide additional off-site parking.

**1.18 WASTE REMOVAL**

- A. The Contractor shall provide containers, at grade, sufficient for the depositing of non-hazardous/non-toxic waste materials, and shall remove such waste materials from project site as required or directed by the Owner's representative.
  - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
  - 2. Contractors shall not utilize the Owner's bins or dumpsters.
- B. The Contractor shall broom clean the site work area at the end of each work day.
  - 1. If the contractor fails to clean areas at the end of each work day the Owner shall perform the cleaning and back charge the contractor accordingly.
- C. The contractor shall be responsible for daily cleaning up of spillage and debris resulting from its operations and from those of its subcontractors; and shall be responsible for complete removal and disposition of hazardous and toxic waste materials.
  - 1. Remove liquid spills promptly.
  - 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Burying or burning of waste materials on the site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.
- E. Site: The Contractor shall maintain Project site free of waste materials and debris.
- F. Installed Work: Keep installed work clean. The Contractor shall clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.

**1.19 MISCELLANEOUS PROVISIONS**

- A. Dewatering Facilities and Drains: General: For temporary drainage and dewatering facilities and operations not directly associated with performance of work included under individual work sections, comply with dewatering requirements of applicable sections. Where feasible, utilize the same facilities. Maintain site excavations and construction free of water.

**1.20 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS**

- A. Remove temporary utilities, equipment, facilities, materials, prior to Date of Substantial Completion inspection.
- B. Clean and repair damage caused by installation or use of temporary work.
- C. Restore existing facilities used during construction to original condition.
- D. Restore new permanent facilities used during construction to specified condition.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**



**SECTION 01 6000  
PRODUCT REQUIREMENTS**

**PART 1 GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 SECTION INCLUDES**

- A. General product requirements.
- B. Re-use of existing products.
- C. Transportation, handling, storage and protection.
- D. Product option requirements.
- E. Substitution limitations and procedures.
- F. Maintenance materials, including extra materials, spare parts, tools, and software.

**1.3 RELATED REQUIREMENTS**

- A. Section 01 4000 - Quality Requirements: Product quality monitoring.
- B. Section 01 6116 - Volatile Organic Compound (VOC) Content Restrictions: Requirements for VOC-restricted product categories.
- C. Section 01 7419 - Construction Waste Management and Disposal: Waste disposal requirements potentially affecting packaging and substitutions.

**1.4 DEFINITIONS**

- A. Products: Items purchased for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
- B. Named Products: Items identified by manufacturer's product name, including make or model number or other designation, shown or listed in manufacturer's published product literature, that is current as of date of the Contract Documents.
- C. Comparable Product: Product that is demonstrated and approved through submittal process, or where indicated as a product substitution, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- D. Manufacturer's Warranty: Preprinted written warranty published by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.

**1.5 SUBMITTALS Refer to Section 01 3000**

- A. Proposed Products List: Submit list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.
  - 1. Submit within 7 days after date of Letter of Award.
- B. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- C. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility, HVAC and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- D. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.



1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

## **1.6 ASBESTOS**

- A. All products, materials, etc. used in conjunction with this Project shall be Asbestos Free.
  1. **Contractor shall provide a letter to the Owner stating that no asbestos containing material has been used in this project.**

## **PART 2 PRODUCTS**

### **2.1 EXISTING PRODUCTS**

- A. Do not use materials and equipment removed from existing premises .
- B. Existing materials and equipment indicated to be removed, but not to be re-used, relocated, reinstalled, delivered to the Greenwich Public Schools, or otherwise indicated as to remain the property of the Greenwich Public Schools, become the property of the Contractor; remove from site.

### **2.2 NEW PRODUCTS**

- A. Provide all new products.
- B. DO NOT USE products having any of the following characteristics:
  1. Made outside the United States, its territories, Canada, or Mexico.
  2. Made using or containing CFC's or HCFC's.
  3. Containing lead, cadmium, asbestos.

### **2.3 PRODUCT OPTIONS**

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named. Submit on form attached and in accordance with Information to Bidders.

## **PART 3 EXECUTION**

### **3.1 SUBSTITUTION PROCEDURES**

- A. Refer to Instruction to Bidders.
- B. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.
- C. A request for substitution constitutes a representation that the submitter:
  1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
  2. Agrees to provide the same warranty for the substitution as for the specified product.
  3. Agrees to coordinate installation and make changes to other Work that may be required for the Work to be complete with no additional cost to Greenwich Public Schools.
  4. Waives claims for additional costs or time extension that may subsequently become apparent.
- D. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.

### **3.2 TRANSPORTATION AND HANDLING**

- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
- B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.



GREENWICH PUBLIC SCHOOLS  
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SELECT ROOF REPLACEMENT  
PRODUCT REQUIREMENTS

- C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- D. Transport and handle products in accordance with manufacturer's instructions.
- E. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
- F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
- H. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

**3.3 STORAGE AND PROTECTION**

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.
- E. Provide off-site storage and protection when site does not permit on-site storage or protection.
- F. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
- G. Comply with manufacturer's warranty conditions, if any.
- H. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- I. Prevent contact with material that may cause corrosion, discoloration, or staining.
- J. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- K. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.



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SELECT ROOF REPLACEMENT  
PRODUCT REQUIREMENTS

**SUBSTITUTION REQUEST FORM**

**SUBSTITUTION REQUEST No.** \_\_\_\_\_

(After the Bidding Phase)

Project: Select Roof Replacement

Substitution Request Number: \_\_\_\_\_

From: \_\_\_\_\_

Date: \_\_\_\_\_

A/E Project Number: 2243-19

Contract For: General Construction

Specification Title: \_\_\_\_\_ Description: \_\_\_\_\_

Section: \_\_\_\_\_ Page: \_\_\_\_\_ Article/Paragraph: \_\_\_\_\_

Proposed Substitution:

Manufacturer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

model no.: \_\_\_\_\_

Installer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

History: \_\_\_\_\_ New product \_\_\_\_\_ 2-5 years old \_\_\_\_\_ 5-10 yrs old \_\_\_\_\_ More than 10 years old

Differences between proposed substitution and specified product:

Point-by-point comparative data attached - REQUIRED

Reason for not providing specified item: \_\_\_\_\_

Similar Installation:

Project: \_\_\_\_\_ Architect: \_\_\_\_\_

Address: \_\_\_\_\_ Owner: \_\_\_\_\_

Date Installed: \_\_\_\_\_

Proposed substitution affects other parts of Work: \_\_\_\_ No \_\_\_\_ Yes; explain

Savings to Owner for accepting substitution: \_\_\_\_\_ (\$ \_\_\_\_\_)

Proposed substitution changes Contract Time: \_\_\_\_ No \_\_\_\_ Yes Add \_\_\_\_\_ Deduct \_\_\_\_\_ days.

Supporting Data Attached: \_\_\_\_ Drawings \_\_\_\_ Product Data \_\_\_\_ Samples \_\_\_\_ Tests Reports

The Undersigned certifies:

Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.

Same warranty will be furnished for proposed substitution as for specified product.

Same maintenance service and source of replacement parts, as applicable, is available.

Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.

Cost data as stated above is complete. Claims for additional costs related to accepted substitution which may subsequently become apparent are to be waived.

Proposed substitution does not affect dimensions and functional clearances.

Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.

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ARCHITECTS AND PLANNERS



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Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.

Submitted by: \_\_\_\_\_

Signed by: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Attachments:

OWNER/ARCHITECT/CM REVIEW AND ACTION

\_\_\_\_ Substitution approved - Make submittals in accordance with Specification Section 01330

\_\_\_\_ Substitution approved as noted - Make submittals in accordance with Specification Section 01330.

\_\_\_\_ Substitution rejected - Use specified materials.

\_\_\_\_ Substitution Request received too late - Use specified materials.

: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments: \_\_ Contractor \_\_ Subcontractor \_\_ Supplier \_\_ Manufacturer \_\_ A/E

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

END OF SECTION



**SECTION 01 7000  
EXECUTION**

**PART 1 GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 SECTION INCLUDES**

- A. Inspections prior to start of work.
- B. Examination, preparation, and general installation procedures.
- C. Requirements for replacement work, including selective removals.
- D. Pre-installation meetings.
- E. Field engineering and surveying.
- F. General installation of products.
- G. Progress cleaning.
- H. Protection of installed construction.
- I. Correction of the Work.
- J. Surveying for laying out the work.
- K. Cleaning and protection.
- L. Waste Management
- M. Final Cleaning.
- N. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.
- O. General requirements for maintenance service.

**1.3 RELATED REQUIREMENTS**

- A. Section 01 1000 - Summary of Contract: Limitations on working in existing building, continued occupancy, work sequence, identification of salvaged materials., and relocated materials.
- B. Section 01 3000 - Administrative Requirements: Submittals procedures, Electronic document submittal service.
- C. Section 01 4000 - Quality Requirements: Testing and inspection procedures.
- D. Section 01 5000 - Temporary Facilities and Controls: Temporary exterior enclosures.
- E. Section 017132 - Selective Removals for removals and cutting and patching.
- F. Section 01 7800 - Closeout Submittals: Project record documents, operation and maintenance data, warranties .
- G. Individual Product Specification Sections:
  - 1. Advance notification to other sections of openings required in work of those sections.

**1.4 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.

**1.5 PROJECT CONDITIONS**

- A. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.
- B. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.



1. Outdoors: Limit conduct of especially noisy exterior work to hours permitted under the local Noise Ordinance.
- C. Pest and Rodent Control: Provide methods, means, and facilities to prevent pests and insects from damaging the work.

#### 1.6 COORDINATION

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements.
- B. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- C. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- D. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- E. Coordinate completion and clean-up of work of separate sections.
- F. After Greenwich Public Schools occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Greenwich Public Schools's activities.
- G. Alterations: Where applicable, requirements of the contract documents apply to alteration work in the same manner as to new construction. Refer to drawings for specific requirements of alteration work. Primarily, alterations can be described as normal architectural, mechanical and electrical alterations. Contractors shall review phasing and scheduling of the work to understand that certain areas of work must be completed and occupied prior to start of other work. This is essential to the Owner in their ability to maintain the educational programs during construction.

#### 1.7 CODES, PERMITS, FEES, ETC.

- A. Refer to Owner Contractor Agreement for additional requirements.
- B. **The Owner shall file and obtain and pay for the Building Permit.**
- C. The contractor(s) and sub- Contractors shall pick-up the Building Permits at Town Hall, Building Department and submit all required insurances etc. to same to "pull" permits for each trade required.
- D. The Contractor shall furnish and pay for all permits, fees and other installation costs required for the various installations by governing authorities and utility companies; prepare and file drawings and diagrams required; arrange for inspections of any and all parts of the work required by the authorities and furnish all certificates necessary to the Owner and Construction Manager as evidence that the work installed under this Section of the Specifications conforms with all applicable requirements of the Municipal and State Codes, National Board of Fire Underwriters, National Electric Code, as applicable.
- E. Any items of work specified herein and shown on the drawings which conflict with aforementioned rules, regulations and requirements, shall be referred to the Owner and Construction Manager for decision, which decision shall be final and binding.
- F. The building is to be constructed under the following Rules and Regulations of the Building Codes of the State of Connecticut and consist of the following
  1. Current Building Code of State of Connecticut



### **1.8 MANDATORY OSHA CONSTRUCTION SAFETY AND HEALTH TRAINING**

- A. All laborers, workers and mechanics working on the site are required to be certified as having successfully completed an OSHA construction safety and health course of at least 10 hours prior to performing any work on the project.

## **PART 2 PRODUCTS**

### **2.1 PATCHING MATERIALS**

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.

## **PART 3 EXECUTION**

### **3.1 EXAMINATION**

- A. Prior to start of construction take photographs, videos or similar documentation as evidence of existing project conditions as follows:
  - 1. Exterior views: Spaces adjacent to all work areas.
- B. Verify that existing substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Provide Full waste management, clean all areas daily, place all removals for disposal in dumpsters, remove dumpsters in a timely manner to keep site clean. Do not throw items in dumpsters use chutes as required.
- E. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

### **3.2 PREPARATION**

- A. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond, for new walls or opening in-fills and for all painting tasks.

### **3.3 PRE-INSTALLATION MEETINGS**

- A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Owner and Construction Manager four days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
  - 1. Review conditions of examination, preparation and installation procedures.
  - 2. Review coordination with related work.
- E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Fuller and D'Angelo, P.C., Greenwich Public Schools, participants, and those affected by decisions made.

### **3.4 GENERAL INSTALLATION REQUIREMENTS**

- A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- C. Make neat transitions between different surfaces, maintaining texture and appearance.



### 3.5 ALTERATIONS

- A. Drawings showing existing construction and utilities are based on casual field observation only.
  - 1. Verify that construction and utility arrangements are as shown.
  - 2. Report discrepancies to Owner's Representative, Construction Manager, and Architect before disturbing existing installation.
  - 3. Beginning of alterations work constitutes acceptance of existing conditions.
- B. Remove existing work as indicated and as required to accomplish new work.
  - 1. Remove items indicated on drawings.
  - 2. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.
- C. Protect existing work to remain.
  - 1. Perform cutting to accomplish removals neatly and as specified for cutting new work.
  - 2. Repair adjacent construction and finishes damaged during removal work.
  - 3. Patch as specified for patching new work.
- D. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
  - 1. When existing finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Fuller and D'Angelo, P.C..
- E. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
- F. Remove debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.
- G. Do not begin new construction in alterations areas before removals are complete.
- H. Comply with all other applicable requirements of this section.

### 3.6 CUTTING AND PATCHING

- A. See Alterations article above for additional requirements.
- B. Perform whatever cutting and patching is necessary to:
  - 1. Complete the work.
  - 2. Fit products together to integrate with other work.
  - 3. Provide openings for penetration of, electrical, and other services.
  - 4. Match work that has been cut to adjacent work.
  - 5. Repair areas adjacent to cuts to required condition.
  - 6. Repair new work damaged by subsequent work.
  - 7. Remove samples of installed work for testing when requested.
  - 8. Remove and replace defective and non-conforming work.
- C. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
- D. Restore work with new products in accordance with requirements of Contract Documents.
- E. Patching:
  - 1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
  - 2. Match color, texture, and appearance.
  - 3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.



- F. Make neat transitions. Patch work to match adjacent work in texture and appearance. Where new work abuts or aligns with existing, perform a smooth and even transition.

**3.7 FIRE PREVENTION AND CONTROL Refer to Section 01 3553**

**3.8 WATCHMAN**

- A. The Owner will not provide watchman. The Contractor will be held responsible for loss or injury to persons or property or work where his work is involved and shall provide such watchman and take such precautionary measures as he may deem necessary to protect his own interests.

**3.9 SECURITY SYSTEM**

- A. The existing building contains a security alarm system maintained and operated by the Owner. Access into the existing building shall not be permitted unless the owner is notified and arrangements made to deactivate the system.

**3.10 PROGRESS CLEANING**

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.
- E. The Contractor is responsible for their own daily debris removal into containers provided by the Contractor. Working areas are to be broom swept on a daily basis by the Contractor.
- F. The Contractor is responsible to provide dust protection for their construction-related activities.

**3.11 PROTECTION OF INSTALLED WORK**

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.

**3.12 ADJUSTING**

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.
- B. Balance all systems
- C. Test and adjust BMS systems

**3.13 FINAL CLEANING**

- A. Final cleaning shall be the responsibility of the Contractor and all costs for final cleaning shall be included in the Base Bid. Final cleaning responsibility shall be limited to all new additions and areas where renovations occur.
- B. Execute final cleaning prior to final project assessment.
- C. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.
- D. Remove labels that are not permanent.
- E. Leave Project clean and ready for occupancy.
- F. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.



**3.14 CLOSEOUT PROCEDURES Refer to Section 01 7800**

**3.15 MAINTENANCE**

- A. Provide service and maintenance of components indicated in specification sections.



**SECTION 01 7800  
CLOSEOUT SUBMITTALS**

**PART 1 GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of each prime Contract, including General Conditions and other Division-1 Specification sections, apply to work of this section.

**1.2 SECTION INCLUDES**

- A. Project Record Documents.
- B. Maintenance Data.
- C. Warranties and Bonds.

**1.3 RELATED REQUIREMENTS**

- A. Agreement.
- B. Section 01 3000 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
- C. Individual Product Sections: Specific requirements for operation and/or maintenance data.
- D. Individual Product Sections: Warranties required for specific products or Work.

**1.4 SUBSTANTIAL COMPLETION**

- A. Refer to the Agreement for additional requirements.
- B. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion:
  - 1. Prepare a list of items to be completed and corrected, the value of items on the list, and reasons why the Work is not complete.
  - 2. Advise Owner, Architect, and Construction Manager of pending insurance changeover requirements.
  - 3. Obtain and submit releases permitting Owner's Representative, Architect, and Construction Manager unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
- C. Prior to issuance of the Certificate of Substantial Completion, submit, in writing, a request to the Owner, Owner's Representative, and Architect a request to perform site inspection for the purpose of preparing a "punch list".
- D. On receipt of request Owner's Representative, Architect, and Construction Manager will prepare a punch list. Certificate of Substantial Completion after completion of all punch list items or will notify Contractor of items, either punch list list or additional items identified by Architect, that must be completed or corrected before certificate will be issued
- E. Certificate of Substantial Completion will be issued after completion of all punch list items. Owner's Representative, Architect, and Construction Manager will notify Contractor of items, either punch list or additional items identified by Architect, that must be completed or corrected before certificate will be issued. After completion of "punch list" items submit the following:
  - 1. Application for Payment showing 100 percent completion for portion of the Work claimed as substantially completed the following:
  - 2. Warranties (guarantees).
  - 3. Maintenance Manuals and instructions.
  - 4. Indoor Quality Report
  - 5. Final cleaning.
  - 6. List of incomplete Work, recognized as exceptions to Architect's "punch list". .



7. Architect's punch list certifying all punch list items have been completed and signed off by the Owner's Representative, Construction Manager, and Contractor.
  8. Removal of temporary facilities and services.
  9. Removal of surplus materials, rubbish and similar elements.
- F. Request re inspection when the Work identified in previous inspections as incomplete is completed or corrected, after one reinspection further architectural charges will be back-charged to the contractor on a T+M basis.
1. If necessary, re inspection will be repeated and the contractor shall pay for all additional inspections.

## **1.5 FINAL COMPLETION**

- A. Refer to the Agreement for additional requirements.
- B. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:
1. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Owner's Representative, Architect, and Construction Manager will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will not process a final Certificate for Payment until after the inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
- C. Following Final Inspection acceptance of work submit the following:
1. Submit Owners Affidavit of Final Payment.
  2. Submit a final Application for Payment.
  3. Submit certified copy of Architect's Substantial Completion punch list items endorsed and dated Contractor and Owner's Representative certifying each item has been completed or otherwise resolved for acceptance.
  4. Release of liens from contractor and all entitles of contractor.
  5. Consent of Surety to Final Payment.
  6. Final Liquidated Damages settlement statement, if applicable.
  7. Contractor's Affidavit of Release of Liens (AIA G706A).
  8. Contractors Affidavit of Payment of Debts and Claims (AIA G706)
  9. Certification of Payment of Prevailing Wage Rates.
  10. Contractor's certified statement that no asbestos containing material was incorporated into the project.
  11. HVAC and Plumbing sub contractors must provide test results upon completion from a State of Connecticut accredited testing lab certifying that all pipe insulation and joints on this project contain no asbestos.
    - a. This certification shall be based on a sampling of 10% of all linear feet of pipe insulation (unless manufacturer's certificate is submitted).
  12. All items per checklist at end of this section (no retainage reductions will be allowed until all closeout paperwork is received).

## **1.6 SUBMITTALS**

- A. Contractor shall submit all documentation identified in this section within thirty (30) days from the time the Contractor submits the list of items to be corrected, as referred to in the Agreement in addition to other rights of the Owner set forth elsewhere in the Contract Documents, to include but not limited to withholding of final payment. If the documentation has not been submitted within thirty (30) day period, the Owner will obtain such through whatever means necessary. The Contractor shall solely be responsible for all expenses incurred by the Owner, provided the Owner has advised the Contractor of this action thirty 30 days prior to the culmination date and again, seven 7 days prior to the culmination date by written notice



- B. Project Record Documents: Submit documents to Fuller and D'Angelo, P.C. with claim for final Application for Payment.

## **PART 2 PRODUCTS - NOT USED**

## **PART 3 EXECUTION**

### **3.1 PROJECT RECORD DOCUMENTS**

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
  - 1. Drawings.
  - 2. Specifications.
  - 3. Addenda.
  - 4. Change Orders and other modifications to the Contract.
  - 5. Reviewed shop drawings, product data, and samples.
  - 6. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Greenwich Public Schools.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
  - 1. Changes made by Addenda and modifications.
- F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
  - 1. Field changes of dimension and detail.
  - 2. Details not on original Contract drawings.

### **3.2 RECORD DRAWINGS**

- A. Record Prints: Maintain one set of blue- or black-line white prints of the Contract Drawings and approved Shop Drawings at the project site.
- B. Preparation: Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
  - 1. Accurately, neatly and clearly record information in an understandable drawing technique.
- C. Content: Types of items requiring marking include, but are not limited to, the following:
  - 1. Dimensional changes to Drawings.
  - 2. Locations and depths of underground utilities.
  - 3. Changes made by Change Order or Construction Change Directive.
  - 4. Details not on the original Contract Drawings.
- D. Mark the Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. If Shop Drawings are marked, show cross-reference on the Contract Drawings.
- E. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- F. Provide final record drawings on CD in PDF format.

### **3.3 FORMAT**

- A. Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location. Contractor shall certify and sign. Provide one B+W set on full size set.
- B. Identify Record Drawing as follows:
  - 1. Project name.



- a. Date.
- b. Designation "PROJECT RECORD DRAWINGS."
- c. Name of Architect and Owner's Representative.
- d. Name of Contractor.
- e. Contractor shall certify and sign each drawing

### **3.4 MAINTENANCE DATA FOR MATERIALS AND FINISHES**

- A. For Each Product, Applied Material, and Finish:
- B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.

### **3.5 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS**

- A. Assemble operation and maintenance data into durable manuals for Greenwich Public Schools's personnel use, with data arranged in the same sequence as, and identified by, the specification sections.
- B. Where systems involve more than one specification section, provide separate tabbed divider for each system.
- C. Prepare instructions and data by personnel experienced in maintenance and operation of described products.
- D. Prepare data in the form of an instructional manual.
- E. Binders: Commercial quality, 8-1/2 by 11 inch three D side ring binders with durable plastic covers; 2 inch maximum ring size. When multiple binders are used, correlate data into related consistent groupings.
- F. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
- G. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Fuller and D'Angelo, P.C., Consultants, Contractor and subcontractors, with names of responsible parties.
- H. Tables of Contents: List every item separated by a divider, using the same identification as on the divider tab; where multiple volumes are required, include all volumes Tables of Contents in each volume, with the current volume clearly identified.
- I. Dividers: Provide tabbed dividers for each separate product and system; identify the contents on the divider tab; immediately following the divider tab include a description of product and major component parts of equipment.
- J. Text: Manufacturer's printed data, or typewritten data on 24 pound paper.
- K. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- L. Arrange content by systems under section numbers and sequence of Table of Contents of this Project Manual.

### **3.6 WARRANTIES**

- A. Obtain warranties executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with Greenwich Public Schools's permission, leave date of beginning of time of warranty until the Date of Substantial completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittals when required.
- D. Retain warranties until time specified for submittal.



**CHECKLIST FOR PROJECT CLOSEOUT  
AND PROCESSING OF FINAL PAYMENT**

**JOB TITLE: - Greenwich Public Schools Select Roof Replacement Greenwich High School**

**BOARD OF EDUCATION BID NUMBER; 2243-19**

**CLOSE-OUT SUBMITTALS: (As Applicable)**

**[ ] WAGE & SUPPLEMENTS VERIFICATION FORM (COPY ATTACHED).**

**THREE (3) 3-RING BINDER BROCHURES OF OPERATION AND MAINTENANCE  
MANUALS FOR ALL EQUIPMENT INSTALLED ON THE PROJECT INCLUDING  
THE FOLLOWING:**

- [ ] TYPED OR PRINTED INSTRUCTIONS COVERING THE CARE AND OPERATIONS OF  
EQUIPMENT AND SYSTEMS FURNISHED AND INSTALLED.**
- [ ] MANUFACTURERS INSTRUCTION BOOKS, DIAGRAMS, SPARE PARTS LISTS  
COVERING ALL EQUIPMENT.**
- [ ] INSTRUCTION OF OWNER'S REPRESENTATIVE IN CARE AND MAINTENANCE OF  
NEW EQUIPMENT.**
- [ ] ALL APPROVED SHOP DRAWINGS.**
- [ ] CERTIFICATES OF COMPLIANCE AND INSPECTION. (WHERE APPLICABLE  
ELECTRIC, ELEVATOR, ETC.)**
- [ ] SPARE PARTS AND MAINTENANCE MATERIALS. (RECEIPT SIGNED BY  
FIELD SUPERINTENDENT)**
- [ ] EVIDENCE OF COMPLIANCE WITH REQUIREMENTS OF GOVERNING  
AUTHORITIES (CERTIFICATES OF INSPECTION ELECTRICAL).**
- [ ] CERTIFICATES OF INSURANCE FOR PRODUCTS AND COMPLETED  
OPERATIONS.**
- [ ] NOTARIZED STATEMENT THAT ONLY NON-ASBESTOS MATERIALS  
WERE INSTALLED ON THIS PROJECT.**
- [ ] FULLY EXECUTED CERTIFICATE OF SUBSTANTIAL COMPLETION: AIA  
G704.**
- [ ] CONTRACTOR'S WRITTEN TWO-YEAR WARRANTY AND EXTENDED  
WARRANTIES (IF ANY REQUIRED).**
- [ ] PROJECT RECORD DOCUMENTS: SECTION 01 7800.**
- [ ] AS-BUILT DRAWINGS.**

**EVIDENCE OF PAYMENT AND RELEASE OF LIEN**

- [ ] CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS: AIA G706.**
- [ ] CONTRACTOR'S AFFIDAVIT OF RELEASE OF LIENS - AIA G706A PRIME  
CONTRACTORS AND SUBCONTRACTORS.**
- [ ] CONSENT OF SURETY TO FINAL PAYMENT AIA G707.**

**REFER TO SECTION 017800 PAR 1.4 AND 1.5 FOR ADDITIONAL REQUIREMENTS. FINAL  
PAYMENT WILL NOT BE PROCESSED UNTIL ALL ITEMS INDICATED ARE RECEIVED  
IN ACCORDANCE WITH SECTION 01 7800 - CLOSEOUT SUBMITTALS.**



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ARCHITECTS AND PLANNERS



**Greenwich Public Schools**  
**Contractor Wage and Supplement Certification**

I \_\_\_\_\_ am an officer  
of \_\_\_\_\_ (Prime Contractor  
and am duly authorized to make this affidavit for the Public Contract for the Ossining Union Free School  
District.  
That I fully comprehend the terms and provisions of section 220-1 of the Labor Law.  
That I have been issued a copy of the schedule of Wages and Supplements, as specified in the project  
manual.  
That I agree to pay the applicable Prevailing Wage and will pay or provide the supplements specified.

\_\_\_\_\_  
**Contractor Signature President**

\_\_\_\_\_  
Print Name

**ACKNOWLEDGMENT:**

**STATE OF NEW YORK**

**COUNTY OF \_\_\_\_\_:SS.:**

**On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me personally came  
\_\_\_\_\_ to me known and known to me to be the person described in and  
who executed the foregoing instrument and acknowledged that he executed the same.**

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
County



**Greenwich Public Schools**  
**Subcontractor Wage and Supplement Certification**

That I am an officer of \_\_\_\_\_ and am duly authorized to make  
this affidavit on behalf of the Subcontract to \_\_\_\_\_  
(Prime Contractor) on Public Contract for the Greenwich Public School District.

That I fully comprehend the terms and provisions of section 220-1 of the Labor Law.

That I have been issued a copy of the schedule of Wages and Supplements, as specified in the project  
manual.

That I agree to pay the applicable Prevailing Wage and will pay or provide the supplements specified.

\_\_\_\_\_  
**Subcontractor**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
President

**ACKNOWLEDGMENT:**

STATE OF NEW YORK

COUNTY OF \_\_\_\_\_:SS.:

**On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me personally came**  
\_\_\_\_\_ **to me known and known to me to be the person described in and**  
**who executed the foregoing instrument and acknowledged that he executed the same.**

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
County

**END OF SECTION**



SECTION 04 0100  
MASONRY MAINTENANCE

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. All plant, labor, materials, equipment, testing and services necessary to complete the work shown on the drawings, schedules, and keynotes, as specified herein, and as may be required by conditions and authorities having jurisdiction, including, but not limited to, the following:

1. Remove and restore exterior masonry where new cap flashings are being installed.
2. Clean and prepare the joints, and then install new sealant in masonry coping and facade joints.
3. Remove and reset loose bricks and concrete masonry units under roof edge blocking.
4. Fill hollow core masonry units under roof edge blocking with mortar prior to installing the blocking - the blocking is specified elsewhere.

B. Related Requirements

- |                                       |                   |
|---------------------------------------|-------------------|
| 1. Carpentry                          | - Section 06 1000 |
| 2. PVC Roofing                        | - Section 07 5419 |
| 3. Sheet Metal Flashing & Specialties | - Section 07 6200 |
| 4. Roof Accessories                   | - Section 07 7200 |

1.3 QUALITY ASSURANCE

A. Installer Qualifications:

1. A firm (Installer) with at least 5 continuous years experience performing work similar to that required for this project, employing personnel skilled in the work specified.
  - a. The Installer shall directly employ the personnel performing the work of this section.
  - b. The Installer shall have a full time supervisor in the work area when work is in progress. The Supervisor shall have a minimum of 5 years experience with work similar in nature and scope to this project, and speak fluent English.
    - i) Submit the Supervisor's resume upon request.
2. The Installer shall provide a reference list of at least three previously completed projects of comparable size and similar design, within a fifty mile radius of this project, which may be observed by representatives of the Owner:



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- a. The reference list shall include at a minimum, the completion date, a description of the work performed, the Owner's name - contact person - phone number and address and the Architect's name - contact person and phone number.
  - b. Submit the reference list upon request.
- B. Material Quality: Obtain each type of material from a single source to ensure consistent quality, color, pattern, and texture.
- C. Pre-construction conference: Attend the pre-construction meeting and discuss the following:
  - 1. How and when masonry work will be performed.
  - 2. How the masonry work will be coordinated with other work.
  - 3. How roof & building surfaces will be protected, and how the building will be kept watertight as masonry work progresses.
  - 4. Weather to anticipate during construction.
  - 5. The availability of materials, personnel, equipment and facilities needed to proceed and complete the work on schedule.
  - 6. A schedule for Manufacturer and Architect inspections.

