



# Green Hall Interstitial Ceiling Stabilization & Cleaning

TCNJ Advertised Bid # AB220037

**COVER SHEET**

**INVITATION TO BID**

**MILESTONE SCHEDULE**

**CONSTRUCTION BID PROPOSAL FORM**

**GENERAL WORK DESCRIPTION**

**CONTRACT**

**MANDATORY DOCUMENTS**

**GENERAL CONDITIONS**

**April 26, 2022**



Please place the following advertisement in the Legal Section of Classified Advertising. Please ensure that the invoice for this advertisement is prepared and an affidavit forwarded to The College of New Jersey, Office of Finance and Business Services, Administrative Services Building, Room 201, P.O. Box 7718, Ewing, NJ 08628-0718.

To be published on **April 25, 2022 in the Trentonian**. Contact person regarding placement of ad is Anup Kapur (609) 771-2495.

**THE COLLEGE OF NEW JERSEY  
ADVERTISEMENT FOR BIDS  
BID #AB220037**

Under the provisions of the State College Contracts Law, Chapter 64 of Title 18-A, The College of New Jersey will receive sealed bids for the **GREEN HALL INTERSTITIAL CEILING STABILIZATION & CLEANING Project until 2:00 P.M. on the day of May 17, 2022** at The College's Office of Finance and Business Services, Administrative Services Building, Second Floor, Room 201, Route 31 (Pennington Road), Ewing Township, New Jersey. At 2:00 P.M. all bids will be publicly opened and read in Room 203 of the Administrative Services Building.

The project will be bid as a Single Lump Sum.

No bidder may submit more than one bid.

Bid Documents may be obtained on/after **April 26, 2022 via our website** (<https://bids.tcnj.edu/home/construction-projects/>).

**Pre-bid site visit is scheduled on April 28, 2022 at 11 A.M. at the College's Administrative Services Building, Room 103.**

Bidders are required to comply with the requirements of P.L. 1975 c. 127 (N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 - Affirmative Action); the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25 et seq.; N.J.S.A. 52:25-24.2, "Statement of Ownership Disclosure"; the Public Works Contractor Registration Act (N.J.S.A. 34:11-56.48 et seq.); the New Jersey Business Registration of Public Contractors provisions (N.J.S.A. 52:32-44); Executive Order 117 and P.L. 2005 Chapter 51 (N.J.S.A. 19:44a-1 et seq.) and all amendments thereto

A bid bond is required in the amount of 10% of the total bid. Bid bond shall consist of a certified check or cashiers check to the order of The College of New Jersey, or an individual or annual bid bond issued by an insurance company or surety company authorized to do business in the State of New Jersey. The successful Bidder(s) is required to provide a Performance and Payment Bond equal to 100% of the contract. A Surety Disclosure Statement and Certification form must accompany the performance bond.

The College will award the contract to the lowest responsible bidder who satisfies the qualification criteria as set forth in the contract documents.

The College of New Jersey reserves the right to reject all bids or to waive any minor informalities in the bidding in accordance with law. No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of The College of New Jersey.



## GREEN HALL INTERSTITIAL CEILING STABILIZATION & CLEANING

### MILESTONE SCHEDULE

April 2022

Request for Bids Released	Apr. 26, 2022
Pre-bid Mtg., 11 am, Admin. Services Building, Rm. 103	Apr. 28, 2022
Cut off for questions	May 02, 2022
Addendum issued if needed	May 04, 2022
Bids Due Date	May 17, 2022
Notice of Intent to Award issued	May 19, 2022
Notice to Proceed issued by	May 31, 2022
Submittals Submitted/Approved	June 01 – 10, 2022
Contractor Work Performed in Field	July 05 – July 29, 2022
Substantial Completion issued by	July 29, 2022
Punch List Completion (includes final inspection & demobilization):	Aug 01, 2022
Contract Closed by	Aug. 15, 2022

Note: Per specification 028213, 2.03 H 'Project Duration', the total duration of work shall not exceed twenty (20), eight (8) hour work shifts. See specification 028213 for additional information.

Note: Closeout documentation is NOT accounted for in (20) shifts

**Allowance: Contractor is to include a \$20,000 allowance in their base bid for unforeseen conditions and/or owner-requested additional work. Balance of allowance shall be returned to owner via deduct change order upon project completion.**

**THE COLLEGE OF NEW JERSEY  
Construction Bid Proposal Form**

Office of Finance & Business Services  
Administrative Services Building, Rm. 201  
2000 Pennington Road  
Ewing, New Jersey 08628-0718

Bid Number: AB220037  
Bid Due Date: May 17, 2022

**Project Name: Green Hall Interstitial Ceiling Stabilization**

**BIDDER INFORMATION**

Firm Name:

Telephone Number:

Contact Person:  
Address:

Fax Number:

Email Address:  
Federal I.D. Number:

**SOLICITATION OF CONSTRUCTION BIDS**

1. Bid proposals are solicited as follows:
  - A. Single Bid (Lump Sum) which combines all trades.
    - (1) The total number and types of trades are set forth in the Specifications.
    - (2) Bidder enters the Bid Price on the line provided.
    - (3) Pursuant to the requirements of N.J.S.A. 18A:64-76.1., bidder lists the names of the subcontractors on the Subcontractor Information page.

The scope of work includes:

1. Scope includes the environmental cleaning and decontamination of all interstitial ceiling spaces in their entirety on all floor levels by an NJ-licensed asbestos abatement contractor per the Contract Documents. In addition, prior to performing the environmental cleaning and decontamination, the contractor shall repair/stabilize select existing plaster ceilings and thermal system insulation per the Contract Documents. Scope includes the removal, protection, and reinstallation of the suspended ceiling system as required for repair/stabilization and cleaning. In addition to the ceiling repair/stabilization and cleaning, the scope includes select areas of structural roof framing repair per the Contract Documents.
  - A. See Specifications and Drawings for Details (included in RFP package).
  - B. The College may issue Addenda or Clarifications which may include additions to or deletions from the scope of work; changes to the Specifications, Drawings, and proposal form; and clarifications of requirements. Bidder is advised to review all Addenda and/or clarifications carefully, and shall note the receipt of same with their bid package.



## GENERAL INSTRUCTIONS AND REQUIREMENTS

### 1. PRICES

- A. Bidder submits prices for the Base Bid and any Alternate Proposals and Unit Prices which are listed for the contract of the bid. If there is no cost associated with the Alternate or Unit Price, bidder is required to enter “0.00” or “no change”.
- B. Prevailing wage rates apply (Mercer County).
- C. Bid is to remain good for sixty (60) days after the Bid Due Date.

### 2. BOND REQUIREMENTS AND SURETY STANDARDS

- A. Bidder must submit with its bid a Certified Check in the amount of ten percent (10%) of the total bid, or a Bid Bond in the amount of ten percent (10%) of the total bid.
- B. The successful bidder must submit a Performance and Payment Bond equal to 100% of the contract. A completed Surety Disclosure Statement and Certification must accompany the Performance and Payment Bond.
  - (1) The Performance and Payment Bond form and a sample Surety Disclosure Statement and Certification form are included at the end of this Construction Bid Proposal Form.
- C. All bid deposits shall be returned within three (3) days, Sunday and holidays excepted, after the awarding of the contract and the approval of the successful bidder’s performance bond, if any, the bid guaranty of the remaining bidders shall be returned to them.
- D. Should the successful bidder fail to enter into said contract after acceptance of bid by the College, then the check or security deposited by that bidder shall, at the option of the College, be retained as liquidated damages, or if Bid Bond has been supplied, principal and surety shall be liable to the amount of the Bid Bond.
- E. Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified copy of their Power of Attorney to sign said bonds.

### 2. LICENSES, CERTIFICATIONS, REGISTRATIONS, QUALIFICATIONS

- A. The bidder or, as applicable, its subcontractors shall at the time of bid have those required licenses, certifications, registrations, qualifications and the like (“LCRQ”) listed below and shall present satisfactory evidence thereof upon request of the College prior to the notice of intent to award.

**An Asbestos license is required.**

- B. The selected bidder/contractor or, as applicable, its subcontractors shall have and shall present satisfactory evidence of all other required LCRQ noted in the Specifications after execution of contract during the submittal process and prior to the start of the applicable work, unless otherwise requested by the College or a date or event specified for that LCRQ in the Specifications.

### 3. SUBCONTRACTORS

- A. Pursuant to New Jersey State Law (N.J.S.A. 18A-76.1), a Single Bid (Lump Sum) bidder discloses its subcontractors to whom the bidder intends to subcontract the work. The Subcontractor Information sheet is provided for this purpose.
4. Under Executive Order 34, the College is responsible for soliciting demographic information from its vendors. The College is required to seek the following information from each firm under contract with the College:
1. Is more than fifty percent (50%) of your company minority owned? (circle one) YES NO  
(African-American, Hispanic, Asian, and/or Native American)
  2. Is more than fifty percent (50%) of your company woman owned? (circle one) YES NO
  3. What is the ethnicity of the owner of your company: (check applicable according to 51% ownership)
    - ☐ Asian American
    - ☐ Multiple Ethnicities
    - ☐ Non-Minority
    - ☐ Hispanic American
    - ☐ African American
    - ☐ Caucasian American Female
    - ☐ Native American
    - ☐ Unspecified

The College is required to solicit the foregoing information. Your response, however, is **strictly voluntary**. Please be advised that any contracting decisions made by the College will **not** be influenced in any way by your decision to provide the above information.

### EXECUTIVE ORDER #34: MINORITY AND WOMEN BUSINESS ENTERPRISES

On September 15, 2006, Governor Corzine signed Executive Order 34 establishing a Division of Minority and Women Business Development. The Division is charged with administering and monitoring policies, practices, and programs to ensure that minority and women business enterprises (MWBE) are afforded an equal opportunity to participate in New Jersey's purchasing and procurement processes.

State entities are required to report to the Division the ethnic and gender composition of the vendors with which those state entities do business.

5. Bidder completes and submits the Statement of Ownership Disclosure form and the Non-Collusion Affidavit form along with bid proposal.

6. Bidders are required to be registered with the New Jersey Department of Property Management and Construction (DPMC) and possess a **DPMC C008 or C009, Asbestos Subcontractor DPMC C092** classification at the time of bid submission.

#### **7. SET ASIDE PROGRAM FOR SMALL BUSINESS ENTERPRISE (SBE) – CONSTRUCTION**

In accordance to N.J.A.C., 17:14-1.2 et seq. and Executive Order 71, signed by Governor James E. McGreevey in 2003, the College requires bidders to make a good faith effort to provide opportunities for Small Business Enterprises (SBE) to participate in the performance of this contract as subcontractors consistent with the overall goals established for construction services by the New Jersey Commerce and Economic Growth Commission (NJ Commerce).

SBE subcontracting goals are not applicable if the bidder is currently registered with NJ Commerce as an SBE firm.

#### **8. PREVAILING WAGE AND PUBLIC WORKS CONTRACTOR REGISTRATION ACTS**

- The work described in this project is subject to the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25 et seq. and the Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 et seq.
- The Public Works Contractor Registration Act requires the bidder and any subcontractors listed in the bid to be registered with the New Jersey Department of Labor and Workforce Development at the time the bid is submitted. The contractor must submit registration certificates for all listed subcontractors prior to award of the contract.
- The Contractor must comply with the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25 through 56.47. Workers employed by the Contractor or any subcontractor or sub-subcontractor in the performance of services directly on the project must be paid prevailing wages. As required by N.J.S.A. 34:11-56.27 and 56.28, this contract cannot become effective until the College obtains from the New Jersey Department of Labor and Workforce Development a determination of the prevailing wage rates applicable to the project as of the contract award date and attaches a copy to the contract. As required by N.J.S.A. 34:11-56.27, the Contractor or any subcontractor may be terminated if any covered worker is not paid prevailing wages on the project, and the Contractor and its surety shall be liable for any additional costs which result. The Contractor and its subcontractors must be registered with the New Jersey Department of Labor and Workforce Development (N.J.S.A. 34:11-56.51 et seq.), and the prevailing wage rates must be posted at the job site (N.J.S.A. 34:11-56.32). The Contractor and its subcontractors must prepare accurate certified records of wages paid for each worker on the project (N.J.S.A. 34:11-56.29), and copies for the period covered by each invoice must be attached to the invoice submitted under the contract. In accordance with N.J.S.A. 34:11-56.33, the Contractor's final invoice must include a statement of all amounts still then due to workers on the project. The Contractor is also cautioned that it must use job titles and worker classifications consistent with those approved by the Department of Labor and Workforce development, and that, if it intends to pay apprentice rates, it must comply with the Department of Labor and Workforce Development regulations at N.J.A.C. 12:60.

- Please refer to [http://lwd.dol.state.nj.us/labor/wagehour/wagerate/wage\\_rates.html](http://lwd.dol.state.nj.us/labor/wagehour/wagerate/wage_rates.html) for official wage rate determinations for Mercer County, NJ.

## 9. NEW JERSEY EQUAL PAY ACT

On April 24, 2018, Governor Phil Murphy signed into law New Jersey's Diane B. Allen Equal Pay Act (P.L. 2018, c. 9). The law provides in pertinent part that as of July 1, 2018, any employer entering into a contract with the State of New Jersey or an instrumentality of the State for "qualifying services" or "public works" must provide to the Department of Labor and Workforce Development – upon commencement of the contract – wage and demographic data for all employees who are employed in connection with the contract (for public works) and for all employees (for qualifying services). This requirement DOES NOT apply to employers who are contracting with local governments (for example: municipalities and counties). The report must contain the gender, race, ethnicity, job category, compensation, and number of hours worked by each employee.

The extent of the Department of Labor and Workforce Development's responsibilities under the Equal Pay Act is the collection of data regarding compensation, hours worked, job/occupational category, job title, gender, race, and ethnicity for State contractors and making that data available to the Division on Civil Rights (DCR), within the Department of Law and Public Safety, and upon request to certain individuals. Complaints of unlawful discrimination under the Equal Pay Act should be directed to the DCR, as should any questions regarding the filing of such a complaint.

The Department of Labor and Workforce Development has issued two forms, as required by the law, to be completed by employers. The forms should be used to report the employee's wage and demographic data and can be found on the LWD website (<http://www.nj.gov/labor/equalpayact>). **A completed copy of the forms is not required at time of bid; however, it will be required of the bidder who receives the notice to proceed from the College. Completed forms should be emailed to: [equalpayact@dol.nj.gov](mailto:equalpayact@dol.nj.gov)**

10. In order for your proposal to be accepted and deemed valid, your company/firm will be required to comply with the requirements of N.J.S.A. 19:44A-1 et seq/P.L. 2005 Ch. 51 ("Chapter 51") and Executive Order 117. Enclosed are the requirements of Chapter 51 and Executive Order 117, the forms for Certification and Disclosure. The contract that will be generated based on this bid proposal cannot be awarded without approval of the Certification and Disclosure forms by the State of New Jersey, Department of Treasury. **A completed copy of your Certification form is not required at time of bid; however, it will be required from the bidder who receives the notice of intent to award from the College prior to the execution of the contract.**
11. Pursuant to N.J.S.A. 52:32-44, The College of New Jersey ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in

a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

- 12. Record Retention:** Pursuant to N.J.A.C. 17:44-2.2, the vendor shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.
- 13. Energy Star energy efficient products:** Under Executive Order #11 (Corzine), the College is required to select ENERGY STAR energy-efficient products when acquiring new energy-using products or replacing existing equipment. For products that do not have ENERGY STAR labels, vendors shall follow guidelines established by the New Jersey Clean Energy Program.

#### **14. QUESTIONS**

- A.** Direct inquiries and correspondence relating to this proposal form and questions regarding the technical specifications and requests for clarification must be submitted in writing via **email to kapura@tcnj.edu** and must be received **prior to 4:00 p.m., on May 2, 2022.**
- B.** Should any questions be received, a notice will be placed in the newspaper and the addendum or clarification will be available on May 4, **2022 on the College's website at <https://bids.tcnj.edu/>.** **If an addendum and/or clarification is posted, it SHOULD be noted in the General Agreement section of the bidder's proposal. Failure to do so may subject Bidder to disqualification.**

#### **15. HOW TO SUBMIT THE COMPLETED CONSTRUCTION BID PROPOSAL FORM**

- A.** Bidder places all pages of the completed form and the requisite additional documents in an envelope, seals the envelope, and labels it with his/her firm name, address, and "Sealed Bid Enclosed for (**Bid Number and Project Name**)".
  - B.** Bidder mails or deliver by hand the sealed bid, no later than **2:00 p.m., May 17, 2022**, to The College of New Jersey, Attention: Anup Kapur for (specify the Bid Number), Office of Finance & Business Services, Room 201, 2000 Pennington Road, Ewing, New Jersey 08628-0718. **At 2:00 p.m., all bids will be publicly opened and read in Room 203 of the Administrative Services Building.**
  - C.** Contractors are advised that the U.S. Postal Service and all express mail companies deliver to The College's Mail Room or Receiving Department, not directly to the Office of Budget & Finance. The College is not responsible for lost or misdirected bids.
- 16.** Any bid not prepared and submitted in accordance with the provisions described herein may be rejected by the College. Any bid received after the time and date specified will not be considered. No bidder shall withdraw a bid within sixty (60) days after the date of the bid opening. Contracts shall be awarded to the lowest responsible bidder whose bid, conforming to the invitation for bids, will be the most advantageous to the State college
- 17.** Any bidder who has defaulted on any contract with the College or any other State Agency may be considered as not responsible and their bid may be rejected. THE COLLEGE OF NEW JERSEY reserves the right to exercise this option, as the College deems proper and/or necessary in accordance with applicable law.
- 18.** Bids shall include all costs of any nature necessary to complete the project in the manner and within the time required by the contract.