1.4 SUBMITTALS

- A. Submit the following items far enough in advance to obtain approval prior to performing any other work on site:
  - 1. A pre-work site and building inspection report with photos, to document conditions before any other work starts on site.
  - 2. Manufacturer's technical literature for all materials.
  - 3. Test reports and certifications substantiating compliance with specification requirements if requested by the Architect.
  - 4. Samples to show sizes, grade and color, prior to mock-up erection, of each new exposed masonry material. Include the full range of colors and textures needed in the samples.
    - a. Bricks: four samples of solid colors, twelve samples of blended colors.
    - b. Mortar: four 6 inch long 1/2 inch wide strips set in metal or plastic channels.
    - c. Anchors: four pieces of each type of anchor.
- B. Simultaneously provide all technical submittals needed for this project, for all technical sections, collated by section, once. Incomplete submittals will not be reviewed.
  - 1. Submittals shall be prepared and made by the firm that will perform the actual work.
  - 2. Provide electronic submittals via an on-line submittal exchange program if one is established for this project; if an on-line program isn't established, provide the submittals on portable USB drives in pdf format, organized in folders by Section.
  - 2. Safety Data Sheets: Simultaneously provide all Safety Data Sheets needed for this project, for all specification sections - collated by section, in three ring binders. Provide two binders.
- C. Payment requisitions will not be processed until all submittals are received and approved.

1.5 JOB MOCK UPS



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- A. Prepare mock-ups of masonry work in actual job locations.
  - 1. For brick rebuilding - provide 4 foot long mockups.
  - 2. For sealant joints - provide 2 foot long mockups to show how the joints will be prepared, and 2 foot long mockups to show new backer rod and sealant.
- B. Construct each mock up with its associated roof and wall flashings, to show the following:
  - 1. The color, size and type of each masonry unit and mortar used to set it.
  - 2. Workmanship quality.
  - 3. The size and spacing of weep inserts.
  - 4. Flashings built into the masonry.
  - 5. Related materials and their installation techniques to fully establish a quality standard for the work.
- C. Mock-ups shall be constructed to establish the minimum acceptable standard of materials and workmanship, and to assure that completed work which matches the mock ups will be fully functional and serve the purpose for which it was designed.
- D. Approved mock-ups may be left in place and incorporated into the permanent installation. Rejected mock-ups shall be removed and replaced until an acceptable mock up is approved.
- E. Do not proceed with masonry work until mock-ups are installed, inspected and approved in writing.

1.6 DELIVERY, STORAGE AND HANDLING

- A. Carefully pack, handle, and ship masonry units and accessories in suitable packs or pallets or in heavy cartons.
- B. Deliver material to the site in the Manufacturer's original and unopened containers and packaging, bearing labels which identify the types and names of the products and Manufacturers. Unload and handle to prevent chipping and breakage.
- C. Protect masonry materials and aggregates during storage and construction from excess wetting by rain, snow or ground water, and from staining or intermixture with earth or other types of materials.
- D. Protect grout, mortar and cement products from deterioration by moisture and temperature. Store in a dry location or in waterproof containers. Protect liquid components from freezing.
- E. Do not overload the structure when storing materials on the roof.
- F. Protect existing and new roof surfaces where material and equipment is placed on them, and where construction traffic occurs, with 6 mil fire retardant polyethylene, covered with 1-1/2 inch thick foam insulation, overlaid with 2 by 10 wooden planks.

1.7 GUARANTEE

- A. Provide a written Contractor's Guarantee which guaranties that all work will remain free of material and workmanship defects and in a watertight condition for a five year period beginning upon Final Completion:
  - 1. Defects include but are not limited to the following: leakage, delamination, lifting, loosening, splitting, cracking, joint separation and movement.



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2. The Contractor shall make the repairs and modifications necessary to enable the work to perform as guaranteed at his own expense:
  3. Guarantee coverage shall include removing and replacing items installed as part of the original work, if removal is needed to make repairs.
- B. Provide one Guarantee that covers “all work performed” when a single contractor is awarded work specified in multiple Sections.
- C. The Guarantee shall take effect no more than 30 days before the satisfactory completion of all punch list work.
- D. The Contractor’s Surety Company may add a rider to the Performance Bond which clarifies that Performance Bond Coverage expires two years after Final Completion; i.e., Performance Bond Coverage does not run for the entire five year term of the Contractor’s Guarantee.

1.8 JOB CONDITIONS

- A. Perform masonry work only when the air temperature is 40 degrees F and above and will remain so until the masonry has dried, but for not less than 72 hours after work ends.
- B. Erect temporary covers over pedestrian walkways and at building entrances and exits which will remain active as the work progresses.
- C. Prevent mortar from staining the face of surrounding masonry and other building surfaces; immediately remove any which falls or spills. Protect sills, ledges and projections from mortar droppings.
- D. Protect existing and new roof surfaces where material and equipment is placed on them, and where construction traffic occurs, with 6 mil fire retardant polyethylene, covered with 1-1/2 inch thick foam insulation, overlaid with 2 by 10 wooden planks.
- E. Coordinate masonry removal and restoration with the installation of new flashings.
- F. Prevent masonry work from rapid drying during hot weather. Use burlap to shield fresh masonry from direct sunlight, and mist fresh masonry with potable water so it cures slowly for at least 72 hours.
1. Remove and replace any new masonry that develops shrinkage cracks, or isn’t bonded well to adjoining masonry.

PART 2 - PRODUCTS

2.1 MASONRY UNITS

- A. Face Brick: Severe weather (SW) grade face brick and accessories, including special bricks for corners, and other special conditions, to match the color, surface texture, shape and size of existing bricks.

2.2 MORTAR

- A. General Construction Mortar:



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1. Type S, custom colored, non-staining masonry cement containing Type I Portland cement meeting ASTM C150 and Type S hydrated lime meeting ASTM C207.
2. Natural or manufactured sand aggregate selected to match the size, texture, graduation and color of the existing mortar aggregate, meeting ASTM C 144.
3. Clean potable water, free of oils, acids, alkalis and organic matter.

B. Pointing Mortar:

1. Factory blended Type N masonry cement, aggregate and custom coloring agent, ready to use when mixed with clean potable water, as supplied by Spec-Mix.

2.3 MISCELLANEOUS MATERIALS

- A. Anchors: Fabricated from Type 304 stainless steel to match existing.
- B. Sealant: High performance, solvent free, formulated and moisture curing silyl-terminated polyether sealant, ASTM C-920, Type S, Grade NS, Class 25, NovaLink construction sealant by ChemLink, color as selected.
- C. Backer Rod: Closed cell polyethylene foam, non-absorbent, compressible, chemically inert rod.
- D. Weep Inserts: Full height head joint inserts formed of a polypropylene honey comb, three-eighths inch thick, Hohmann & Barnard, Inc. #QV Quadro-Vent.

PART 3 - EXECUTION

3.1 GENERAL

- A. Carefully perform work so the structural integrity of masonry adjoining the work is preserved. Simultaneously remove only limited sections of existing masonry; support and protect masonry remaining next to and above the removal areas.
- B. Completely remove and replace any existing masonry that moves, or if cracks form in the mortar joints between the masonry units, or within the masonry units.
- C. Cure all mortar by misting it with potable water to maintain it in a damp condition for not less than 72 hours. Shield fresh mortar from direct sunlight with wet burlap, and prevent fresh mortar from prematurely drying during the curing period. Remove and replace mortar joints that dry pre-maturely.
- D. Cut and remove existing masonry using hand and machine methods. Equip each cutting machine with a separate dedicated vacuum and manufacturer's blade guard vacuum attachment, and control the amount of dust produced so there are no visible plumes. Comply with OSHA crystalline silica standards for construction.
- E. Do not overcut brick head joints and allow the blade to nick the bricks; remove and replace bricks damaged during the cutting and repointing preparation process at no cost to the Owner.

3.2 MORTAR MIXES



A. Measurement and Mixing:

1. Measure general construction mortar materials when dry by volume using a pail or similar container. Do not measure with a shovel.
  - a. Mix mortar using 1 part mortar cement and 3 parts sand aggregate.
  - b. Thoroughly mix cement and aggregate in a clean mechanical batch mixer before adding water; then continue mixing and add only enough water to produce a workable mix.
  - c. Do not mix mortar by hand.
2. Mix factory blended pointing mortar in a clean mechanical batch mixer, adding only enough water to produce a workable mix.
  - a. Do not mix mortar by hand.
3. Use mortar within 45 minutes of final mixing; do not re-temper or use partially hardened material.

- B. Mix and install mortar with the same ingredients used to produce the approved mock-up. Do not adjust the color or proportions without written approval. Do not use admixtures of any kind in the mortar unless specifically approved.

3.3 BRICK REMOVAL AND REPLACEMENT

- A. Simultaneously remove only limited sections of existing brick masonry; support and protect masonry remaining next to and above the removal areas.
- B. Carefully remove bricks on a piece-by-piece basis. Cut out full units from joint to joint and to permit replacement with full size units. Clean the edges of the remaining bricks, to remove all mortar, dust, and loose debris in preparation for rebuilding.
- C. Install new cap flashings and wall flashing extensions, properly lapped under and connected to the existing wall flashings, as indicated on the drawings and specified elsewhere, before installing new bricks. Install the flashings so a full wythe of new brick will fit flush with the existing wall surface.
- D. Wet bricks which have initial rates of absorption (suction) greater than 30 grams per 30 square inches per minute, (in accordance with ASTM C 67), to ensure the bricks are nearly saturated with water, but surface dry when laid.
- E. Install new brick to replace removed brick. Fit replacement bricks to match the original bond and course pattern. Use a motor driven diamond blade wet saw to cut bricks with clean, sharp unchipped edges.
- F. Lay replacement brick with completely filled bed, head and collar joints. Butter the ends with sufficient mortar to fill the head joints and shove the bricks into place.
- G. Install new bricks with mortar joints to match the width of the adjoining brick joints. Tool the new joints to match existing joints in surrounding brickwork.
- H. Do not cut off the backs of the new bricks if a full wythe of brick doesn't fit. Notify the Architect and obtain his direction before proceeding further.

3.4 SEALANT JOINTS

- A. Carefully remove existing sealant and back up material from within the joints to a minimum depth of 1-1/2 inches, and from the surface of adjoining masonry at the edges of the joints.



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MASONRY MAINTENANCE

1. Use hand tools and work to avoid damage to adjoining masonry.
  2. Replace adjoining masonry damaged during sealant removal work.
- B. Install new backer rod without puncturing or tearing it, to snugly fill the joint at a depth to yield a sealant joint twice as wide as it is deep.
1. Do not twist backer rods, or install multiple pieces of undersized rod, when the correct size rod is not onsite.
- C. Mask the edges of all joints prior to installing sealant.
1. Push sealant into the joint to completely fill it, tool the sealant to produce a slightly concave, neat recessed joint, and remove joint masking before excess sealant sets.

3.5 CLEANING, PROTECTION AND WATERTIGHTNESS

- A. Inspect the interior and exterior of the building and grounds, and submit a written report with photos to document any existing leaks or damage, prior to performing any other work on site.
- B. The Owner will conduct a similar inspection at the completion of the work, and the Contractor will be charged for all leaks and damage that weren't documented in the Contractor's report, or repaired to the Owners satisfaction at the Contractor's expense.
- C. Provide any equipment, material and labor necessary to protect the site, the building, its contents and occupants, pedestrians, and surrounding landscaped and paved areas from damage due to the construction work or from inclement weather during construction.
- D. Do not perform work during inclement weather. Protect incomplete work and the building from damage by inclement weather - which may occur unexpectedly. Make all work areas watertight at the end of each day's work.
- E. Clean up all litter, refuse, rubbish, scrap materials and debris at least twice a day; at noon and at the end of the work day, so the roof and site presents a neat, orderly and workmanlike appearance. Place the debris in a dumpster, and remove the dumpster from the site as soon as it is full or no longer being used.
- F. Carefully and thoroughly clean the entire roof to remove all residual debris when all work is complete. After cleaning the roof, thoroughly clean all drain sumps, drain lines, leader heads and leaders. Do not allow debris to enter the drainage system.

END OF SECTION



SECTION 06 1000  
CARPENTRY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. All plant, labor, materials, equipment, testing and services necessary to complete the work shown on the drawings, schedules and notes, as specified herein, and as may be required by conditions and authorities having jurisdiction, including, but not limited to, the following:

1. Roof related wood nailers, blocking, shims, and plywood.
2. Re-secure existing roof related blocking; remove and separate multiple layers of blocking, and secure each layer individually.

B. Related Requirements

- |                                       |                   |
|---------------------------------------|-------------------|
| 1. Masonry Maintenance                | - Section 04 0100 |
| 2. PVC Roofing                        | - Section 07 5419 |
| 3. Sheet Metal Flashing & Specialties | - Section 07 6200 |
| 4. Roof Accessories                   | - Section 07 7200 |

1.3 QUALITY ASSURANCE

A. Installer Qualifications:

1. A firm (Installer) with at least 5 continuous years experience performing work similar to that required for this project, employing personnel skilled in the work specified.
  - a. The Installer shall directly employ the personnel performing the work of this section.
  - b. The Installer shall have a full time supervisor on the roof when work is in progress. The Supervisor shall have a minimum of 5 years experience with work similar in nature and scope to this project, and speak fluent English.
    - i) Submit the supervisor's resume upon request.
2. The Installer shall provide a reference list of at least three previously completed projects of comparable size and similar design, within a fifty mile radius of this project, which may be observed by representatives of the Owner:
  - a. The reference list shall include at a minimum, the completion date, a description of the work performed, the Owner's name - contact person - phone number and address and the Architect's name - contact person and phone number.
  - b. Submit the reference list upon request.



- B. Material Quality: Obtain each type of material from a single source to ensure consistent quality, color, pattern, and texture.
- C. Pre-Construction Conference: Attend the pre-construction meeting and discuss how and when carpentry work will be performed and coordinated with other work, and how the building will be kept watertight as work occurs.

#### 1.4 SUBMITTALS

- A. Submit the following items far enough in advance to obtain approval prior to performing any work on site:
  - 1. A pre-work site and building inspection report with photos, to document conditions before work starts on site.
  - 2. Manufacturer's technical literature for all materials.
  - 3. Test reports and certifications substantiating compliance with the specification requirements if requested by the Architect.
  - 4. 2 foot long on-site samples which show the size, shape, configuration and method of fastening for all wood blocking assemblies, and which show how the blocking assemblies will relate to and fit on adjoining work.
- B. Simultaneously provide all technical submittals needed for this project, for all technical sections, collated by section, once. Incomplete submittals will not be reviewed.
  - 1. Submittals shall be prepared and made by the firm that will perform the actual work.
  - 2. Provide electronic submittals via an on-line submittal exchange program if one is established for this project; if an on-line program isn't established, provide the submittals on portable USB drives in pdf format, organized in folders by Section.
- C. Safety Data Sheets: Simultaneously provide all Safety Data Sheets needed for this project, for all specification sections - collated by section, in three ring binders. Provide two binders.
- D. Payment requisitions will not be processed until all submittals are received and approved.

#### 1.5 DELIVERY, STORAGE AND HANDLING

- A. Deliver and store materials dry at all times. Cover with tarps and protect against exposure to weather and contact with damp or wet surfaces.
- B. Do not overload the structure when storing material on the roof.
- C. Protect existing and new roof surfaces where material and equipment is placed on them, and where construction traffic occurs, with 6 mil fire retardant polyethylene, covered with 1-1/2 inch thick foam insulation, overlaid with 2 by 10 wooden planks.
- D. Do not overload the structure when storing materials on the roof.

#### 1.6 GUARANTEE



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- A. Provide a written Contractor's Guarantee which guaranties that all work will remain free of material and workmanship defects and in a watertight condition for a five year period beginning upon Final Completion:
  - 1. Defects include but are not limited to the following: leakage, delamination, lifting, loosening, splitting, cracking, joint separation and movement.
  - 2. The Contractor shall make the repairs and modifications necessary to enable the work to perform as guaranteed at his own expense:
  - 3. Guarantee coverage shall include removing and replacing items installed as part of the original work, if removal is needed to make repairs.
- B. Provide one Guarantee that covers "all work performed" when a single contractor is awarded work specified in multiple Sections.
- C. The Guarantee shall take effect no more than 30 days before the satisfactory completion of all punch list work.
- D. The Contractor's Surety Company may add a rider to the Performance Bond which clarifies that Performance Bond Coverage expires two years after Final Completion; i.e., Performance Bond Coverage does not run for the entire five year term of the Contractor's Guarantee.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. WOOD, including shims, nailers, blocking, furring and similar members, in the sizes indicated, worked into the shapes shown, and as follows:
  - 1. Lumber: Douglas Fir dimension lumber, free of large knots and other imperfections.
  - 2. Plywood: Exterior grade APA rated Type CDX underlayment plywood.
  - 3. Beveled Siding: Utility grade cedar, redwood, or synthetic siding, 1/2 inch by 6 inches and 3/4 inch by 10 inches wide, tapered to 1/8 inch thick.

2.2 FASTENERS

- A. Hot dipped galvanized steel, stainless steel, or steel covered with a proprietary rust inhibiting coating.
  - 1. Do not use un-coated steel nails. Remove and replace carpentry components installed with un-coated steel nails.
- B. Use screws wherever possible, minimum size diameter #12. If nails are used they shall be annular ring shank type.
  - 1. Do not use dry wall screws to secure wood blocking assemblies. Remove and replace carpentry components installed with drywall screws.

2.3 CARPENTRY ACCESSORIES



- A. Fiberglass batt insulation: un-faced fiberglass insulation, minimum thickness 6 inches, and as needed to fill the expansion joints.

### PART 3 - EXECUTION

#### 3.1 INSTALLATION – GENERAL

- A. Coordinate carpentry work with the installation of the roofing system, insulation, flashings, and other similar items.
- B. Shim and set carpentry work plumb and true, except provide slope at the top surfaces of horizontal members as indicated.
- C. Stagger joints in built up assemblies at least 2 feet to obtain maximum strength. Provide the shapes needed and adjust wood blocking to suit the existing conditions and achieve full bearing and secure attachment. Discard defective material, and pieces which are too small, and fabricate the work with a minimum of joints and an optimum joint arrangement.
- D. Securely attach carpentry work to resist a force of 275 pounds per lineal foot in any direction. Countersink all fasteners flush unless otherwise shown.
- E. Space fasteners to achieve adequate holding power, and generally 12 inches apart. :
  - 1. Space nails in wood blocking 8 inches apart.
  - 2. Install two rows of fasteners on blocking wider than 5 inches.
- F. Fit carpentry work neatly scribed and cut to fit within 1/8 inch of adjoining materials. Position furring, nailers, blocking, shims and similar supports for the proper attachment of subsequent work.
- G. Fasten wood and metal blocking assemblies to metal decks with #12 screws.
- H. Fasten wood and metal blocking assemblies to masonry walls with 1/4 inch diameter Spike or Drive fasteners. Pre-drill the holes.

#### 3.2 CLEANING, PROTECTION AND WATERTIGHTNESS

- A. Inspect the interior and exterior of the building and grounds, and submit a written report with photos to document any pre-existing leakage or damage, prior to performing any other work on site.
- B. The Owner will conduct a similar inspection at the completion of the work, and the Contractor will be charged for all leaks and damage that weren't documented in the Contractor's report, or repaired to the Owners satisfaction at the Contractor's expense.
- C. Provide any equipment, material and labor necessary to protect the site, the building, its contents and occupants, pedestrians, and surrounding landscaped and paved areas from damage due to the construction work or from inclement weather during construction.
- D. Do not perform work during inclement weather. Protect incomplete work and the building from damage by inclement weather - which may occur unexpectedly. Make all work areas watertight at the end of each day's work.



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- E. Clean up all litter, refuse, rubbish, scrap materials and debris at least twice a day; at noon and at the end of the work day, so the roof and site presents a neat, orderly and workmanlike appearance. Place the debris in a dumpster, and remove the dumpster from the site as soon as it is full or no longer being used.
- F. Carefully and thoroughly clean the entire roof to remove all residual debris when all work is complete. After cleaning the roof, thoroughly clean all drain sumps, drain lines, leader heads and leaders. Do not allow debris to enter the drainage system.

END OF SECTION



SECTION 07 5419  
PVC ROOFING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. All plant, labor, materials, equipment, testing and services necessary to complete the work shown on the drawings, schedules, and keynotes, as specified herein, and as may be required by conditions and authorities having jurisdiction, including, but not limited to, the following:
  - 1. Inspect the underside of the roof deck before starting work, and periodically each day as work occurs, to determine if there are conduits, pipes, ceiling hangers or fixtures next to the deck or fastened to the deck that could be affected as roof removal work occurs.
    - a. Perform roof removal and installation work so any conduits, pipes, ceiling hangers or fixtures under the deck are not disturbed.
    - b. Replace and reset any conduits, pipes, ceiling hangers or fixtures that are affected by the work.
  - 2. Remove existing gravel surfacing, multiple layers of roofing and insulation, underlayment, wood blocking, and flashing.
    - a. Clean all residual material from the surface of the decks, and from within the flutes of the steel decks.
    - b. The work may include removing asbestos containing roofing materials. Refer to the asbestos abatement specification for additional information and asbestos removal requirements.
  - 3. Install a new fully adhered reinforced 60 mil thick PVC roofing system, including insulation, cover board, flashing, stripping and related accessories.
  - 4. Protect existing and new roof surfaces where material and equipment is placed on them, and where construction traffic occurs, with 6 mil fire retardant polyethylene covered with 1-1/2 inch thick foam insulation, overlaid with 2 by 10 wooden planks.
  - 5. Provide any mechanical, electrical, hoisting and other work needed, and remove, adjust, modify, reset and reconnect all roof-mounted and roof-penetrating devices.
  - 6. Install new flashings at the roof drains, and all roof-mounted and roof-penetrating equipment.
  - 7. Disconnect and remove abandoned mechanical equipment and curbs, and infill the roof deck.
  - 8. Refasten loose sections of the existing steel deck as Base Bid work.
  - 9. Replace deteriorated portions of the existing steel deck in accordance with the Unit Prices.



B. Related Requirements:

- |                                       |                   |
|---------------------------------------|-------------------|
| 1. Masonry Maintenance                | - Section 04 0100 |
| 2. Carpentry                          | - Section 06 1000 |
| 3. Sheet Metal Flashing & Specialties | - Section 07 6200 |
| 4. Roof Accessories                   | - Section 07 7200 |

1.3 CODE APPROVAL REQUIREMENTS

A. Install roofing and insulation system components to meet the following minimum requirements:

1. The Connecticut Building Code, which includes the ICC Energy Code.
2. Underwriters Laboratories Inc. Class A External Fire Rating for roof assemblies tested in accordance with ASTM E 108 or UL 790.
3. Underwriters Laboratories Inc. Standard 1256 for roof assemblies with foam insulation.
4. Minimum wind uplift pressure calculated using ASCE 7 and a safety factor of 2:
  - a. Field Zone - 60 psf
  - b. Perimeter Zones – 100 psf
  - c. Corner Zone - 150 psf

B. Provide written certification from the Manufacturer, before beginning work, to confirm the roofing system meets these requirements.

1.4 QUALITY ASSURANCE

A. Installer Qualifications:

1. A firm (Installer) with not less than 5 continuous years experience performing work similar to that required for this project, employing personnel skilled in the specified work.
  - a. The Installer shall directly employ the personnel performing the work of this section.
  - b. The Installer shall have a full time supervisor on the roof when work is in progress. The Supervisor shall have a minimum of 5 years experience with work similar in nature and scope to this project, and speak fluent English.
    - i. Submit the supervisor's resume upon request.
2. The Installer shall provide a reference list of at least three previously completed projects of comparable size and similar design, within a fifty mile radius of this project, which may be observed by representatives of the Owner:
  - a. The reference list shall include at a minimum, the completion date, a description of the work performed, the Owner's name - contact person - phone number and address and the Architect's name - contact person and phone number.
  - b. Submit the reference list upon request.



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3. The Installer shall be acceptable to or licensed by the Manufacturer of the primary roofing materials, and provide written certification from the Manufacturer to confirm this prior to award if requested.
  - B. Material Quality: Obtain each product, including the insulation, cover board, PVC roofing and flashing, and the cements, primers and adhesives from a single Manufacturer, which has manufactured the same products in the United States of America for not less than 5 continuous years.
- 1.5 PRE-CONSTRUCTION CONFERENCE:
- A. Meet at the project site approximately two weeks prior to starting work, with the Architect, Owner and other representatives concerned about the work, to discuss the following:
    1. How the building will be kept watertight as the work progresses.
    2. How roofing will be coordinated with the installation of the insulation, cover board, flashings, roof top equipment and other items to provide a watertight installation.
    3. Generally accepted industry practice and the Manufacturer's instructions for handling and installing his products.
    4. The condition of the substrate (deck), curbs, penetrations and other preparatory work needed.
    5. Incomplete submittals; note that progress payments will be not processed until all submittals are received and approved.
    6. The construction schedule, forecast weather, availability of materials, personnel, equipment and facilities needed to proceed and complete the work on schedule.
    7. A schedule for Manufacturer and Architect inspections.
- 1.6 SUBMITTALS
- A. Submit the following items far enough in advance to obtain approval prior to performing any work:
    1. A pre-work site and building inspection report with photos to document conditions before any other work starts on site.
    2. Written certification from the Manufacturer which states that the Installer is acceptable or licensed to install the specified roofing; if not previously provided.
    3. Manufacturer's technical literature for all materials.
    4. Samples of the Contractor's guarantee and Manufacturer's warranty forms.
  - B. Simultaneously provide all technical submittals needed for this project, for all technical sections, collated by section, once. Incomplete submittals will not be reviewed.
    1. Submittals shall be prepared and made by the firm that will perform the actual work.
    2. Provide electronic submittals via an on-line submittal exchange program if one is established for this project; if an on-line program isn't established, provide the submittals on portable USB drives in pdf format, organized in folders by Section.



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- C. Safety Data Sheets: Simultaneously provide all Safety Data Sheets needed for this project, for all specification sections - collated by section, in three ring binders. Provide two binders.
- D. Payment requisitions will not be processed until all submittals are received and approved.

1.7 JOB CONDITIONS (CAUTIONS & WARNINGS)

- A. Do not use oil base or plastic roof cement with PVC roofing. Do not allow waste products, (petroleum grease or oil, solvents, vegetable or mineral oil, animal fat) or direct steam venting to come in contact with any roofing, insulation or flashing product. Do not expose PVC roofing and accessories to a temperature in excess of 175 degrees Fahrenheit.
- B. Splice cleaner, primers, cements and bonding adhesives are flammable. Do not breathe the vapors or use near fire or flame or in a confined or unventilated area. Dispense only from a UL listed or approved safety can.
- C. Remove empty adhesive and solvent containers and contaminated rags from the roof daily and legally dispose of them daily.
- D. Do not apply adhesives next to open ventilation system louvers, or windows. Temporarily cover the louvers and windows with 6 mil fire retardant polyethylene and prevent adhesive odors from entering the building. Remove temporary covers at the end of each days work.

1.8 DELIVERY, STORAGE AND HANDLING

- A. Deliver material to the site in the Manufacturer's original and unopened packaging, bearing labels which identify the type and names of the products and Manufacturers, with the labels intact and legible.
- B. Cover all stored materials, except rolls of PVC and sealed cans of adhesives, with watertight tarpaulins installed immediately upon delivery.
- C. Immediately remove any insulation which gets wet from the job site.
- D. Store and install all material within the Manufacturer's recommended temperature range.
- E. Do not overload the structure when storing materials on the roof.
- F. Protect existing and new roof surfaces where material and equipment is placed on them, and where construction traffic occurs, with 6 mil fire retardant polyethylene, covered with 1-1/2 inch thick foam insulation, overlaid with 2 by 10 wooden planks.

1.9 GUARANTEE AND WARRANTY

- A. Provide a written Manufacturer's "Full System Warranty" which warrants that the roofing system, including the insulation, PVC roofing and flashings, will remain in a watertight condition for a twenty year period beginning upon Final Completion.
  - 1. Warranty coverage shall remain in effect for wind speeds up to 72 miles per hour measured at ground level at the site.
  - 2. Warranty coverage shall have no dollar value limit.



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- B. Provide a written Contractor's Guarantee which guaranties that all work will remain free of material and workmanship defects and in a watertight condition for a five year period beginning upon Final Completion:
1. Defects include but are not limited to the following: leakage, adhesive separation, delamination, lifting, loosening, splitting, cracking, movement and undue expansion.
  2. The Contractor shall make the repairs and modifications necessary to enable the work to perform as guaranteed at his own expense:
  3. Guarantee coverage shall include removing and replacing items installed as part of the original work, if removal is needed to make guaranteed repairs.
  4. Guaranty coverage shall remain in effect for wind speeds up to 72 miles per hour measured at ground level at the site.
  5. Guaranty coverage shall have no dollar value limit.
  6. The Contractor's Surety Company may add a rider to the Performance Bond which clarifies that Bond Coverage expires two years after Final Completion; i.e., Performance Bond Coverage does not run for the entire five year term of the Contractor's Guarantee.
- C. Provide one Guarantee that covers "all work performed" when a single contractor is awarded work specified in multiple Sections.
- D. The Manufacturer's Warranty and Contractor's Guarantee shall take effect no more than 30 days before the satisfactory completion of all punch list work.
- E. Guarantee and Warranty coverage may be cancelled, for the affected portion of the roof, if the work is damaged by winds in excess of 72 mph, by hail, lightning, insects or animals, by failure of the structural substrate, by exposure to harmful chemicals, by other trades on the roof, or by vandalism, or if the Owner fails to maintain the roof in accordance with, or makes roof alterations contrary to, the Manufacturers printed recommendations.
- F. Guarantee and Warranty coverage shall be reinstated, for the remainder of the original term, if the Owner restores the roof to the condition it was in prior to the damage occurring.
- G. The Contractor's Surety Company may add a rider to the Performance Bond which clarifies that Performance Bond Coverage expires two years after Final Completion; i.e., Performance Bond Coverage does not run for the entire five year term of the Contractor's Guarantee.

1.10 SUBSTITUTIONS

- A. The following factors will be considered when evaluating a possible alternative to the roofing system specified:
1. The wording and intent of the warranty to be issued.
  2. The financial status, numbers of years in business and stability of the entity that will issue the warranty.



3. A reference list of at least five completed similar projects of comparable size, with a successful functional history of at least five years, within an approximate fifty mile radius of the Project.
4. Technical aspects of the system, especially relating to durability, serviceability and performance.
5. The capacity and history of the Manufacturer in providing technical response, on-site inspections and assistance.
6. The availability and prior experience of local authorized applicators to install and maintain the proposed alternate system.
7. The willingness and history of the Manufacturer in responding to warranty claims previously made by the Owner, Architect or any Consultant involved in this project.

## PART 2 - PRODUCTS

### 2.1 GENERAL

- A. PVC system components are specified as products of Sika Sarnafil Inc. to establish a standard of quality. Equal products and systems will be considered, if offered as a substitute with sufficient data to establish that the substitute meets the criteria established in this specification.
- B. Primary products required for this project include:
  1. Roof insulation
  2. Gypsum cover board
  3. PVC roofing
  4. Primers and adhesives
  5. Sealants
  6. PVC flashing
  7. Fasteners

### 2.2 MATERIALS:

- A. Insulation:
  1. Insulation:
    - a. Isocyanurate – Rigid cellular polyisocyanurate boards with fibrous felt/fiberglass mat facers, minimum compressive strength 20 psi, meeting ASTM C1289-01, Type II, Class 1, Grade 2, as manufactured by Sarnafil under the trade name Sarnatherm.
      - i. Tapered insulation sloping 1/8 inch per foot, minimum starting thickness as indicated on the roof plan.
      - ii. Crickets sloping 1/4 inch per foot.
      - iii. Isocyanurate tapered edge strips installed at transitions in the tapered system, and at the drain sumps.
- B. Gypsum Cover Board: 1/4 inch thick fire resistant gypsum board decking with inorganic glass mat facers and a water resistant core, formulated in 48 x 96 inch square edge boards, UL Class A, meeting ASTM C-1177, manufactured under the trade name Dens-Deck Prime.



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- C. Insulation adhesive: Two component low rise elastomeric foam adhesive, installed with a mixing extruding dispenser (a Pace Cart or Heated Pleural Extruding Spray Rig) intended for application at the temperatures that will be encountered.
- D. PVC: minimum .060 inches thick, fire retardant, fiberglass reinforced, PVC (polyvinyl chloride) G410 lacquer coated sheet membrane conforming to the following minimum physical properties:

<u>Properties</u>	<u>ASTM Test Method</u>	<u>Minimum Property</u>
Fiberglass Reinforcing Material		
Overall Thickness, min., inches	D638	0.060
Tensile Strength, min., psi	D638	1500
Elongation at Break, min. (machine x transverse)	D638	250% X 230%
Seam strength, min. (% of tensile strength)	D638	75
Properties after Heat Aging per D3045	-	-
Tensile Strength, min. % of original	D638	90
Elongation, min. % of original	D751	90
Tearing Resistance, min., lbf	D1004	10
Low Temperature Bend @ -40°F	D136	Pass
Accelerated Weathering Test, Xenon Arc	D2565	5,000 Hrs
Cracking @ 7x magnification	-	None
Discoloration by observation	-	Negligible
Crazing @ 7 x magnification	-	None
Linear Dimensional Change, max.	D1204	0.10%
Weight Change after Immersion in Water, max.	D570	± 3.0%
Static Puncture Resistance, 33 lbf	D5602	Pass
Dynamic Puncture Resistance, 7.3 ft-lbf	D5635	Pass
Color: white.		

### 2.3 RELATED MATERIALS

- A. Cleaners, adhesives, sealants, caulking and fasteners furnished by the PVC system Manufacturer and as listed below. Use low VOC adhesives and cleaners as required by regulations in effect at the time of application.
1. Wall and Curb Flashing: G410 fiberglass reinforced PVC, color to match the color of the roof
  2. Pitch Pocket Filler: Two component urethane sealant.
  3. Corners: Prefabricated outside and inside flashing corners made of 60 mil thick unreinforced PVC, color to match the color of the roof.
  4. Sealant: One component acrylic-based resin blended with solvent and inorganic adhesives.
  5. PVC Adhesive: Solvent-based reactivating-type adhesive, Sarnacol 2170.
  6. Insulation Plates: 3 inch square, 26 gauge stamping of SAE 1010 steel with an AZ 55 Galvalume coating.
  7. Fasteners: #14 corrosion-resistant screws.
  8. Aluminum Tape: 2 inch wide pressure-sensitive aluminum tape.



9. Solvent Cleaner: One component liquid for the general cleaning of residual asphalt, scuff marks, etc., from the membrane surface and to clean seam areas prior to hot-air welding.

### PART 3 - EXECUTION

#### 3.1 GENERAL

- A. Perform the work in a watertight, workmanlike manner, meeting the guarantee requirements specified herein; in accordance with the drawings and in conformance with the Manufacturer's requirements, except as enhanced in this specification.
- B. Perform work in areas with roof mounted mechanical equipment, so the work coincides with equipment shutdown periods and does not affect building occupants. Temporarily cover and protect equipment openings, and windows adjoining the work area, with 6 mil fire retardant polyethylene, so dirt, dust and odors do not enter the equipment or building. Remove covers at the end of each workday, and as soon as roof work is complete.
- C. Remove debris daily and as it is generated. Do not stock-pile debris on the roof. Do not leave any debris on the roof at the end of the day. Do not overload the roof structure when moving debris.
- D. Install roof system components on clean, dry surfaces only. Do not install any items when weather conditions and outside temperatures are not suitable in accordance with the Manufacturer's recommendations.
- E. Complete all work in sequence as quickly as possible so that as small an area as practicable is in the process of construction at any one time. Complete the entire area of work begun each day, the same day, and make all exposed edges watertight at the end of each day's work.

#### 3.2 SUBSTRATE INSPECTION

- A. Remove existing roofing, insulation, flashings, and underlayment material as indicated, and carefully check the existing deck. To be an acceptable surface for the new roofing system, it is to be well secured to the underlying structure and not rotted or otherwise deteriorated.
- B. Immediately notify the Architect and Owner by telephone and in writing if defects in the substrate are discovered.
- C. Maintain the building watertight in the interim, but do not proceed with the installation of new roofing until defects have been corrected.

#### 3.3 DECK REPAIRS

- A. Steel deck repairs:
  1. Refasten loose sections of existing steel deck under the Base Bid.
  2. Remove damage decking across the entire width of individual sections by a length equal to a minimum of two joist bays.
  3. Install new galvanized steel deck of thickness, gauge and cross section to match existing.



4. Fasten new deck to the joists with #12 screws spaced 6 inches on center in each joist.
5. Fasten side seams of steel deck with #10 screws spaced 24 inches apart.

#### 3.4 INSULATION AND COVER BOARD

- A. Install tapered insulation neatly cut at all miters and transitions. Do not lace corner boards.
- B. Install insulation with joints offset between rows and layers a minimum of 12 inches. Cut insulation to fit neatly at penetrations and joints. Fill any gap which is greater than 1/4 inch.
- C. Fasten all layers of insulation only to the top flute of steel decks, with screws and discs which penetrate through the deck a minimum of 3/4 inch and a maximum of 1-1/2 inches.
  1. Install 16 fasteners per 4 by 8 foot insulation board in the field of the roof.
  2. Install 28 fasteners per 4 by 8 foot insulation board in 8 foot wide perimeter zones.
  3. Install 32 fasteners per 4 by 8 foot insulation board in 8 foot square corner zones.
- D. Carefully choose the length and position of each screw to ensure the screws do not protrude through the underside of the deck where visible inside occupied portions of the school.
- E. Install the gypsum cover board over the insulation, stagger all joints a minimum of 12 inches, and set the cover board in low rise polyurethane foam adhesive applied in accordance with the Manufacturer's recommendations and to achieve the specified minimum uplift resistance.
  1. Install 1/2 inch diameter adhesive beads spaced 12 inches on center in the field of the roof.
  2. Install 1/2 inch diameter adhesive beads spaced 6 inches on center in 8 foot wide perimeter zones.
  3. Install 1/2 inch diameter adhesive beads spaced 4 inches on center in 8 foot square corner zones.
- F. Place 5 gallon pails half full of gravel or concrete on the insulation and gypsum cover board to hold it firmly in position while the low rise foam adhesive sets. Position the pails no more than approximately 24 inches apart in all directions.
  1. Remove and replace any cover board that isn't firmly adhered to the insulation substrate, and which is installed without using pails of gravel or concrete to secure it while the adhesive sets.

#### 3.5 PVC

- A. Apply adhesive to the substrate using solvent-resistant 3/4 inch nap paint rollers, in a smooth, even coating with no gaps, globs, puddles or similar inconsistencies. Only apply adhesive to those areas that will be completely covered the same day. Allow the adhesive to dry completely prior to installing the PVC.
  1. Open each can of adhesive and stir it with an electric paddle mixer for at least 5 minutes before applying the adhesive. Re-stir adhesive that isn't used within two hours of initial mixing.
  2. Do not punch holes in cans of adhesive and use them in a "better spreader" without mixing.



3. Replace roller covers each day; discard covers after each days use.
- B. Unroll the PVC when the adhesive on the substrate is dry, overlapping adjacent sheets a minimum of 4 inches. Turn back one-half of the sheet's length and roller coat the underside of the sheet with adhesive. Roll the PVC onto the adhesive coated substrate when the adhesive has dried slightly to produce strings when touched with a dry finger. Do not allow the adhesive on the underside of the PVC to dry completely before bonding the sheet to the substrate.
- C. Firmly press the sheet into the adhesive, and roll it with a water-filled, foam-covered lawn roller by frequent rolling in two directions.
- D. Fold the un-bonded half of the sheet back and repeat the procedure.
- E. Do not apply adhesive to seam areas.
- F. Roofing installed over improperly applied adhesive, and roofing installed with blisters, ridges, mole runs and similar deficiencies shall be removed and replaced at the Contractor's expense.

### 3.6 SEAMS

- A. General:
  1. Clean PVC surfaces prior to hot-air heat welding. Weld dry surfaces only.
  2. Hot-air weld all PVC roof and flashing seams to finish 3 inches wide when automatic machine welded and 4 inches wide when hand welded.
  3. Use welding equipment that is provided by or approved by the material Manufacturer.
  4. Perform welding only using personnel that have successfully completed a training course provided by a Manufacturer's Technical Representative.
  5. Allow hot air welding equipment to warm up for at least one minute prior to welding.
- B. Hand Welding:
  1. Complete hand welded seams in two stages.
  2. Form a narrow but continuous weld to close the back edge of the seam, and prevent loss of hot air during the final welding.
  3. Insert the nozzle into the seam at a 45 degree angle to the edge of the membrane. Heat the PVC until it begins to "flow," then press the PVC sheets together, and use a hand roller to rub the seam.
  4. Use a 1-1/2 inch wide nozzle for straight seams. Use a 3/4 inch wide nozzle for corners and compound seams.
- C. Machine Welding:
  1. Form machine welded seams using automatic welding equipment. Follow the machine Manufacturers instructions and local codes for electric current supply, grounding and over current protection. Utilize a dedicated circuit if connected to house power, or provide a dedicated portable generator. Do not run other equipment off the generator used to power the automatic welding machine.
  2. Use metal tracks laid on the membrane, under the machine welder if needed to eliminate wrinkles.
- D. Quality Control of Welded Seams:



1. Visually inspect all seams as they are formed, and then check the entire length of each seam for continuity using a rounded cotter pin removal tool.
  - a. Evidence that welding is proceeding correctly, is visible smoke during the welding operation, shiny membrane surfaces, and an uninterrupted flow of a small amount of material from the underside of the top PVC sheet.
2. Evaluate all welded seams each day as they are formed, and at locations as directed by the Owner's or Manufacturer's representatives.
  - a. Cut and examine 1 inch wide cross section samples of welded seams at least three times a day. Correct welds will display failure from shearing of the PVC sheet, prior to separation of the weld. Install a target patch over each test cut.

### 3.7 FLASHING

- A. Install penetration flashings daily with the PVC roof as the job progresses. Do not install temporary flashings.
- B. Fully adhere flashings to compatible, dry, smooth, and solvent-resistant surfaces, by applying adhesive in smooth, even coats with no gaps, globs or similar inconsistencies. Press the flashings firmly in place and thoroughly roll them with a hand roller to achieve complete adhesion. .
- C. Do not apply adhesive in seam areas that are to be welded. Overlap edges of adjoining flashing sheets a minimum of 4 inches. Hot air weld all flashing seams.
- D. Install factory prefabricated corners on all inside and outside corners.
- E. Mechanically fasten the top edge of all flashings 6 inches on center.

### 3.8 MISCELLANEOUS

- A. Provide any miscellaneous roofing, flashing, caulking, and metal work needed to leave the work complete and entirely watertight, neatly and carefully executed in a thorough and workmanlike manner.
- B. Perform work on mechanical and electrical items using mechanics skilled and licensed in these trades. Provide new material, couplings, transition pieces, blocking, fasteners and the like needed to complete the work.

### 3.9 CLEANING, PROTECTION AND WATERTIGHTNESS

- A. Inspect the interior and exterior of the building and grounds, and submit a written report with photos to document any pre-existing leakage or damage, prior to performing any work.
- B. The Owner will conduct a similar inspection at the completion of the work, and the Contractor will be charged for all leakage or damage which was not documented in the Contractor's report, or repaired to the Owners satisfaction at the Contractor's expense.
- C. Provide any equipment, material and labor necessary to protect the site, the building, its contents and occupants, pedestrians, and surrounding landscaped and paved areas from damage due to the construction work or from inclement weather during construction.



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- D. Do not perform work during inclement weather. Protect incomplete work and the building from damage by inclement weather which may occur unexpectedly. Make all work areas watertight at the end of each day's work.
- E. Clean up all litter, refuse, rubbish, scrap materials and debris at least twice a day; at noon and at the end of the work day, so the roof and site presents a neat, orderly and workmanlike appearance. Place the debris in a dumpster, and remove the dumpster from the site as soon as it is full or no longer being used.
- F. Carefully and thoroughly clean the entire roof to remove all residual debris when all work is complete. After cleaning the roof, thoroughly clean all drain sumps, drain lines, leader heads and leaders. Do not allow debris to enter the drainage system.

3.10 ROOF INSPECTIONS BY MANUFACTURER

- A. Arrange for the roofing Manufacturer, or his authorized representative, to make a minimum of three inspections in accordance with the following schedule and submit a written report of each inspection to the Architect within one week following each inspection.
  - 1. First inspection during the first day of new roof installation.
  - 2. Second inspection when all roofing and flashings are installed.
  - 3. Final inspection at the completion of all work.
- B. Provide 48 hours advance written notice to the Architect, so he may have a representative attend the inspections.
- C. Payment requisitions will not be reviewed nor approved until the inspection reports are received.

END OF SECTION



SECTION 07 6200  
SHEET METAL FLASHINGS & SPECIALTIES

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. All plant, labor, materials, equipment, testing and services necessary to complete the work shown on the drawings, schedules and keynotes, as specified herein, and as may be required by conditions and authorities having jurisdiction, including, but not limited to, the following:
  - 1. Sheet metal work that is compatible with the roofing systems specified, including cap flashings, hook strips, fascia, drip edges, factory fabricated roof edge systems, gutters, leaders, and miscellaneous flashings.
- B. Related Requirements
  - 1. Masonry Maintenance - Section 04 0100
  - 2. Carpentry - Section 06 1000
  - 3. PVC Roofing - Section 07 5419
  - 4. Roof Accessories - Section 07 7200

1.3 CODE APPROVAL REQUIREMENTS

- A. Fabricate and install roof perimeter flashings that comply with the Connecticut Building Code and with ANSI/SPRI ES-1 "Wind Design Standard for Edge Systems Used with Low Slope Roofing Systems" requirements.

1.4 QUALITY ASSURANCE

- A. Installer Qualifications:
  - 1. A firm (Installer) with at least 5 continuous years experience performing work similar to that required for this project, employing personnel skilled in the work specified.
    - a. The Installer shall directly employ the personnel performing the work of this section.
    - b. The Installer shall have a full time supervisor on the roof when work is in progress. The Supervisor shall have a minimum of 5 years experience with work similar in nature and scope to this project, and speak fluent English.
      - i) Submit the supervisor's resume upon request.
  - 2. The Installer shall provide a reference list of at least three previously completed projects of comparable size and similar design, within a fifty mile radius of this project, which may be observed by representatives of the Owner:
    - a. The reference list shall include at a minimum, the completion date, a description of the work performed, the Owner's name - contact person - phone number and address and the Architect's name - contact person and phone number.



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- b. Submit the reference list upon request.

B. Material Quality:

- 1. Obtain each product from a single Manufacturer which has manufactured the same product in the United States of America for not less than 5 continuous years.
- 2. Obtain copper and pre-finished sheet metal items from the same mill run to maintain consistent color hue and surface finish.

C. Pre-Construction Conference: Meet at the project site between one and two weeks prior to starting work, with the Architect, Owner and other representatives concerned about the work, to discuss the following:

- 1. How the building will be kept watertight as work progresses.
- 2. How sheet metal work will be coordinated with the installation of the insulation, cover board, roofing, flashings, roof accessories and other items to provide a watertight installation.
- 3. Generally accepted industry practice and the Manufacturer's instructions for handling and installing his products.
- 4. The condition of the substrate, curbs, penetrations and other preparatory work needed.
- 5. Incomplete submittals; note that progress payments will not be processed until all submittals are received and approved.
- 6. The construction schedule, weather forecast, availability of materials, personnel, equipment and facilities needed to proceed and complete the work on schedule.
- 7. A schedule for Manufacturer and Architect inspections.

1.5 SUBMITTALS

A. Submit the following items far enough in advance to obtain approval prior to performing any work on site:

- 1. A pre-work site and building inspection report with photos to document conditions before any other work starts on site.
- 2. Manufacturer's technical literature for all materials.
- 3. Test reports and certifications substantiating compliance with specification requirements if requested by the Architect.
- 4. Shop drawings, or 2 foot long samples, for each sheet metal item, to show how it relates and fits on adjoining masonry and wood blocking assemblies, and with the roof, stripping, and flashings.
- 5. 6 inch square pieces of each type of sheet metal to show surface finish, texture and color.
- 6. A sample of the Contractor's guarantee form.



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- B. Simultaneously provide all technical submittals needed for this project, for all technical sections, collated by section, once. Incomplete submittals will not be reviewed.
  - 1. Submittals shall be prepared and made by the firm that will perform the actual work.
  - 2. Provide electronic submittals via an on-line submittal exchange program if one is established for this project; if an on-line program isn't established, provide the submittals on portable USB drives in pdf format, organized in folders by Section.
- C. Safety Data Sheets: Simultaneously provide all Safety Data Sheets needed for this project, for all specification sections - collated by section, in three ring binders. Provide two binders.
- D. Payment requisitions will not be processed until all submittals are received and approved.

1.6 JOB MOCK-UPS

- A. After the submittals are approved, prepare in actual job locations, mock-ups of cap flashings, hook strips, drip edges, fascia, factory fabricated roof edge systems, gutters, leaders, and all other items of sheet metal and related work, for inspection and approval by the Architect.
- B. Construct each mock-up of two full lengths of metal, fastened, connected and stripped-in to the related roofing system, to show the following:
  - 1. Type, gauge, color, cross-sectional dimensions and shape, and joint and mitering techniques.
  - 2. Related masonry work, wood blocking, and the attachment techniques and fasteners for all wood and metal components.
  - 3. Other sheet metal related materials and their installation techniques to fully define the detailing of each mock-up.
- C. Mock-ups shall be constructed to establish the minimum standard of materials and workmanship, and to assure that completed work which matches the mock-ups will be fully functional and serve the purpose for it has been designed.
- D. Approved mock-ups may be left in place and incorporated into the permanent installation. Rejected mock-ups shall be removed and replaced until an acceptable mock-up is approved.
- E. Do not purchase or fabricate sheet metal items until mock-up installation, inspection and approval are completed and approval is documented in writing.

1.7 DELIVERY, STORAGE AND HANDLING

- A. Deliver material to the site in the Manufacturer's original and unopened packaging, with intact and legible labels which identify the products and Manufacturers,
- B. Cover all stored materials with watertight tarpaulins installed immediately upon delivery.
- C. Do not overload the structure when storing materials on the roof.



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- D. Protect existing and new roof surfaces where material and equipment is placed on them, and where construction traffic occurs, with 6 mil fire retardant polyethylene, covered with 1-1/2 inch thick foam insulation, overlaid with 2 by 10 wooden planks.

1.8 GUARANTEE

- A. Provide a written Contractor's Guarantee which guarantees that all work will remain free of material and workmanship defects and in a watertight condition for a five year period beginning upon Final Completion:
1. Defects include but are not limited to the following: peeling paint, leakage, adhesive separation, delamination, lifting, loosening, splitting, cracking, and undue expansion.
  2. The Contractor shall make the repairs and modifications necessary to enable the work to perform as warranted at his own expense.
  3. Guarantee coverage shall include removing and replacing materials installed as part of the original work, if removal is needed to affect guaranteed repairs.
  4. Guarantee coverage shall have no dollar limit.
- B. Provide one Contractor's Guarantee that covers "all work performed" when a single contractor is awarded work specified in multiple Sections.
- C. The Guarantee coverage shall take affect no more than 30 days before the completion of all punch list work.
- D. The Contractor's Surety Company may add a rider to the Performance Bond which clarifies that Bond Coverage expires two years after Final Completion; i.e., Performance Bond Coverage does not run for the entire five year term of the Contractor's Guarantee.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Zinc-Tin coated copper: copper sheet, coated on both sides, with a smooth uniform coating of zinc and tin, base metal weight 16 ounces per square foot, cold rolled temper, available as FreedomGray Copper by Revere.
- B. Solder: Lead free / or pure tin solder for zinc-tin coated copper, Number 497 by Johnson Manufacturing.
- C. Flux: Tin-bearing flux such as "Flux-N-Solder E127 with pure tin" by Johnson Manufacturing.
- D. Aluminum fascias, hook strips, stops and miscellaneous trim: #3105-H14 alloy aluminum, minimum thickness .040 inches unless otherwise indicated, factory finished with a Fluoropolymer Kynar 500 finish, color as selected by the Architect, from the full range of custom and standard colors.
- E. Factory Fabricated Roof Edge System: Extruded aluminum anchor bars secured with #9 stainless steel screws spaced 12 inches on center and .050 inch thick Kynar 500 prefinished aluminum trim covers, independently tested to comply with the ANSI / SPRI ES-1 Wind Design Guide, provided by the roofing membrane manufacturer.



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- F. PVC coated metal: 25 gauge G90 galvanized steel factory coated with 20 mils of poly-vinyl chloride on the finished side, color as selected.
- G. Fasteners: fabricated of stainless steel, or material that matches the sheet metal being fastened.
- H. Glass Cloth: open mesh glass fabric coated on each side with plasticized asphalt as manufactured by Karnak Corporation or equal.
- I. Asphalt cement: Federal Specification SS-C-153B, Type 1, asbestos free grade.
- J. Exterior mounted gutters: 7 inch wide, .050 inch thick aluminum seamless, factory finished with Kynar 500 finish, color as selected by the Architect, from the full range of custom and standard colors, box style gutters (manufactured by Garrety Gutters 800/628-5849) supported with concealed aluminum fascia brackets spaced 12 inches on center fastened with 1-1/2 inch long stainless steel screws.
- K. Exterior mounted leaders and straps: .027 inch thick rectangular corrugated aluminum leaders factory finished with baked acrylic enamel. Fasten each leader with 1/16 inch thick by 1 inch wide straps spaced 7 feet on center. Install aluminum wire baskets at all leader outlet tubes.
- L. Sealant: High performance, solvent free, formulated and moisture curing silyl-terminated polyether sealant, ASTM C-920, Type S, Grade NS, Class 25, NovaLink construction sealant by ChemLink, color as selected.

### PART 3 - EXECUTION

#### 3.1 GENERAL

- A. Accurately reproduce the details and design shown, and form profiles, bends and intersections, sharp, true and even. Fabricate sheet metal in the shop whenever possible, and form joints, laps, splices and connections to shed water and condensation in the direction of flow.
- B. Provide any miscellaneous flashing and sheet metal work not shown on the drawings but otherwise needed to leave the project complete and entirely watertight, neatly and carefully executed in a thorough and workmanlike manner.

#### 3.2 INSPECTION

- A. Examine surfaces to receive work of this section and report any defects to the Owner. Commencement of work will be construed as complete acceptance of surfaces.

#### 3.3 INSTALLATION

- A. Fabricate and install copper work in accordance with the current edition of "Copper and Common Sense" as published by the Revere Copper and Brass Company, unless otherwise indicated.
  - 1. Form all joints, except loose locked sealant filled expansion joints, to overlap 2 inches.
  - 2. Secure the joints with rivets spaced 1 inch on center positioned about 1/2 inch from the top edge of the joint, then sweat solder the joint.



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3. Use solder only to fill and seal the joint, not for mechanical strength. Form soldered joints continuous, strong and free from defects, with well heated soldering irons. Do not use open flame torches for soldering.
  4. Clean soldered joints daily, immediately after soldering, by washing them with soap and water applied with a soft bristle brush, then rinsing with clear water.
- B. Securely fasten and anchor all work, and make provisions for thermal expansion. Submit details of expansion joints for approval. Install fasteners through one edge of metal only, use a hook strip on the other edge.
- C. Use stainless steel pin Zamac type nail-in fasteners, or stainless steel screws and washers with neoprene inserts where fasteners will be exposed.

3.4 CAP FLASHINGS

- A. Install new copper cap flashings above all roof and roof flashing components, including copings, wall penetrating ducts and gravel stops at a height of 10 to 12 inches above the roof & flashing surface. Install cap flashings built into masonry walls; as they are partially demolished and reconstructed - properly joined to all related materials in a watertight manner.
1. Solder all joints in the new cap flashing, except form 2 inch wide flat locked sealant filled expansion joints a maximum of 32 feet on center.
  2. Secure the joints with rivets spaced 1 inch on center positioned about 1/2 inch from the top edge of the joint, then sweat solder the joint.
  3. Form the flashing to turn up 2 inches inside the wall and finish with a hem on the bottom exposed edge.
  4. Fasten the top edge of the cap flashing to the back up masonry 12 inches on center.
  5. Install the new cap flashing under flexible type wall flashings where possible. Where it is not possible to lap the new cap flashing under an existing wall flashing, install a ply of glass cloth set in and coated with asphalt cement to connect the new cap flashing to the existing wall flashing.
  6. In the absence of an existing wall flashing, or at a solid masonry wall, turn up the new cap flashing 2 inches behind the first wythe of masonry.
- B. Install new aluminum cap flashings equipment curbs.
1. Form the cap flashing to extend at least 2 inches under the equipment, 4 inches over the base flashing, and finish with a 1/2 inch hem on the bottom edge.
  2. Install a 1/2 inch thick by 2 inch wide continuous foam gasket between the cap flashing and mechanical equipment. Do not set the equipment in sealant.
  3. Secure the equipment to the curb with stainless steel screws spaced 12 inches on center.

3.5 DRIP EDGES



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- A. Fabricate drip edges to extend 1-1/2 inches past the roof edge, and turn down to ensure water cannot track back and run down the fascia. Secure the drip edge with roofing nails along the top edge, spaced 4 inches apart along the raw metal edge. Form joints in the drip edge with 6 inch wide concealed under plates which duplicate the profile of the drip edge. Set the underplates in a full bed of sealant.

3.6 HOOK STRIPS

- A. Form continuous hook strips with locks that engage the superimposed trim piece a minimum of 3/4 inch, and to cover the entire underside edge of the wood blocking and neatly extend to the building wall.
- B. Fasten hook strips along their bottom edge, just above the 45 degree bend, with nails spaced 4 inches on center into underlying wood blocking; Zamac type nail-in type fasteners spaced 8 inches on center into masonry surfaces, or screws spaced 8 inches on-center into sheet metal surfaces.

3.7 FASCIA

- A. Fabricate new fascia to engage the hook strip 3/4 inch minimum and extend to the top of the wood fascia blocking. Secure the fascia with a continuous hook strip along the bottom edge and roofing nails along the top edge spaced 8 inches apart, positioned to be covered by the roof edge trim. Form joints in the fascia with 6 inch wide concealed under plates which duplicate the profile of the fascia. Set the underplates in a full bed of sealant.

3.8 ROOF EDGE SYSTEM

- A. Install a factory fabricated roof edge system on all roof eaves.
  - 1. Extend the roof to lap over and down the face of the fascia trim, so it stops just short of the bottom edge of the anchor bar.
  - 2. Install the anchor bar straight, level and true, set in a full bed of sealant, and secure the bar with #9 by 2 inch long stainless steel screws spaced no more than 12 inches apart.
  - 3. Pre-drill screw holes in the underlying metal fascia trim where extra fasteners are needed, and at corners and special conditions.
  - 4. Install color matching under plates at each joint in the roof edge trim; set the under plates in a full bed of sealant.

3.9 GUTTERS AND DOWNSPOUTS

- A. Install seamless gutters that slope approximately 1/16 inch per foot to the downspout outlet tubes. Secure the gutters with hidden extruded aluminum fascia brackets spaced 12 inches on center. Fasten each bracket with two #10 by 1-1/2 inch long stainless steel screws.
  - 1. Install aluminum wire basket strainers at all leader drop tube outlets.
- B. Install the downspouts plumb and straight, extending from a drop tube in the gutter to the underground drain hub.



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1. Secure the downspouts approximately 7 feet on center, with .050 inch thick by 1-1/4 inch wind straps - color to match the downspouts. Fasten each strap with 1/4 inch diameter Zamac nail-in anchors, with stainless steel pins.

3.10 CLEANING, PROTECTION AND WATERTIGHTNESS

- A. Inspect the interior and exterior of the building and grounds, and submit a written report with photos to document any existing leaks or damage, prior to performing any other work on site.
- B. The Owner will conduct a similar inspection at the completion of the work, and the Contractor will be charged for all leaks and damage that weren't documented in the Contractor's report, or repaired to the Owners satisfaction at the Contractor's expense.
- C. Provide any equipment, material and labor necessary to protect the site, the building, its contents and occupants, pedestrians, and surrounding landscaped and paved areas from damage due to the construction work or from inclement weather during construction.
- D. Do not perform work during inclement weather. Protect incomplete work and the building from damage by inclement weather - which may occur unexpectedly. Make all work areas watertight at the end of each day's work.
- E. Clean up all litter, refuse, rubbish, scrap materials and debris at least twice a day; at noon and at the end of the work day, so the roof and site presents a neat, orderly and workmanlike appearance. Place the debris in a dumpster, and remove the dumpster from the site as soon as it is full or no longer being used.
- F. Carefully and thoroughly clean the entire roof to remove all residual debris when all work is complete. After cleaning the roof, thoroughly clean all drain sumps, drain lines, leader heads and leaders. Do not allow debris to enter the drainage system.