19. The College reserves the right to require bidders to provide a schedule of values of their lump sum bid price upon request.
20. The College is exempt from all taxes including Federal Excise Tax, Transportation Taxes, State Excise, Sales Tax and local taxes. Rentals of equipment for 28 days or less is not exempt from any tax under the State sales tax act.
21. Before submitting his bid, the bidder shall be familiar with the Drawings, Specifications, and other Documents that will form part of the contract and shall have visited the site of the project to confirm for themselves the character and amount of work involved.
22. No bidder shall be allowed to offer more than one price on each item even though he/she may feel that he/she has two or more types or styles that will meet specifications. Bidders must determine for themselves which to offer. This may be cause for automatic rejection of bid.
23. It is understood and agreed that all prices quoted are firm and not subject to any increase during the life of the contract.
24. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the College's decision shall be final and conclusive.
25. Should the bidder discover discrepancies in this Request for Bids, the matter shall be at once brought to the attention of the College, and the discrepancies corrected by written agreement before submission of bid. The correction will be issued by addendum.

## **26. ACCEPTANCE/REJECTION OF BIDS**

- A. THE COLLEGE OF NEW JERSEY, pursuant to State College Contract Law, Contracts shall be awarded to the lowest responsible bidder whose bid, conforming to the invitation for bids, will be the most advantageous to the State college.
- B. The bid is irrevocable by the bidder or the bidder's representatives. The bid, and any award made to the bidder by the College, shall bind the bidder and the bidder's heirs, executors, administrators, successors or assigns.
- C. Award of contract shall be made to the lowest responsible bidder, whose bid, conforming to the invitation for bids, is the most advantageous to the College.
- D. The award of the contract or the rejection of the bids shall be made within sixty (60) days of the date of receiving bids, unless written extensions are requested by the College and accepted by the bidder(s). All bid securities shall be returned immediately if all bids are rejected. The successful bidder(s) to whom the award is to be made will be notified by receipt of a written "Intent to Award" from the College.
- E. When award of contract is made in one fiscal year with effective date in the next fiscal year, award shall be contingent upon the availability and appropriation of sufficient funds for that purpose for the year in which said contract takes effect. When a contract shall be awarded for a period in excess of one year, said contract

shall be contingent upon the annual availability and appropriation of sufficient funds for that purpose for each year of the contract term.

## **27. WITHDRAWAL OF BIDS**

- A. A written request for the withdrawal of a bid, or any part thereof, will be granted if the request is received by the College prior to the specified time of the bid opening.
- B. Should the bidder refuse to perform the work for the price provided, they will forfeit their bid security and will be held liable for the difference between their low bid and the next highest/responsive bidder.

## **28. OSHA COMPLIANCE:**

- A. The Contractor shall guarantee that all materials, supplies and equipment to be provided under his contract shall meet all applicable requirements, Specifications and standards of the Federal Occupational Safety and Health Act (OSHA) of 1970 as amended to date of acceptance by the College, and shall also apply to Contractors Construction procedures.

## **29. APPLICABLE LAWS:**

- A. The following list of statutes and regulations, which may be applicable in whole or in part, is provided for the benefit of the Contractor and is not meant to be all-inclusive. In the event that other laws are applicable, it shall be the responsibility and obligation of the Contractor to ascertain and comply with them.

### (1) New Jersey Statutes and Regulations

N.J.S.A. 10:5-31 *et seq.* and N.J.A.C. 17:27-1 *et seq.*, Affirmative Action

Prevailing Wage Act, N.J.S.A. 34:11-56.25 *et seq.*

N.J.S.A. 52:32-44, Business Registration Certificate

N.J.S.A. 34:11-56.48 *et seq.*, Public Works Contractor Registration Act

### (2) Federal Statutes

Immigration Control and Reform Act (1986) – 8 U.S.C.A. Section 1324(a) *et seq.*

Civil Rights Act of 1964 – 42 U.S.C.A. Section 1971 *et seq.*

The Americans with Disabilities Act of 1990

## **30. EXAMINATION OF SITE, DRAWINGS AND SPECIFICATIONS**

- A. Each Bidder shall visit the site of the proposed work and fully acquaint themselves with the conditions as they exist so that they may fully understand the facilities, difficulties, and restrictions attending the execution of the work under this Contract.
- B. Bidders shall also thoroughly examine and be familiar with the Drawings and Specifications. The failure to receive or examine any form, instrument or document, or to visit the site and acquaint himself with conditions there existing shall in no way relieve any bidder from obligation with respect to his bid. By



submitting a bid, the bidder agrees and warrants that he has examined the site, the Drawings and Specifications and, that the Specifications and Drawings are adequate and the required result can be produced under the Drawings and Specifications. No claim for any extra will be allowed because of alleged impossibilities in the productions of the results specified or because of unintentional errors or conflicts in the Drawings and Specifications. No change orders will be issued for items, materials or issues that existed on or with respect to the site prior to bidding.

### **31. DRAWINGS AND SPECIFICATIONS**

- A.** The project shall be performed in accordance with the requirements of the Drawings and Specifications, subject to modification as provided in General Conditions. The Drawings and Specifications are intended to complement and supplement each other.
- B.** Any work required by either of them and not by the other shall be performed as if denoted in both. Should any work be required which is not also denoted in the Specifications or on the Drawings because of an obvious omission, but which is, nevertheless, necessary for the proper performance of the project, such work shall be performed as fully as if it were described and delineated.

### **32. FORM OF AGREEMENT**

- A.** Every successful bidder shall be required to sign the standard form contract, a copy of which is attached. Any proposed language or form changes which in any way modifies the contractor's responsibilities as set forth in the Contract Documents will not be acceptable and will be deemed to constitute a bid exception.

### **33. MULTIPLE BIDS NOT ALLOWED:**

- A.** No bidder is allowed to submit more than one bid from an individual, firm, partnership, corporation or association under the same or different name. This will be cause for automatic rejection of each bid.

### **34. SUBSTITUTIONS:**

- A.** The bidder may include in their bid substitute materials or equipment or methods in lieu of those specified in the contract documents, but they do so at their own risk. Any substitution must be equivalent in type, function and quality to the item required in the contract. The successful bidder must submit all information required within 20 days of contract award to determine if the proposed substitute is equal to the contract requirements, and any substitution must be approved by the architect and the College.
- B.** The College shall have complete discretion to decide whether it will accept any substitution. No substitution shall result in any increase in the contract price or times. The successful bidder in its application for the substitution must certify in writing that the substitution is equal to what is

specified in the contract documents in all material respects and will not increase the time or price of the contract work.

- C. Should the substitution be rejected, the contractor will then be required to provide the specified product, material or method at no additional cost to the College and no change in the project schedule.

**35. DOCUMENTS/SUBMISSIONS THAT MUST BE PROVIDED BEFORE CONTRACT AWARD:**

- **AFFIRMATIVE ACTION:** The bidder is required to complete and submit a copy of Initial Project Workforce Report (AA-201) to the College and the Division of Public Contracts Equal Employment Opportunity Compliance verifying that the bidder is operating under a federally approved or sanctioned Affirmative Action program. The bidder also agrees to submit a copy of the Monthly Project Workforce Report once a month thereafter for the duration of this contract to The College and the Division.
- **CERTIFICATE OF INSURANCE:** The bidder is required to submit proof of liability insurance in accordance with The College's contract.
- **PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATES**
- **P.L. 2005, Chapter 51 / Executive Order 117 - Contractor Certification and Disclosure of Political Contributions:**

In order for your proposal to be accepted and deemed valid, your company/firm will be required to comply with the requirements of Chapter 51 and Executive Order 117. Enclosed are the requirements of Ch. 51 and EO 117, the forms for Certification and Disclosure. The contract that will be generated based on this bid cannot be awarded without approval of the Certification and Disclosure forms by the State of New Jersey, Department of Treasury.

- **New Jersey Business Registration Certificate**
- All applicable licenses, certificates, and requirements specified in the scope of work, contract documents and specifications.

**The following Bidder's Checklist is provided as an aid to the bidder. It does not in any way relieve the bidder of its responsibility to ensure that its bid proposal is complete.**

- a. \_\_\_\_\_ Bidder has completed the Bidder Information section and General Agreement section and filled out the receipt of addendum and clarifications.
- b. \_\_\_\_\_ Bidder has completed the form of proposal and indicated base bid for either Separate Bid or Single Bid (Lump Sum all trades), prices for Alternate Proposals, and Unit Prices.
- c. \_\_\_\_\_ Bidder for Single Bid (Lump Sum) has listed and has disclosed the subcontractors on the Subcontractor Information form.
- d. \_\_\_\_\_ Bidder has enclosed a certified check or bid bond for ten percent (10%) of the amount of the bid.
- e. \_\_\_\_\_ Bidder has completed and enclosed the Non-Collusion Statement.
- f. \_\_\_\_\_ Bidder and each disclosed subcontractor has enclosed a copy of its **registration certificate** in accordance with the requirement of the Public Works Contractor Registration Act. (NJ Dept. of Labor and Workforce Development). **A completed copy of your Certification form is not required at time of bid; however, will be required from the bidder who receives the intent to award from the College.**
- g. \_\_\_\_\_ Bidder has acknowledged the **Affirmative Action Language** in accordance with the requirements P.L. 1975 C.127. (NJAC 17:27-1.1 et seq).
- h. \_\_\_\_\_ Bidder has enclosed its MWBE information.
- i. \_\_\_\_\_ Bidder has enclosed its Electrical and Plumbing License and any other licenses, certifications, certifications, and qualifications.
- j. \_\_\_\_\_ Bidder has enclosed its Vendor Qualification Statement
- k. ~~\_\_\_\_\_ Bidder has included a copy of its latest Experience Modification Rating (EMR Safety Rating). The College requires an average rating over the last 5 years of 1.25 or less.~~
- l. \_\_\_\_\_ Bidder has included a copy of its DPMC Notice of Classification and Total Amount of Uncompleted Contracts.
- m. \_\_\_\_\_ Bidder has enclosed a copy of its Chapter 51 & EO117 Certification form. **A completed copy of your Certification form is not required at time of bid; however, will be required from the bidder who receives the intent to award from the College.**
- n. \_\_\_\_\_ Bidder has enclosed a copy of its New Jersey Business Registration Certificate in accordance with the requirements of the New Jersey Division of Revenue. **A completed copy of your Certificate is not required at time of bid; however, will be required from the bidder who receives the intent to award from the College.**

- o. \_\_\_\_\_ Bidder has completed and enclosed the Statement of Ownership Disclosure (N.J.S.A. 52:25-24.2).**
- p. \_\_\_\_\_ Disclosure of Investment Activities in Iran (N.J.S.A. 52:32-58).**

## GENERAL AGREEMENT

1. Having examined the plans and specifications with related documents and the site of the proposed work and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, the undersigned hereby proposes to furnish all labor, materials, and supplies, and to construct the project in accordance with the Contract Documents, within the time set forth therein, and at the price stated. This price covers all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part.
2. Bidder acknowledges receipt of the following Addendums/Clarifications:  
  
Addendum Number \_\_\_\_\_ Date \_\_\_\_\_ Addendum Number \_\_\_\_\_ Date \_\_\_\_\_  
Addendum Number \_\_\_\_\_ Date \_\_\_\_\_ Addendum Number \_\_\_\_\_ Date \_\_\_\_\_  
Addendum Number \_\_\_\_\_ Date \_\_\_\_\_ Addendum Number \_\_\_\_\_ Date \_\_\_\_\_
3. Bidder acknowledges and affirms that he/she has personal knowledge of or has obtained and reviewed a copy of the valid prevailing wage rates at the time of the bid and for the duration of the contract for all trades involved in the project for the geographical location of the project as issued by the Commissioner of the Department of Labor & Workforce Development, Trenton, NJ 08625 (609) 292-2259 or visiting the Department of Labor website at ([http://lwd.dol.state.nj.us/labor/wagehour/wagerate/wage\\_rates.html](http://lwd.dol.state.nj.us/labor/wagehour/wagerate/wage_rates.html)).
4. Bidder agrees that its price is good and the bid shall not be withdrawn for a period of 60 calendar days after the scheduled Bid Due Date and Time.
5. Upon conclusion of the 5 business day protest period, Bidder will execute the formal contract within 5 business days and deliver as required in the General Conditions: a Performance and Payment Bond; Surety Disclosure and Certification Statement; and certificates of insurance for general liability, automobile and worker's compensation.
6. Bidder acknowledges work to commence on site not later than ten (10) calendar days after receipt of a Notice to Proceed.

(Seal if bid is by Corporation)

Respectfully submitted,

\_\_\_\_\_  
(Signature of Principal)

\_\_\_\_\_  
(Printed Name of Principal)

\_\_\_\_\_  
(Title of Principal)

**PRICES FOR SINGLE BID (LUMP SUM): Base Bid, Alternate Proposals, and Unit Prices**  
**FORM OF PROPOSAL**

To: **The College of New Jersey**

for: Green Hall Interstitial Ceiling Stabilization & Cleaning

Date \_\_\_\_\_

**1. Base:**

Part-A (Green Hall Ceiling Stab & Cleaning ): \$ \_\_\_\_\_

Part-B (Allowance): \$20,000.00

We, \_\_\_\_\_, the Undersigned, in accordance with the published advertisement inviting proposals, will furnish all labor, material, equipment and services necessary for the complete construction, as defined in the advertisement, specimen contract, specifications, addendums/clarifications/bulletins, drawings, and proposal, for the Contract amount indicated below for the **above noted project** in strict accordance with the Contract Documents and Addenda thereto for the total sum of:

**Total of Part A and B (including allowance)**

\_\_\_\_\_ Dollars \$ \_\_\_\_\_  
(words)

**General Construction (Single overall Prime Contract)**

**Allowance:**

Contractors will include in their bids an allowance of \$20,000 to be used for unforeseen conditions or design enhancements. Any unused allowance shall be deducted from the contract via a deduct change order.

**2. Add /Deduct Alternate: None**

**3. CHECK LIST FOR BIDDERS:**

A check list has been provided in these specifications for the use in completing this proposal. Bidders are encouraged to reference said list to minimize the opportunity for errors by the bidder.

**B. UNIT PRICES:**

1 **unit price per SF of gypsum board installed per ceiling repair on Contract Documents**  
**\$ \_\_\_\_\_ per SF**

C. **AGREEMENT:** We, the Undersigned, agree, if awarded the Contract, to execute an agreement for the above stated work and compensation on the Standard Form of Agreement Between Owner and Contractor.

D. **SURETY:** We, the Undersigned, agree, if awarded the Contract, to execute and deliver to the Owner, prior to the signing of the Contract, the Performance and Payment Bonds as required.

- Contractor shall provide a Maintenance Bond at job completion for a period of one year for 100% of the final contract price.

- E. **BID SECURITY:** The attached bid security is to become the Property of the Owner in the event that the Contract and bond are not executed within the time set forth, as liquidated damages for the delay and additional expense (including the difference between the price provided with said bond and the next lowest responsive bidder) to the Owner caused thereby.

Certified Check                      \$ \_\_\_\_\_  
Bid Bond                                \$ \_\_\_\_\_

F. **STATEMENT:**

1. We, the Undersigned, acting through its authorized officers and intending to be legally bound, agree that this bid proposal shall constitute an offer by the Undersigned to enter into a Contract with the acts and things therein provided, which offer shall be irrevocable for sixty (60) calendar days from the date of opening hereof and that the Owner may accept this offer at any time during said period by notifying the Undersigned of the acceptance of said offer.

2. We, the Undersigned, acknowledge receipt of the following Addenda/Clarifications:

Addenda Number	Dated
_____	_____
_____	_____
_____	_____

The undersigned further agrees to comply with the requirements as to conditions of employment, wage rates, and hours of labor set forth in the Contract Documents.

Dated \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

\*\*If a corporation, give the State of Incorporation, using the phrase:

"A corporation organized under the laws of \_\_\_\_\_."

If a partnership, give names of the partners, using also the phrase:

"Co-partners trading and doing business under the firm name and style of \_\_\_\_\_"

If an individual using a trade name, give individual name, also using the phrase:

"An individual doing business under the firm name and style of \_\_\_\_\_"

Dated: \_\_\_\_\_

STATE OF \_\_\_\_\_ SS.

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn say that the several matters stated in this proposal are in all respects true, and that no member of the State or employee of the College are interested in any way in this proposal.

Sworn and subscribed before me \_\_\_\_\_

Bidder signs above line

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
and

\_\_\_\_\_  
Title

## **SUBCONTRACTOR INFORMATION FOR SINGLE BID (LUMP SUM)**

Pursuant to the State Colleges Contract Law, N.J.S.A. 18A:64-76.1, all bids submitted shall set forth the names and license numbers of all subcontractors to whom the bidder intends to subcontract the plumbing and gas fitting work; the refrigeration, the heating and ventilating systems and equipment; the electrical work, including any electrical power plants; tele-data, fire alarm, or security systems; the structural steel and ornamental iron work (individually, the "Trade" or collectively, the "Trades").

For each Trade listed below for which the work will be completed by a subcontractor you must list for each such subcontractor at a minimum the name and, where applicable, license number (or in lieu thereof enclose a copy of the license with this form) and preferably you will also list the subcontractor's address, telephone number, and fax number. If the work will be self-performed by the bidder, you may indicate that by inserting the name of the bidder (next to "Name"). If work by that Trade is not required per the scope of work of the project, you may indicate that by inserting "Not required" (next to "Name"). If the name of a subcontractor is not provided on this form for any one or more of the Trades, the bidder, in submitting its bid, certifies that, for such Trades, either the work will be self-performed by the bidder, or the work is not required per the scope of work.