END OF SECTION



SECTION 07 7200  
ROOF ACCESSORIES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. All plant, labor, materials, equipment, testing and services necessary to complete the work shown on the drawings schedules and keynotes, as specified herein, and as may be required by conditions and authorities having jurisdiction, including, but not limited to, the following:

- 1. Roof specialties that are compatible with the roofing systems specified, including:
  - a. Drains, drain pipes and couplings.
  - b. Pipe insulation and fitting covers.
  - c. Galvanized steel roof access ladder.
  - d. Roof walkway pads.

- B. Related Requirements

- 1. Masonry Maintenance - Section 04 0100
- 2. Carpentry - Section 06 1000
- 3. PVC Roofing - Section 07 5419
- 4. Sheet Metal Flashing & Specialties - Section 07 6200

1.3 CODE APPROVAL REQUIREMENTS

- A. Fabricate and install roof accessories that comply with the Connecticut Building Code.

1.4 QUALITY ASSURANCE

- A. Installer Qualifications:

- 1. A firm (Installer) with at least 5 continuous years experience performing work similar to that required for this project, employing personnel skilled in the work specified.
  - a. The Installer shall directly employ the personnel performing the work of this section.
  - b. The Installer shall have a full time supervisor on the roof when work is in progress. The Supervisor shall have a minimum of 5 years experience with work similar in nature and scope to this project, and speak fluent English.
    - i. Submit the supervisor's resume upon request.
- 2. The Installer shall provide a reference list of at least three previously completed projects of comparable size and similar design, within a fifty mile radius of this project, which may be observed by representatives of the Owner:



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- a. The reference list shall include at a minimum, the completion date, a description of the work performed, the Owner's name - contact person - phone number and address and the Architect's name - contact person and phone number, and the Contractor's Supervisor's name.
  - b. Submit the reference list upon request.
- B. Material Quality: Obtain each product from a single Manufacturer which has manufactured the same product in the United States of America for not less than 5 continuous years.
- C. Pre-Construction Conference: Meet at the project site between one and two weeks prior to starting work, with the Architect, Owner and other representatives concerned about the work, to discuss the following:
1. How the building will be kept watertight as work progresses.
  2. How roof accessory work will be coordinated with the installation of the insulation, cover board, roofing, flashings, and other items to provide a watertight installation.
  3. Generally accepted industry practice and the Manufacturer's instructions for handling and installing his products.
  4. The condition of the substrate, curbs, penetrations and other preparatory work needed.
  5. Incomplete submittals; note that progress payments will not be processed until all submittals are received and approved.
  6. The construction schedule, forecast weather, availability of materials, personnel, equipment and facilities needed to proceed and complete the work on schedule.
  7. A schedule for Manufacturer and Architect inspections.

1.5 SUBMITTALS

- A. Submit the following items far enough in advance to obtain approval prior to performing any work:
1. A pre-work site and building inspection report with photos to document conditions before work starts.
  2. Manufacturer's installation instructions and technical data sheets for each item. Material sample submittals are not needed unless requested to show color and texture.
  3. Samples of the Contractor's and Manufacturer's guarantee/warranty forms.
  4. Test reports and certifications substantiating compliance with specification requirements if requested by the Architect.
- B. Simultaneously provide all technical submittals needed for this project, for all technical sections, collated by section, once. Incomplete submittals will not be reviewed.
1. Submittals shall be prepared and made by the firm that will perform the actual work.



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2. Provide electronic submittals via an on-line submittal exchange program if one is established for this project; if an on-line program isn't established, provide the submittals on portable USB drives in pdf format, organized in folders by Section.
- C. Safety Data Sheets: Simultaneously provide all Safety Data Sheets needed for this project, for all specification sections - collated by section, in three ring binders. Provide two binders.
- D. Payment requisitions will not be processed until all submittals are received and approved.

1.6 DELIVERY, STORAGE AND HANDLING

- A. Deliver material to the site in the Manufacturer's original and unopened packaging, with intact and legible labels which identify the products and Manufacturers,
- B. Cover all stored materials with watertight tarpaulins installed immediately upon delivery.
- C. Do not overload the structure when storing materials on the roof.
- D. Protect existing and new roof surfaces where material and equipment is placed on them, and where construction traffic occurs, with 6 mil fire retardant polyethylene, covered with 1-1/2 inch thick foam insulation, overlaid with 2 by 10 wooden planks.

1.7 GUARANTEE

- A. Provide a written Contractor's Guarantee which guarantees that all work will remain free of material and workmanship defects and in a watertight condition for a five year period beginning upon Final Completion:
  1. Defects include but are not limited to the following: peeling paint, leakage, adhesive separation, delamination, lifting, loosening, splitting, cracking, movement and undue expansion.
  2. The Contractor shall make the repairs and modifications necessary to enable the work to perform as warranted at his own expense.
  3. Guarantee coverage shall include removing and replacing materials installed as part of the original work, if removal is needed to affect repairs.
  4. Guarantee coverage shall have no dollar limit.
- B. Provide one Contractor's Guarantee that covers "all work performed" when a single contractor is awarded work specified in multiple Sections.
- C. The Guarantee shall take affect no more than 30 days before the satisfactory completion of all punch list work.
- D. The Contractor's Surety Company may add a rider to the Performance Bond which clarifies that Performance Bond Coverage expires two years after Final Completion; i.e., Performance Bond Coverage does not run for the entire five year term of the Contractor's Guarantee.

PART 2 - PRODUCTS



2.1 GENERAL

- A. Provide Manufacturer's standard units, modified as necessary to comply with the specified requirements. Fabricate each unit in a shop to the greatest extent possible, using the following components:
1. Aluminum Sheet: ASTM B 209 alloy 3003, tempered for forming and performance; mill finish, except as otherwise noted.
  2. Extruded Aluminum: Standard extrusions alloy 6063-T52; 0.078 inch minimum thicknesses for primary framing and curb member legs, 0.062 inch thickness for secondary framing and covers; mill finish, except as otherwise indicated.
  3. Insulation: Rigid fiber glass boards where encapsulated inside metal skirts, rigid isocyanurate where covered with roof flashings on the exterior of curbs.
  4. Wood Nailers: Dimension grade Douglas Fir, not less than 1-1/2 inches thick.
  5. Fasteners: Nonmagnetic stainless steel or hot dipped galvanized steel, to match the finish of the material being fastened.
  6. Gaskets: Tubular neoprene or polyvinyl chloride, or block sponge neoprene.
  7. Sealant: Polyisobutylene; nonhardening, nonskinning, nondrying, nonmigrating sealant.

2.2 DRAINS, DRAIN PIPES, AND COUPLINGS

- A. Conventional cast iron bottom and side outlet roof drains, installed with stamped drain receivers, under deck clamps, cast iron strainers, cast iron clamping rings and factory installed stainless steel gravel screens - Series 1011 as manufactured by Jay R. Smith Manufacturing Company.
- B. Match the drain outlet size and style to the building drain line, except if the drain line is a copper pipe, then furnish the drain body with a threaded outlet and use a male adapter to connect the drain body to the drain line.
- C. Drain pipe: cast iron pipe with no hub fittings, minimum 3 inch diameter, and larger to match the existing building drain lines.
- D. No-hub couplings: heavy duty rubber neoprene sleeve couplings with full length Type 304 stainless steel shields and at least 4 worm drive clamps, conforming to ASTM A564.

2.3 PIPE INSULATION AND FITTING COVERS

- A. Insulation: minimum 1 inch thick pre-molded 3.5 lb. heavy density fiberglass pipe insulation with UL rated non-combustible service jackets.
- B. .030 inch thick factory fabricated white PVC "Smoke Safe" fitting and drain bowl covers as manufactured by the Speedline Corporation, with a maximum Flame Spread Value of 25 and a maximum Smoke Developed Value of 50 in accordance with ASTM E8450.

2.4 GALVANIZED STEEL ROOF ACCESS LADDER

- A. Fabricate the ladder from 1-1/4 inch inside diameter steel pipe rails, spaced 22 inches apart, and 3/4 inch solid steel rebar rungs spaced 12 inches on center. Fit the rungs into drilled holes in the centerline of the rails, weld and grind the welds smooth. Extend the ladder rails and form goose-neck returns to finish 42 inches above the roof surface.
1. Hot dip galvanize coat the ladder and mounting brackets after fabrication. Install with Type 316 stainless steel hardware.



2.5 ROOF WALKWAY PADS

- A. Walkway Pads: 96 mil thick, rolls of polyester reinforced heat-weldable protection mat as manufactured by Sarnafil under the trade name Sarnatred, or approved equal.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. General: Field measure existing openings. Comply with manufacturer's instructions and recommendations. Coordinate with the installation of roof deck, other substrates to receive specialty units, vapor barriers, roof insulation, roofing and flashing to ensure that each element of the work performs and fits properly, and that combined elements are waterproof and weathertight. Anchor units securely to supporting structural substrates, adequate to withstand lateral and thermal stresses as well as inward and outward loading pressures.

3.2 DRAINS, DRAIN PIPES AND COUPLINGS

- A. Remove and replace the existing drains where roof removal and replacement work is indicated:
  - 1. Remove the existing drains and flashings; use care not to break or disturb the drain pipes within the building.
  - 2. Modify the existing drain lines to properly connect to the new drain assemblies.
  - 3. Enlarge the hole in the deck and reinforce the deck to accommodate the new drain, and install the drain recessed below the roof surface to achieve maximum drainage.
  - 4. Support the drain with a stamped sump drain receiver, secure it with an under deck clamp and patch the deck around the new drain.
  - 5. Connect the new drain to the existing drain line to conform to all applicable codes, and insulate the underside of the drain body and drain line.
- B. Connect the fittings and sections of cast iron pipe using heavy duty no-hub couplings; solvent weld PVC fittings and pipe, and use threaded connections to join steel fittings and pipe.
- C. Install new drain pipes to slope 1/4 inch per foot, and support each section of pipe with hangers, attached to a structural member or strut, on each side of every coupling. Do not rely on the couplings to support any weight. Do not hang the drain pipes from the roof deck.

3.3 PIPE INSULATION AND FITTING COVERS

- A. Install insulation on all horizontal drain piping, and on new vertical pipes installed to connect the new drains to the existing lines.
- B. Install insulation on the undersides of the new drains.
- C. Install white PVC fitting and drain bowl covers, and wrap the joints between fitting covers and pipe insulation jackets with 3 inch wide white PVC tape.



3.4 GALVANIZED STEEL ROOF ACCESS LADDER

- A. Install ladder at the exterior locations shown. Support and secure each ladder at the top and bottom and at intermediate points spaced a maximum of 5 feet on center. Use bolted steel brackets, anchored with 1/2 inch diameter stainless steel epoxy set bolts. Space the ladders to provide 7 inches of toe clearance. Extend the rails 42 inches and goose-neck form them to provide additional support at the top of the ladder.

3.5 ROOF WALKWAY PADS

- A. Install walkway pads heat welded to the roof surface to provide a 2 foot wide path where shown on the drawings.

3.6 MISCELLANEOUS

- A. Provide and install any sealants needed, where shown or required.
- B. Perform mechanical and electrical work using skilled and licensed tradesmen.
- C. Provide new material, couplings, transition pieces, blocking, fasteners and the similar accessories needed to complete the work.

3.7 CLEANING, PROTECTION AND WATERTIGHTNESS

- A. Inspect the interior and exterior of the building and grounds, and submit a written report with photos to document any pre-existing leakage or damage, prior to performing any work.
- B. The Owner will conduct a similar inspection at the completion of the work, and the Contractor will be charged for all leaks and damage that isn't documented in the Contractor's report, or repaired to the Owners satisfaction at the Contractor's expense.
- C. Provide any equipment, material and labor necessary to protect the site, the building, its contents and occupants, pedestrians, and surrounding landscaped and paved areas from damage due to the construction work or from inclement weather during construction.
- D. Do not perform work during inclement weather. Protect incomplete work and the building from damage by inclement weather - which may occur unexpectedly. Make all work areas watertight at the end of each day's work.
- E. Clean up all litter, refuse, rubbish, scrap materials and debris at least twice a day; at noon and at the end of the work day, so the roof and site presents a neat, orderly and workmanlike appearance. Place the debris in a dumpster, and remove the dumpster from the site as soon as it is full or no longer being used.
- F. Carefully and thoroughly clean the entire roof to remove all residual debris when all work is complete. After cleaning the roof, thoroughly clean all drain sumps, drain lines, leader heads and leaders. Do not allow debris to enter the drainage system.

END OF SECTION



**SECTION 07 9200  
JOINT SEALANTS**

**PART 1 GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 SECTION INCLUDES**

- A. Nonsag gunnable joint sealants.
- B. Self-leveling pourable joint sealants.
- C. Joint Sealants under all sills
- D. Joint backings and accessories.

**1.3 RELATED REQUIREMENTS**

- A. Section 01 6116 - Volatile Organic Compound (VOC) Content Restrictions: Additional requirements for sealants and primers.
- B. Section 07 8400 - Firestopping: Firestopping sealants.
- C. Section 08 1116 - Aluminum Doors and Aluminum Frames.
- D. Section 08 7100 - Door Hardware: Setting exterior door thresholds in sealant.

**1.4 REFERENCE STANDARDS**

- A. ASTM C661 - Standard Test Method for Indentation Hardness of Elastomeric-Type Sealants by Means of a Durometer; 2006 (Reapproved 2011).
- B. ASTM C919 - Standard Practice for Use of Sealants in Acoustical Applications; 2012.
- C. ASTM C920 - Standard Specification for Elastomeric Joint Sealants; 2014.
- D. ASTM C1087 - Standard Test Method for Determining Compatibility of Liquid-Applied Sealants with Accessories Used in Structural Glazing Systems; 2000 (Reapproved 2011).
- E. ASTM C1193 - Standard Guide for Use of Joint Sealants; 2013.
- F. ASTM C1330 - Standard Specification for Cylindrical Sealant Backing for Use with Cold Liquid-Applied Sealants; 2002 (Reapproved 2013).

**1.5 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data for Sealants: Submit manufacturer's technical data sheets for each product to be used, that includes the following.
  - 1. Physical characteristics, including movement capability, VOC content, hardness, cure time, and color availability.
  - 2. List of backing materials approved for use with the specific product.
  - 3. Substrates that product is known to satisfactorily adhere to and with which it is compatible.
  - 4. Substrates the product should not be used on.
  - 5. Substrates for which use of primer is required.
  - 6. Sample product warranty.
  - 7. Certification by manufacturer indicating that product complies with specification requirements.
- C. Product Data for Accessory Products: Submit manufacturer's technical data sheet for each product to be used, including physical characteristics, installation instructions, and recommended tools.
- D. Color Cards for Selection: Where sealant color is not specified, submit manufacturer's color cards showing standard colors available for selection.



## **1.6 QUALITY ASSURANCE**

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum five (5) years documented experience.
- B. Installer Qualifications: Company specializing in performing the work of this section and with at least three years of documented experience.
- C. Field Quality Control Plan:
  - 1. Visual inspection of entire length of sealant joints.

## **1.7 MOCK-UP**

- A. Mockups: Before installing joint sealants, apply elastomeric sealants as follows to verify selections made under sample submittals and to demonstrate aesthetic effects and qualities of materials and execution:
  - 1. Joints in mockups of assemblies specified in other Sections that are indicated to receive elastomeric joint sealants, which are specified by reference to this Section.
- B. Construct mock-up with specified sealant types and with other components noted.
- C. Locate where directed.
- D. Mock-up may remain as part of the Work.

## **1.8 WARRANTY**

- A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
- B. Correct defective work within a five year period after Date of Substantial Completion.
- C. Warranty: Include coverage for installed sealants and accessories that fail to achieve watertight seal, exhibit loss of adhesion or cohesion, or do not cure.

## **PART 2 PRODUCTS**

### **2.1 MANUFACTURERS**

- A. Non-Sag Sealants: Permits application in joints on vertical surfaces without sagging or slumping.
  - 1. Dow Corning Corporation: [www.dowcorning.com/construction/#sle](http://www.dowcorning.com/construction/#sle).
  - 2. Sika Corporation: [www.usa-sika.com](http://www.usa-sika.com).
  - 3. W.R. Meadows, Inc: [www.wrmeadows.com/sle](http://www.wrmeadows.com/sle).
- B. Self-Leveling Sealants: Pourable or self-leveling sealant that has sufficient flow to form a smooth, level surface when applied in a horizontal joint.
  - 1. Sika Corporation: [www.usa-sika.com/#sle](http://www.usa-sika.com/#sle).
  - 2. W.R. Meadows, Inc: [www.wrmeadows.com/#sle](http://www.wrmeadows.com/#sle).

### **2.2 JOINT SEALANT APPLICATIONS**

- A. Scope:
  - 1. Exterior Joints: Seal open joints, whether or not the joint is indicated on drawings, unless specifically indicated not to be sealed. Exterior joints to be sealed include, but are not limited to, the following items.
    - a. Joints between door, window, and other frames and adjacent construction.
    - b. Other joints indicated.
  - 2. Interior Joints: Do not seal interior joints unless specifically indicated to be sealed. Interior joints to be sealed include, but are not limited to, the following items.
    - a. Joints between door, window, and other frames and adjacent construction.
    - b. Other joints indicated below.
  - 3. Do not seal the following types of joints.
    - a. Joints indicated to be treated with manufactured expansion joint cover or some other type of sealing device.



- b. Joints where sealant is specified to be provided by manufacturer of product to be sealed.
  - c. Joints where installation of sealant is specified in another section.
  - d. Joints between suspended panel ceilings/grid and walls.
- B. Vertical Exterior Joints: Use non-sag non-staining silicone sealant, unless otherwise indicated.
- C. Interior Vertical Joints: Use non-sag non-staining silicone sealant, unless otherwise indicated.
  - 1. Joints between Fixtures in Wet Areas and Floors, Walls, and Ceilings: Mildew-resistant silicone sealant; white.
- D. Sealant for Expansion Joints located at Door sills
  - 1. Use non sag sealant

## **2.3 JOINT SEALANTS - GENERAL**

- A. Sealants and Primers: Provide products with levels of volatile organic compound (VOC) content as indicated in Section 01 6116.

## **2.4 NONSAG JOINT SEALANTS**

- A. Mildew-Resistant Silicone Sealant: ASTM C920, Grade NS, Uses M and A; single component, mildew resistant; not expected to withstand continuous water immersion or traffic.
  - 1. Color: varies.
  - 2. Applications: Use for:
    - a. Use for all perimeter joints of exterior applications around doors.. Color to be reviewed
    - b. Use under door sills. Color to be reviewed
  - 3. Manufacturers:
    - a. 786 Mildew Resistant; Dow Corning.
    - b. Sika Corporation; Sikasil GP: [www.usa-sika.com/#sle](http://www.usa-sika.com/#sle).
  - 4. Substitutions: 01 2500 - Substitution Procedures

## **2.5 SELF-LEVELING SEALANTS**

- A. Self-Leveling Silicone Sealant: ASTM C920, Grade P, Uses M and A; single or multicomponent, explicitly approved by manufacturer for traffic exposure when recessed below traffic surface; not expected to withstand continuous water immersion.
  - 1. Movement Capability: Plus 100 percent, minus 50 percent, minimum.
  - 2. Hardness Range: 0 to 15, Shore A, when tested in accordance with ASTM C661.
  - 3. Color: To be selected by Fuller and D'Angelo, P.C. from manufacturer's standard range.
  - 4. Service Temperature Range: Minus 40 to 180 degrees F.
  - 5. Manufacturers:
    - a. Sika Corporation; Sikaflex 1c SL: [www.usa-sika.com/#sle](http://www.usa-sika.com/#sle).
    - b. Use for all horizontal exterior joints and under saddles.
    - c. Substitutions: 01 2500 - Substitution Procedures

## **2.6 ACCESSORIES**

- A. Backer Rod: Cylindrical cellular foam rod with surface that sealant will not adhere to, compatible with specific sealant used, and recommended by backing and sealant manufacturers for specific application.
  - 1. Type for Joints Not Subject to Pedestrian or Vehicular Traffic: ASTM C1330; Type O - Open Cell Polyurethane.
  - 2. Type for Joints Subject to Pedestrian or Vehicular Traffic: ASTM C1330; Type C - Closed Cell Polyethylene.
  - 3. Open Cell: 40 to 50 percent larger in diameter than joint width. (Not to be used in flat or horizontal joints)
  - 4. Closed Cell and Bi-Cellular: 25 to 33 percent larger in diameter than joint width. (Use for flat and horizontal joints)



- B. Backing Tape: Self-adhesive polyethylene tape with surface that sealant will not adhere to and recommended by tape and sealant manufacturers for specific application.
- C. Masking Tape: Self-adhesive, nonabsorbent, non-staining, removable without adhesive residue, and compatible with surfaces adjacent to joints and sealants.
- D. Primers: Type recommended by sealant manufacturer to suit application; non-staining.

### **PART 3 EXECUTION**

#### **3.1 EXAMINATION**

- A. Verify that joints are ready to receive work.
- B. Verify that backing materials are compatible with sealants.
- C. Verify that backer rods are of the correct size.

#### **3.2 PREPARATION**

- A. Remove loose materials and foreign matter that could impair adhesion of sealant.
- B. Clean joints, and prime as necessary, in accordance with manufacturer's instructions.
- C. Perform preparation in accordance with manufacturer's instructions and ASTM C1193.
- D. Mask elements and surfaces adjacent to joints from damage and disfigurement due to sealant work; be aware that sealant drips and smears may not be completely removable.

#### **3.3 INSTALLATION**

- A. Perform work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.
- B. Perform installation in accordance with ASTM C1193.
- C. Measure joint dimensions and size joint backers to achieve width-to-depth ratio, neck dimension, and surface bond area as recommended by manufacturer, except where specific dimensions are indicated.
- D. Install bond breaker backing tape where backer rod cannot be used.
- E. Install sealant free of air pockets, foreign embedded matter, ridges, and sags, and without getting sealant on adjacent surfaces.
- F. Do not install sealant when ambient temperature is outside manufacturer's recommended temperature range, or will be outside that range during the entire curing period, unless manufacturer's approval is obtained and instructions are followed.
- G. Nonsag Sealants: Tool surface concave, unless otherwise indicated; remove masking tape immediately after tooling sealant surface.
- H. Self-leveling joints: Recess joint depth as recommended by the sealant manufacturer.

#### **3.4 FIELD QUALITY CONTROL**

- A. Perform field quality control inspection/testing as specified in PART 1 under QUALITY ASSURANCE article.
- B. Remove and replace failed portions of sealants using same materials and procedures as indicated for original installation.

**END OF SECTION**



**SECTION 09 5100**  
**ACOUSTICAL CEILINGS**

**PART 1 GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 SECTION INCLUDES**

- A. Removals.
- B. Acoustical units.
- C. Suspension system.
- D. Cleaning, repairing and painting existing suspension system.

**1.3 RELATED REQUIREMENTS**

- A. Section 01 6116 - Volatile Organic Compound (VOC) Content Restrictions.
- B. Divisions 26 for fire alarm and light fixtures.

**1.4 REFERENCE STANDARDS**

- A. ASTM C635/C635M - Standard Specification for the Manufacture, Performance, and Testing of Metal Suspension Systems for Acoustical Tile and Lay-in Panel Ceilings; 2013a.
- B. ASTM C636/C636M - Standard Practice for Installation of Metal Ceiling Suspension Systems for Acoustical Tile and Lay-In Panels; 2013.
- C. ASTM E580/E580M - Standard Practice for Installation of Ceiling Suspension Systems for Acoustical Tile and Lay-in Panels in Areas Subject to Earthquake Ground Motions; 2014.
- D. ASTM E84 Standard Test Method for Surface Burning Characteristics of Building Materials.
- E. UL (FRD) - Fire Resistance Directory; current edition.
- F. Ceilings and Interior Systems Construction Association (CISCA): Code of Practices.

**1.5 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide data on acoustical units.
- C. Samples: Submit two samples 12 x 12 inch in size illustrating material and finish of acoustical units.
- D. Samples: Submit two samples each, 12 inches long, of suspension system main runner.
- E. Manufacturer's Installation Instructions: Indicate special procedures.
- F. Maintenance Materials: Furnish the following for Greenwich Public Schools's use in maintenance of project.
  - 1. See Section 01 6000 - Product Requirements, for additional provisions.
  - 2. Extra Acoustical Units: Quantity equal to 5 percent of total installed for each type of acoustical units.

**1.6 QUALITY ASSURANCE**

- A. Fire Performance: ASTM E84 surface burning characteristics. Flame Spread index 25 or less. Smoke development index 50 or less. (UL Labeled) Class A in accordance to ASTM E1264
- B. Suspension System Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum ten (10) years documented experience.
- C. Acoustical Unit Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum five (5) years documented experience.



- D. Installers Qualifications: Company specializing in the installation of acoustical ceilings specified in this section with minimum five (5) years documented experience.

#### **1.7 DELIVERY, STORAGE, AND HANDLING**

- A. Deliver in unopened bundles and store in a dry place with adequate air circulation. Do not deliver material to building until wet conditions such as concrete, plaster, paint, and adhesives have been completed and cured.
- B. Store products in manufacturer's unopened packaging until ready for installation.
- C. Protect system components from excessive moisture in shipment, storage, and handling

#### **1.8 WARRANTY**

- A. Warranty: Provide manufacturer's standard warranty against manufacturing defects in material or workmanship when installed in accordance with the current CISCA Handbook and ASTM C367.

#### **1.9 FIELD CONDITIONS**

- A. Maintain uniform temperature of minimum 60 degrees F, and maximum humidity of 40 percent prior to, during, and after acoustical unit installation.

### **PART 2 PRODUCTS**

#### **2.1 MANUFACTURERS**

- A. Acoustic Tiles/Panels:
1. Armstrong World Industries, Inc; ACT-1: [www.armstrong.com/#sle](http://www.armstrong.com/#sle).

#### **2.2 ACOUSTICAL UNITS**

- A. Acoustical Panels Type ACT-1: Ceramaguard Fine Fissured.
1. Size: 24 x 24 inches Refer to drawings for location.
  2. Thickness: 5/8".
  3. Classification: ASTM E1264 Classification; Type XX (high density ceramic-like composition, with scrubbable finish).
  4. Light Reflectance: 0.82 percent, determined as specified in ASTM E 1264.
  5. NRC Range: .55, determined as specified in ASTM E 1264.
  6. Ceiling Attenuation Class (CAC): 38, determined as specified in ASTM E 1264.
  7. Fire Performance: ASTM E84; Class, Flame Spread Index 25 or less, Smoke Developed Index 50 or less (UL labeled)
  8. Panel Edge: Square.
  9. Surface Pattern: Fine fissured.
  10. Surface Color: White.
  11. Humidity/Sag Resistance: HumiGuard® Max.
  12. Mold/Mildew Protection: BioBlock paint on face and back.
  13. Match Existing ceiling types if different in various areas of work
  14. Product: Ceramaguard 607 by Armstrong World Industries, Inc [www.armstrong.com](http://www.armstrong.com).
  15. Suspension System: Exposed grid Type Prelude XL.

#### **2.3 SUSPENSION SYSTEM(S)**

- A. Manufacturers:
1. Armstrong World Industries, Inc; Product Prelude XL 15/16" and 9/16":: [www.armstrong.com](http://www.armstrong.com).
  2. Structural Classification: Intermediate duty, ASTM C 635.
  3. Match Existing if different in various areas of work
- B. Metal Suspension Systems - General: Complying with ASTM C635/C635M; die cut and interlocking components, with stabilizer bars, clips, splices, and perimeter moldings as required.



- C. Exposed Steel Suspension System: Formed steel, commercial quality cold rolled; heavy-duty.
  - 1. Profile: ACT-1 and 2; Tee; 15/16 inch wide face
  - 2. Construction: Double web.
- D. Concealed Suspension System: Formed steel, commercial quality cold rolled; light-duty.

## **2.4 ACCESSORIES**

- A. Support Channels and Hangers: Galvanized steel; size and type to suit application, seismic requirements, and ceiling system flatness requirement specified.
- B. Perimeter Moldings: Same material and finish as grid.
  - 1. Minimum 7/8" horizontal flange
  - 2. At Exposed Grid: Provide L-shaped molding for mounting at same elevation as face of grid.
  - 3. At Concealed Grid: Provide exposed L-shaped molding.
- C. Seismic Clips: Manufacturer's standard seismic clips designed and spaced to secure acoustical panels in-place.
- D. Paint: Type and color to match acoustical and paint grid units as recommended by the manufacturer.

## **PART 3 EXECUTION**

### **3.1 EXAMINATION**

- A. Verify existing conditions before starting work.
- B. Verify existing grade is level.

### **3.2 INSTALLATION - SUSPENSION SYSTEM**

- A. Install suspension system in accordance with ASTM C 636/C 636M, ASTM E 580/E 580M, and manufacturer's instructions and as supplemented in this section.
- B. Rigidly secure system, including integral mechanical and electrical components, for maximum deflection of 1:360.
- C. Locate system on room axis according to reflected plan.
- D. Install after major above-ceiling work is complete. Coordinate the location of hangers with other work.
- E. Provide hanger clips maximum 48" oc. Provide additional hangers and inserts as required.
- F. Hang suspension system independent of walls, columns, ducts, pipes and conduit. Where carrying members are spliced, avoid visible displacement of face plane of adjacent members.
- G. Where ducts or other equipment prevent the regular spacing of hangers, reinforce the nearest affected hangers and related carrying channels to span the extra distance.
- H. Do not support components on main runners or cross runners if weight causes total dead load to exceed deflection capability.
- I. Support fixture loads using supplementary hangers located within 6 inches of each corner, or support components independently.
- J. Do not eccentrically load system or induce rotation of runners.
- K. Perimeter Molding: Install at intersection of ceiling and vertical surfaces and at junctions with other interruptions.
  - 1. Refer to drawings for wood ceiling trim.

### **3.3 INSTALLATION - ACOUSTICAL UNITS**

- A. Install acoustical units in accordance with manufacturer's instructions.
- B. Fit acoustical units in place, free from damaged edges or other defects detrimental to appearance and function.
- C. Fit border trim neatly against abutting surfaces.



GREENWICH PUBLIC SCHOOLS  
GREENWICH HIGH SCHOOL  
SELECT ROOF REPLACEMENT  
ACOUSTICAL CEILINGS

- D. Install acoustical units level, in uniform plane, and free from twist, warp, and dents.
- E. Cutting Acoustical Units:
  - 1. Make field cut edges of same profile as factory edges.

**3.4 TOLERANCES**

- A. Maximum Variation from Flat and Level Surface: 1/8 inch in 10 feet.
- B. Maximum Variation from Plumb of Grid Members Caused by Eccentric Loads: 2 degrees.

**3.5 ADJUSTING AND CLEANING**

- A. Replace damaged or broken material, Clean exposed surfaces of acoustical ceilings, including trim, edge moldings, and suspension members. Comply with mfg., touch up procedures using touch up paint as required for small nicks and minor scratches in the surface, Remove and replace any work that cannot be successfully cleaned and repaired to permanently eliminate evidence of damage.
  - 1. Provide touch up kit for Owner's use.

**END OF SECTION**



# SELECT ROOF REPLACEMENT

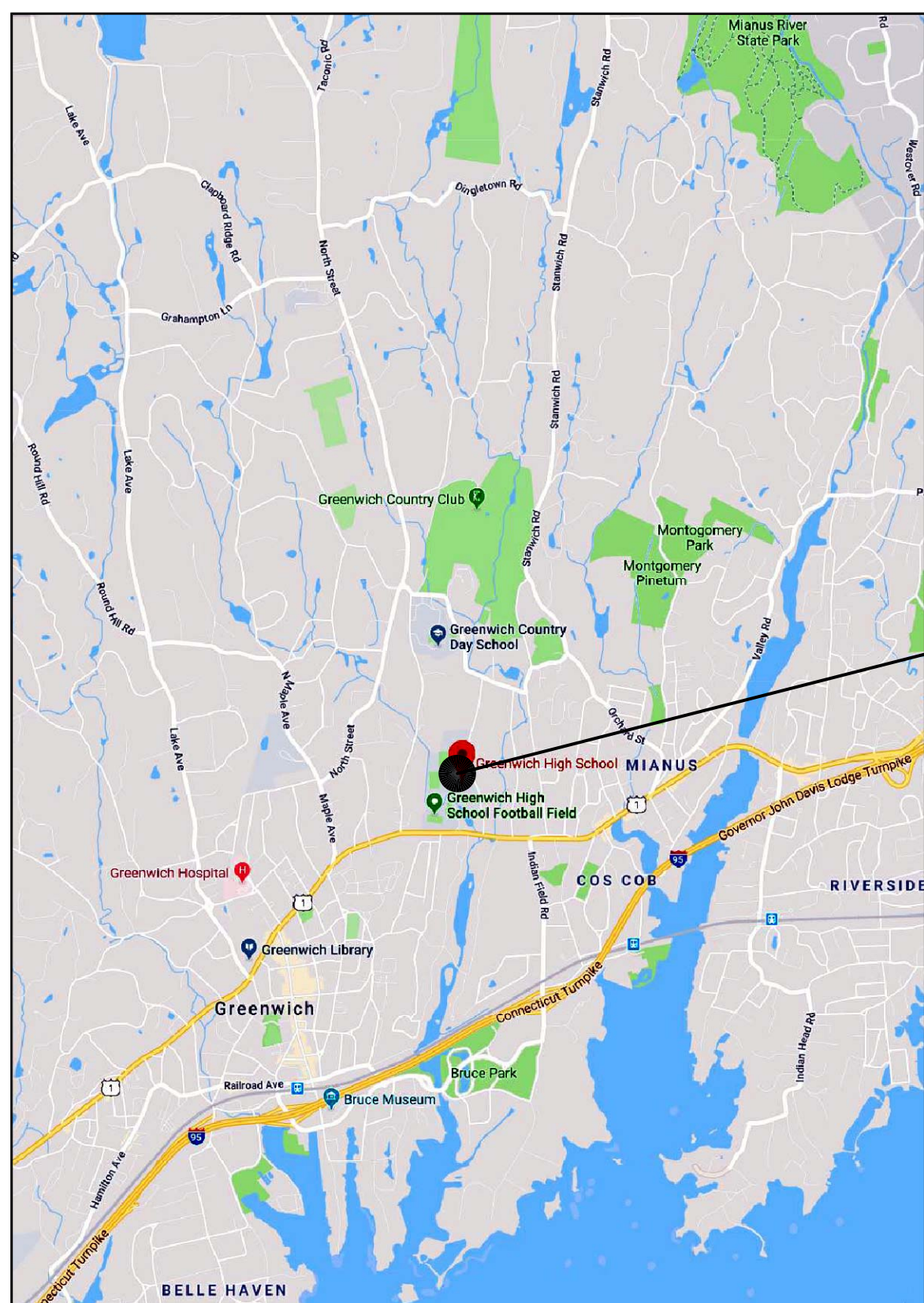
## GREENWICH PUBLIC SCHOOLS

### GREENWICH HIGH SCHOOL

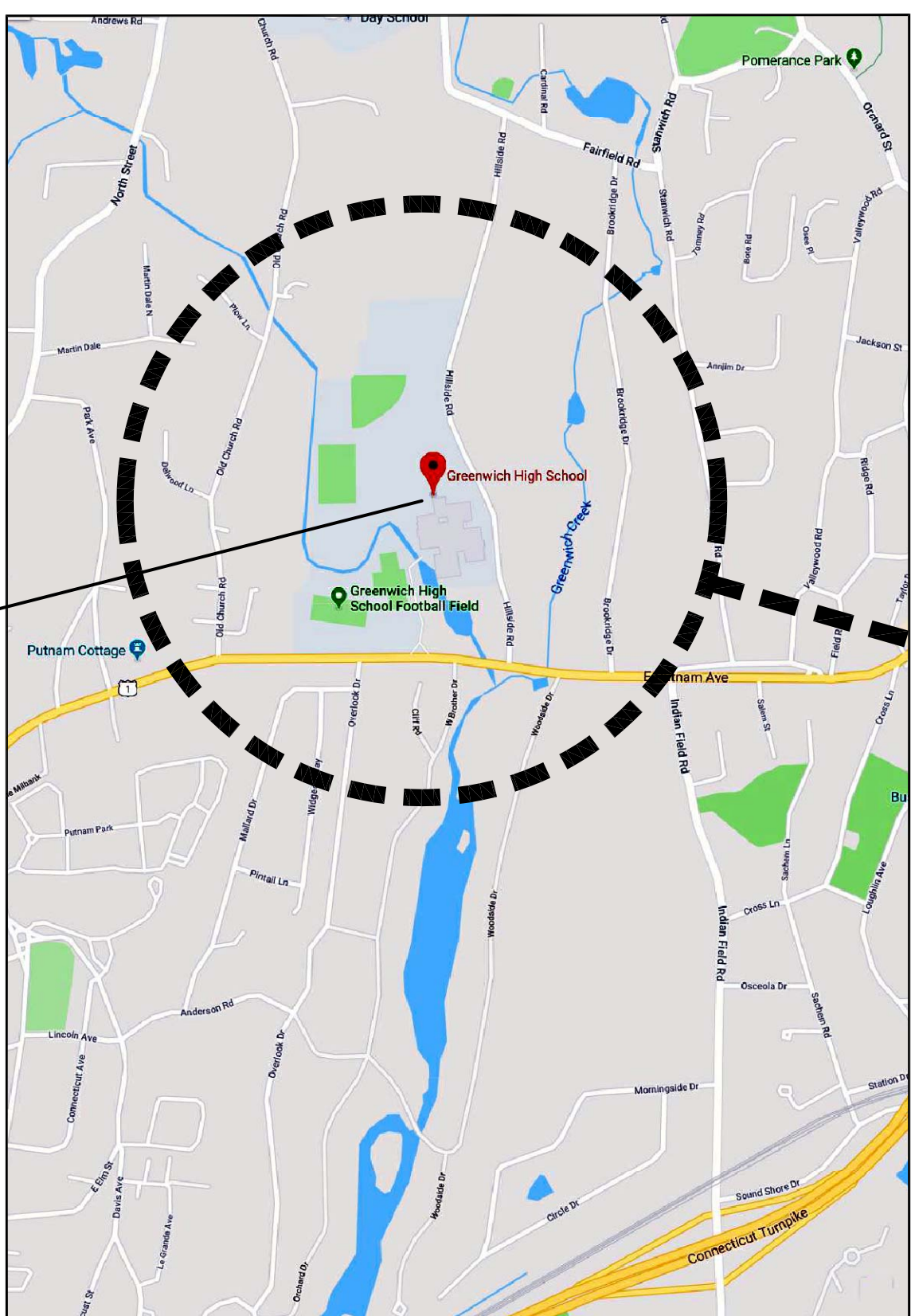
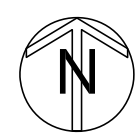
10 HILLSIDE ROAD, GREENWICH, CT 06830



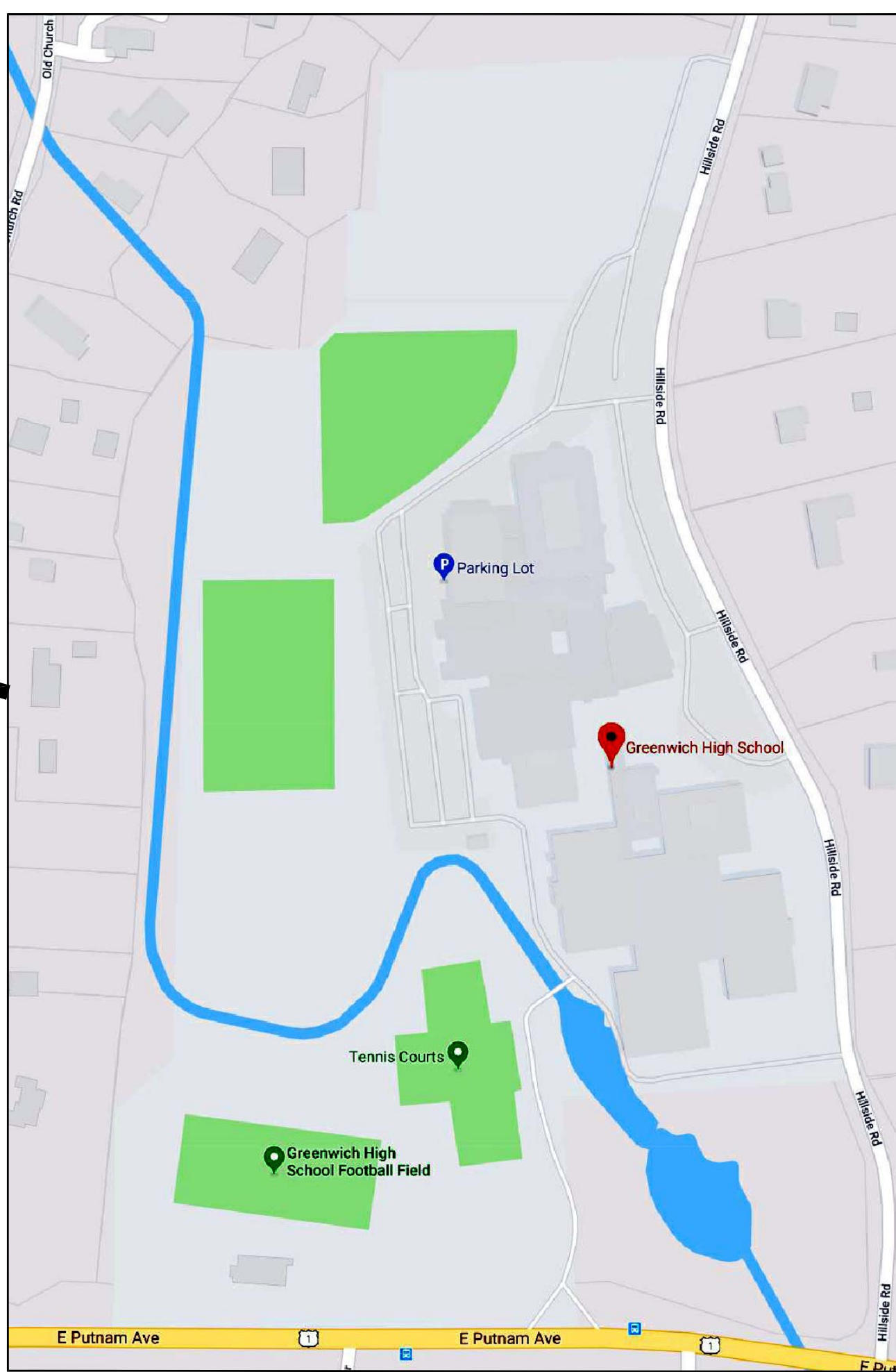
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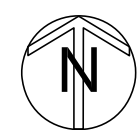
REGIONAL MAP  
NOT TO SCALE



VICINITY MAP  
NOT TO SCALE



SITE  
NOT TO SCALE



AERIAL VIEW  
NOT TO SCALE



**FULLER  
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**ARCHITECTS  
PLANNERS**

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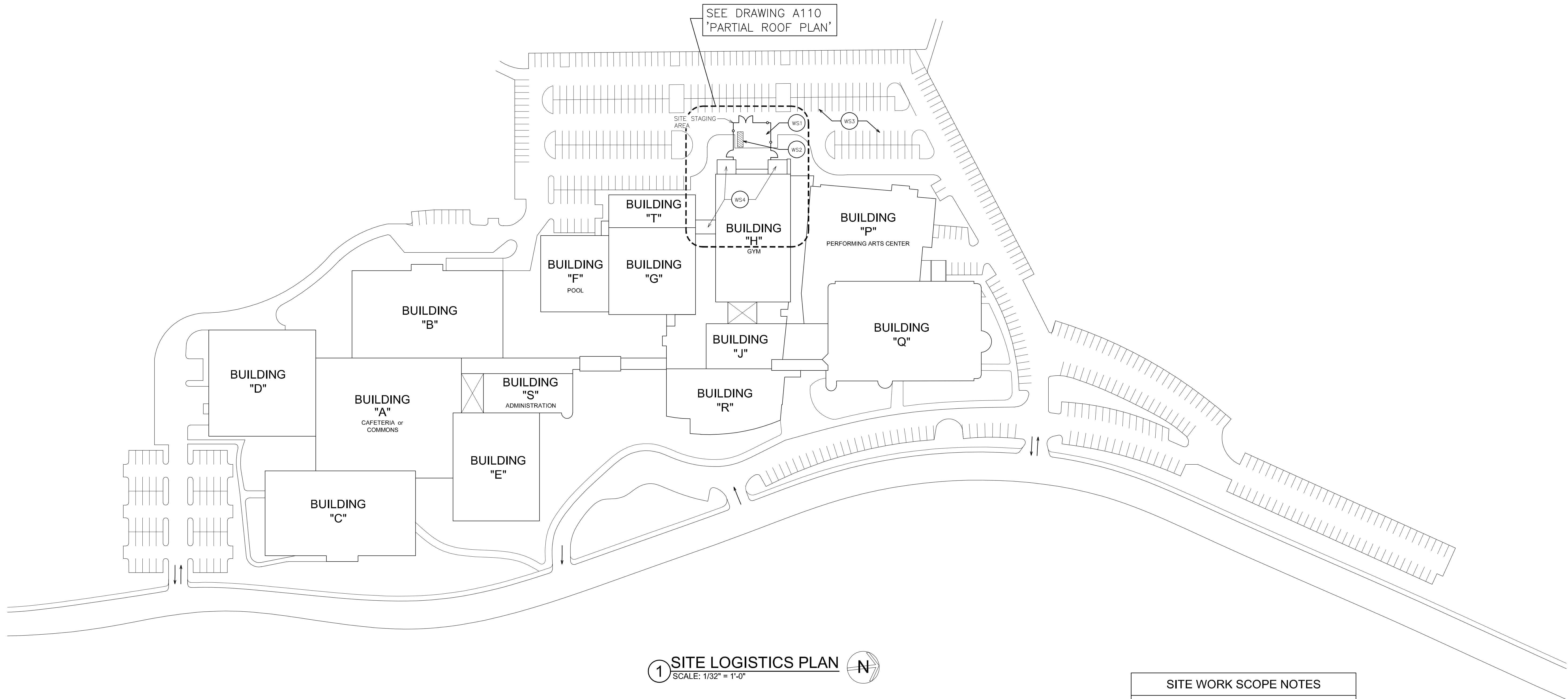
CONSULTANTS: ROOFING  
WATSKY ASSOCIATES, INC.  
20 MADISON AVENUE  
VALHALLA, NY 10595  
TEL: 914.948.3450  
FAX: 914.948.9493

		DRAWING NO.	
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1 SITE LOGISTICS PLAN  
SCALE: 1/32" = 1'-0"

**NOTE:**  
MAINTAIN ALL REQUIRED MEANS OF EGRESS FOR OCCUPIED AREAS OF BUILDING, COORDINATE REQUIREMENTS WITH DISTRICT.

**NOTE:**  
MAINTAIN SECURITY OF BUILDING AT ALL TIMES, SEE SPECIFICATIONS.

**NOTE:**  
PROVIDE ALL REQUIRED MATERIALS TO MAINTAIN BUILDING ENVELOPE IN A WEATHERTIGHT CONDITION AT ALL TIMES.

SITE WORK SCOPE NOTES

- WS1 PROVIDE TEMPORARY FENCE AND ENCLOSED AREA WITH LOCKABLE GATE SYSTEM FOR MATERIAL STORAGE, DUMPSTER AND PORTA POTTY.
- WS2 PROVIDE DUMPSTER, TO BE LOCATED WITH-IN FENCED AREA.
- WS3 COORDINATE SUMMER PARKING AREA FOR WORKERS WITH DISTRICT.
- WS4 PROTECT ALL AREAS OF ROOF REPLACEMENTS, ENSURE THAT ALL AREAS ARE LEFT WEATHERTIGHT AND SECURED AT THE END OF EACH WORK DAY.

GENERAL NOTES - SITE:

- ALLOW FOR PERIMETER FIRE VEHICLE ACCESS AT ALL TIMES.
- SECURE PROJECT RELATED AREAS OF WORK WHENEVER SITE WILL BE UNSUPERVISED AND AT THE END OF EVERY WORK DAY, COORDINATE REQUIREMENTS WITH DISTRICT.
- REPAIR & RESTORE ALL DISTURBED GRASS AREAS TO NEW.
- REPAIR & RESTORE ALL DISTURBED WALKS & ROADWAYS TO NEW.
- MAINTAIN ALL PATHS OF EGRESS OR ARRANGE OTHER LEGAL PATHS OF EGRESS, CLEARLY MARKED AND IDENTIFIED.

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PROJECT BY:  
GREENWICH HIGH SCHOOL  
10 PELLIERE ROAD, GREENWICH, CT 06830

DRAWING TITLE  
SITE PLAN

DATE  
04-01-2021

BID  
ISSUED TO

SCALE  
AS NOTED

DRAWING NO.  
C-1

DRAWN BY  
F & D

CHECKED BY  
F & D

FILE NO.  
21412.00



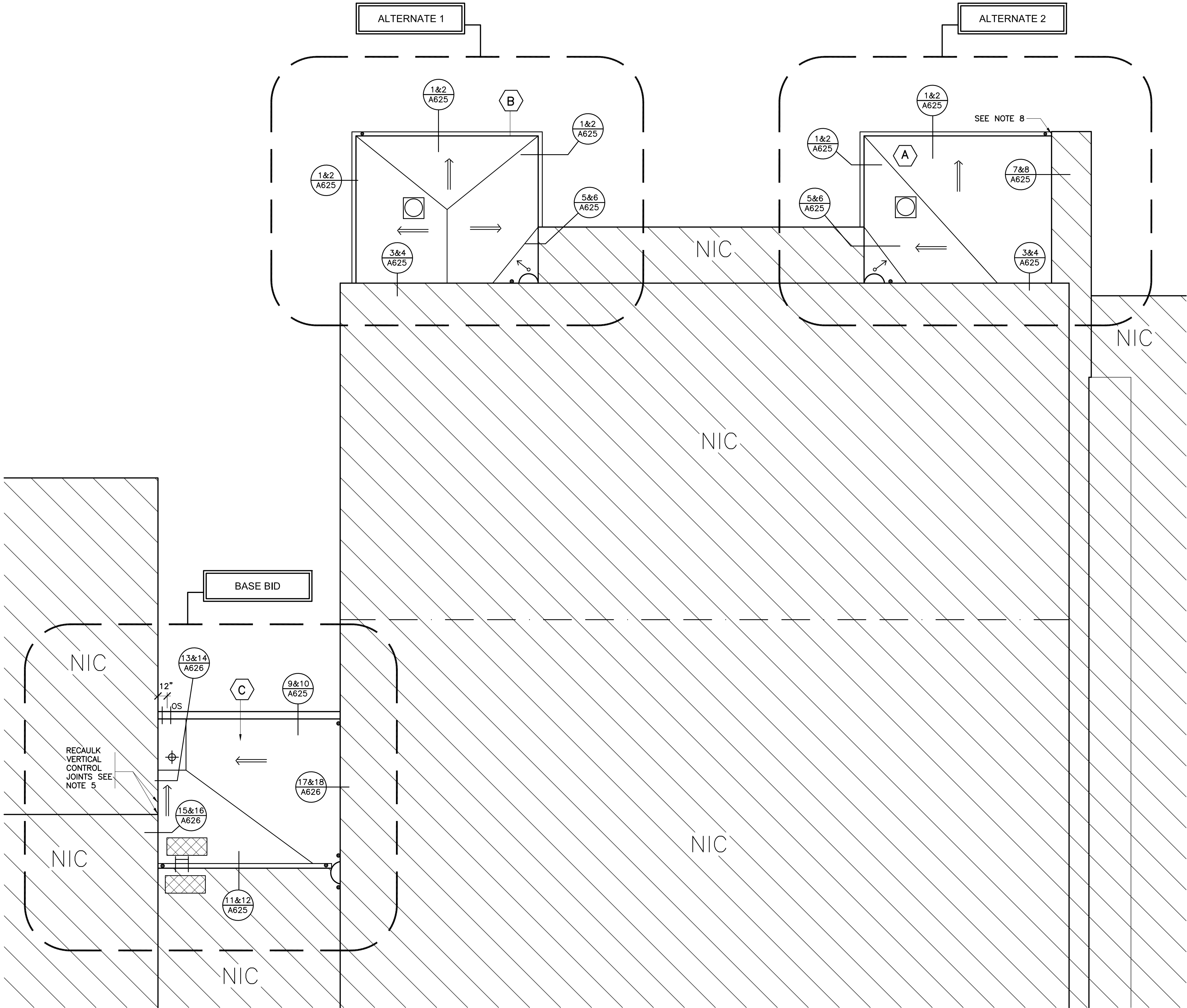
ROOF R-VALUE CALCULATIONS				
ROOF AREA	DECK TYPE	STARTING THICKNESS OF NEW INSULATION	AVERAGE THICKNESS OF NEW INSULATION	R-VALUE OF NEW INSULATION
A	METAL	5.5"	6.8"	39.8
B	METAL	5.5"	6.4"	37.4
C	METAL	5.5"	6.8"	39.8

NOTES:  
1. INSTALL INSULATION WITH A MINIMUM R-VALUE OF 30 FOR CONTINUOUS INSULATION ENTIRELY ABOVE THE DECK, TO MEET 2018 CONNECTICUT STATE BUILDING CODE AND 2015 ICC ENERGY CONSERVATION CODE TABLE C402.2, CLIMATE ZONE 5A.  
2. INSTALL TAPERED ISOCYANURATE INSULATION THAT SLOPES 1/8 INCH PER FOOT; MINIMUM STARTING THICKNESS 5-1/2 INCHES UNLESS OTHERWISE NOTED. INSTALL THE ISOCYANURATE INSULATION IN MULTIPLE LAYERS, WITH THE THICKEST LAYER BEING 4 INCHES. STAGGER ALL JOINTS BETWEEN LAYERS 12 INCHES.  
3. INSTALL ISOCYANURATE INSULATION CRICKETS UNDER THE TAPERED INSULATION.  
4. INSTALL THE COVER BOARD USING LOW RISE FOAM ADHESIVE.

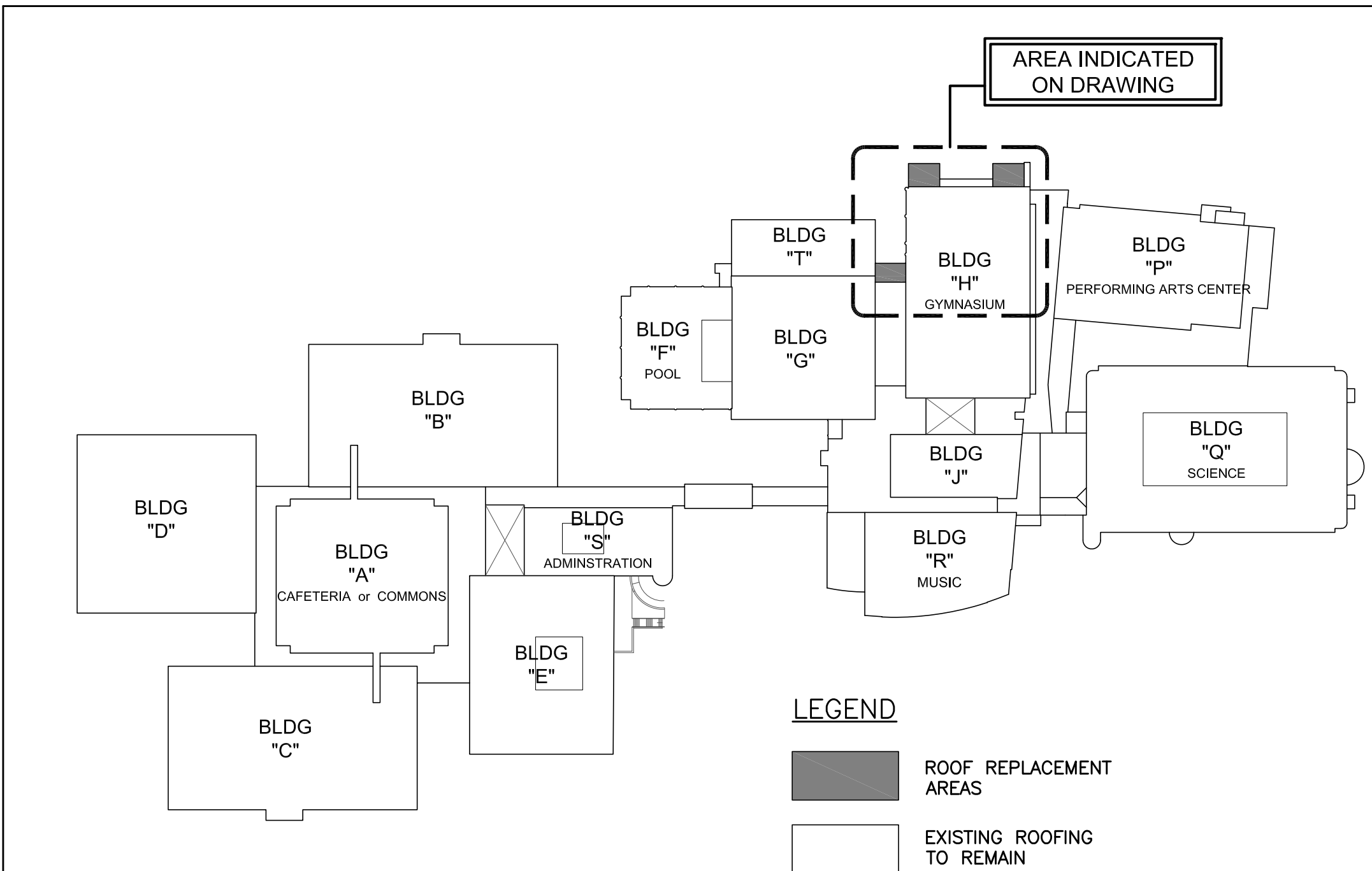
- NOTES:
- DIMENSIONS AND CONDITIONS ON THE ROOF PLAN AND DETAILS ARE APPROXIMATE AND SHALL BE CONFIRMED BY THE CONTRACTOR.
  - ONLY CERTAIN FASTENERS ARE SHOWN ON THE DRAWINGS, REFER TO THE SPECIFICATIONS FOR ADDITIONAL FASTENER REQUIREMENTS.
  - TEST THE INTERIOR AND UNDERGROUND DRAIN LINES IN THE WORK AREAS WITH A RUNNING HOSE FOR AT LEAST ONE HOUR PRIOR TO STARTING ANY OTHER WORK ON SITE. PROVIDE A WRITTEN REPORT OF ANY CLOGGED LINES TO THE OWNER.
    - CLOGGED DRAIN LINES REPORTED TO THE OWNER BEFORE WORK STARTS WILL BE CLEANED BY THE OWNER.
    - COVER & PROTECT ALL DRAIN OPENINGS AT THE BEGINNING OF EACH WORK DAY. REMOVE THE COVERS AT THE END OF EACH DAY AND BEFORE PRECIPITATION OCCURS.
    - PERFORM WHATEVER WORK IS REQUIRED SO ALL DRAIN LINES ARE CLEAN AND FREE FLOWING UPON COMPLETION OF THE PROJECT.
  - REPAIR EXHAUST EQUIPMENT HOUSINGS SO THEY ARE WATERTIGHT; REPLACE ANY MISSING PIECES.
  - RE-CAULK THE VERTICAL MASONRY CONTROL AND EXPANSION JOINTS IN THE CHANGE IN ELEVATION WALL ABOVE THE ROOF. REMOVE EXISTING SEALANT AND BACK UP MATERIALS, AND INSTALL NEW BACKER ROD AND SEALANT.
  - REFASTEN LOOSE SECTIONS OF THE METAL DECKS AS BASE BID WORK. REPLACE DAMAGED OR DETERIORATED SECTIONS OF DECK IN ACCORDANCE WITH THE UNIT PRICES.
  - INSTALL CONCRETE SPLASH BLOCKS OVER WALKWAY PADS AT BOTTOM OF ALL ROOF LEADERS THAT SPILL ONTO LOWER ROOFS.
  - FILL OPENING IN EXISTING WALL, AFTER REMOVING EXISTING THE GUTTER, WITH MATCHING MASONRY.
  - CONTRACTOR IS TO REMOVE ACOUSTICAL CEILING TILES AND GRID AS REQUIRED TO ACCOMPLISH ROOF DRAIN WORK. CONTRACTOR SHALL RESTORE CEILING SYSTEM, REPLACING ANY DIRTY, DAMAGED OR MISSING ITEMS AND PROVIDING NEW CEILING TILES AND GRID AS REQUIRED. RESTORED CEILING SHALL MATCH EXISTING.