### **Failure to complete this form as required may result in your bid being disqualified.**

#### **Plumbing and Gas Fitting Work**

**List information for Subcontractor, if any:**

Name: \_\_\_\_\_  
License Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

#### **Refrigeration, Heating and Ventilating Systems and Equipment**

**List information for Subcontractor, if any:**

Name: \_\_\_\_\_  
License Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_



**Electrical Work, including any Electrical Power Plants, Tele-data, Fire Alarm, or Security Systems**

**List information for Subcontractor, if any:**

Name: \_\_\_\_\_  
License Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Structural Steel Work and Ornamental Iron Work**

**List information for Subcontractor, if any:**

Name: \_\_\_\_\_  
License Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

\_\_\_\_\_  
Bidder Name

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name of Signing Individual

\_\_\_\_\_  
Date

## SMALL BUSINESS, MINORITY AND/OR FEMALE-OWNED BUSINESS REPORTING

1. Contractor and sub-contractors are requested to check all of the following that apply to their company and, if applicable, submit a copy of their certificate(s):

A. My company is certified by the NJ Department of Treasury, Division of Revenue as a:

\_\_\_\_\_ small business \_\_\_\_\_ minority-owned business \_\_\_\_\_ female-owned business

B. My company is certified by the NJ Department of Transportation as a:

\_\_\_\_\_ small business \_\_\_\_\_ minority-owned business \_\_\_\_\_ female-owned business

C. My company is a \_\_\_\_\_ small business \_\_\_\_\_ minority-owned or \_\_\_\_\_ female-owned but is not certified by either NJ Department.

C. \_\_\_\_\_ My company is not a small business, minority-owned or female-owned.

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Date**



**PERFORMANCE BOND & PAYMENT BOND**

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

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned \_\_\_\_\_  
\_\_\_\_\_ as Principal, and \_\_\_\_\_, a  
corporation of the State of \_\_\_\_\_, duly authorized to do business in the State of New Jersey,  
having an office at \_\_\_\_\_, are hereby held and firmly  
bound unto The College of New Jersey in the Penal Sum of  
\_\_\_\_\_ DOLLARS, for payment of which  
well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators,  
successors and assigns.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT, WHEREAS, the above named Principal  
did on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, enter into a written contract with The College of  
New Jersey for \_\_\_\_\_ which said contract is made a part of  
this bond as set forth herein;

NOW, if the said \_\_\_\_\_ shall well and faithfully  
do and perform the things agreed by \_\_\_\_\_ to be done and performed according to the terms  
of the said contract; shall pay all lawful claims of sub-contractors, materialmen, laborers, persons, forms of other  
suppliers or teams. fuel, oils, implements or machinery furnished, used or consumed in the carrying forward,  
performing, or completing of said contract, we agreeing and assenting that this undertaking shall be for the benefit  
of any subcontractor, materialman, laborer, person, firm or corporation having a just claim, as well as for the obligee  
herein; then this obligation shall be void, otherwise the same shall remain in full force and effect; it being expressly  
understood and agreed that the liability of the surety for any and all claims hereunder shall in no event exceed the  
penal amount of this obligation as herein stated.

The said surety hereby stipulated and agrees that no modifications, omissions, or additions in or to the terms of the  
said contract, or in or to the plans and specifications therefore shall in any wise effect the obligation of said surety  
on its bond.

This bond is given in compliance with the requirements of the statutes of the State of New Jersey including N.J.S.A.  
18A:64-68 and any amendments thereof.

SIGNED, SEALED AND DELIVERED  
IN THE PRESENCE OF

\_\_\_\_\_  
Witness

BY: \_\_\_\_\_

\_\_\_\_\_  
Witness as to Surety

BY: \_\_\_\_\_  
ATTORNEY-IN-FACT

Countersigned

NOTE: General Power of Attorney and the current

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

BY: \_\_\_\_\_

financial statement of the bonding company  
must be attached to each copy (a total of three)  
of the Performance Bond.

## **SURETY DISCLOSURE STATEMENT AND CERTIFICATION**

\_\_\_\_\_, surety(ies) on the attached bond, hereby certifies(y) the following:

- (1) The surety meets the applicable capital and surplus requirements of R.S. 17:17-6 or R.S. 17:17-7 as of the surety's most current annual filing with the New Jersey Department of Insurance.
- (2) The capital (where applicable) and surplus, as determined in accordance with the applicable laws of the State of New Jersey, of the surety(ies) participating in the issuance of the attached bond is (are) in the following amount(s) as of the calendar year ending December 31, \_\_\_\_\_, (insert most recent calendar year for which capital and surplus amounts are available), which amounts have been certified as indicated by certified public accountants (indicating separately for each surety that surety's capital and surplus amounts, together with the name and address of the firm of certified public accountants that shall have certified those amounts):

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

- (3) (a) With respect to each surety participating in the issuance of the attached bond that has received from the United States Secretary of the Treasury a certificate of authority pursuant to 31 U.S.C. 9305, the underwriting limitation established therein and the date as of which that limitation was effective is as follows (indicating for each surety that surety's underwriting limitation and the effective date thereof):

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

- (b) With respect to each surety participating in the issuance of the attached bond that has not received such a certificate of authority from the United States Secretary of the Treasury, the underwriting limitation of that surety as established pursuant to R.S. 17:18-9 as of date on which such limitation was so established, is as follows (indicating for each such surety that surety's underwriting limitation and the date on which that limitation was established):

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

- (4) The amount of the bond to which this statement and certification is attached is \$\_\_\_\_\_.
- (5) If, by virtue of one or more contracts of reinsurance, the amount of the bond indicated under item (4) above exceeds the total underwriting limitation of all sureties on the bond as set forth in items (3) (a) or (3) (b) above, or both, then for each such contract of reinsurance:
  - (a) The name and address of each such re-insurer under that contract and the amount of that re-insurer's participation in the contract is as follows:

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

- 
- (b) Each surety that is party to any such contract of reinsurance certifies that each reinsurer listed under item (5) (a) satisfies the credit for reinsurance requirement established under P.L. 1993, c. 243 (C. 17:51B-1 *et seq.*) and any applicable regulations in effect as of the date on which the bond to which this statement certification is attached shall have been filed with the appropriate public agency.

### **CERTIFICATION**

(to be completed by an authorized certifying agent for each surety on the bond)

I, \_\_\_\_\_ (name of agent), as \_\_\_\_\_ (title of agent)

for \_\_\_\_\_ (name of surety),

a corporation/mutual insurance company/other (indicate type of business organization by circling one) domiciled in \_\_\_\_\_ (state of domicile), DO HEREBY CERTIFY that, to the best of my knowledge, the foregoing statements made by me are true, and ACKNOWLEDGE that, if any of those statements are false, this bond is VOID and I am subject to punishment.

\_\_\_\_\_  
(Signature of certifying agent)

\_\_\_\_\_  
(Printed name of certifying agent)

\_\_\_\_\_  
(Title of certifying agent)

\_\_\_\_\_  
(Date of Certification)

# TECHNICAL SPECIFICATIONS

INTERSTITIAL CEILING STABILIZATION  
& CLEANING

GREEN HALL



THE COLLEGE OF NEW JERSEY  
EWING, NEW JERSEY

TCNJ PROJECT NO. GR-223

**ISSUE FOR BID**

APRIL 26, 2022

Prepared by:



**JOSEPH B. CALLAGHAN, INC.**  
**CONSULTING ENGINEERS**

USA Environmental Management, Inc.



344 West State Street  
Trenton, NJ 08618  
609.656.8101

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**SECTION 01 010**  
**SUMMARY OF WORK**

**PART 1 - GENERAL**

1.01 RELATED DOCUMENTS

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

1.02 WORK OF THIS PROJECT

- A. The Project consists of all work described herewith along with all drawings, specifications, addendums/bulletins/clarifications and all contract bid documents.
  - 1. Project Location: Green Hall, The College of New Jersey, Ewing, New Jersey
  - 2. Owner: The College of New Jersey, State of New Jersey
- B. The contract documents are those contained in these specifications, drawings and addendum/clarifications issued during the bidding process.
- C. The work of this project shall be coordinated with the Environmental Documents prepared by USA Environmental Management Inc.
- D. The scope of work includes, but is not necessarily limited to, the following,
  - 1. Provide temporary protection, barricades, signs and signals around the work area.
  - 2. Install new screw fasteners to secure the plaster ceiling to the wood ceiling joists.
  - 3. Install new fire rated gypsum sheathing over holes or openings in the plaster ceiling.
  - 4. Fill and patch holes in plaster ceiling.
  - 5. Repair and reinforce wood roof framing members.
  - 6. Cleaning and decontamination of all interstitial ceiling spaces within Green Hall.



7. Remove of all accessible loose, flaking, and/or peeling plaster/paint to the point of rigidity.
8. Decontaminate the tops of ceiling tiles, ceiling grids, supports, mechanical/electrical/plumbing (MEP) systems and any other horizontal surfaces in the plenum/interstitial space.
9. Apply an anti-microbial coating to all ceiling deck surfaces exhibiting water stains.
10. Asbestos operations and maintenance activities shall include repair with wettable adhesive lagging cloth damaged thermal system insulation (pipe and/or fitting insulation) and hole drilling through asbestos-containing acoustical ceiling plaster.
11. Perform a thorough cleaning of all surfaces that become soiled during the work.
12. Remove temporary protection, barricades, etc. from site.

#### 1.03 CONTRACTS

- A. The project contract shall be between The College of New Jersey and the single prime contractor performing the work.
- B. Definition of Extent of Contract Work: The contract documents, specifications, project drawings, manufacturer's installation handbooks, TCNJ form of agreement, and the contractors response to the RFP represent the extent of the construction contract.
  1. The General Construction Contract shall include all labor, materials, equipment and services necessary for the complete construction of all work shown on the Drawings and described in Divisions 1, and 2 through 49 Specifications.

#### 1.04 CONTRACTORS USE OF PREMISES

- A. General: During the construction period the Contractor shall have limited use of the premises for construction operations, including use of the site. The Contractor's use of the premises is limited only by the Owner's right to perform work, retain other contractors on portions of associated projects, or to access the building for the occupants.
  1. Contractor must coordinate their work with the activities for each work location.

- B. Use of the Site: Limit use of the premises to areas required for equipment and material storage and access to the work area. Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas immediately adjacent to the building where the work is being performed.
  - 1. Owner Occupancy: Allow for Owner occupancy and use by the public.
  - 2. Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to the Owner, the Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials unless previously approved by the owner. Schedule deliveries to minimize space and time requirements or storage of materials and equipment on-site.
  - 3. Fire Department access to building site shall be kept open and clear at all times.
  - 4. Burial of Waste Materials: Disposal of organic and hazardous materials on-site either by burial or burning, will not be permitted.
  - 5. Parking is allowed within the construction fence only. If more parking is needed, there is additional parking provided at the colleges Carlton Avenue parking lot. The contractor is responsible to shuttle workers back and forth as needed.
- C. Use of the Existing Building: Maintain any existing building in a weathertight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect the building, its contents, components, and systems and its occupants during the construction period.
- D. Building Access – Contractor Personnel:
  - 1. The Contractor must access the building and work area from the exterior of the building. Conform with College access requirements.
  - 2. The Contractor must limit the movement of workers, materials and equipment through the building during the work. Coordinate any required building access with the College.
  - 3. Plastic mats shall be placed on all landings and floor surfaces used as accessways by the Contractor's personnel. All accessways must be maintained in a neat and orderly manner at all times.

4. All equipment, materials and debris are to be transported from the exterior of the building.
5. All Contractor Personnel must be dressed appropriately. No shirtless workers will be permitted on site.
6. No lewd or offensive comments or gestures towards occupants or pedestrians will be permitted on site. Any violations by Contractor personnel will result in immediate dismissal from the project site.
7. No smoking is allowed in or on the building where the work is being executed. Any violations by Contractor personnel will result in immediate dismissal from the project site

#### 1.05 ALTERATIONS AND COORDINATION

- A. The General Contractor shall coordinate the entire work of Project, including preparation of general coordination drawings and control of site utilization; from the beginning of activity, through the project closeout and warranty periods.

#### 1.06 KNOWLEDGE OF CONTRACT REQUIREMENTS

- A. Each Contractor will be held to have examined the site of the Work prior to submitting his proposal and informed himself, his Subcontractors, Sub-subcontractors and material suppliers of all existing conditions affecting the execution of the work.
- B. Each Contractor will be held to have examined the Contract Documents, and Modifications thereto, as they may affect subdivisions of the Work and informed himself, his Subcontractors, Sub-subcontractors and material suppliers of all conditions thereof affecting the execution of the Work.
- C. Each Contractor will be held to be thoroughly familiar with all conditions affecting labor in the neighborhood of the Project including, but not limited to, Unions, incentive pay, procurement, living and commuting conditions and to have informed his Subcontractors and Sub-subcontractors thereof.
- D. The Specifications and Drawings shall be considered as a whole and shall not be separated during the bidding or construction period. Division of specifications into Divisions and Sections is solely for organization and is not intended to define trade responsibilities, unless specifically stated. Each Contractor shall be responsible for all work and, if he/she divides the Drawings or Specifications for use of subcontracts and material suppliers, he does so at his own risk.

#### 1.07 CONTRACT DOCUMENTS INFORMATION

- A. The Contract Documents are prepared in accordance with available information as to existing conditions and locations. If, during construction, conditions are revealed at variance with the Contract Documents, notify the Engineer immediately so that supplementary instructions may be issued.
- B. The Specifications determine the kinds and methods of installation of the various materials, the Drawings establish the quantities, dimensions and details of materials, the schedules on the Drawings, give the location, type and extent of the materials.
- C. In case of any discrepancy between the various Drawings, or between various parts of the Specifications or between Drawings and Specifications, the matter shall immediately be submitted to the Engineer and for Contractual purposes, the most expensive condition shall apply.
- D. Dimensions given on the Drawings govern scale measurements and large scale drawings govern small scale drawings, except as to anything omitted unless such omission is expressly noted on the larger scale drawings.
- E. The techniques or methods of specifying to record requirements varies throughout text, and may include "prescriptive", "open generic/descriptive", "compliance with standards", "performance", "proprietary", or a combination of these. The method used for specifying one unit of work has no bearing on requirements for another unit of work.
- F. Whenever a material, article or piece of equipment is referred to in the singular number in the Contract Documents, it shall be the same as referring to it in the plural. As many such materials, articles or pieces of equipment shall be provided as are required to complete the Work.

#### 1.08 STANDARDS

- A. Whenever a material, article, or piece of equipment is specified by reference to a governmental, trade association or similar standard, it shall comply with the requirements of the latest publication thereof and amendments thereto in effect on the bid date.
- B. Applicable standards of construction industry have same force and effect, and are made a part of Contract Documents by reference, as if copied directly into Contract Documents, or as if published copies were bound herewith.

- C. Where compliance with two (2) or more industry standards or sets of requirements is specified, and overlapping of those different standards or requirements establishes different or conflicting minimums or levels of quality, most stringent requirement, which is generally recognized to be also most costly, is intended and will be enforced, unless specifically detailed language written into the Contract Documents clearly indicates that a less stringent requirement is to be fulfilled. Refer, apparently equal but different requirements, and uncertainties as to which level of quality is more stringent, to Engineer for a decision before proceeding. Except for overlapping or conflicting requirements, where more than one set of requirements are specified for a particular unit of work, option is intended to be Contractor's regardless of whether specifically indicated as such.
- D. Reference standards referenced directly in Contract Documents or by governing regulations have precedence over nonreferenced standards that are recognized in industry for applicability to work.
- E. Use of the Existing Building: Maintain any existing building in a weathertight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect the building, its contents, components, and systems and its occupants during the construction period.

## **PART 2 - PRODUCTS**

*NOT APPLICABLE*

## **PART 3- EXECUTION**

*NOT APPLICABLE*

**END OF SECTION**

**SECTION 01 025  
MEASUREMENT AND PAYMENT**

**PART 1 - GENERAL**

1.01 SCHEDULE OF VALUES

- A. Each Contractor shall prepare a schedule of values in coordination with the preparation of progress schedule. Correlate line items with other administrative schedules and forms required for the work, including progress schedule, payment request form, listing of subcontractors, schedule of allowances if any, schedule of alternates if any, listing of products and principal suppliers and fabricators, and schedule of submittals. Break down principal subcontract amounts into multiple line items for each entity of work. Round off to nearest whole dollar, but with total equal to Contract Sum. Submit 4 copies of schedule of values to the Owner and Engineer for review and approval.
- **Upon Owner/Engineer approval, Owner will return the Schedule of Values to the Contractor for the Contractor to submit to the bonding company for their acceptance. Payments will not be made to the Contractor until the bonding company has provided a written acceptance to the Owner.**
- B. The schedule of values shall be tabulated into subcontracts and trades with the Quantity, Labor, Material, and Total Cost indicated. The Schedule of Values shall include such items as bonds, insurance, allowances and alternates, punchlist/close out documents and shall enclose copies of invoices and/or cancelled checks from bonding and insurance agents.
- C. Schedule of values shall be submitted on AIA Form G703 or similar form approved By the Engineer and Owner.
- D. Each Contractor's monthly application for payment shall be in the same schedule form, reflecting the same items from above. Unit costs shall be realistic for their part of the Work.

1.02 CHANGES IN THE WORK

- A. When a change in the Work includes a category or categories of Work both added to and deducted from the Contract, the total quantities of added Work and of deleted Work shall be determined separately for each category and the appropriate unit price or net cost of the Work shall be applied to the difference between the two total quantities.