- CODE COMPLIANCE REQUIREMENTS:
- INSTALL NEW ROOFING TO MEET THE FOLLOWING MINIMUM REQUIREMENTS:
    - 2018 CONNECTICUT STATE BUILDING CODE AND 2015 ICC ENERGY CODE.
    - UNDERWRITERS LABORATORIES INC. CLASS A EXTERNAL FIRE RATING FOR ROOF ASSEMBLIES TESTED IN ACCORDANCE WITH ASTM E 108 OR UL 790.
    - UNDERWRITERS LABORATORIES INC. STANDARD 1256 FOR ROOF ASSEMBLIES WITH FOAM INSULATION.
  - INSTALL ROOFING TO COMPLY WITH THE WIND UPLIFT REQUIREMENTS OF THE 2018 CONNECTICUT STATE BUILDING CODE:
    - RISK CATEGORY III
    - BASIC WIND SPEED 130 MPH
    - EXPOSURE CATEGORY B
    - BUILDING HEIGHT 30 FT.
  - INSTALL ROOFING AS INDICATED TO RESIST THE FOLLOWING UPLIFT LOADS, CALCULATED IN ACCORDANCE WITH ASCE 7 USING A SAFETY FACTOR OF 2:
    - FIELD ZONE: 60 PSF
    - PERIMETER ZONE: 100 PSF
    - CORNER ZONE: 150 PSF
  - FABRICATE AND INSTALL ROOF PERIMETER FLASHINGS THAT COMPLY WITH THE 2018 CONNECTICUT STATE BUILDING CODE AND WITH ANSI/SPRI ES-1 "WIND STANDARD FOR EDGE SYSTEMS USED WITH LOW SLOPE ROOFING SYSTEMS".

- ROOF PROTECTION NOTES:
- AVOID WALKING ON NEW AND EXISTING ROOFING.
  - DO NOT STORE MATERIAL OR EQUIPMENT, AND DO NOT PILE DEBRIS ON NEW ROOF AREAS.
  - INSTALL 1-1/2 INCH THICK EXTRUDED POLYSTYRENE INSULATION OVER 6 MIL FIRE RETARDANT POLYETHYLENE, COVERED WITH 2x10 WOOD PLANKS TO PROTECT ROOFING WHERE CONSTRUCTION WORK AND TRAFFIC WILL OCCUR.
  - NEATLY CUT AND POSITION ROOF PROTECTION COMPONENTS TO FIT WITHIN 1/2 INCH OF ROOF PENETRATIONS, EAVES AND CHANGE IN ELEVATION WALLS.
  - DO NOT COVER THE ROOF DRAINS. MAINTAIN THE ROOF DRAIN STRAINERS VISIBLE AND CLEAR AT ALL TIMES.



PARTIAL ROOF PLAN  
0' 2' 4' 8'



KEY PLAN  
NOT TO SCALE



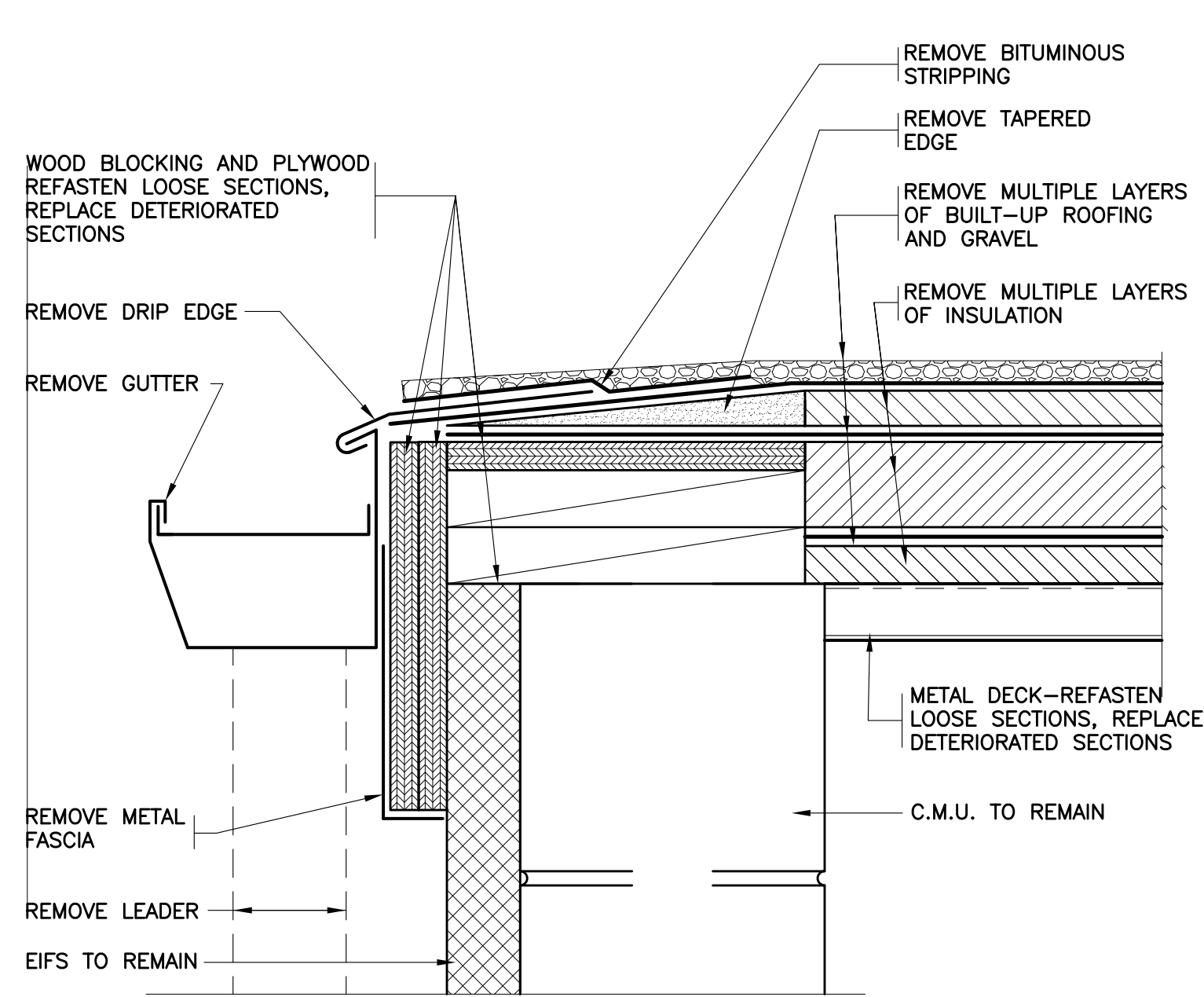
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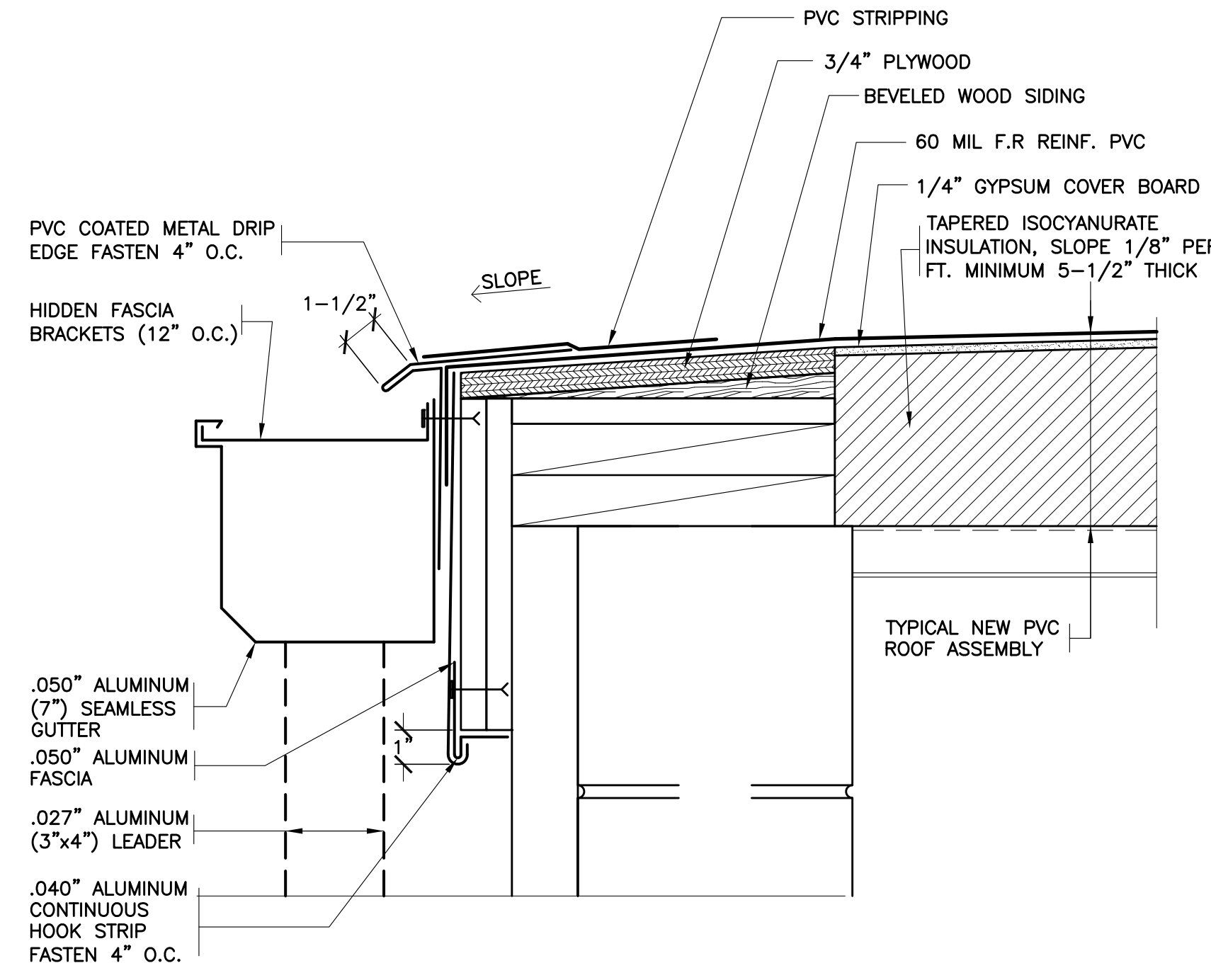
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PROJECT: SELECT ROOF REPLACEMENT GREENWICH HIGH SCHOOL 00 GREENWICH, CT 06830 DRAWING TITLE: PARTIAL ROOF PLAN	
DATE: 04-01-2021	BID ISSUED TO:
SCALE: AS NOTED	DRAWING NO. A110
DRAWN BY: F & D	CHECKED BY: F & D
FILE NO. 21412.00	

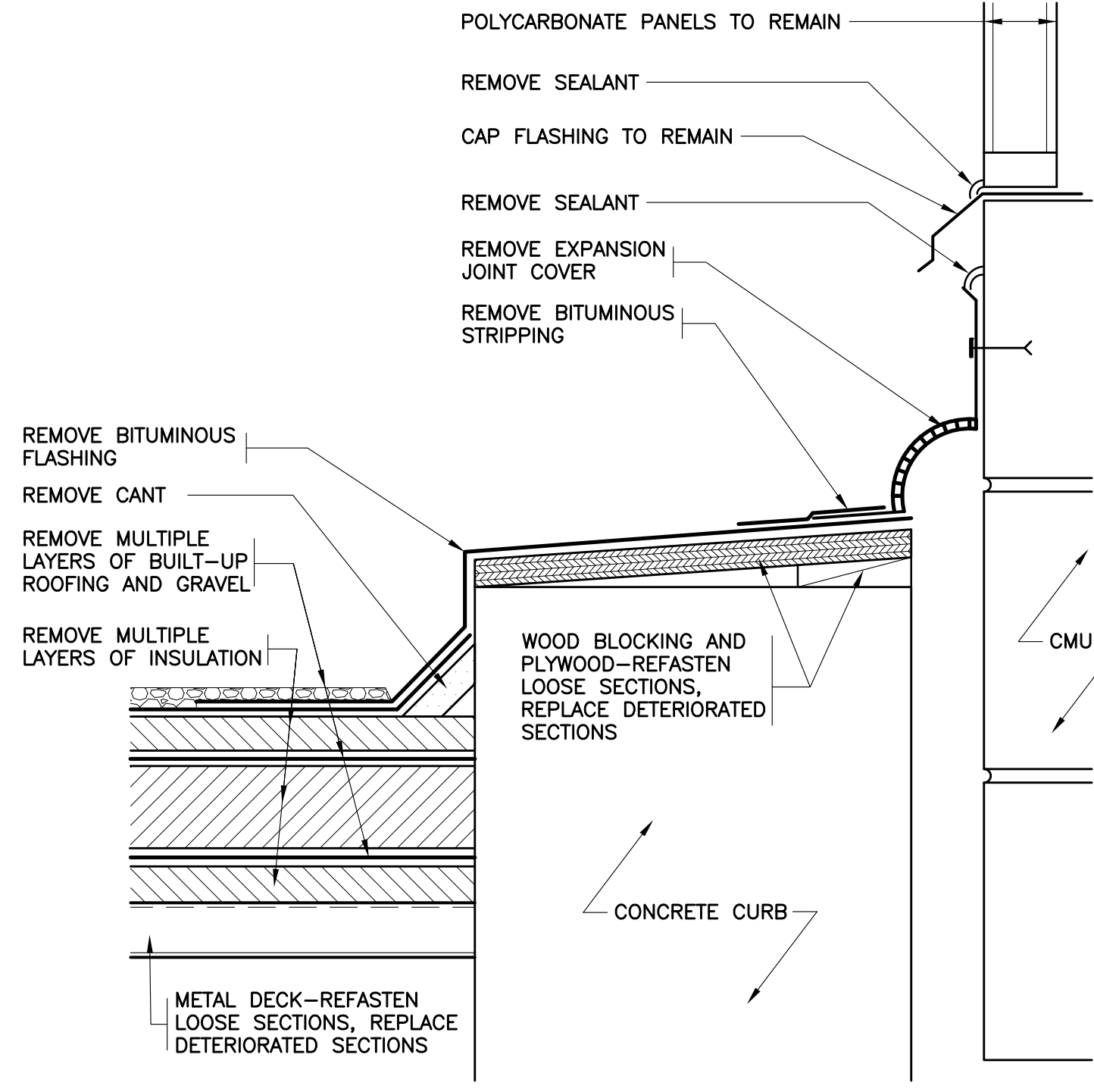




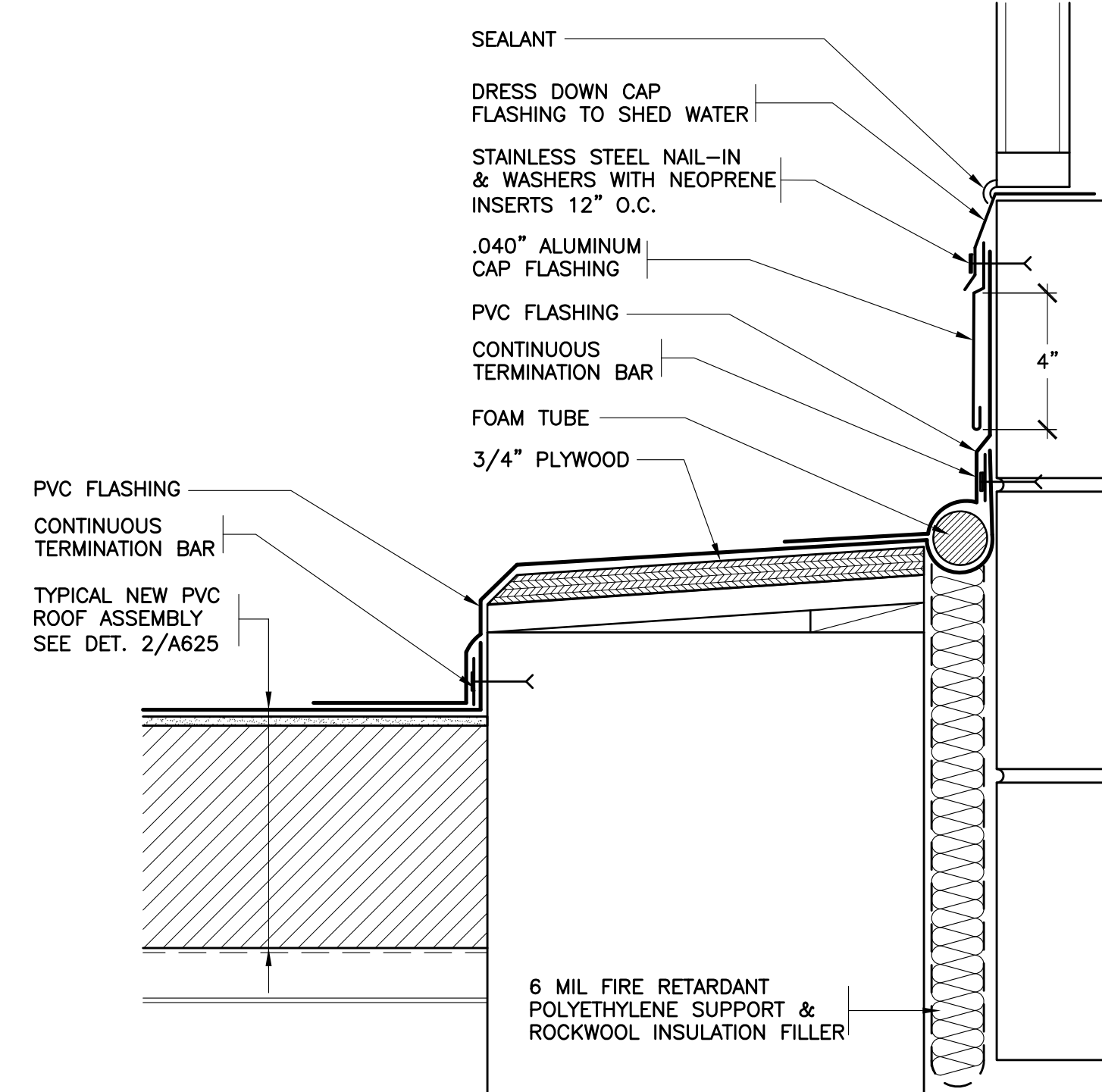
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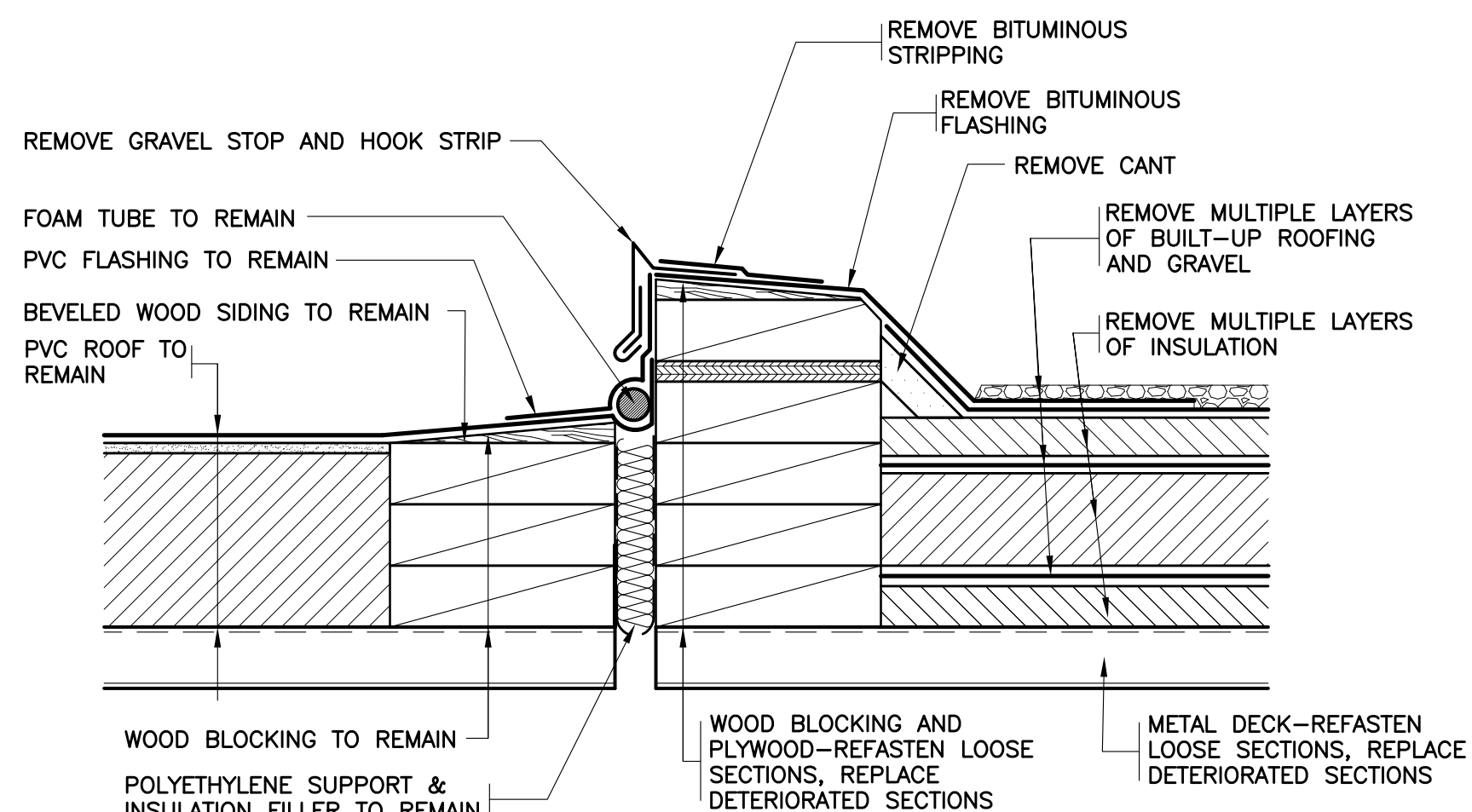
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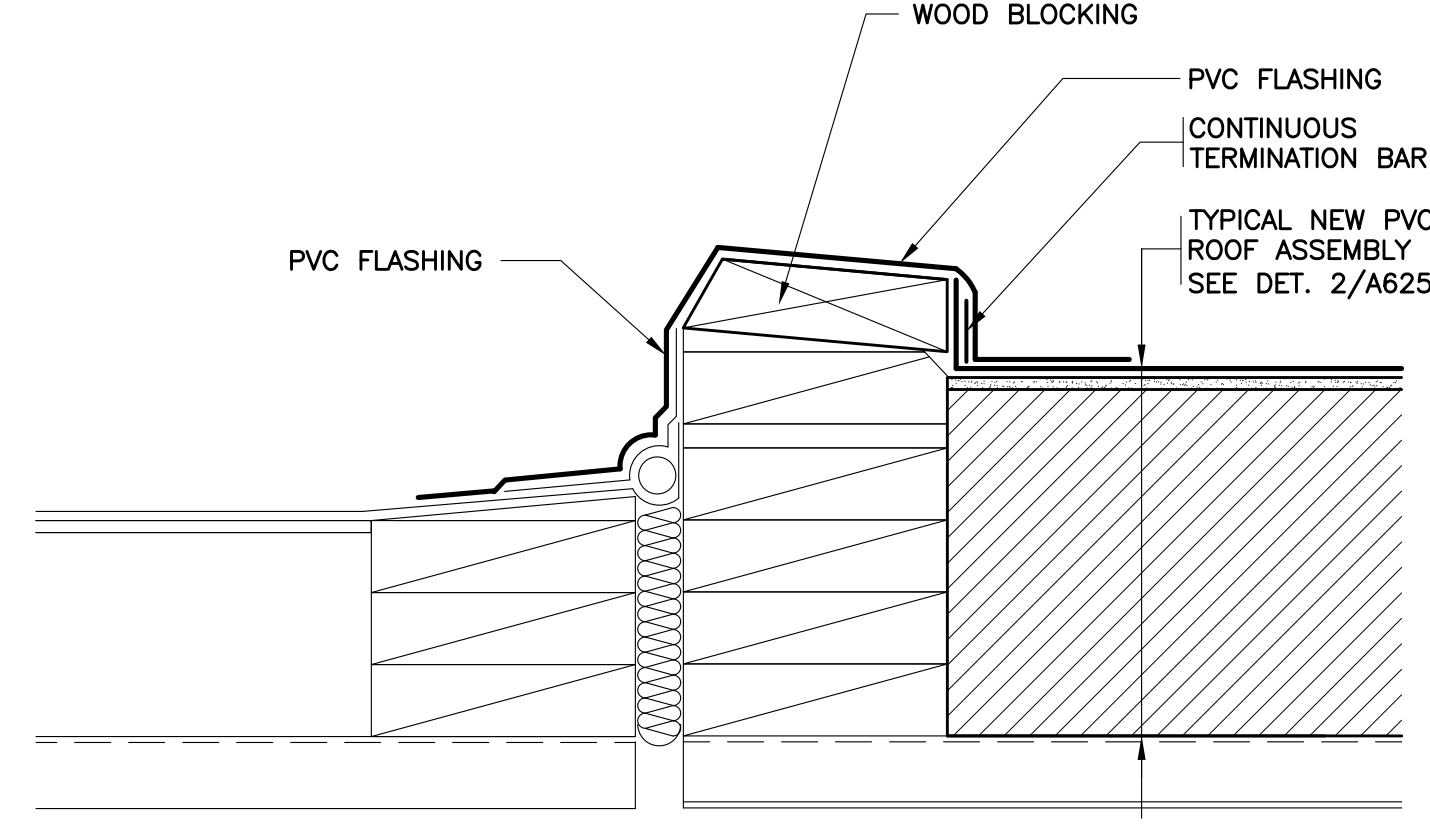
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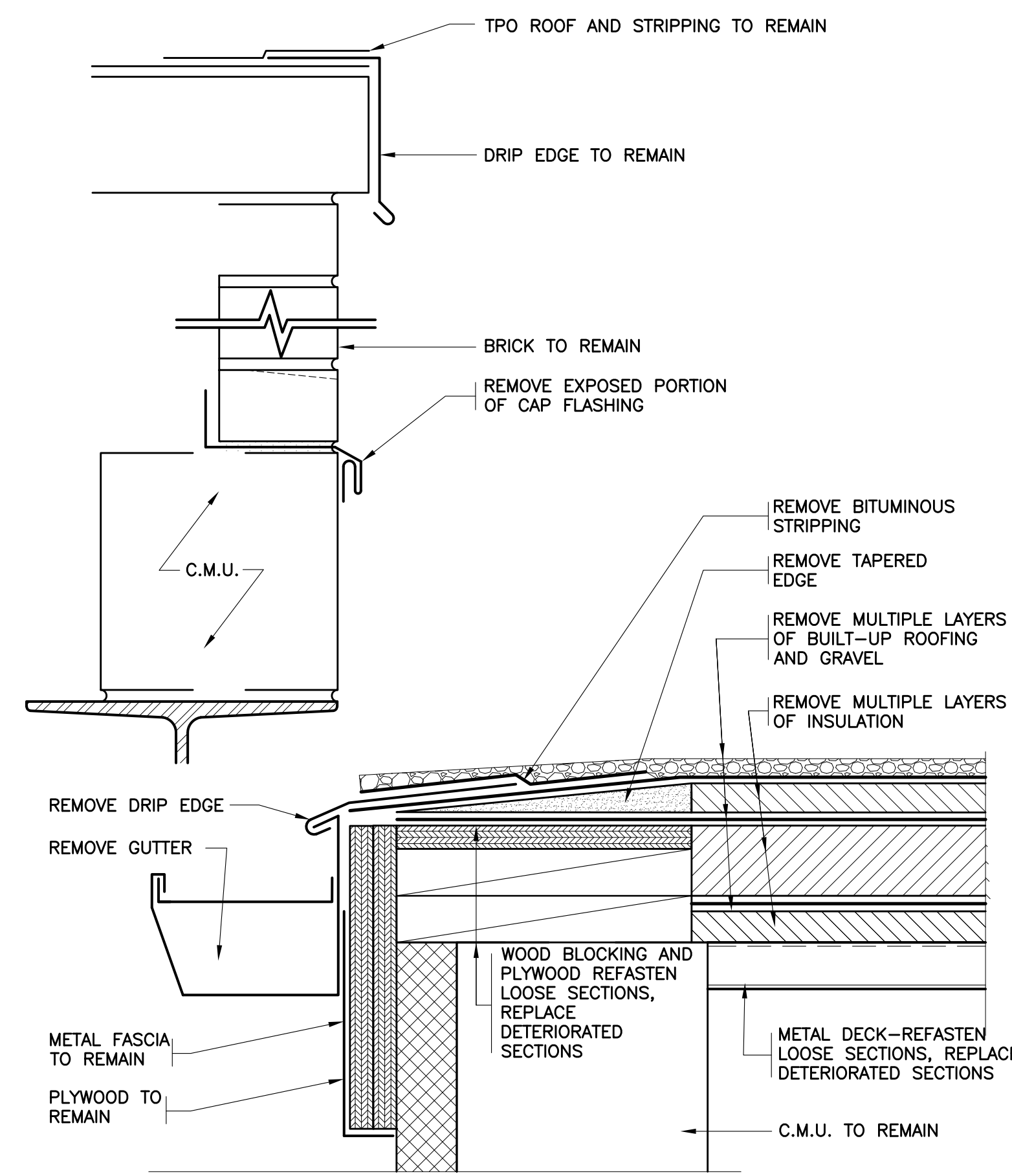
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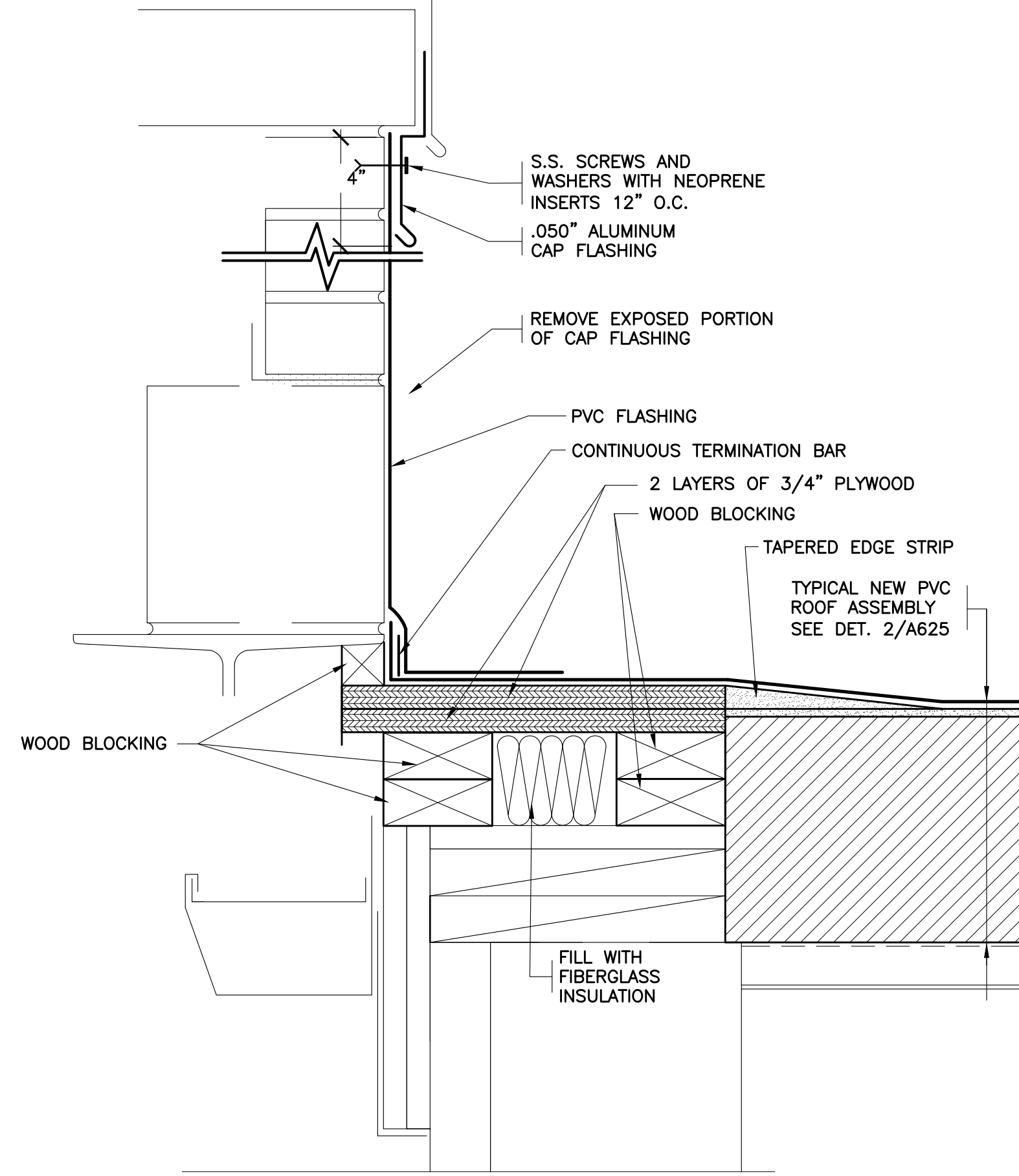
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SCALE: 3"=1'-0"