- B. Unit prices shall be inclusive of all costs and shall be applied to units of measure as defined in the Specifications for each category of Work.
- C. For all extra Work performed by the Contractor, the gross cost to the Owner shall include the net cost of the Work to the Contractor plus an allowance for overhead and profit not to exceed 15% of the net cost.
- D. For all extra Work performed by a Subcontractor, the gross cost to the Owner shall include the net cost of the Work to the Subcontractor plus an allowance for overhead and profit not to exceed 15% of the net cost, plus the Prime Contractor's overhead and profit not to exceed 5% of the Subcontractor's cost.
- E. Net cost of extra Work shall be the actual or pro-rated cost of:
  - 1. Labor, including foreman, at the prevailing rate of wages, contributions and taxes.
  - 2. Materials entering permanently into the Work, including delivery to the site.
  - 3. The ownership or rental cost of construction equipment and expendable tools, pro-rated for the time necessary for the Work.
  - 4. Power and consumable supplies for the operation of power equipment, pro-rated for the time necessary for the Work.
  - 5. Insurance and Bonds.
- F. Gross costs shall be net costs plus the mark up allowances described above, such mark-up allowances being inclusive, of all cost of superintendence, supervision, engineering, overhead, profit, administrative and site office expenses and all other general expenses.

#### 1.03 APPLICATIONS FOR PAYMENT

- A. Except as otherwise indicated, sequence of progress payments for the Contractor shall be regular, and each shall be consistent with previous applications and payments. It is recognized that certain applications involve extra requirements, including initial applications, applications at times of substantial completion, and final payment applications.
- B. Payment Application Forms: Use AIA Document G702 and G703 Continuation Sheets; available from Publications Distribution Div., The American Institute of Architects, 1735 New York Ave., N.W., Washington, D.C. 20006 (also available at most local AIA chapter offices).

- C. Except as otherwise indicated, complete every entry provided on the form, including notarization and execution by authorized persons. Incomplete applications will be returned by Engineer and Owner without action. Entries shall match current data of schedule of values, progress schedules and reports. Listing shall include amounts of fully executed change orders issued prior to first day of the period of construction covered by application. Applications for payment shall include weekly payroll report. Contractor shall furnish to the Owner certified payroll reports for each payroll period with pay request, indicating name craft, social security number and actual hourly rate of wages paid to each workman employed on the project. A certified payroll record is defined as "a payroll record which is attested to by the employer, or corporate officer of such company, or an authorized agent of the employer." A payment request will not be paid until the Owner receives the certified payrolls.
- D. Submit one (1) "Pencil" copy of each proposed payment application to the Engineer and the Owner, for review, not less than seven days prior to formal submissions of application.
- E. Submit four (4) executed copies of each payment application. Transmit with a transmittal form listing attachments, and recording appropriate information related to application.
- F. Breakdown may include a line item for General Conditions. General Conditions shall include the cost of general supervision, trailers, temporary utilities and other general expenses directly related to the project and not considered overhead. The general conditions item shall be billed on monthly progress payments on a percentage of work completed.

#### 1.04 INITIAL PAYMENT APPLICATION

- A. The principal administrative actions and submittals which shall precede or coincide with submittal of the Contractor's first payment application can be summarized as follows, but not necessarily by way of limitation.
  - 1. Listing of Subcontractors and principal suppliers and fabricators.
  - 2. Schedule of values.
  - 3. Schedule of principal products.
  - 4. Schedule of submittals (preliminary if not final).
  - 5. Copies of acquired building permits and similar authorizations and licenses from governing authorities for current performance of the work.



6. Data needed by Owner to secure related insurance coverages.
7. Performance and Payment Bond.
8. Insurance Certificates.

#### 1.05 PROGRESS PAYMENTS

A. Based upon application for payments submitted to the Engineer and the Owner, by the Contractor, on or about the 25th day of each month for the period ending the last day of the previous second month, and Certificate of Payment issued by the Engineer and the Owner, the Owner will make progress payments on account of the Contract Sum to the Contractor as follows:

1. On or after the 20th day of each month, the Contractor shall submit to the Engineer and the Owner a "pencil copy" indicating the previous payment and the proposed amounts for each line item for the current period. After review and approval or changes, the Contractor shall prepare the final billing for presentation to the Engineer and Owner.

- a. Whenever any contract, the total price of which exceeds \$100,000, entered into by a State college, for the construction, reconstruction, alteration or repair of any building, structure, facility or other improvement to real property, requires the withholding of payment of a percentage of the amount of the contract, the contractor may agree to the withholding of payments in the manner prescribed in the contract, or may deposit with the State college registered book bonds, entry municipal bonds, State bonds or other appropriate bonds of the State of New Jersey, or negotiable bearer bonds or notes of any political subdivision of the State, the value of which is equal to the amount necessary to satisfy the amount that otherwise would be withheld pursuant to the terms of the contract. The nature and amount of the bonds or notes to be deposited shall be subject to approval by the State college. For purposes of this section, "value" shall mean par value or current market value, whichever is lower.

If the contractor agrees to the withholding of payments, the amount withheld shall be deposited, with a banking institution or savings and loan association insured by an agency of the Federal government, in an account bearing interest at the rate currently paid by such institutions or associations on time or savings deposits. The amount withheld, or the bonds or notes deposited, and any interest accruing on such bonds or notes, shall be returned to the contractor upon

fulfillment of the terms of the contract relating to such withholding. Any interest accruing on cash payments withheld shall be credited to the State college.

- b. Any contract, the total price of which exceeds \$100,000, entered into by a State college involving the construction, reconstruction, alteration, repair or maintenance of any building, structure, facility or other improvement to real property, shall provide for partial payments to be made at least once each month as the work progresses, unless the contractor shall agree to deposit bonds with the State college pursuant to section 1.
  - c. With respect to any contract entered into by a State college pursuant to section 2 for which the contractor shall agree to the withholding of payments pursuant to section 1, 2% of the amount due on each partial payment shall be withheld by the State college pending completion of the contract.
2. Upon acceptance of the work performed pursuant to the contract for which the contractor has agreed to the withholding of payments pursuant to subsection a. of this section, all amounts being withheld by the State college shall be released and paid in full to the contractor within 45 days of the final acceptance date agreed upon by the contractor and the State college, without further withholding of any amounts for any purpose whatsoever, provided that the contract has been completed as indicated. If the State college requires maintenance security after acceptance of the work performed pursuant to the contract, such security shall be obtained in the form of a maintenance bond. The maintenance bond shall be no longer than two years and shall be no more than 100% of the project costs.
  - a. This act shall take effect immediately. This bill supplements the "State College Contracts Law," P.L.1986, c.43 (C.18A:64-52 et seq.), and applies to any State college contract for over \$100,000 which involves the construction, reconstruction, alteration or repair of any building, structure, facility or other improvement to real property. Under the provisions of this bill, whenever a contract of this type requires the withholding of payment of a percentage of the amount of the contract, the contractor would have the choice of either agreeing to a retainage deduction from each monthly progress payment, or the contractor could choose to deposit bonds in the amount necessary to satisfy the amount that otherwise would be withheld under the contract. If a contractor chooses a retainage deduction from each monthly payment, then the retainage would be limited to 2% of the amount due on each partial payment. Upon acceptance of the work performed pursuant to the contract for

which the contractor has agreed to a retainage deduction, all amounts being withheld by the State college must be paid in full to the contractor within 45 days of the final acceptance date agreed upon by the contractor and the State college. The bill provides that if the State college requires maintenance security after acceptance of the work performed under the contract, the security must be obtained in the form of a maintenance bond, which is required to be no longer than two years and no more than 100% of the project costs. The provisions of this bill are similar to provisions in the "Local Public Contracts Law," P.L.1971, c.198 (C.40A:11-1 et seq.) and the "Public School Contracts Law," P.L.1977, c.114 (C.18A:18A-1 47 et seq.).

3. Upon substantial completion, the retainage shall, upon the Engineer/Owner's approval, remain at 2% of the value of work completed. Final release of retained monies will occur only upon the total completion of all punch list and closeout documentation to the satisfaction of the Engineer and Owner.
4. For each day's delay in the Contractor's submission of an application for payment acceptable to the Engineer and Owner, the Owner may delay one day in making his progress payment.
5. Owner shall make payments within 30 days of receipt of said monthly pay requisition.

#### 1.06 APPLICATION AT TIME OF SUBSTANTIAL COMPLETION

- A. Following issuance of certificate of substantial completion on each Contractor's work, and also in part as applicable to prior certificates on portions of completed work as designated, a "special" payment application may be prepared and submitted by Contractor. The principal administrative actions and submittals which shall precede or coincide with such special applications can be summarized as follows, but not necessarily by way of limitation:
  1. Occupancy permits and similar approvals or certifications by governing authorities and franchised services, assuring Owner's full access and use of completed work.
  2. Warranties, guarantees, maintenance agreements and similar provisions of Contract Documents.

3. Test/adjust/balance records, maintenance instructions, meter readings, start up performance reports, and similar change over information germane to Owner's occupancy, use, operation and maintenance of completed work.
4. Final cleaning of the work.
5. Application for reduction (if any) of retainage, with consent of surety.
6. Advice to Owner on coordination of shifting insurance coverages, including proof of extended coverage as required.
7. Listing of Contractor's incomplete work, recognized as exceptions to certificate of substantial completion.

#### 1.07 FINAL PAYMENT APPLICATION

- A. The administrative actions and submittals which shall precede or coincide with submittal of the Contractor's final payment application can be summarized as follows, but not necessarily by way of limitation.
  1. Completion of project closeout requirements.
  2. Completion of items specified for completion beyond time of substantial completion, regardless of whether special payment application was previously made.
  3. Assurance, satisfactory to Owner and Owner, that unsettled claims will be settled and that work not actually completed and accepted will be completed without undue delay.
  4. Transmittal of required project construction records to Owner via the Owner.
  5. Proof, satisfactory to Owner and Owner, that taxes, fees and similar obligations of Contractor have been paid.
  6. Removal of temporary facilities, services, surplus materials, rubbish and similar elements.
  7. Notarized consent of surety for final payment.

#### 1.08 WAIVER OF LIENS

- A. Each Contractor, for himself, and for all Subcontractors and material men, agrees that no mechanic's lien or other claim shall be filed or maintained by the Contractor or by any Subcontractor, materialmen, laborer or any other person whatsoever for, or on account of any work performed or materials furnished under this Contract. This agreement shall be an independent contract, and the Contractor shall execute and deliver a separate Waiver of Liens in form and substance satisfactory to the Engineer and Owner contemporaneously with the execution of the Owner-Contractor Agreement and before any work is begun at the site.
- B. In every subcontract entered into by each Contractor after execution of this Contract or in connection herewith, the Contractor shall incorporate a provision, similar to the foregoing paragraph, to the effect that neither the Subcontractor nor any party acting through or under him shall file or maintain any mechanic's lien or other claim against the Engineer or Owner in connection with the Work.

**END OF SECTION**

## SECTION 01 100 PROJECT PROCEDURES

### **PART 1 - GENERAL**

#### 1.01 SPECIAL REQUIREMENTS

- A. Schedule: Contractor shall provide a master schedule showing sequencing of work utilizing the CPM method. The Contractor shall supply a schedule with all subcontractor activities, relationships, and durations, utilizing the CPM method via SureTrak/Primavera, Version 3.0, or a Microsoft scheduling software to the Owner in a digital format (PDF) and coordinate their schedule with the Owner.
- The Contractor is required to update at the end of each month the CPM Schedule based on the percentage completed for each activity on the approved schedule (in concert with the submission of the percentage completed in the monthly proposed schedule of values).
  - **The Contractor in their bid includes a cost of \$500.00 per month for this schedule submission, for the duration of construction (per the milestone schedule in the bidding documents). This only applies to projects in excess of 2 million dollars in base price. The contractors schedule of values shall include this cost, and can only be billed for upon TCNJ's successful receipt of said schedule. Should any schedule not be received at the end of any month during construction, TCNJ will issue a deduct change order in the amount of \$500.00 to the contractor.**
- B. Each Contractor shall take all necessary precautions to ensure the safety of all structural elements during all phases of all work. No materials, cranes, trucks or any other construction loads shall be placed on any part of the structure until the Contractor has determined the adequacy of that structure to carry the intended load without damage or overstress.
- C. Entrance into, or other use of the building will not be permitted except as may be necessary for the execution of the Work, and shall be subject to the restrictions and instructions of the Owner.

**NOTE: Any personnel working in any residence hall, including delivery personnel are to have a State Police Background check completed before entering any residence hall. Contractor is to provide the background check for all personnel at the kick off meeting, and/or prior to start of their work. Should a person not have a background check but is on site for a short period of time, said person shall be escorted by a TCNJ project**

**manager/superintendent and /or a designated person that has provided the appropriate back ground check information. All back ground checks will be forwarded to TCNJ police for review and filing.**

**NOTE: Any personnel working in a residence hall must wear a badge with the name of the vendor/contractor they work for and their personal name. This badge must be worn at all times.**

- D. Routes of ingress and egress to areas where work is being performed shall be subject to the restrictions and instructions of the Owner.
- E. Materials shall be moved through the Building using rubber tired vehicles which shall be properly controlled at all times to avoid damage to existing wall, floor or ceiling surfaces.
- F. Water damage cannot be tolerated and it is incumbent upon Contractors to take any steps necessary to keep the existing premises dry at all times.
- G. Any damage to the new building from heavy equipment, striking the Building or any other damage to any part of the premises shall be repaired at the expense of the Contractors.
- H. All welding and cutting shall be performed by qualified and certified welders. Certificates shall be on file with the Contractor prior to commencement of any welding.
- I. No work shall start before 8:30 AM unless agreed to in advance with the Owner.

## **PART 2 - PRODUCTS**

*NOT APPLICABLE*

## **PART 3 - EXECUTION**

### **3.01 GENERAL**

- A. Contractors shall perform the work on or about the premises in a careful manner with full consideration to fire protection as required by the National Fire Protection Association Standards, National Board of Fire Underwriters and State and Local Departments having jurisdiction. Fire resistant materials shall be used for temporary enclosures.

- B. Chemical extinguishers approved by the Owner shall be provided by the General Contractor during the progress of the work where and as required by the Owner, the Local Fire Marshal and the National Board of Fire Underwriters.
- C. The Contractor shall maintain an active program of fire prevention to keep workmen fire conscious during the entire life of the Contract. Designate one member of the organization to execute and coordinate fire control measures of his own organization and that of all subcontractors under his jurisdiction.
- D. All sub-contractors shall cooperate with the Contractor in carrying out the above program.
- E. Storage of flammable materials will not be permitted in the Building unless written permission is obtained from the Owner. Storage of all such materials shall be the Contractors' responsibility.
- F. On-site open burning of rubbish, garbage, trade waste, leaves or plant life is prohibited.
- G. Safety Program: The Contractor shall institute a safety program in accordance with OSHA and any local, state, or federal guidelines. The contractor shall name a safety officer to monitor this program and shall submit a safety report at job meetings.
- H. Stockpiling: Stockpiling of materials on site will be allowed (but limited due to the limited space on this site). Such materials shall not impair or impede the functioning of the facility. Materials stored on site shall be secured to prevent loss from theft, damage, vandalism or fire. By stockpiling materials on site, the contractor assumes full responsibility for said materials, and shall protect them to the fullest extent possible. Specific locations for stockpiling materials shall be coordinated with the Engineer, and Owner.
- I. Safety Barriers: The Contractor shall erect safety barriers to deter and prohibit unauthorized access to the construction site; such barriers may take the form of fences and shall be clearly marked with signage prohibiting unauthorized access. The Contractor shall be responsible for safety barriers within the building. The contractor shall be liable for damages to persons or property due to the construction process if adequate safety measures are not undertaken. The Owner and Engineer shall review safety precautions for their adequacy but shall not be held liable for Contractors failure to maintain or provide adequate protection.
- J. Sequencing: The Contractor will work with the Sub-Contractors to sequence the work during the submission of monthly project schedules. Contractors shall endeavor to coordinate their work efforts with the Owner's requirements.



Interruptions of utility services shall be coordinated with the Engineer, and Owner, but in no instance shall last longer than 2 hours.

- K. Limited staging and on-site parking will be provided by General Contractor. The Contractor will coordinate parking areas with all the subcontractors and TCNJ.
1. Parking will be available at Carlton Avenue. Contractor will provide shuttle service to and from the site.
  2. Contractor will be permitted to have vehicles on site with in the construction fencing only. Contractor is to provide stone in all parking areas on site to prevent the buildup of ruts and mud, thus minimizing the amount of mud leaving the site and being left behind on TCNJ roads.
- L. Site Utilities: Electric power and water are available on site. Toilet facilities will be made available by the Contractor. These facilities shall remain clean by the Contractors throughout the course of the project. The Contractors shall repair and/or replace any damaged fixtures, partitions, etc. The Electrical Sub-Contractor shall tie in a temporary power panel (or panels as required) for all trades to use during construction. Interruption of building services shall not occur without prior consent and coordination by the Owner and Owner.
1. Provide portable toilets for all construction personnel.
- M. Construction Lighting: The Electrical Sub-Contractor shall run sufficient strings and fixtures to maintain a 50 foot-candle/sq.ft.intensity of light throughout the project areas.
- N. Dumpster Location and Cleanup: The Contractor must coordinate the dumpster location with the Owner. The Contractor shall be responsible for obtaining, maintaining, and disposing of dumpsters, and shall maintain clean work areas throughout the course of the project.
- Contractor is to provide adequate manpower during the entire course of the project to maintain the site in a clean, neat and professional manner. At a minimum the contractor is to clean the entire site twice per week (on different days) by picking up all debris in and around the site. Sweeping the entire building daily is required once the floor slabs are in place. Contractor is to place garbage cans on each floor minimum 3 per floor in designated locations to assist in keeping the site clean. The owner will not tolerate a building project that is not maintained in a professional manner at all times.

### 3.02 PROGRESS MEETINGS

- A. Progress Meetings shall be held bi-weekly at the job site at a regular time and day mutually agreed upon. The frequency may be changed by the Engineer or Owner to reflect current conditions. The Contractors, those of his/their subcontractors concerned with current progress or with scheduling of future progress, the Engineer, the Owner, and the Owner shall each be represented at these job meetings by persons familiar with the details of the work and authorized to conclude matters relative to work progress, establishment of progress schedules, etc., as may be necessary to expedite completion of the work.
- B. The Contractors and his/their subcontractors attending these meetings shall present complete and definite reports as to the status of their respective work, conditions of product and equipment manufacturer, labor availability, productivity and cooperation, shipping data, time of completion, sequence of the work, safety program, and any other information bearing upon the execution of the Contract or subcontract. For the Owner's convenience the Owner will chair the meetings.

### 3.03 MONTHLY REPORTS

- A. The Contractor is to provide TCNJ a brief monthly status report on the last working day of each month dividing the status of the project into the following categories (report must be complete in all respects, piece meal submissions will not be accepted):
  - 1. Project overview
  - 2. Financial status
  - 3. Updated project schedule
  - 4. Change order request log
  - 5. Submittal log
  - 6. RFI log
  - 7. Owner/Engineer issues that need immediate resolution
  - 8. Order/delivery issues
- B. **The Contractor is to provide TCNJ with this monthly report, and include in their bid a cost of \$500.00 per month for all projects in excess of 2 million dollars base bid price for the duration of the construction period as noted in the bidding milestone schedule. This total cost will be listed in the contractor's schedule of values and can be billed for on a monthly basis only if said report is received in whole as noted above. Should TCNJ not receive said complete report a deduct change order will be issued to the contractor for \$500.00 for that month.**

**END OF SECTION**

**SECTION 01 300  
SUBMITTAL AND SUBSTITUTIONS**

**PART 1 - GENERAL**

**1.01    PROGRESS SCHEDULE / COORDINATION DRAWINGS**

- A.     The Contractor's schedule, shall coordinate with all trades to produce a coordinated CPM via Suretrak/Primavera version 3.0 or a Microsoft scheduling program schedule indicating the start and completion dates for each portion of the work as defined by the schedule of values, with the total time as defined by the contract time and milestone dates as set forth in these specifications. The Contractor's CPM schedule shall be submitted in an electronic format (Suretrak 3.0 or a Microsoft Scheduling program) to and reviewed by the Owner and Engineer prior to first application for payment. Any revisions or additional information requested by the Owner or Engineer shall be provided. (No payment shall be made to any Contractor not providing a schedule that reflects their entire work).

1.     Also refer to Section 01 100 – Project Procedures

- B.     The Contractor shall revise the progress schedule on a monthly basis as the work progresses reflecting therein any delays, including those not within the Contractor's control, or accelerations in the progress of the work. The progress schedule, as revised for any weekly period, shall be discussed at the bi-weekly job meetings with the, Owner, the Engineer, and the Contractor and the major trades in order to ensure that the percentage of actual completion of any portion of the work as called for in the progress schedule for that bi-weekly period is attained. Monthly updates to the progress schedule shall be made prior to application for payment.
- C.     Should any delay occur in the progress of the work or any portion thereof, the Contractor shall be required to implement all necessary measures to accelerate the construction, to meet the percentages of completion dictated by the progress schedule on the applicable dates, without additional cost to the Owner.

**1.02    SHOP DRAWINGS, PRODUCT DATA AND SAMPLES**

- A.     Shop drawings, product data and samples will not be processed by the Owner and/or Engineer until the list of subcontractors, material suppliers and fabricators are submitted as required under Paragraph 3.12 of the General Conditions.
1.     The successful Contractor shall submit their list of proposed substitutions within twenty (20) calendar days of the Contract Award.

2. The Engineer shall be compensated on an hourly basis for review of all shop drawings or samples that do not meet the requirements of the contract documents after two (2) submissions. The compensation shall be deducted from the contractor's contract via a deduct change order, or other means that both parties agree to.
- B. Coordinate preparation and processing of submittals with performance of the work so that work will not be delayed by submittals. Allow two weeks for review/approval by the Engineer for the approval process. Allow additional time if processing must be delayed to permit coordination with subsequent submittals with others.
1. Contractor is to provide a submittal schedule identifying the critical path submittals to assist the design team in prioritizing their review and subsequent return to the contractor prior to the first requisition for payment being processed. Every submittal is to have a required return date associated with it so the design team can schedule their reviews accordingly
- C. Provide permanent marking on each submittal to identify Project, date, Contractor, subcontractor, submittal name, Specification section, drawing reference, and similar information to distinguish it from other submittals. Show Contractor's executed review and approval marking and provide space (5" x 7") for Engineer's Action marking and space for Owner's review marking. Package each submittal appropriately for transmittal and handling. Submittals received, which are lacking the above information, will be returned without action. Submittals, which are received from sources other than through Contractor's office, will be returned without action.
- D. Each submission shall be complete, with all options clearly marked and with all components required for the assembly fully described and detailed. Submissions missing important information will be returned unchecked.
- E. Transmittal Form: Submittals shall be accompanied by a transmittal form. Provide Contractor's certification on form, ready for execution, stating that information submitted complies with requirements of contract documents.
1. Transmit all submittals and shop drawings to the Engineer with a copy of the transmittal to the Owner.

- F. Except as otherwise indicated in individual work sections, comply with requirements specified herein for each indicated category of submittal. Provide and process intermediate submittals, where required between initial and final, similar to initial submittals.
- G. Maintain returned final set of samples at project site, in suitable condition and available for quality control comparisons by Engineer, and by Owner.
- H. Do not proceed with installation of materials, products or systems until final copy of applicable shop drawings, product data and samples are in possession of Installer.
- I. Provide newly prepared shop drawings, on reproducible sheets, with graphic information at accurate scale, with company name of preparer indicated. Show dimensions and note which are based on field measurement. Identify materials and products in the work shown. Indicate compliance with standards, and special coordination requirements. Do not allow shop drawing copies without appropriate final Action markings by Engineer to be used in connection with the work.
  - 1. Initial and Intermediate Submittals: One correctable translucent reproducible print and 5 blue line or black line prints; reproducible will be returned.
  - 2. Final Submittal: 6 prints, plus 3 additional prints where required for maintenance manuals; 4 will be retained and remainder will be returned, one of which shall be marked up and maintained by Contractor as "Record Document".
  - 3. Electronic submittals are acceptable in AutoCad format only. Contractor shall be responsible for printing and distribution of multiple copies as required.
- J. Collect required product data into one submittal for each unit of work or system; and mark each copy to show which choices and options are applicable to the project. Include manufacturer's standard printed recommendations for application and use, compliance with standards, application of labels and seals, notation of field measurements that have been checked, and special coordination requirements. Maintain one set of product data for each submittal at project site, available for reference by Engineer and others.

- K. Submittals will be accepted from the Contractor only. Submittals received from other entities will be returned without review or action.
1. Submittals received without a transmittal form will be returned without review or action.
  2. Transmittal form: Use a form matching the sample form attached to this section. Include the following:
    - List of deviations.
    - The Contractor's certification signature.
  3. Fill out a separate transmittal form for each submittal; also include the following:
    - Other relevant information.
    - Request for additional information.
- L. Do not submit product data, or allow its use on the project, until compliance with requirements of Contract Documents has been confirmed by Contractor. Submittal is for information and record unless otherwise indicated. Initial submittal is final submittal unless returned promptly by Engineer marked with an Action that indicates and observed noncompliance. Submit 6 copies, plus 3 additional copies, which will be returned, where required for maintenance manuals.
1. Electronic submittals are acceptable in 8 ½" x 11" letter format only.
- M. Provide three (3) samples identical with final condition of proposed materials or products for the work. Include range samples, not less than 3 units, where unavoidable variations between units of each set. Provide full set of optional samples where Engineer's selection is required. Prepare samples to match Engineer's sample where so indicated. Include information with sample to show generic description, source or products name and manufacturer, limitations, and compliance with standards. Samples are submitted for review and confirmation of color, pattern, texture and kind by Engineer. Engineer will not test samples, except as otherwise indicated, for compliance with other requirements, which are therefore the exclusive responsibility of the Contractor.
- N. Upon receipt of a signed copy of the Engineers' Waiver form, electronic copies of CAD drawings of the Contract Documents can be provided by the Engineer for Contractor's use in preparing submittals.
- O. Product Selection Procedures: Procedures for product selection include the

following:

1. Product: Where Specification paragraphs or subparagraphs titled "Product" name a single product and manufacturer, provide the named product or an equivalent.
2. Manufacturer/Source: Where Specification paragraphs or subparagraphs titled "Manufacturer" or "Source" name single manufacturers or sources, provide a product of the manufacturer or source that complies with requirements, or an equivalent.
3. Products: Where Specification paragraphs or subparagraphs titled "Products" introduce a list of names of both products and manufacturers, provide one of the products listed that complies with requirements, or an equivalent. Comply with provisions of "Product Options and Substitutions," Section 1.04 of Division 01 3300 of these specifications when submitting an equivalent product.
4. Manufacturers: Where specification paragraphs or subparagraphs titled "Manufacturers" introduce a list of manufacturers' names, provide a product by one of the manufacturers listed, or an equivalent, that complies with requirements. Comply with provisions of "Product Options and Substitutions," Section 1.04 of Division 01 3300 of these specifications when submitting an equivalent product.
5. Product Options: Where Specification paragraphs or subparagraphs refer to "Product Options and Substitutions," indicate that size, profiles, and dimensional requirements on Drawings are based on a specific product or system; provide the specific product or system or an equivalent product or system by another manufacturer. Comply with provisions of "Product Options and Substitutions," Section 1.04 of Division 01 3300 of these specifications when submitting an equivalent product.
6. Basis of Design Products: Where Specification paragraphs or subparagraphs titled "Basis-of-Design Products" introduce or refer to a list of manufacturers' names, provide either the specified product or an equivalent. Drawings and Specifications indicate sizes, profiles, dimensions and other characteristics that are based on the product names. Comply with the provisions of "Product Options and Substitutions," Section 1.04 of Division 01 3300 of these specifications when submitting an equivalent product.



### 1.03 MISCELLANEOUS SUBMITTALS

- A. Miscellaneous submittals related directly to the work include warranties, maintenance agreements, workmanship bonds, survey data and reports, physical work records, quality testing and certifying reports, copies of industry standards, record drawings, field measurement data, operating and maintenance materials, overrun stock, and similar information, devices and materials applicable to the work and not processed as shop drawings, product data or samples.
- B. Refer to sections for specific general requirements on warranties, product/workmanship bonds, and maintenance agreements. In addition to copies desired for Contractor's use, furnish 2 executed copies, except furnish 3 additional copies where required for maintenance manuals.
- C. For the Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, and similar documents, correspondence and records established in conjunction with compliance with standards and regulations bearing upon performance of the work.

### 1.04 PRODUCT OPTIONS AND SUBSTITUTIONS

#### A. DEFINITIONS

- 1. 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.
  - a. 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.
  - b. New Products: Items that have not previously been incorporated into another project or facility, except that products consisting of recycled-content materials are allowed, unless explicitly stated otherwise. Products salvaged or recycled from other projects are not considered new products.
  - c. Equivalent 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.

2. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
3. Basis-of-Design Product Specification: Where a specific manufacturer's product is named and accompanied by the words "basis of design," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of other named manufacturers.
4. Manufacturer's Warranty: Preprinted written warranty published by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
5. Special Warranty: Written warranty required by or incorporated into the Contract Documents, either to extend time limit provided by manufacturer's warranty or to provide more rights for Owner.
6. **Buy American Requirement: the Contractor shall comply with N.J.S.A 52:32-1 and N.J.S.A. 52:33-1 et seq., which prohibits the use by the Contractor or subcontractors of materials or farm products produced and manufactured outside of the United States on any public work.**

B. General Requirements:

1. The requirements for substitutions do not apply to specified Contractor options on products and construction methods. Revisions to Contract Documents, where requested by Owner or Engineer are changes, not substitutions. Contractor's determination of and compliance with governing regulations and orders issued by governing authorities do not constitute substitutions and do not constitute a basis for change orders. Otherwise, Contractor's requests for changes in products, materials, and methods of construction required by Contract Documents are considered requests for substitutions, and are subject to requirements hereto.
2. To the greatest extent possible, provide products, materials and equipment of a singular generic kind and from a single source.
3. Where more than one choice is available as options for Contractor's selection of a product or material, select an option that is compatible with

other products and materials already selected. Total compatibility among options is not assured by limitations within Contract Documents, but shall be provided by Contractor. Compatibility is a basic general requirement of product/material selections.

4. Any and all contractor substitutions that require additional work by other trades not specifically called for in the documents shall be paid for by the contractor requesting the substitution if any other trade increase is required.
  5. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Engineer for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
- C. Submittals: Submit digital copy, utilizing Substitution Request Form, CSI Form 13.1.A, fully identified for product or method being requested for substitution, including related specification section and drawing numbers, and fully documented to show compliance with requirements for substitutions. Include product data/drawings, description of methods, samples where applicable, Contractor's details comparison of significant qualities between specified item and proposed substitution, statement of effect on construction time and coordination with other affected work and contractors, cost information or proposal, warranty information, compatibility with other work, approval of all authorities having jurisdiction, and Contractor's statement to the effect that proposed substitution will result in overall work equal to or better than work originally indicated.
- D. Contractor's options for selecting products are limited by Contract Documents requirements, and governing regulations. Required procedures include, but are not necessarily limited to, the following for various indicated methods or specifying:
1. Single product/manufacturer name; provide product indicated or equivalent, except advise Engineer before proceeding, where known that named product is not a feasible or acceptable selection.
  2. Two or more product/manufacturer names; provide one of the named products or equivalent, at Contractor's option; but excluding products which do not comply with requirements. Advise Engineer before proceeding.
  3. Equivalent; where named products in Specifications text are

accompanied by the term "or equivalent", or other language of similar effect, comply with those Contract Documents provisions concerning substitutions for obtaining Engineer's approval of equivalent product.

4. Named, except as otherwise indicated, is defined to mean manufacturer's name for product, as recorded in published product literature, of latest issue as of date of Contract Documents. Refer requests to use products of a later or earlier model to Engineer for acceptance before proceeding.
  5. Where compliance with an imposed standard, code or regulation is required, selection from among products that comply with requirements including those standards, codes and regulations, is Contractor's option.
  6. Provide products which comply with specific performances indicated, and which are recommended by manufacturer, in published product literature or by individual certification, for application indicated. Overall performance of a product is implied where product is specified for specific performance.
  7. Provide products that have been produced in accordance with prescriptive requirements, using specified ingredients and components, and complying with specified requirements for mixing, fabricating, curing, finishing, testing and similar operations in manufacturing process.
  8. Where matching of an established sample is required, final judgment of whether a product proposed by Contractor matches sample satisfactorily is Engineer's judgment. Where no product within specified cost category is available, which matches sample satisfactorily and complies with requirements, comply with Contract Document provisions concerning substitutions for selection of a matching product outside established cost category or not complying with requirements.
  9. Where specified product requirements include "...as selected from manufacturer's full range of colors, patterns, textures..." or words of similar effect, the selection of manufacturer and basic product data is to comply with requirements of the Contract, and selection shall be from the full range of products within the requirements. Where specified product requirements include "... as the industry...", or words to that effect, selection of product complying with requirements, is Engineer's selection, including designation of manufacturer, where necessary to obtain desired color, pattern or texture.
- E. Substitutions may be permitted by the Engineer, if, in his opinion, the requirements of the proposed substitution comply with the requirements specified for the material, article or piece of equipment; however, the Engineer

is not required to permit substitution pursuant to the case of Whitten Corporation vs. Paddock, Incorporated, United States District Court, Massachusetts, April 12, 1974, affirmed by the Federal First Circuit Court, December 14, 1974.

- F. After award of contract, the Contractor may submit substitutes to the Engineer for review, fully documented and certified, and accompanied by a proposal for a reduction in the Contract Sum.
- G. Contractor's request for substitution will be received and considered when extensive revisions to Contract Documents are not required and changes are in keeping with general intent of Contract Documents; when timely, fully documented and properly submitted; and when one or more of following conditions is satisfied, all as judged by Engineer. Otherwise, requests will be returned without action except to record noncompliance with these requirements.
  - 1. Where request is directly related to an "equivalent" clause or other language of same effect in Contract Documents.
  - 2. Where required product, material or method cannot be provided within Contract Time, but not as a result of Contractor's failure to pursue the work promptly or coordinate various activities properly.
  - 3. Where required product, material or method cannot be provided in a manner which is compatible with other materials of the work, or cannot be properly coordinated therewith, or cannot be warranted (guaranteed) as required, or cannot be used without adversely affecting Owner's insurance coverage on completed work, or will encounter other substantial noncompliances which are not possible to otherwise overcome except by making requested substitution, which Contractor thereby certifies to overcome such incompatibility, uncoordination, nonwarranty, noninsurability or other noncompliance as claimed.
  - 4. Where substantial advantage is offered Owner, in terms of cost, time or other valuable considerations, after deducting offsetting responsibilities Owner may be required to bear, including additional compensation to Engineer for redesign and evaluation services, increased cost of other work by Owner or separate Contractors, and similar considerations.
- H. Contractor's submittal of, and Engineer's acceptance of, shop drawings, product data or samples which indicate work not complying with requirements of Contract Documents, does not constitute an acceptable and valid request for, nor approval of, a substitution.

I. QUALITY ASSURANCE

Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, product selected shall be compatible with products previously selected, even if previously selected products were also options.

1. Each Contractor is responsible for providing products and construction methods compatible with products and construction methods of other contractors.
2. If a dispute arises between contractors over concurrently selectable but incompatible products, Engineer will determine which products shall be used.