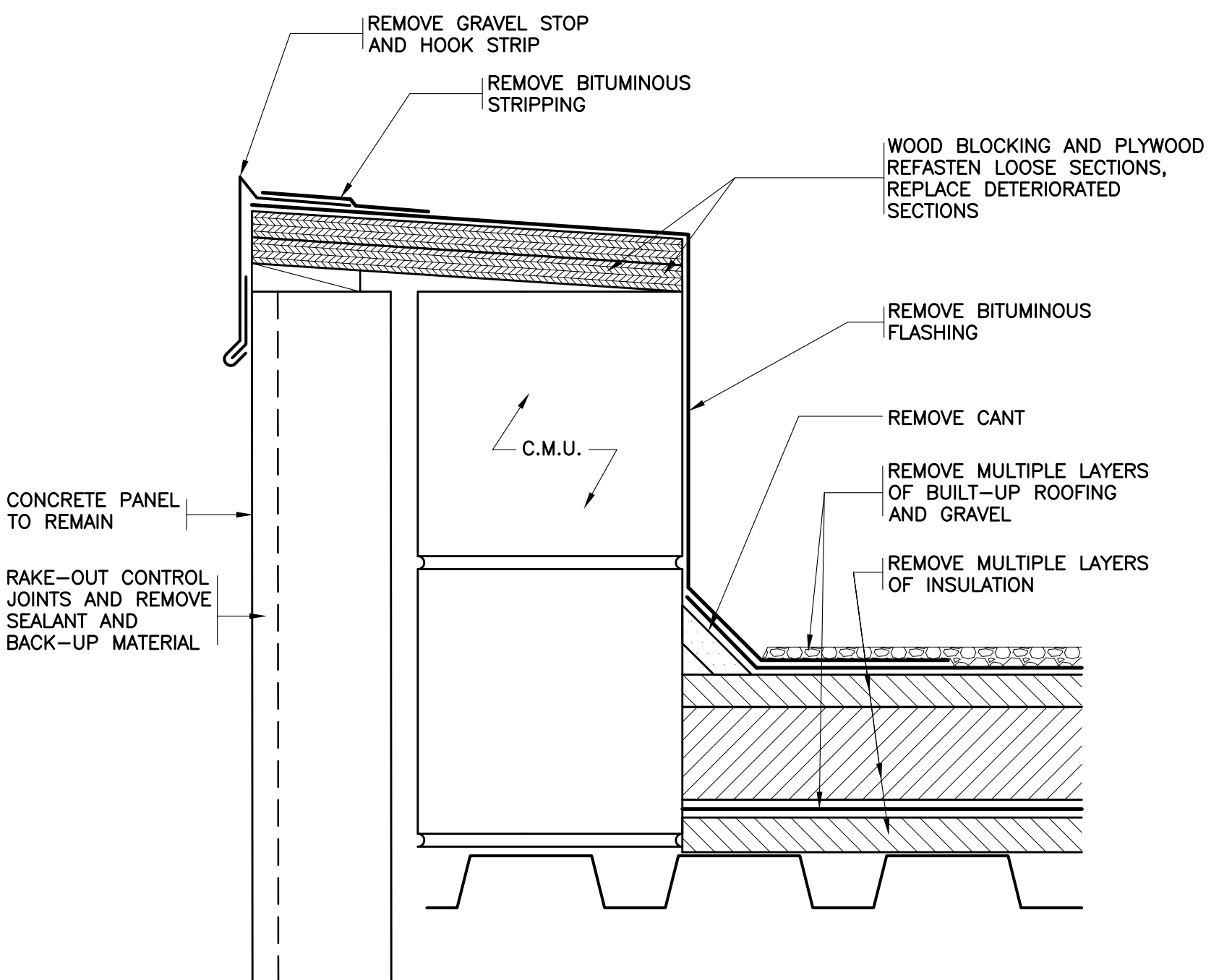
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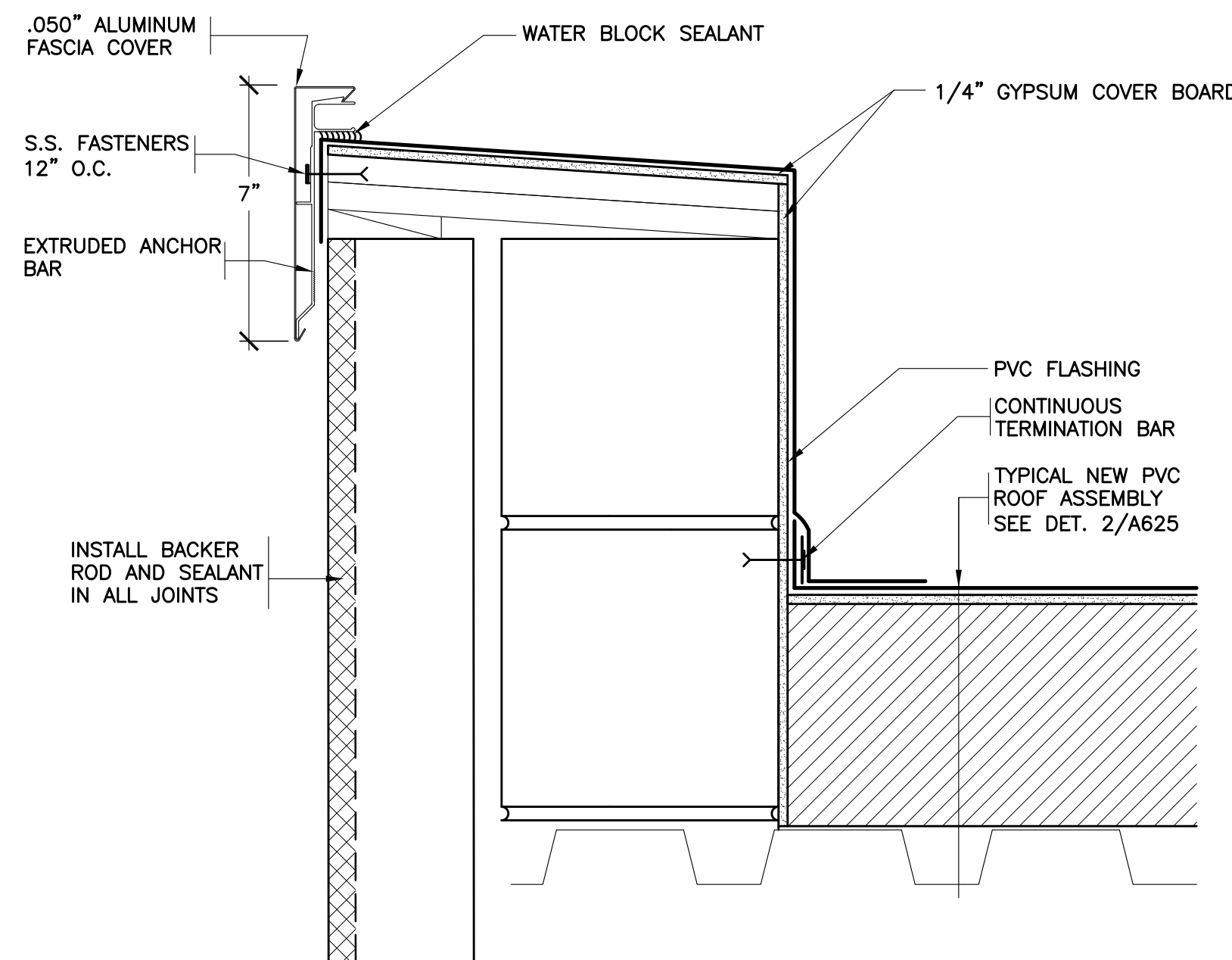
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SCALE: 3"=1'-0"



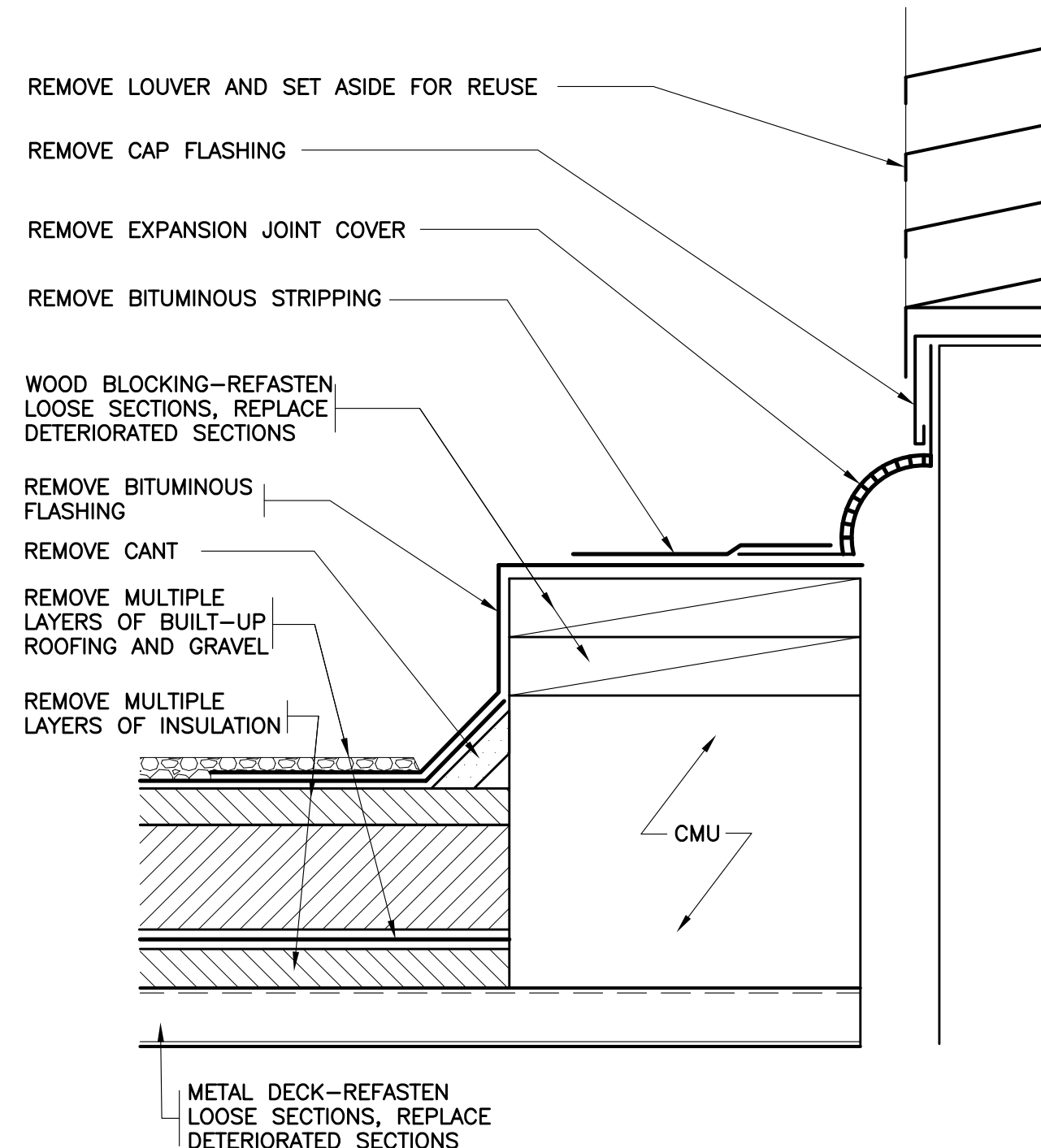
8 REVISED GUTTER EAVE  
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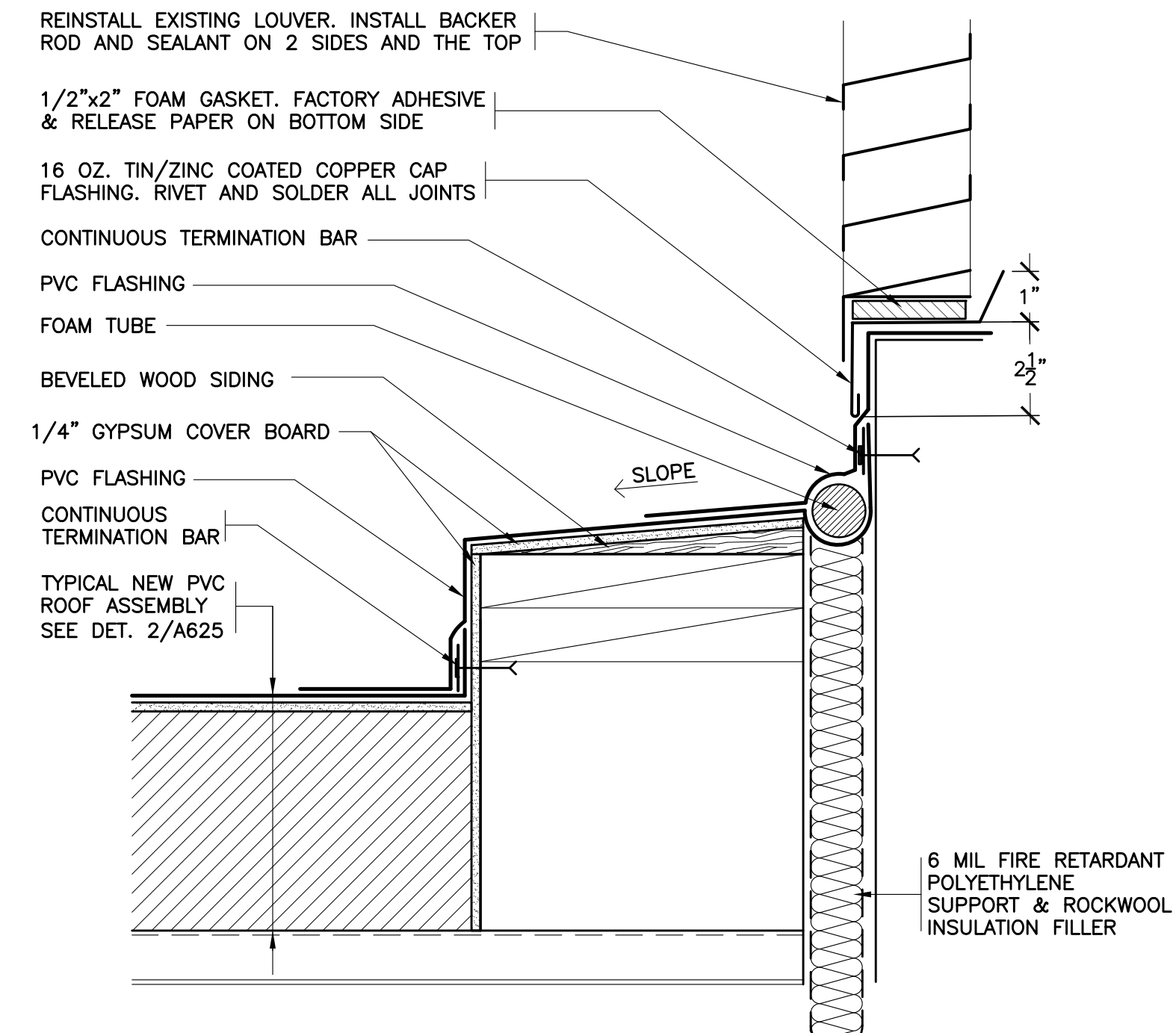
9 EXISTING PARAPET  
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10 REVISED PARAPET  
SCALE: 3"=1'-0"



11 EXISTING EXPANSION JOINT @ WALL LOUVERS  
SCALE: 3"=1'-0"



12 REVISED EXPANSION JOINT @ WALL LOUVERS  
SCALE: 3"=1'-0"

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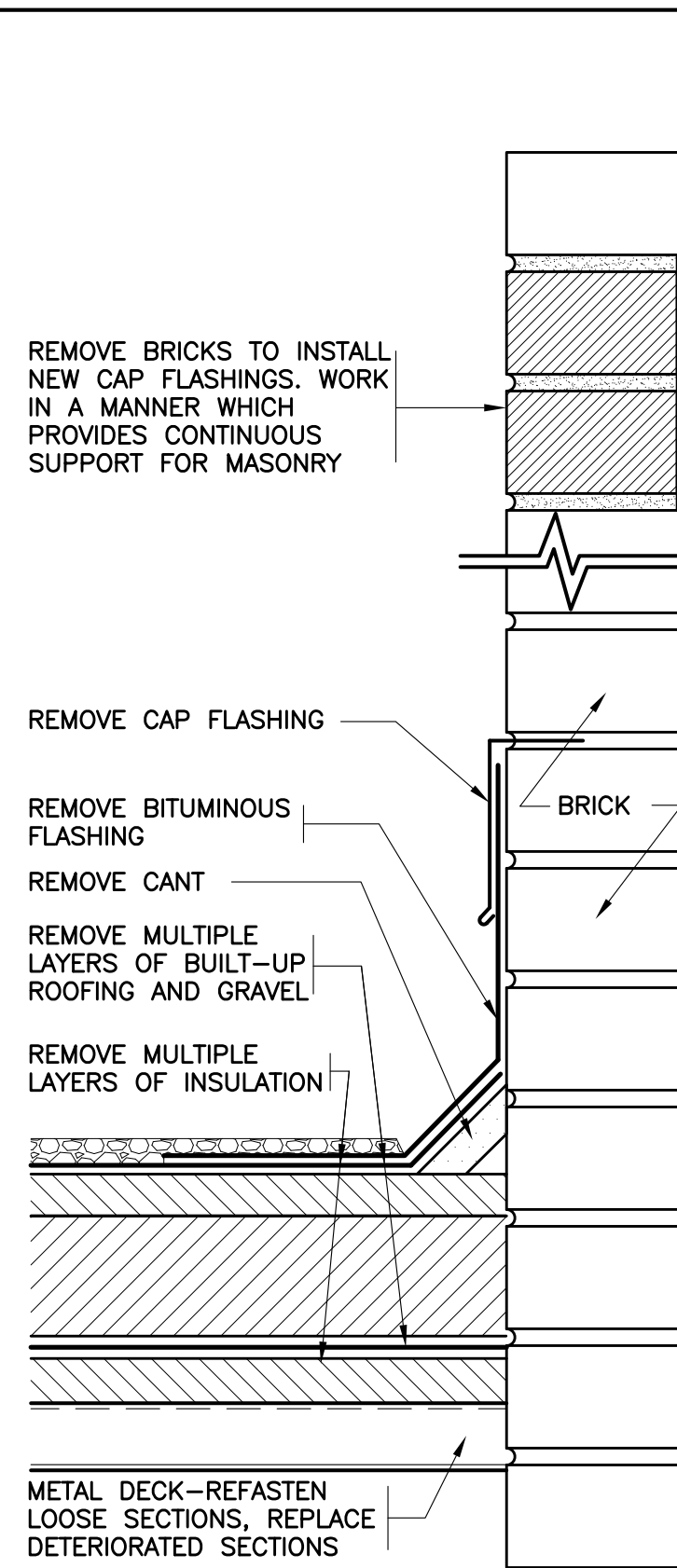
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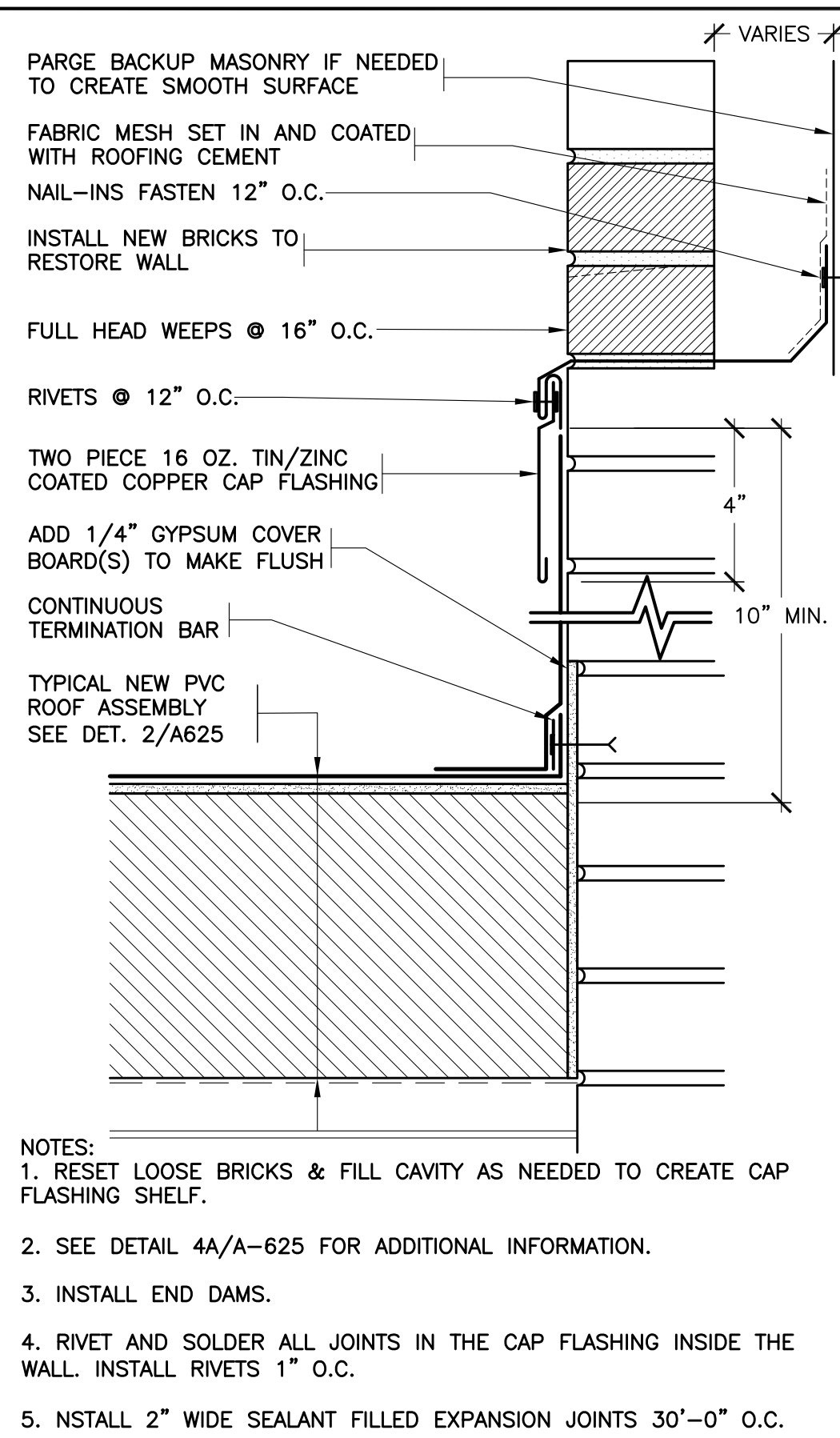
PROJECT: SELECT ROOF REPLACEMENT  
GREENWICH HIGH SCHOOL  
10 HILLSIDE ROAD, GREENWICH, CT 06830  
DRAWING TITLE: ROOF DETAILS

DATE: 04-01-2021	ISSUED TO: BID
SCALE: AS NOTED	DRAWING NO. A625
DRAWN BY: F & D	CHECKED BY: F & D
FILE NO. 21412.00	

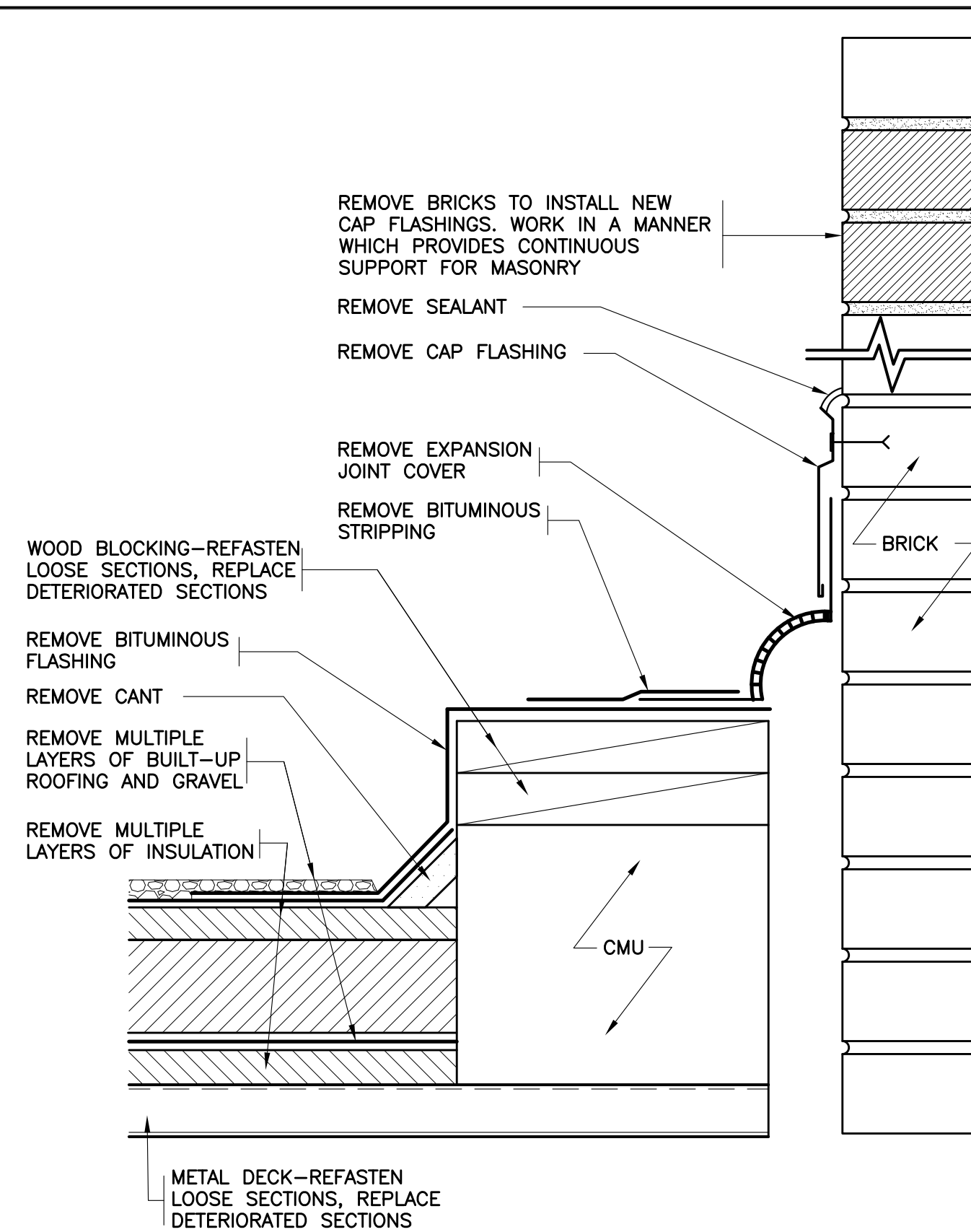




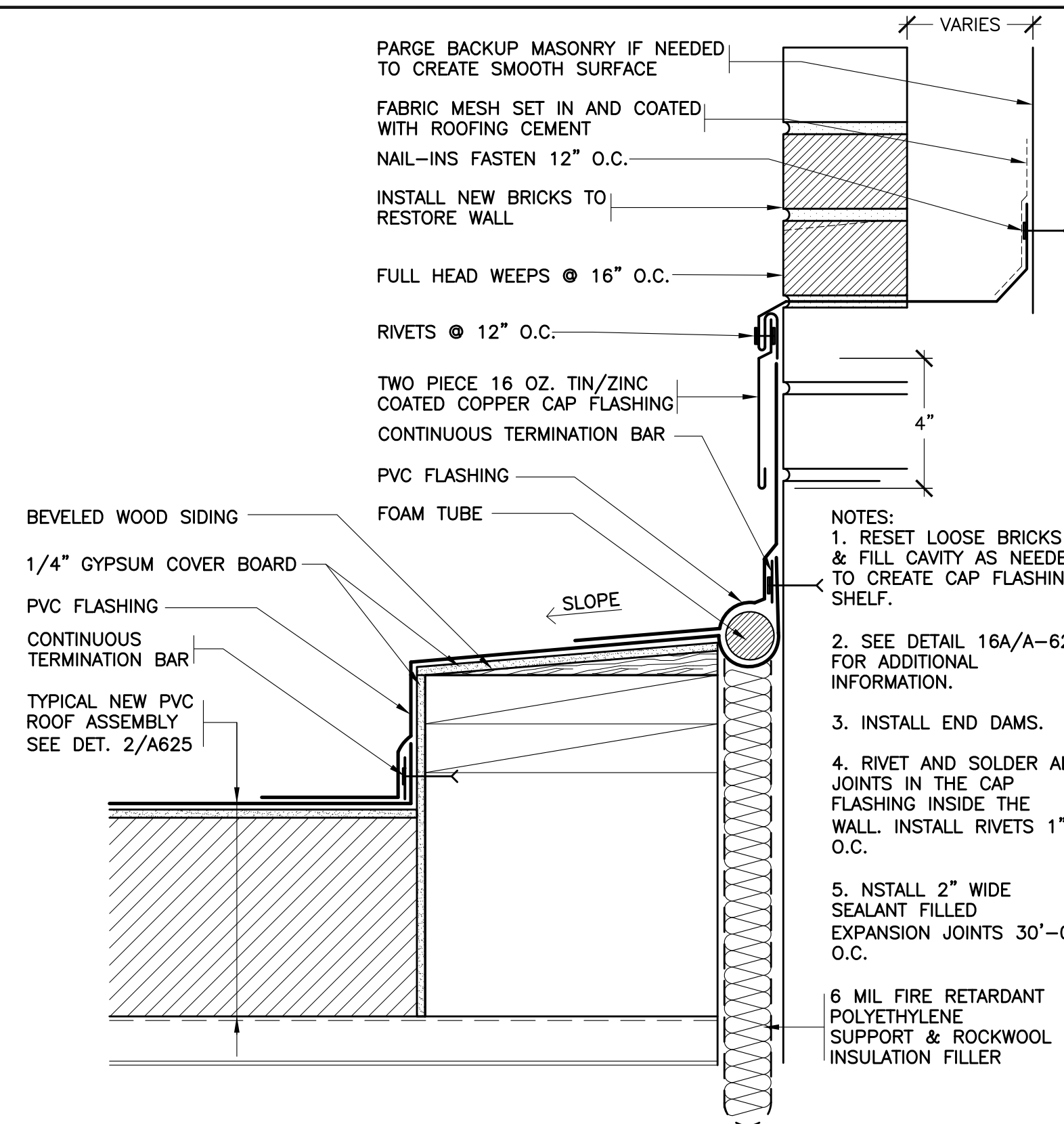
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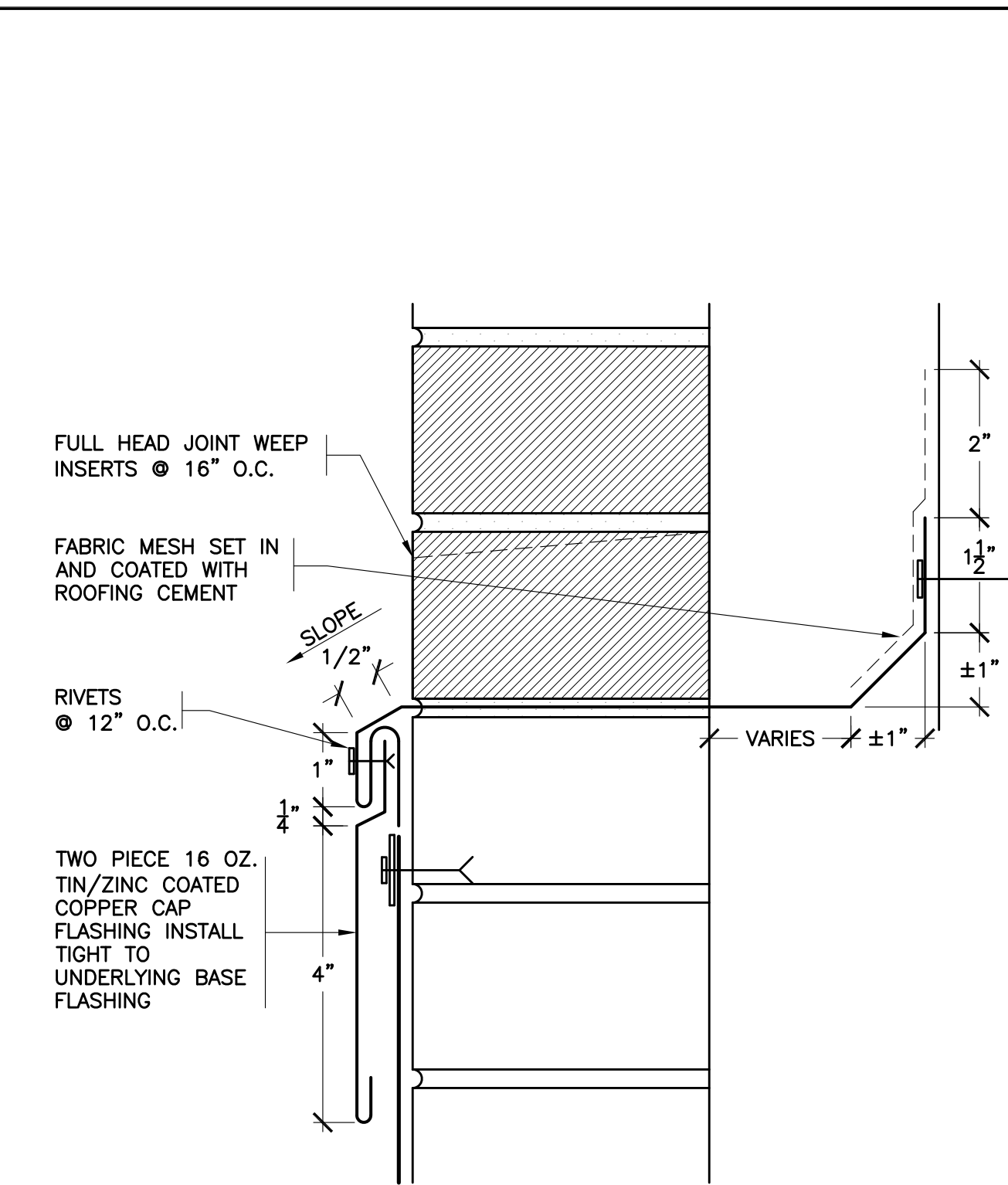
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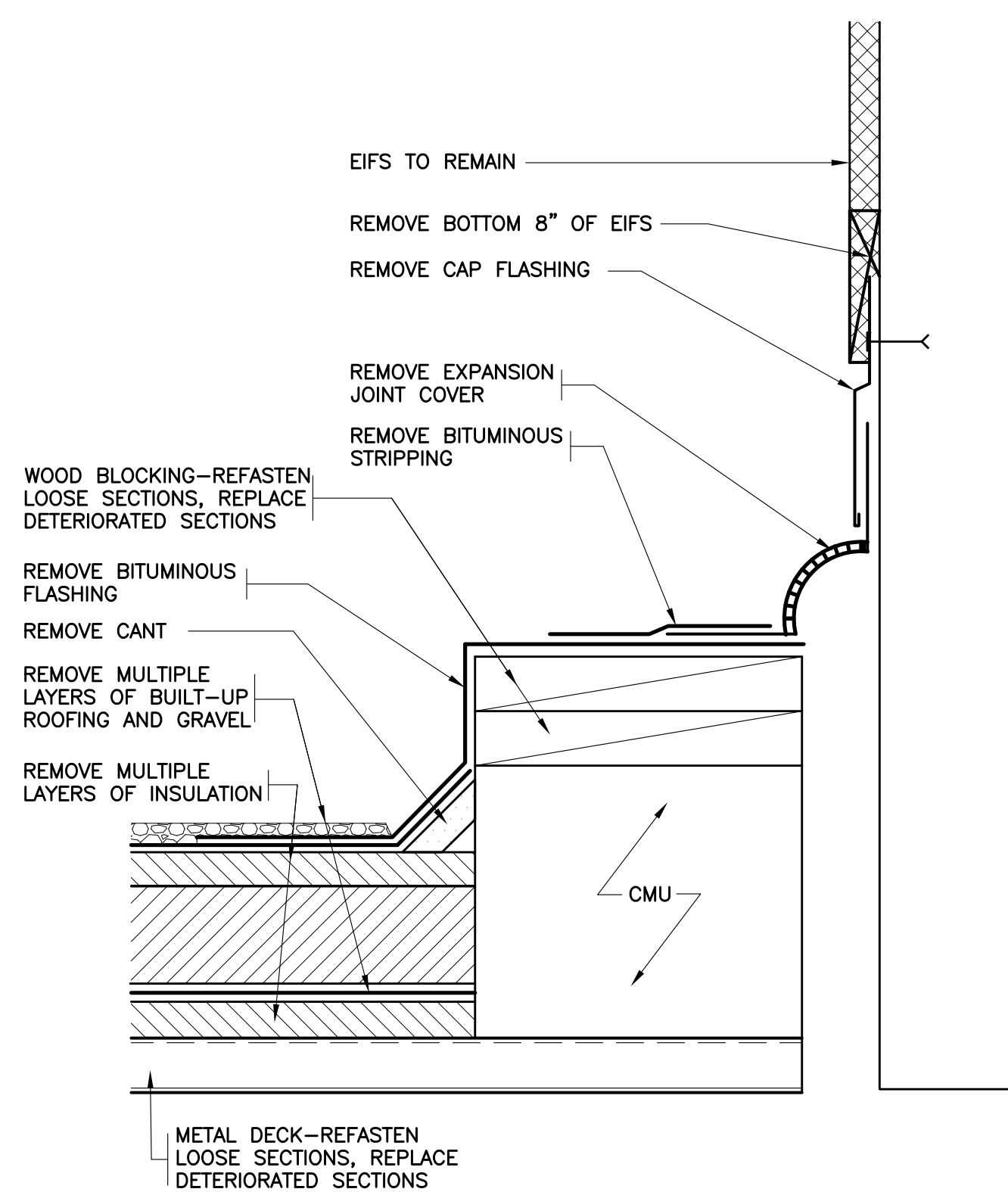
15 EXISTING EXPANSION JOINT @ BRICK WALL  
SCALE: 3"=1'-0"



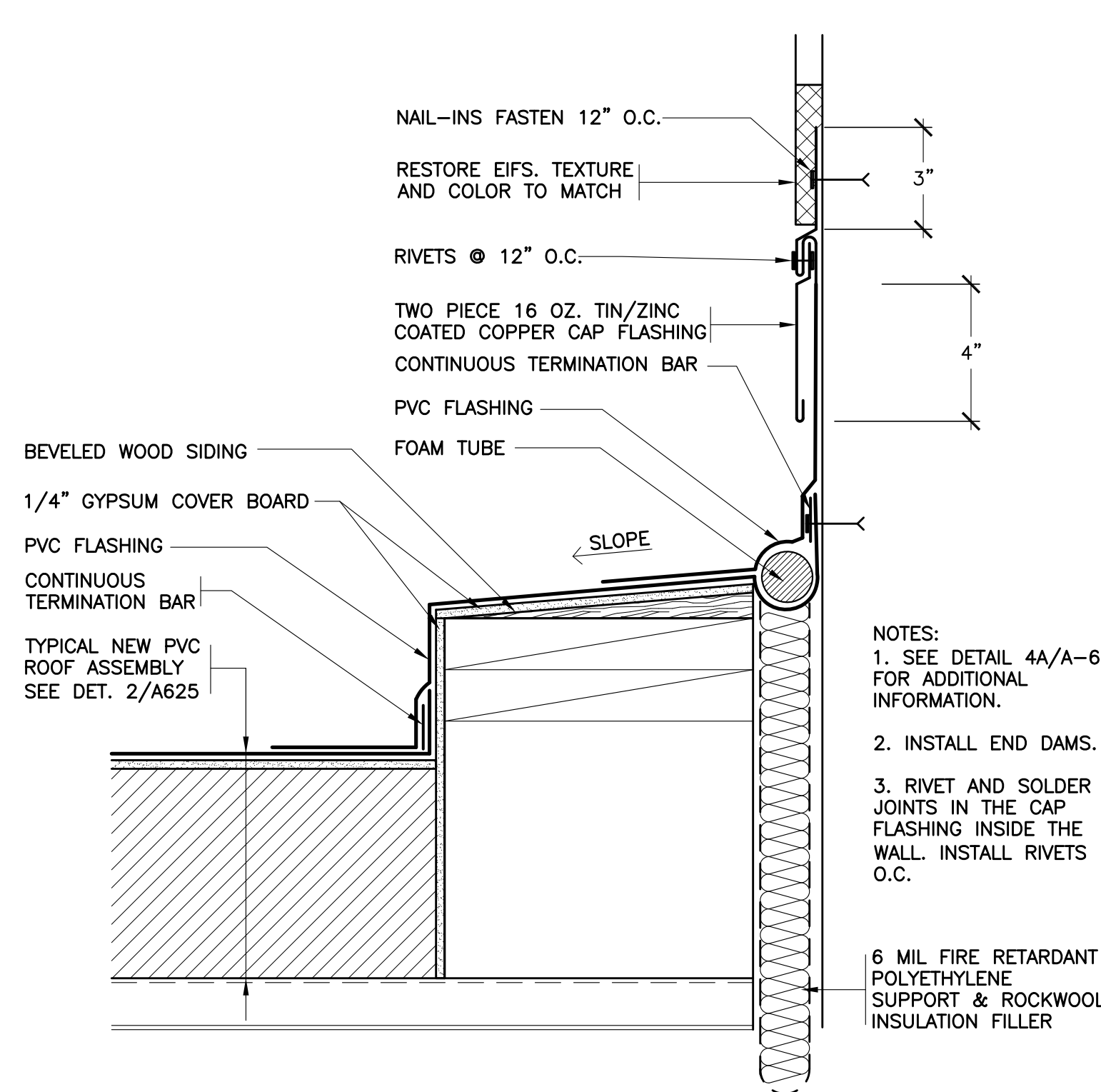
16 REVISED EXPANSION JOINT @ BRICK WALL  
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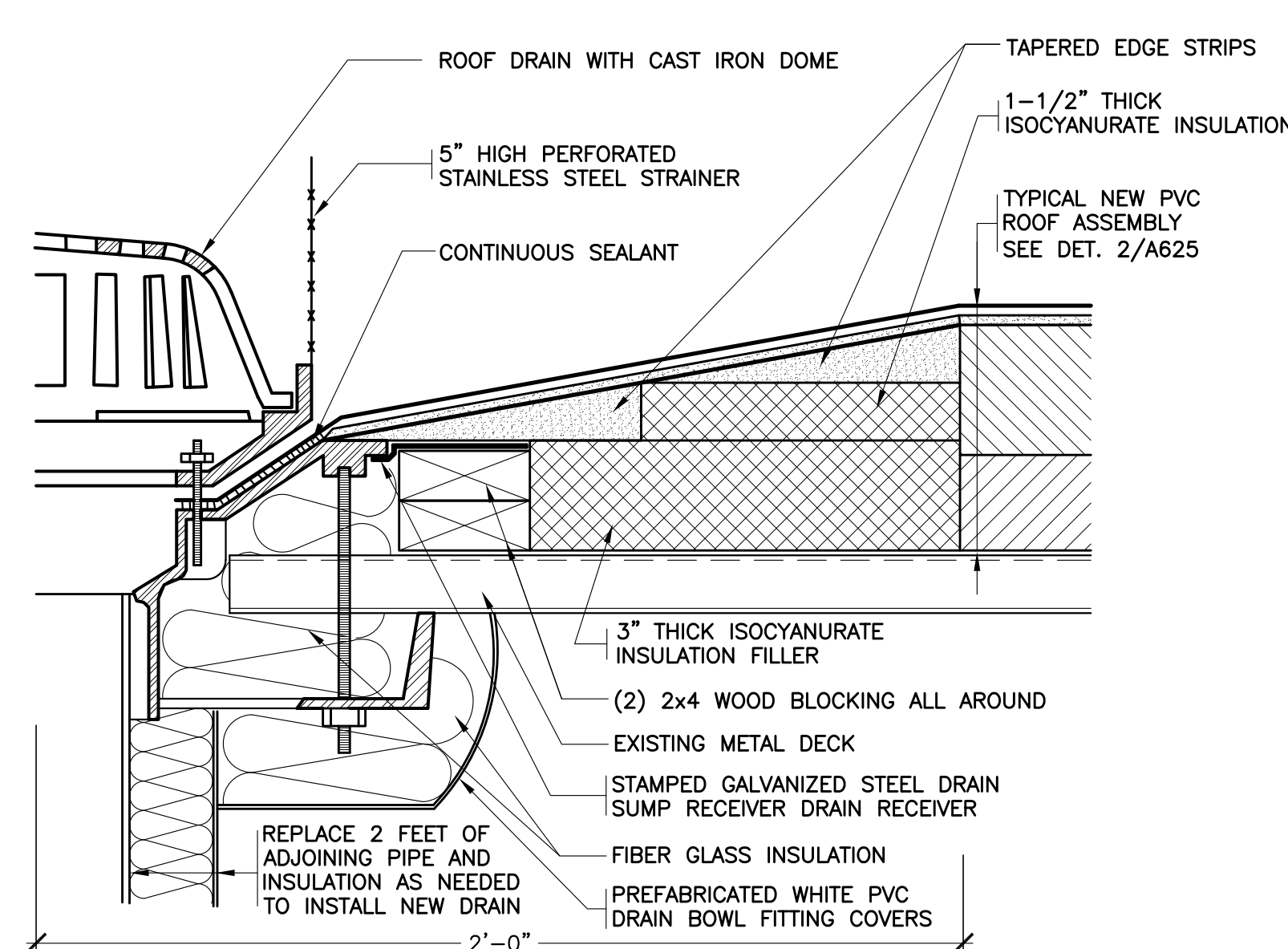
16A REVISED CAP FLASHING  
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17 EXISTING EXPANSION JOINT @ EIFS WALL  
SCALE: 3"=1'-0"

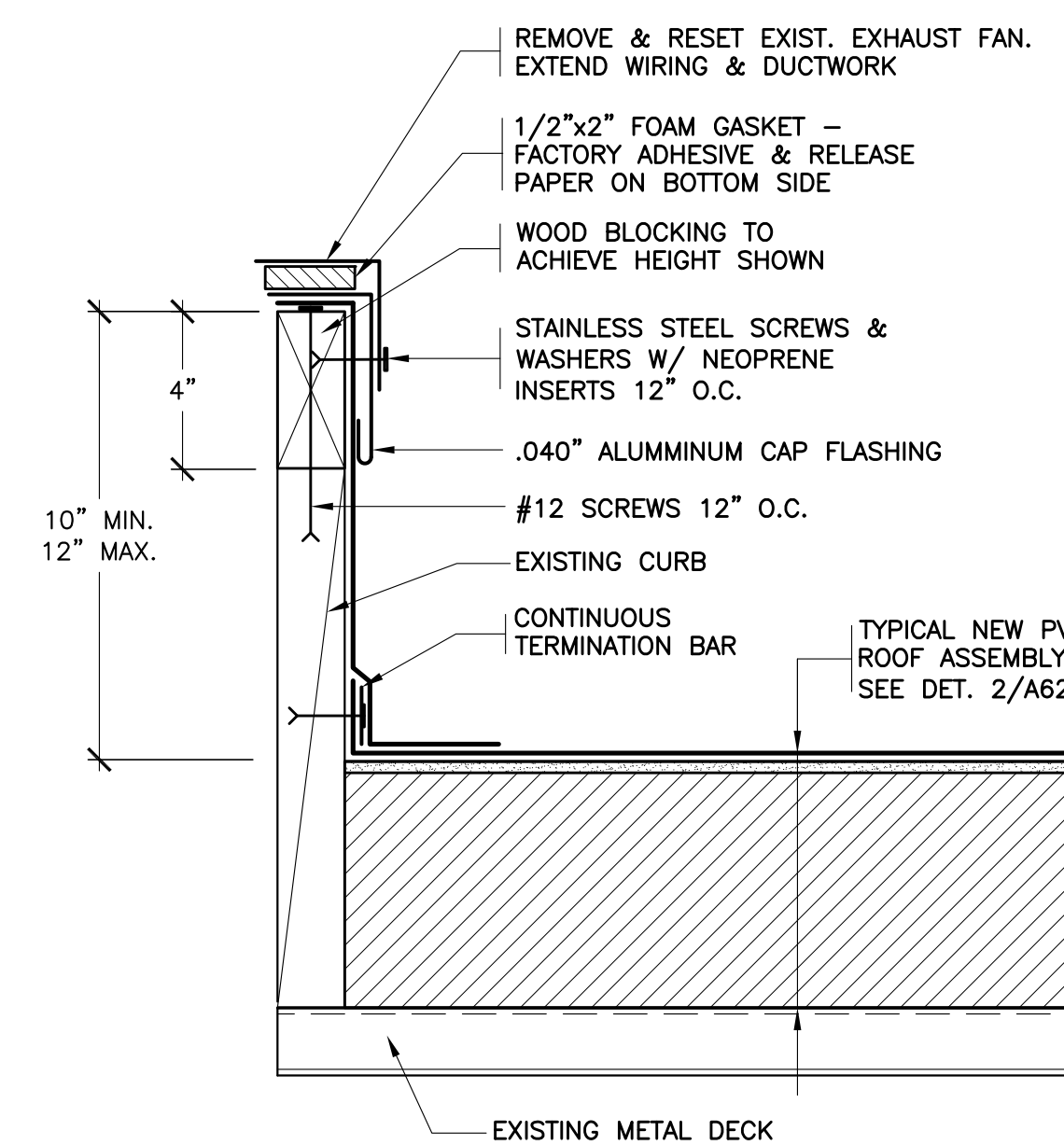


18 REVISED EXPANSION JOINT @ EIFS WALL  
SCALE: 3"=1'-0"

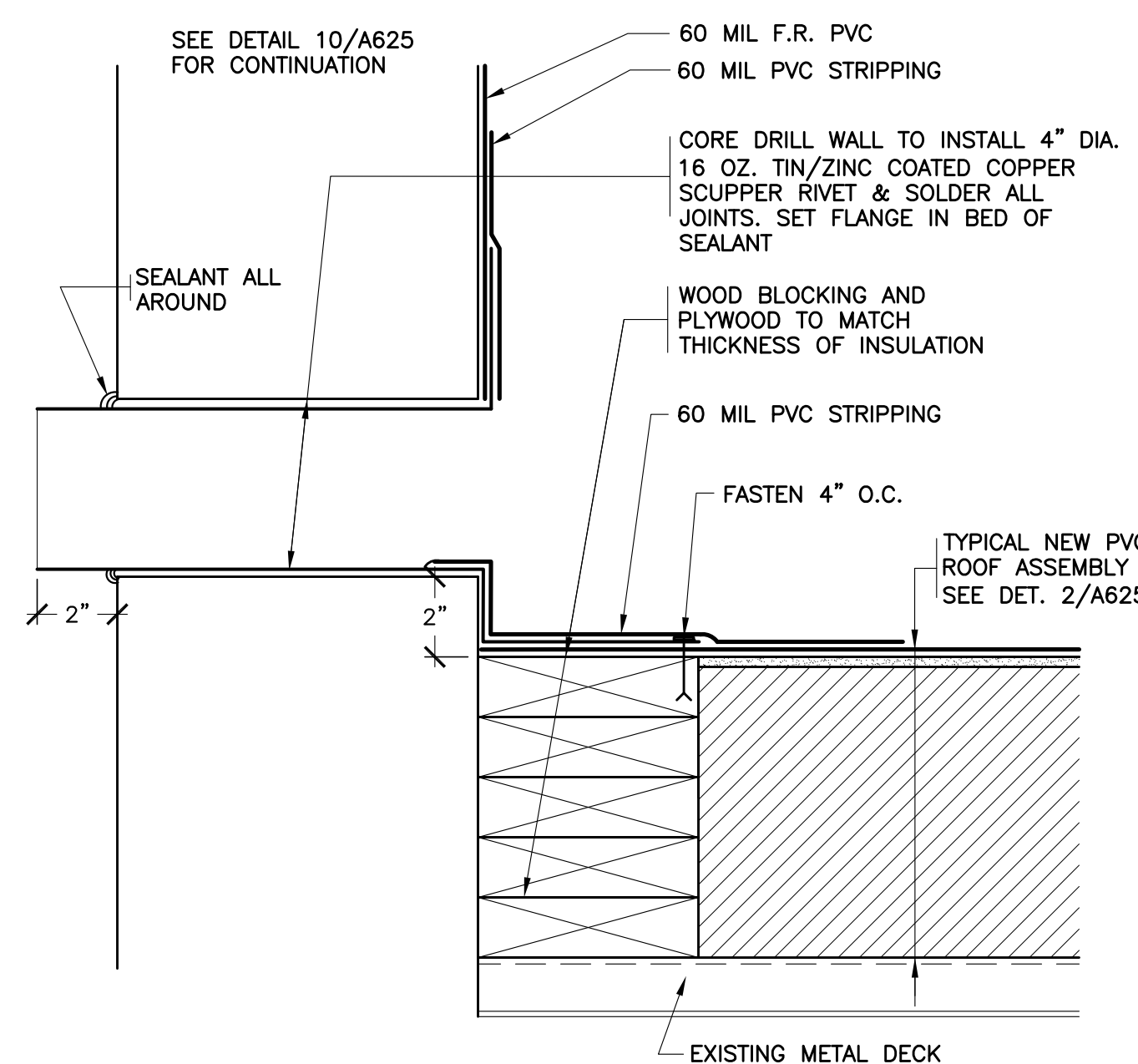


- NOTES:
1. REMOVE EXISTING ROOF DRAIN AND RELATED FLASHINGS.
  2. INSTALL TAPERED EDGE STRIPS & INSULATION FILLERS TO CREATE A MINIMUM 4 FT. x 4 FT. SQUARE SUMP AT EACH DRAIN.
  3. INSTALL INSULATION ON NEW DRAIN LINES AND THE UNDERSIDE OF THE NEW DRAIN BOWL.

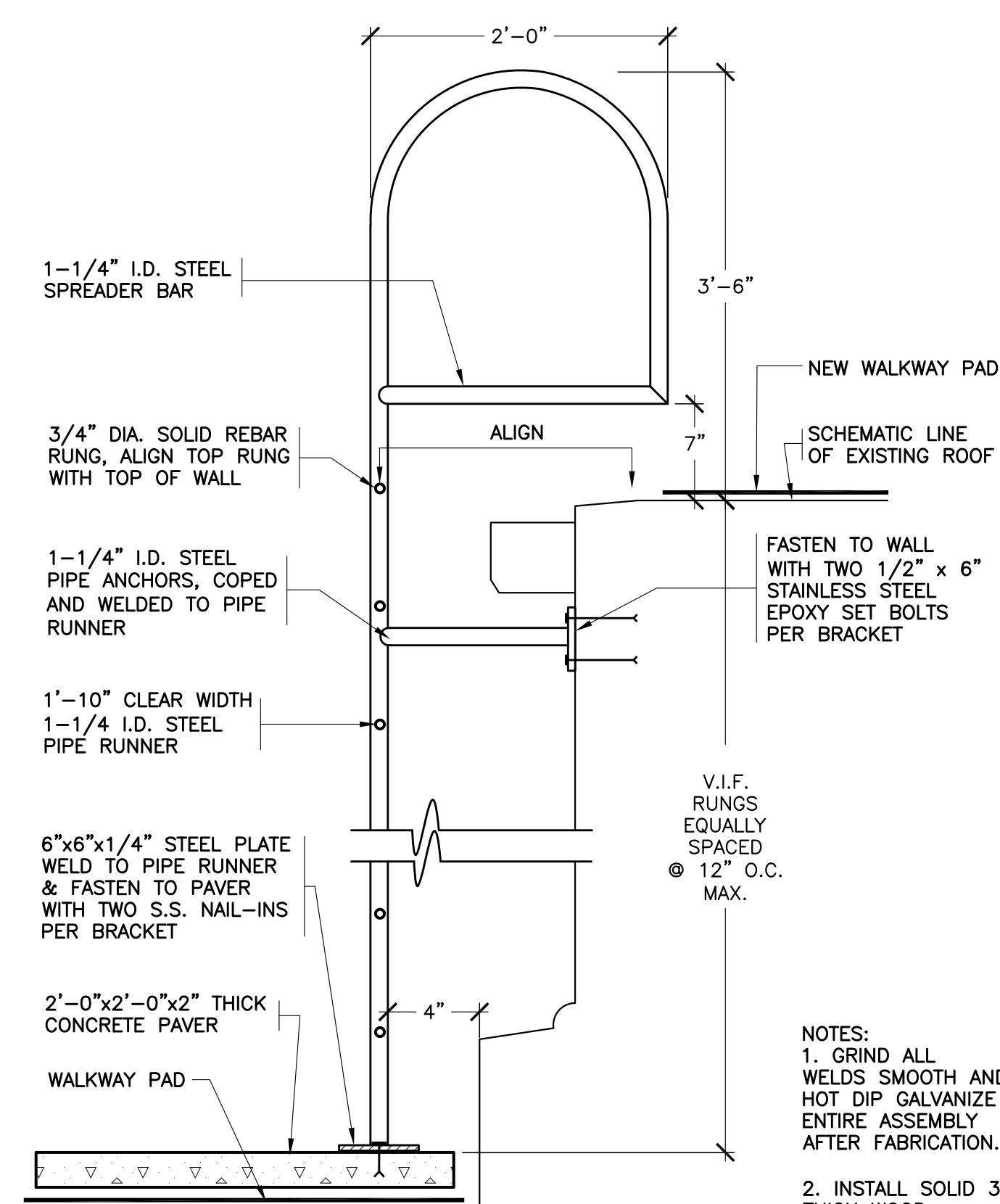
19 REVISED ROOF DRAIN  
SCALE: 3"=1'-0"



20 REVISED EXHAUST FAN  
SCALE: 3"=1'-0"



21 REVISED OVERFLOW SCUPPER  
SCALE: 3"=1'-0"



22 NEW ROOF LADDER  
NOT TO SCALE

- NOTES:
1. GRIND ALL WELDS SMOOTH AND HOT DIP GALVANIZE ENTIRE ASSEMBLY AFTER FABRICATION.
  2. INSTALL SOLID 3\"/>