J. EQUIVALENT PRODUCTS

Where products or manufacturers are specified by name, Contractor must submit the following, in addition to other required submittals, to obtain approval of an unnamed product proposed as an equivalent:

1. Evidence that the proposed product does not require extensive revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.
2. Detailed comparison of significant qualities of proposed product with those named in the specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
3. Evidence that proposed product provides specified warranty.
4. List of similar installations for completed projects with project names and addresses and names and addresses of Engineers and owners, if requested.
5. Samples, if requested.

1.06 OPERATION AND MAINTENANCE INSTRUCTIONS AND EQUIPMENT WARRANTIES

- A. The Contractor shall orient and instruct the responsible maintenance personnel designated by the Owner in the Operation of all equipment and shall provide the maintenance personnel with pertinent literature and operational manuals for all equipment. Date and time of demonstrations shall be mutually agreed

upon with the Owner. Provide qualified personnel for as long as necessary to fully orient and instruct the Owner. Contractor shall videotape instruction session and provide owner with completed video.

- B. The manuals shall be submitted in (quadruplicate) 3-ring loose-leaf type binders **and electronically in PDF format and be able to be TEXT SEARCHABLE** to the Engineer for approval with all additional information that the Engineer may request and considers necessary for the proper servicing and maintenance of all equipment. Manuals are to include plain paper copies of approved shop drawings and catalog cuts. The quality of the copies may be subject to approval by the Engineer. Upon completion and approval, three (3) copies will be forwarded to the Owner and one (1) copy retained by the Engineer.
- C. Manuals shall include no less than the following:
  - 1. Operating Procedures:
    - a. Typewritten procedures indicating each mode of operation of each piece of equipment or system. Procedures shall indicate the status of each component of a system in each operating mode.
    - b. Procedures shall indicate names, symbol numbers, valve tags, circuit numbers, schematic control and wiring diagrams, locations of thermostats, manual starters, control cabinets, and other controls of each system.
    - c. Emergency shutdown procedures for each piece of equipment or system, both automatic and manual as appropriate.
  - 2. Maintenance Schedule: Typewritten schedule describing manufacturer's recommended schedule of maintenance and maintenance procedures.
  - 3. Catalog cuts and shop drawings:
    - a. Catalog cuts shall clearly indicate the exact model and type of each piece of equipment installed in the Project, including all options provided.
    - b. Catalog cuts shall fully describe equipment including physical, electrical, mechanical and other characteristics, performance characteristics and installation or erection diagrams.
    - c. Catalog cuts shall indicate spare part numbers and name, address and telephone number of local representative or service department.
  - 4. Typewritten list of all subcontractors on the Project including name,

address, telephone number and responsibility on the Project.

5. Manuals shall be indexed with dividers indicating each system or piece of equipment.
  6. Warranties, permits, inspection stickers/approvals and Certificate of Occupancy are to be included.
- D. Required equipment warranties shall be submitted in three (3) copies to the Engineer.
- E. The Contractor shall video record all instructional sessions and demonstrations and provide the Owner with a copy of the video at the end of all demonstrations.

## **PART 2 - PRODUCTS**

*NOT APPLICABLE*

## **PART 3 - EXECUTION**

### 3.01 ACTION ON SUBMITTALS

- A. One copy of all submissions will be returned to the Contractor for his files. The Contractor shall mark up other copies so as to conform with the copy returned to him and forward them to all interested Contractors, Subcontractors, and Suppliers.
- B. The Engineer will review and stamp submitted shop drawings in one of the following ways (the actual stamp may be different; below language is shown for an example only)



1. "No Exceptions Taken": Final unrestricted release; that part of the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents.
  2. "Note Markings": Final-but-restricted release; that part of the Work covered by the submittal may proceed provided it complies with notations or corrections marked on the submittal and requirements of the Contract Documents; final acceptance will depend upon that compliance.
    - a. "Confirm" or "Resubmit for Record": May be used in conjunction with "Note Markings" to ensure that noted corrections are clearly understood and documented. Resubmit with corrections without delay.
  3. "Rejected and Resubmit": DO NOT commence with the Work covered by the submittal, including purchasing, fabrication, delivery or other activity. Revise or prepare a new submittal; comply with notations marked on prior submittal. Resubmit without delay; repeat process as necessary to obtain different action mark. DO NOT permit submittals marked "Rejected and Resubmit" to be used at the project site or in the work.
  4. "Rejected": Fundamentally not in compliance. **Prepare a new submittal.** No notations or comments made.
- C. Work shall be executed in accordance with "No Exceptions Taken", "Note Markings", or "Resubmit for Record" stamp only.
- D. Engineer's review of shop drawings/submittals will constitute checking for general arrangement only, and shall not relieve the Contractor of responsibility for complete compliance with Drawings and Specifications. Contractor shall be responsible for quantities and dimensions to assure a proper fit under field conditions.

### 3.02 DISTRIBUTION

- A. Provide additional distribution of submittals, not included in foregoing copy submittal requirements, to subcontractors, suppliers, fabricators, installers, governing authorities and others as necessary for proper performance of the work. Include such additional copies in transmittal to Engineer where required to receive Action marking before final distribution. Show such distributions on transmittal forms.

### 3.03 COLOR SELECTIONS

- A. All colors for all finished surfaces and materials will be selected or approved by the Engineer. The color selections will be made at one time to provide a complete and coordinated color schedule which, upon acceptance of the Owner, will be provided to the Contractor. Any and all specific color selections for materials not noted on drawings or in specification shall be chosen by Engineer after submittal of samples.
- B. It is imperative that all color information be submitted to the Engineer by the Contractor before color selections can be made. If any color selection information is not available when colors are needed to meet the project schedule, the Engineer will select colors from one of the named manufacturers in the Specifications, and the Contractor will be required to exactly match that color. A claim for delay will not be accepted if the color schedule is late due to the failure of the Contractor to provide the Engineer with all required color information, nor will an extra be entertained if the selected color is not available from the manufacturer the Contractor intended to use but neglected to submit.
- C. The Contractors are reminded of the requirement to declare all substitutions within twenty (20) days of execution of their Contract as specified.

### **END OF SECTION**

## **SECTION 01 310 QUALITY CONTROL**

### **PART 1 - GENERAL**

#### **1.01 TRADESMEN AND WORKMANSHIP**

- A. Each Contractor shall ensure that tradesmen performing work at site are skilled and knowledgeable in methods and craftsmanship needed to produce required quality levels for workmanship in completed work. Remove and replace work which does not comply with workmanship standards as specified and as recognized in the construction industry for applications indicated. Remove and replace other work damaged or deteriorated by faulty workmanship or its replacement.
- B. In certain instances, specification text requires that specific work be assigned to specialists or expert entities, who shall be engaged for performance of those units of work. These shall be recognized as special requirements over which Contractor has no choice or option. These assignments shall not be confused with, and are not intended to interfere with, normal application of regulations, union jurisdictions and similar conventions. One purpose of such assignments is to establish which party or entity involved in a specific unit of work is recognized as "expert" for indicated construction processes or operations. Nevertheless, final responsibility for fulfillment of entire set of requirements remains with Contractor.

#### **1.02 INSPECTION, TESTS AND REPORTS**

- A. Required inspection and testing services are intended to assist in determination of probable compliances of the work with requirements, but do not relieve any Contractor of responsibility for those compliances, or for general fulfillment of requirements of Contract Documents. Specified inspections and tests are not intended to limit any Contractor's quality control program. Afford reasonable access to agencies performing tests and inspections.
- B. Contractors are responsible for all testing associated with their work (foundations, soils compaction, concrete, steel, roof material testing etc.) and shall submit the name of their proposed testing agency within 15 days of Notice-to-Proceed. Each Contractor is responsible to coordinate the activities of the testing agency to assure that work is tested prior to being covered up or other activities associated to the work begin.

## **PART 2 - PRODUCTS**

*NOT APPLICABLE*

## **PART 3 - EXECUTION**

### 3.01 REPLACEMENT OF WORK

- A. The Contractor shall, within twenty-four (24) hours after rejection of Work, remove all materials and equipment so rejected and immediately replace said Work, at his cost, to the satisfaction of the Engineer and Owner. Should the Work of the Owner or other Contractors be damaged by such removal or replacement, the Contractor shall reimburse the Owner or other Contractors for all cost incurred for correcting said damage.

### 3.02 EXAMINATION

- A. Existing Conditions: The existence and location of site improvements, utilities, and other construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and location of mechanical and electrical systems and other construction affecting the Work.
  - 1. Before construction, verify the location and points of connection of utility services.
- B. Existing Utilities: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities and other construction affecting the Work.
  - 1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; and underground electrical services.
  - 2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.
- C. Acceptance of Conditions prior to work starting: Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
  - 1. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:

- a. Description of the Work.
  - b. List of detrimental conditions, including substrates.
  - c. List of unacceptable installation tolerances.
  - d. Recommended corrections.
2. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
3. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
4. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

### 3.03 PREPARATION

- A. Existing Utility Information: Furnish information to local utility and Owner that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
  1. Notify Owner not less than two days in advance of proposed utility interruptions.
  2. DO NOT proceed with utility interruptions without Owner's/Owner's written permission.
- C. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- D. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

- E. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to Engineer. Include a detailed description of problem encountered, together with recommendations for changing the Contract Documents.

### 3.04 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to existing conditions and dimensions. If discrepancies are discovered, notify Engineer and Owner promptly.

### 3.05 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
  - 1. Make vertical work plumb and make horizontal work level.
  - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Tools and Equipment: Only use the best quality tools and equipment with proper attenuations for the latest acceptable sound levels.
- F. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.
  - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Engineer.
  - 2. Allow for building movement, including thermal expansion and contraction.

- G. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- H. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

**END OF SECTION**

**SECTION 01 320  
TEMPORARY FACILITIES**

**PART 1 - GENERAL**

**1.01 DESCRIPTION OF REQUIREMENTS**

- A. Specific administrative and procedural minimum actions are specified in this section, as extensions of provisions in General Conditions and other Contract Documents. Nothing in this section is intended to limit types and amounts of temporary work required, and no omission from this section will be recognized as an indication that such temporary activity is not required for successful completion of the work and compliance with requirements of Contract Documents.
- B. Each Contractor is specifically assigned certain responsibilities for temporary facilities to be used by all Contractors, other entities at the site, the Owner's work forces and other personnel including occupants of the project, the Owner, the Engineer, test agencies, personnel of governing authorities, and similar entities and personnel authorized to be at the project site during construction. In general, each Contractor is assigned the responsibilities for installation, operation and removal of each temporary facility which is related by recognized trades to its scope of contract work; and, except as otherwise indicated, each is responsible for costs and use charges associated therewith, including fuel, power usage, water usage and similar usage costs. The Contractor is responsible for temporary facilities not related to any other Contractor's scope of contract work and not otherwise specifically assigned, as designated by the Engineer.
- C. No costs or usage charges for temporary facilities are chargeable to the Owner, nor can any Contractor's cost or usage charges for temporary facilities be accepted as the basis for a change order extra. The total costs and usage charges for temporary facilities are included, collectively, in the Contract Amounts.

**1.02 GENERAL REQUIREMENTS**

- A. Each Contractor shall provide and operate all hoists, cranes, helicopters and furnish and erect all ladders and scaffolding required by him and his subcontractors, constructed to afford proper protection to craftsmen, their Work and other Work in progress and previously executed.



### 1.03 JOB CONDITIONS

- A. Each Contractor shall establish and initiate use of each temporary facility at time first reasonably required for proper performance of the total work of project. Terminate use and remove facilities at earliest reasonable time, when no longer needed or when permanent facilities have, with authorized use, replaced the need.
- B. Each Contractor shall install, operate, maintain and protect temporary facilities in a manner and at locations that will be safe, nonhazardous, sanitary, protective of persons and property, and free of deleterious effects.

### 1.04 ENVIRONMENTAL PROTECTION

- A. Each Contractor shall provide facilities, establish procedures, and conduct construction activities in a manner that will ensure compliance with environmental and other regulations controlling construction activities at project site. The Contractor shall designate one person, the Construction Superintendent or other, to enforce strict discipline on activities related to generation of wastes, pollution of air/water/soil, generation of noise, and similar harmful or deleterious effects which might violate regulations or reasonably irritate persons at or in vicinity of project site. Anti-pollution measures required by D.E.P., as applicable are to be followed.

### 1.05 SECURITY

- A. The Contractor shall maintain complete security on the site at all times during and outside of normal working hours to protect the Work and all field offices, and to secure the area of construction by restricting all trespassers.
  - This means locking the doors and/or gates. A guard is not required.

### 1.06 TEMPORARY CONSTRUCTION FACILITIES

- A. Where mud, snow, ice or other hazardous conditions exist in the purview (Scope of Work) of any Sub Contractor, the Contractor shall remove the hazards immediately and replace with suitable material for the other contractors use. If the Owner is compelled to remove the hazards with their own forces due to inaction by the Contractor, then that Contractor will be back-charged for the work performed by the Owner.
- B. No welding, cutting by torch, or Work utilizing or causing flammable waste shall be done unless adequate fire protection is provided and maintained for the duration of the Work in the area of operations.

- C. Contractor is to provide road safety and traffic controls when working on or near any roadway or sidewalk on campus. Including flag personnel, signage, cones and all necessary safety measures to assure the safety of the pedestrians and vehicles at all times. This includes escorting deliveries using equipment other than a truck or car on roadways and walkways with a flag person. Backhoes can be run without an escort.

1.07 DEBRIS CONTROL (Refer to Section 01 524 for further delineation)

- A. The Contractor shall be responsible for daily cleaning up of spillages and debris resulting from his operations and from those of his Subcontractors; and shall be responsible for complete removal and disposition of hazardous and toxic waste materials. The Contractor shall provide containers at grade, sufficient for the depositing of nonhazardous/nontoxic waste materials, and shall remove such waste materials from project site at least weekly during cold weather (daily high temperatures below 50°F) and at least twice weekly during mild and warm weather.
  - Contractor is responsible to provide and pay for all dumpsters.
- B. The Contractor shall daily clean all mud, dirt and debris resulting from all trades operations from the adjacent streets, sidewalks, drives and parking areas and shall repair all damage caused by the cleaning to the satisfaction of the Owner.
- C. The Contractor is to provide and maintain appropriate means of trash disposal (i.e., chutes) to grade/dumpster. Multiple units may be required and shall be figured for in the bid.

**PART 2 - EXECUTION**

2.01 ENCLOSURES

- A. At earliest possible date, the Contractor shall secure project area against unauthorized entrance at times when personnel are not working. Provide secure temporary enclosure at ground floor and other locations of possible entry, with locked entrances.
- B. Where any form of demolition will expose the interior of the building to weather, demolition shall follow the erection of weatherproof walls by the Contractor installed inside the demolition line, sealed and flashed, as required, to keep all water from the building interior. Keep temporary weatherproofing in place until new construction has been completed to the stage where water will not enter the building.

- C. The Contractor shall provide constant protection against rain, wind, storms, frost or heat to maintain the work, materials, apparatus and fixtures free from damage. At the end of each day's work, cover work likely to be damaged. During cold weather, protect work from damage by freezing and provide such enclosures and heating apparatus as may be necessary diligently to prosecute the Work without stoppage for reason of unfavorable weather.
- D. Wherever a Contractor provides openings through walls or slabs, each location shall be adequately protected at the end of each working day with temporary enclosures to make these areas tight. Openings through exterior walls shall be watertight.
- E. Install an six (6) foot high fence around the staging area. Provide gates as needed to properly access the site to complete the work. Remove the fence once the project is substantially completed. Fence is to have poles into the ground where the fence will be untouched per a period of time, and can have feet with sand bags in areas that the fence may have to be moved occasionally to not interfere with the work.
- F. **For renovation projects: Contractor is to maintain the building in a water tight condition during all construction activities by whatever means necessary. Contractor is to never do any more removal work during any given day than that contractor can replace in the same day in order to make sure the occupants of the building will be protected from the possibility of water leakage into the building. Should any leakage occur, the contractor is to immediately make the building water tight (on a 24 hour basis) and repair any damage caused by the leakage or replace any equipment damaged by the leakage.**

## 2.02 TEMPORARY ELECTRIC

- A. Temporary electric service is available at the project site. The Contractor is responsible to install temporary connection to building electrical system during the work. The Contractor shall remove all temporary connections upon completion of the work.
- B. The Contractor shall supplement the available building electrical system with electrical generators during the work to satisfy their electrical needs.

## 2.03 TEMPORARY VENTILATION

- A. A trade requiring ventilation for Work shall provide fans to induce circulation of air.

#### 2.04 TEMPORARY TELEPHONES

- A. Each Contractor is responsible for their own telephone service and for payment of all charges relating to that service.

#### 2.05 TEMPORARY WATER

- A. Water is available at the project site. The Owner will designate location(s) for Contractor access.

#### 2.06 TEMPORARY SANITARY FACILITIES

- A. Sanitary facilities are available at the project site in locations designed by the Owner. Contractor shall clean facilities on a daily basis and maintain a log of all cleaning activities. Comply with Federal, State and Local recommendations for cleaning facilities.

#### 2.07 REMOVAL AND RESTORATION

- A. Prior to final acceptance of the Project, each contractor shall remove temporary work for which he has been responsible.

#### 2.08 OWNER'S RIGHTS

- A. If any Contractor fails to carry out his responsibilities in providing temporary facilities, as set forth above, the Owner shall have the right to take such action as he deems proper for the protection and conduct of the Work, and to deduct the cost thereof from the amount due the Contractor at fault.
- B. Extended work days, hours, shifts, weekend work, etc. may be allowed upon coordination and approval by Engineer, Owner at no additional cost to the Owner.
  - Should the schedule begin to slip, for any reason, each contractor will be required to work additional shifts or weekends to recover the lost time. Should there be a cost to the College for this overtime work, the contractor will be required to reimburse the owner for said costs.

2.09 PARKING

- A. Parking is allowed for two (2) Contractor vehicles only. All other parking is to be at the TCNJ Carlton Avenue parking lot. The Contractor is responsible to shuttle workers back and forth as needed.

**END OF SECTION**

**SECTION 01 322**  
**PHOTOGRAPHIC DOCUMENTATION**

**PART 1 – GENERAL**

1.01 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.

1.02 SUMMARY

- A. This Section includes administrative and procedural requirements for the following work by the General Contractor (other primes are encouraged to document the site and construction, but not required):

- 1. Preconstruction video and photographic documentation

- B. Related Sections include the following:

- 1. All of Division 1.

1.03 SUBMITTALS

- A. Qualification Data: For photographer.
- B. Digital Video: Submit three (3) copies of each CD or DVD within seven days of recording.

- 1. Identification: On each copy, provide an applied label with the following information:
    - a. Name of Project.
    - b. Name and address of photographer.
    - c. Name of Engineer
    - d. Name of Contractor.
    - e. Date video was recorded.
    - f. Description of vantage point, indicating location, direction (by encompass point), and elevation or story of construction.

1.04 QUALITY ASSURANCE

- A. Photographer Qualifications: An individual who has been regularly engaged as a professional photographer of construction products for not less than three (3) years.

1.05 COORDINATION

- A. Auxiliary Services: Cooperate with photographer and provide auxiliary services requested, including access to project site and use of temporary facilities, including temporary lighting required to produce clear, well-lit photographs without obscuring shadows.

1.06 USAGE RIGHTS

- A. Obtain and transfer copyright usage rights from photographer to Owner for unlimited reproduction of photographic documentation.

**PART 2 – PRODUCTS**

2.01 PHOTOGRAPHIC MEDIA

- A. Digital format as agreed to at the project kick off meeting.

**PART 3 – EXECUTION**

3.01 CONSTRUCTION VIDEO

- A. Digital Photographer: Engage a qualified commercial videographer to record construction digital recordings.
- B. Preconstruction: Before starting demolition or construction record, video (digital) of Project site, interior and exterior.
  - 1. Show protection efforts by the Contractor.

**END OF SECTION**

**SECTION 01 330  
CONTRACT CLOSEOUT**

**PART 1 – GENERAL**

1.01 DEFINITION

- A. Closeout is hereby defined to include general requirements near end of Contract Time, in preparation for final acceptance, final payment, normal termination of Contract, occupancy by Owner and similar actions evidencing completion of the work. Specific requirements for individual units of work are specified in sections of Divisions 2 through 16. Time of closeout is directly related to Substantial Completion, and therefore may be either a single time period for entire work or a series of time periods for individual parts of the work which have been certified as substantially complete at different dates. That time variation, if any, shall be applicable to other provisions of this section.
- B. Substantial completion shall be defined that every material item has been installed. Nothing is missing and therefore, the punch list can begin.

1.02 PREREQUISITES TO SUBSTANTIAL COMPLETION

- A. Prior to requesting the Engineer's inspection for certification of substantial completion, for either entire work or portions thereof, complete the following and list known exceptions in request:
  - 1. In progress payment request coincident with or first following date claimed, show either 100% completion for portion of work claimed as substantially complete, or list incomplete items, value of incomplete items, and reasons for being incomplete.
  - 2. Include supporting documentation for completion as indicated in these Contract Documents.
    - a. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
  - 3. Submit statement showing accounting of changes to the Contract Sum.
  - 4. Advise Owner of pending insurance change over requirements.
  - 5. Submit specific warranties, workmanship/maintenance bonds, maintenance agreements, final certifications and similar documents.



6. All fire sprinklers, devices, alarm system, roofing system, doors, insulation, etc. requiring FM Research approval to submit certification from Factory Mutual.
  7. Obtain and submit releases enabling Owner's full and unrestricted use of the work and access to services and utilities, including occupancy permits, operating certificates, and similar releases.
  8. Deliver tools, spare parts, extra stocks of materials, and similar physical items to Owner obtaining a signed receipt of materials delivered. Refer to individual work sections for required quantities of spare parts, extra and overrun stock, maintenance tools and devices, keys, and similar physical units to be submitted.
  9. Complete start up testing of systems, and instructions of Owner's operating/maintenance personnel. Discontinue, or change over, and remove from project site temporary facilities and services, along with construction tools and facilities, mockups, and similar elements.
  10. Complete final clean up requirements.
  11. Touch up and otherwise repair and restore marred exposed finishes.
  12. Inspection: Submit a written request for inspection for Substantial Completion to Project Manager. On receipt of request, Engineer and Project Manager will either proceed with inspection or notify Contractor of unfulfilled requirements. Engineer will prepare the Certificate of Substantial Completion after inspection, the Project Manager will notify Contractor of items, either on Contractor's list or additional items identified by Engineer that must be completed or corrected before certificate will be issued.
    - a. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
    - b. Results of completed inspection will form the basis of requirements for Final Completion.
- B. Upon receipt of Contractor's request, the Project Manager and Engineer will proceed with substantial completion inspection. Following inspection, the Engineer will either prepare the certificate of substantial completion, or advise the Contractor of work which shall be performed prior to issuance of certificate. The work remaining to be performed shall be completed prior to the punch list for final acceptance.

- C. Upon receipt of Contractor's notice that work has been completed, including all punch list items, but excepting incomplete items delayed because of circumstances acceptable to the Project Manager and Engineer, the Project Manager and Engineer will reinspect the work. Upon completion of reinspection, the Engineer will either prepare the certificate of final acceptance or advise the Contractor of work not completed or obligations not fulfilled as required for final acceptance.
- D. In the event that the work is not completed or obligations are not fulfilled as required for final acceptance and the Engineer/CM is required to reinspect the work more often than the two inspections described, the Contractor shall compensate the Engineer and/or the Project Manager at the rate of \$500.00 for each additional site visit required for reinspections. The compensation shall be processed by change order as a deduction to the Contractor's Contract Sum, which amount will be paid to the Engineer or Project Manager by the Owner, through a change order as an addition to the Engineer's or Project Manager's Contract Sum.
- E. Substantial Completion shall be defined for this project that every element of the project/construction and the contract, based on the contract and amended drawings and specification sections, are installed and the building is deemed complete, less repairs and/or touch up type work that would be generally referred to as punchlist work. If any components of the building, or site work associated with this contract are not installed, the project cannot be deemed substantially completed.

#### 1.03 PREREQUISITES TO FINAL ACCEPTANCE

- A. Prior to requesting Project Manager and Engineer's final inspection for certification of final acceptance and final payment, complete the following and list known exceptions, in request:
  - 1. Submit final payment request with final releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
  - 2. Submit release of liens for all subcontractors.
  - 3. Submit Contractor's statement that his final application, as presented, is the final bill and no other claims will be presented.
  - 4. Submit updated final statement, accounting for additional changes to Contract Sum including change orders and allowances.

5. Submit certified copy of Engineer's final punch list of itemized work to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance, endorsed and dated by Engineer.
  7. Submit one set of record documents, bound copies of maintenance/operating manuals, final project photographs, damage or settlement survey, property survey, and similar final record information.
  8. Complete final clean up requirements.
  9. Touch up and otherwise repair and restore marred exposed finishes.
  10. Submit notarized consent of surety to final payment.
  10. Submit final liquidated damages settlement statement, if required, acceptable to Project Manager and the Owner.
  11. Revise and submit evidence of final, continuing insurance coverage complying with insurance requirements.
  12. A letter from the Owner's representative certifying that he has been properly instructed in the operation and maintenance of equipment by the Contractor.
  13. 10% one year Maintenance Bond.
  14. Underwriter's Certificate or Electrical Sub Code Official's Approval.
  15. Fire Alarm Certification and Description - NFPA form 72C including local County of Chester.
  16. HVAC Contractor to submit certified balancing report.
  17. Final acceptance by Engineer of record documents
- B. Except as otherwise indicated or requested by Project Manager/Engineer, remove temporary protection devices and facilities that were installed during course of the work to protect previously completed work during remainder of construction period.

1.04 CLEAN UP

- A. Remove waste materials from site and dispose of in a lawful manner.

## **PART 2 - PRODUCTS**

NOT APPLICABLE

## **PART 3 - EXECUTION**

### 3.01 CLEANING

- A. Where extra materials of value remaining after completion of associated work have become Owner's property, dispose of these to Owner's best advantage as directed.
- B. After Substantial Completion of the Work, each Contractor shall do the final cleaning of the surfaces of his installations as may be required by the various Specification sections.
- C. After each Contractor has cleaned their work, The General Contractor shall engage a professional cleaning service to perform final cleaning of the work consisting of cleaning each surface or unit to normal clean condition. Comply with manufacturer's instructions for cleaning operations and chemicals. The following are examples, but not by way of limitation, of cleaning levels required:
  - 1. Remove labels that are not required as permanent labels.
  - 2. Clean transparent materials, including mirrors and window/door glass, to a polished condition, removing substances that are noticeable as vision obscuring materials. Replace broken glass and damaged transparent materials.
  - 3. Clean exposed exterior and interior hard surfaced finishes, to a dirt free condition, free of dust, stains, films and similar noticeable distracting substances. Except as otherwise indicated, avoid disturbance of natural weathering of exterior surfaces. Restore reflective surfaces to original reflective conditions.
  - 4. Wipe surfaces of mechanical and electrical equipment clean, including elevator equipment and similar equipment; remove excess lubrication and other substances.
  - 5. Remove debris and surface dust from limited access spaces including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics and similar spaces.
  - 6. Vacuum and clean carpeted surfaces and similar soft surfaces.

7. Clean light fixtures and lamps to function with full efficiency.
8. Clean and polish all hard-surfaced floor following manufacturer's instructions.
9. Clean all window surfaces inside and outside.
10. Perform final cleaning in, on and around all casework, sinks, toilets fixtures, etc.
11. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
12. Sweep paved areas broom clean. Remove petrochemical spills, stains and other foreign deposits.
13. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
14. Remove tools, construction equipment, machinery, and surplus material from Project site.
15. Remove snow and ice to provide safe access to building.
16. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition
17. Sweep concrete floors broom clean.
18. Replace parts subject to unusual operating conditions.
19. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
20. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
21. Clean ducts, blowers, and coils if units were operated without filters during construction.
22. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by

hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

23. Leave Project clean and ready for occupancy.

- D. 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.

### 3.02 RECORD DOCUMENTS

- A. Refer to Section 01 7839 for submitting Record Documents.

### 3.03 REMOVE TEMPORARY FACILITIES

- A. At the completion of the work prior to final payment, remove all temporary facilities entirely from site, including, but not limited to, the following: Field offices, trailers, shanties, sheds, job telephone, temporary toilets, temporary enclosures, dust barriers and other temporary protection devices.

**END OF SECTION**

**SECTION 01 340  
PROJECT RECORD DOCUMENTS**

**PART 1 - GENERAL**

1.01 RELATED DOCUMENTS

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

1.02 SUMMARY

- A. Section Includes:
  - 1. Project record documents consisting of:
    - a. Record drawings.
    - b. Record project manual (specifications).

1.03 SUBMITTALS

- A. Project Record Documents: Submit after substantial completion, but prior to final completion.
  - 1. Record drawings: Submit in form of opaque prints.
    - a. Sets shall include all drawings, whether changed or not.
  - 2. Other record documents: Submit originals or good quality photocopies.
  - 3. Each Sub contractor is responsible for their respective trade, record documents and record drawings. Combine with General Contractor record drawing documents for a complete set.

**PART 2 - PRODUCTS**

*NOT APPLICABLE*

### **PART 3 - EXECUTION**

#### **3.01 MAINTENANCE OF PROJECT RECORD DOCUMENTS**

- A. Do not use record documents of any type for construction purposes.
- B. Maintain record documents in a secure location at the site while providing for access by the contractor and the Engineer during normal working hours; store in a fire-resistive room or container outside of normal working hours.
- C. Record information as soon as possible after it is obtained.
- D. Assign a person or persons responsible for maintaining record documents.
- E. Record the following types of information on all applicable record documents:
  - 1. Dimensional changes.
  - 2. New and revised details.
  - 3. Revisions to electrical circuits.
  - 4. Locations of utilities concealed in construction.
  - 5. Particulars on concealed products which will not be easy to identify later.
  - 6. Changes made by modifications to the contract; note identification numbers if applicable.
  - 7. New information which may be useful to the owner, but which was not shown in either the contract documents or submittals.

#### **3.02 RECORD DRAWINGS**

- A. Maintain a complete set of opaque prints of the contract drawings, marked to show changes.
- B. Where the actual work differs from that shown on the drawings, mark this set to show the actual work.
  - 1. Mark location of concealed items before they are covered by other work.
  - 2. Mark either record contract drawings or shop drawings, whichever are best suited to show the change.



- C. When the contractor is required by a provision of a modification to prepare a new drawing, rather than to revise existing drawings, obtain instructions from the Engineer as to the drawing scale and information required.
- D. Keep drawings in labeled, bound sets.
  - 1. Mark with red pencil.
  - 2. Mark work of separate contracts with different colors of pencils.
  - 3. Incorporate new drawings into existing sets, as they are issued.
- E. Where record drawings are also required as part of operation and maintenance data submittals, copy marks to another opaque print obtained from the Engineer.

### 3.03 RECORD PROJECT MANUAL

- A. Maintain a complete copy of the project manual, marked to show changes.
- B. Where the actual work differs from that shown in the project manual, mark the record copy to show the actual work.
  - 1. Include a copy of each addendum and modification to the contract.
  - 2. In addition to the types of information required on all record documents, record the following types of information:
    - a. Product options taken, when the specification allows more than one.
    - b. Proprietary name and model number of actual products furnished, for each product, material, and item of equipment specified.
    - c. Name of the supplier and installer, for each product for which neither a product data submittal nor a maintenance data submittal was specified.

### 3.04 TRANSMITTAL TO OWNER (through the Engineer)

- A. Collect, organize, label, and package ready for reference.
  - 1. Bind print sets with durable paper covers.
  - 2. Label each document (and each sheet of drawings) with "PROJECT RECORD DOCUMENTS - This document has been prepared using information furnished by [insert the contractor's name], and the date of preparation.

- B. Submit to the Project Manager for transmittal to the Engineer, unless otherwise indicated.
- C. Submit to the Engineer four (4) sets of Operation and Maintenance Manuals in three-ring binders, by volume, and indexed per binder (with one master index) to be transmitted to the Engineer for approval: All to be submitted at one time, not piece meal. Indexing should follow the specification section numbers.
  - 1. Include all inspection/approvals/certifications.
  - 2. All approved submittals and cut sheets as well as manufacturer's operation and maintenance manuals for each section.
  - 3. Manuals are to be completed in volumes, three ring binders, starting with Division 1 and continuing through the last projects Division. The number of volumes is determined by the number of spec section the projects has and by the amount of paper/copies for complete sets of three ring binders.
  - 4. List of all contractors and vendors for the project with names, addresses and phone numbers.

**END OF SECTION**

**SECTION 01 524  
CONSTRUCTION WASTE MANAGEMENT**

**PART 1 – GENERAL**

1.01 RELATED DOCUMENTS

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

1.02 SUMMARY

- A. This Section includes administrative and procedural requirements for the following:
  - 1. Salvaging non-hazardous demolition and construction waste.
  - 2. Recycling non-hazardous demolition and construction waste.
  - 3. Disposing of non-hazardous demolition and construction waste.
- B. Related Sections include the following:
  - 1. All of Division 1 and attached technical specifications and drawings that make a part of this contract.

1.03 DEFINITIONS

- A. Construction Waste: Building and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.
- B. Demolition Waste: Building and site improvement materials resulting from demolition or selective demolition operations.
- C. Disposal: Removal off-site of demolition and construction waste and subsequent sale, recycling, reuse, or deposit in landfill or incinerator acceptable to authorities having jurisdiction.
- D. Recycle: Recovery of demolition or construction waste for subsequent processing in preparation for reuse.
- E. Salvage: Recovery of demolition or construction waste and subsequent sale or reuse in another facility.

#### 1.04 SUBMITTALS

- A. Waste Management Plan: Submit 4 copies of plan within 30 days of date established for the Notice to Proceed.
- B. Records of Donations: Indicate receipt and acceptance of salvageable waste donated to individuals and organizations. Indicate whether organization is tax exempt.
- C. Records of Sales: Indicate receipt and acceptance of salvageable waste sold to individuals and organizations. Indicate whether organization is tax exempt.
- D. Recycling and Processing Facility Records: Indicate receipt and acceptance of recyclable waste by recycling and processing facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.
- E. Landfill and Incinerator Disposal Records: Indicate receipt and acceptance of waste by landfills and incinerator facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.

#### 1.05 QUALITY ASSURANCE

- A. Regulatory Requirements: Comply with hauling and disposal regulations of authorities having jurisdiction.
- B. Waste Management Conference: Conduct conference at Project site to comply with requirements in Division 1. Review methods and procedures related to waste management including, but not limited to, the following:
  - 1. Review and discuss waste management plan.
  - 2. Review requirements for documenting quantities of each type of waste and its disposition.
  - 3. Review and finalize procedures for materials separation and verify availability of containers and bins needed to avoid delays.
  - 4. Review procedures for periodic waste collection and transportation to recycling and disposal facilities.
  - 5. Review waste management requirements for each trade.

## 1.06 WASTE MANAGEMENT PLAN

- A. General: Develop plan consisting of waste identification, and waste reduction work plan. Indicate quantities by weight or volume, but use same units of measure throughout waste management plan.
- B. Waste Identification: Indicate anticipated types and quantities of demolition, site-clearing, and construction waste generated by the Work. Include estimated quantities and assumptions for estimates.
- C. Waste Reduction Work Plan: List each type of waste and whether it will be salvaged, recycled, or disposed of in landfill or incinerator. Include points of waste generation, total quantity of each type of waste, quantity for each means of recovery, and handling and transportation procedures.
  - 1. Salvaged Materials for Sale: For materials that will be sold to individuals and organizations, include list of their names, addresses, and telephone numbers.
  - 2. Salvaged Materials for Donation: For materials that will be donated to individuals and organizations, include list of their names, addresses, and telephone numbers.
  - 3. Recycled Materials: Include list of local receivers and processors and type of recycled materials each will accept. Include names, addresses, and telephone numbers.
  - 4. Disposed Materials: Indicate how and where materials will be disposed of. Include name, address, and telephone number of each landfill and incinerator facility.
  - 5. Handling and Transportation Procedures: Include method that will be used for separating recyclable waste including sizes of containers, container labeling, and designated location on Project site where materials separation will be located.

## **PART 2 - PRODUCTS (Not Used)**

### **PART 3 – EXECUTION**

#### **3.01 PLAN IMPLEMENTATION**

- A. General: Implement waste management plan as approved by Project Manager. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract.
  - 1. Comply with Division 1 Section "Temporary Facilities" for operation, termination, and removal requirements.
- B. Training: Train workers, subcontractors, and suppliers on proper waste management procedures, as appropriate for the Work occurring at Project site.
  - 1. Distribute waste management plan to entities when they first begin work on-site. Review plan procedures and locations established for salvage, recycling, and disposal.
- C. Site Access and Temporary Controls: Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
  - 1. Designate and label specific areas on Project site necessary for separating materials that are to be salvaged, recycled, reused, donated, and sold.
  - 2. Comply with Division 1 Section "Temporary Facilities and Controls" for controlling dust and dirt, environmental protection, and noise control.

#### **3.02 SALVAGING DEMOLITION WASTE**

- A. Salvaged Items for Sale and Donation: NOT PERMITTED on Project site.

#### **3.03 RECYCLING DEMOLITION AND CONSTRUCTION WASTE, GENERAL**

- A. General: Recycle beverage containers used by on-site workers.
- B. Recycling Incentives: Revenues, savings, rebates, tax credits, and other incentives received for recycling waste materials shall accrue to the Contractor.
- C. Procedures: Separate recyclable waste from other waste materials, trash, and debris. Separate recyclable waste by type at Project site to the maximum extent practical.

1. Provide appropriately marked containers or bins for controlling recyclable waste until they are removed from Project site. Include list of acceptable and unacceptable materials at each container and bin.
  - a. Inspect containers and bins for contamination and remove contaminated materials if found.
2. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.
3. Stockpile materials away from construction area.
4. Store components off the ground and protect from the weather.
5. Remove recyclable waste off Owner's property and transport to recycling receiving or processor.

#### 3.04 RECYCLING DEMOLITION WASTE

- A. Asphaltic Concrete Paving: Break up and transport paving to asphalt-recycling facility.
- B. Concrete: break up and sort rebar as best as possible. Recycle all concrete.
- C. Recycle all metal products from the building before demolition (aluminum, steel etc)
- D. Recycle as much product as possible and provide a complete report to TCNJ to confirm the percentage recycled on the project.

#### 3.05 RECYCLING CONSTRUCTION WASTE

- A. Packaging:
  1. Cardboard and Boxes: Break down packaging into flat sheets. Bundle and store in a dry location.
  2. Polystyrene Packaging: Separate and bag materials.
  3. Pallets: As much as possible, require deliveries using pallets to remove pallets from Project site. For pallets that remain on-site, break down pallets into component wood pieces and comply with requirements for recycling wood.

4. Crates: Break down crates into component wood pieces and comply with requirements for recycling wood.

B. Wood Materials:

1. Clean Cut-Offs of Lumber: Grind or chip into small pieces.

3.06 DISPOSAL OF WASTE

- A. General: Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.
  1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
  2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- B. Burning: Do not burn waste materials on site.
- C. Burying: Do not bury waste materials on site.
- D. Disposal: Transport waste materials off Owner's property and legally dispose of them.
- E. Washing waste materials into sewers or drains is not permitted.

**END OF SECTION**



**SECTION 02 41 19  
SELECTIVE DEMOLITION**

**PART 1 - GENERAL**

1.01 SCOPE OF WORK

- A. Provide all labor, equipment and materials necessary to complete demolition, removals and temporary protection, as indicated on the Drawings and described in these Specifications. This Section applies to all work of the Project, whether it is described in more detail in a specific specification section or not, and is intended to establish the General Standards for its performance.
- B. Work includes, but is not limited to, demolition and removal of the following for purposes of replacement with new material, rehabilitation, work in place, access to the work or off-site as a permanent condition:
  - 1. Select removal of deteriorated wood rafter framing and bearing plate.
- C. Work includes, but is not limited to, temporary protection of the following:
  - 1. Temporary protection of all adjacent undisturbed surfaces, windows and doors to remain.
  - 2. Temporary protection of building entrances, exits, delivery, drop-off and pedestrian walkway areas around the building.
  - 3. Temporary protection of adjacent vehicles.
  - 4. Temporary protection of all lighting, conduit, fixtures, mechanical equipment, louvers and windows.
  - 5. Temporary protection of adjacent surfaces and drainage systems affected by construction activities.
  - 6. Temporary protection of all adjacent landscaping, sidewalk and driveway areas.
  - 7. Temporary protection of air intake or exhaust louvers. Protection to include dust control.

- D. The Owner assumes no responsibility for the condition of any existing work or structure at the worksite. The Contractor shall accept the premises as he finds them and perform all demolition and exterior removals required to complete the work.
- E. All electrical and/or mechanical work items to be removed or rerouted shall be done by mechanics trained for the work involved. Items of electrical or mechanical work shall not be removed or rerouted unless such removal or rerouting is accepted by and coordinated with the Owner.

#### 1.02 RELATED WORK

- A. Section 06 1000: Rough Carpentry

#### 1.03 QUALITY ASSURANCE

- A. Project Nature: The nature of restoration work requires that the Contractor performing the work under this project clearly understand the relationship between his responsibilities and the work of other trades. Cooperate with all trades and coordinate all work under this Section with them.
- B. All work shall be performed in accordance with NFPA 241, "Safeguarding Building Construction and Demolition Operations", current edition, including all provisions regarding temporary construction and equipment construction processes and hazards, utilities and Appendices 'A', 'B' & 'C'.
- C. All electrical disconnects and temporary rerouting of existing circuits shall be performed by a licensed electrician and in conformance with applicable provisions of The National Electric Code, latest edition.

#### 1.04 SUBMITTALS

- A. The Contractor shall submit the following items in writing to the Owner and the Owner's representative prior to the start of Work.
  - 1. A list of techniques and equipment proposed for use in the work of this Section.

## 1.05 PROJECT CONDITIONS

### A. Safety

1. The Contractor is totally and solely responsible for worksite safety throughout the work. All work shall be performed in accordance with applicable Federal, State and Local requirements for safety.

### B. Existing Electrical, Plumbing and Mechanical Services

1. Protect all electrical conduits, boxes, wiring and fixtures from damage. Safe removal of lighting fixtures and existing surface mounted electrical lines to perform repairs shall be the responsibility of the Contractor. All electrical lines shall be reattached to the structure after completion of the repairs.
2. Take reasonable precautions to avoid damaging the embedded electrical grounding system within the pool. Reasonable precautions shall include, but are not limited to, reviewing existing documents and connected services in combination with non-destructive testing to determine the layout of the system. Demolition equipment shall be selected to minimize damage to grounding system. Damage to grounding system as a result of Contractor negligence shall be repaired by the Contractor at no cost to the Owner.
3. Protect mechanical ductwork from intake of dust particles and odor during the work.
4. Protect plumbing, mechanical equipment and ductwork from damage. Safe removal of plumbing, mechanical equipment and ductwork, when require, shall be the responsibility of the Contractor. All plumbing, mechanical equipment and ductwork shall be reattached to the structure after completion of the repairs.
5. Maintain electrical, plumbing and mechanical services in continuous operation throughout the work, unless approved in writing by the Owner.

## 1.06 UNIDENTIFIED HAZARDOUS MATERIALS (ASBESTOS, LEAD, CHEMICALS, ETC.)

- A. The Contractor may encounter hazardous materials not identified in the contract documents during the work. It is the Contractor's responsibility to identify such materials as they may be encountered during the work. Should hazardous materials be encountered on the job, the Contractor shall comply with all Federal, State and Local statutes and regulations as they apply during construction and demolition work and the disposal of hazardous material.

- B. Should it be determined that some or all of the hazardous materials must be removed, the Contractor shall obtain a proposal for said removal from a Subcontractor who is experienced in the field, has insurance and is knowledgeable of the regulations as they apply. The Contractor may provide the estimate itself if it is qualified in the applicable hazardous materials field. The Owner shall consider authorizing a Change Order for the removal of the hazardous material to the extent necessary.
- C. The Contractor shall comply fully with the regulations of OSHA as they pertain to the protection of workers exposed to the emission of asbestos fibers, or lead particulate and shall take all steps necessary to protect its employees, as well as all other people engaged in the building.
- D. Whenever a hazardous material is to be removed or disposed of, the Contractor is required to make proper notification to the New Jersey Department of Environmental Protections' Regional Office (NJDEP), and United States Environmental Protection Agency (EPA) as applicable, and is required to obtain and pay for any permits required. Disposal shall conform to all applicable regulations and documentation shall be required when applicable.
- E. Whenever hazardous material is encountered, contractor shall contact TCNJ Campus Construction immediately.

#### 1.07 MOLD

- A. In the event mold is encountered, the Contractor shall implement corrective actions to protect workers, other building occupants, and to prevent the disturbance of mold in affected areas. Although not presently regulated by EPA and/or OSHA, the EPA does provide industry standards regarding worker safety and abatement procedures, which are the minimum procedures to be followed if mold is encountered.
- B. Any mold that appears as a result of construction shall be abated immediately by the Contractor responsible for this condition. The affected surface shall be cleaned, removed and replaced. Inspection and testing shall be done by a qualified testing agency to confirm the mold has been removed in its entirety.

## 1.08 PERMITS

- A. The Contractor is solely responsible for application and payment of all temporary protection, demolition and building permits required by the State of New Jersey.

## **PART 2 - PRODUCTS**

*NOT APPLICABLE*

## **PART 3 - EXECUTION**

### 3.01 GENERAL PROTECTIVE REQUIREMENTS

- A. The Contractor shall provide and erect plastic partitions and/or curtains, as required, or directed by the Owner at all openings or near equipment in the area or work.
- B. The Contractor shall take precautions to protect the Owner's property from damage during demolition work, moving of debris and damage by the elements. Any damages to the Owner's property due to the aforesaid work shall be restored or replaced by the Contractor at his expense and in a manner satisfactory to the Owner.
- C. The Contractor shall provide and maintain suitable barricades, shelters, lights and danger signals during the progress of the work. They shall meet the requirements of OSHA, Federal, State and/or Local Building Codes. The Contractor shall assume full responsibility of the barriers until completion of the Contract and until their removal.
- D. During the Project, special precautions must be taken not to disrupt operations or interrupt services in other occupied portions of the buildings any more than absolutely necessary and then only with the full knowledge and consent of the Owner. Any avoidable service interruption shall be scheduled with the Owner so as to occur at a time which will least interfere with his operations. All junctures between occupied areas and areas undergoing demolition or construction shall be properly and adequately sealed off to prevent dirt infiltration into occupied areas. Where work must necessarily be done in occupied spaces, it shall be accomplished as quickly as possible and all tools and debris shall be removed immediately.
- E. Protect all lighting, conduit and all fixtures; all items that are damaged or broken loose, not scheduled for replacement, must be replaced by the Contractor at no cost to the Owner

- F. Perform the work in a manner to prevent accidents, injury or property damage. Provide all necessary precautions for safety. Provide barricades, guard rails and other protections as required.
- G. Provide adequate protection against weather during demolition maintaining and **ABSOLUTE WATERPROOF AND WATERTIGHT CONDITION THROUGHOUT THE PROJECT.**
- H. All drains shall be protected to prevent debris from entering or clogging.

### 3.02 CONDUCT OF THE WORK

- A. All work shall be conducted in a neat and orderly manner, with a minimum of noise, dust and dirt. The Contractor shall exercise extreme care in demolition. Work in the existing facility must be scheduled with the Owner and shall not commence without the Owner's consent.
  - 1. Remove all work carefully and only to the extent required for the final work. Remove all loose or damaged materials caused by demolition or noted or specified to be removed.
  - 2. Where concrete or masonry is indicated to be removed, the removal shall be in such a manner as not to damage any portion of the building. Removal work shall be done by first scoring with a saw, the perimeter of the area to be removed and then breaking out the concrete. Structural slabs that have more than a three foot length removed shall be scored with a saw then broken out. Do not cut existing reinforcement unless stated on the Drawings. Smaller areas may be broken out without sawing.
  - 3. Openings and pockets shall be neatly cut for installation of anchors or bearing plates where required/indicated and shall be completely concealed from view at completion of the work.
  - 4. Cutting of project metal shall be done in such a manner that edges are left smooth and free of sharp edges and burrs.
- B. Materials and equipment noted or specified to be reused or salvaged shall not be damaged or defaced in any way. Any damages resulting thereto shall be the sole responsibility of the Contractor and all repairs will be made at his expense.
  - 1. Clean and repair salvaged materials and equipment to a functional condition adequate for the intended use.
  - 2. Protect salvaged items from damage during storage or transport.

3. Reinstall salvaged items in locations indicated. Comply with installation requirements for new materials and equipment. Provide connections, supports and miscellaneous materials necessary to make items function for use.
- C. Existing work shall be cut, altered, removed or temporarily removed and replaced, as necessary for the performance of the Contract. In areas disturbed by the new construction work, and in areas noted on the Drawings to be rehabilitated, all damaged building materials and finishes shall be repaired or removed and replaced as necessary to provide a workmanlike completed project. Work remaining in place that is damaged or defaced by reason of work done under this Contract shall be restored equal to its condition at the time of award of the Contract. New work that is an extension of existing work shall correspond in all respects with that to which it connects or to similar existing work unless otherwise indicated or specified.
1. Existing structure to remain shall be supported with shoring, braces and devices or system, as acceptable to the Owner, to prevent collapse, settling or other damage. Supports shall be adequate for the load carrier and shall bear on sound surfaces with load properly distributed to lower levels, if necessary. Supports shall be removed in a manner that will insure the complete safety of the structure.
- D. The Contractor, with use of electrical trades, shall disconnect electric wiring and will remove electrical fixtures and accessories as indicated or required. Where existing conduits are abandoned or are to be abandoned, remove unused boxes and wire back to the nearest active box.
- E. The Contractor, with use of mechanical trades, shall disconnect plumbing and drainage systems and accessories as indicated or required to complete the work.

### 3.03 PROTECTION

- A. Contractor shall provide temporary protection and barricades around the work areas. Implement necessary measures to control and limit dust during the work. Pedestrians must be permitted unrestricted access/exit to the building at all existing locations.
- B. Contractor shall provide protection to all non-scope of work surfaces to prevent damage from construction activities. Provide protection at all drains to prevent debris from entering drainage system.

- C. Contractor shall install filters and dust covers on air intake and exhaust systems during the work to minimize dust and dirt intake into building systems. Replace filters and dust covers on a frequent basis to maintain air quality.
- D. Protect all lighting, conduit and all fixtures; all items that are damaged or broken loose, not scheduled for replacement, must be replaced by the Contractor at no cost to the Owner

#### 3.04 STORAGE & DISPOSITION OF MATERIALS

- A. All materials to be salvaged or reused in the work shall be stored on worksite in locations as directed by the Owner.
- B. All furnishings and equipment temporarily removed and to be reinstalled. The work shall be stored adjacent to the opening from which it was removed in a safe and careful manner.
- E. Materials not scheduled for salvage and all other materials or debris resulting from demolition operations shall become the property of the Contractor and shall be removed from the work area daily. No accumulation of debris will be permitted. Wood and flammable debris resulting from demolition operations shall not be burned on the worksite.
- F. The Contractor shall be responsible for, and payment of all, removal and disposal fees of the debris to a permanent landfill

#### 3.05 DUST CONTROL

- A. The Contractor must execute demolition in a manner to prevent or control any unnecessary dust and noise resulting from construction operations. The Contractor shall submit a statement of proposed dust control measures to the Owner prior to the start of work.
- B. The Contractor must comply with all Federal, State and Local governing authority regulations for air quality and management of dust resulting from construction operations.
- C. The Contractor shall use dustless saws wherever possible during demolition. If dustless saws will not be used for certain construction operations, then the Contractor must employ dust control measures to maintain air quality.
- D. The Contractor shall cover openings and air intake system during the work to minimize dust intake. The Contractor shall take every reasonable effect to prevent dust from entering building windows, doors, air intake systems or



accumulating on walkway or athletic track surfaces. Replace dust covers on a frequent basis to maintain air quality

- E. Prevent or control, to the satisfaction of the Owner, any dust or dirt resulting from construction operations. The temporary protection and dustproof enclosures must limit dust and dirt migration from the working areas.

### 3.06 CLEAN UP

- A. Leave areas affected by the work in a broom clean condition at the end of each work day unless noted otherwise in the documents.
- B. All surfaces within the aquatic center affected by construction must be thoroughly washed clean of any and all construction dust, dirt and related materials following completion of the work. This includes, but is not limited to, all floor, wall, pool, second level grandstand seating, doors, windows and other adjacent surfaces.
- C. Mechanical ductwork and electrical fixtures within the aquatic center shall be thoroughly cleaned of any and all construction dust and dirt following completion of the work.
- D. All sidewalks and other pedestrian surfaces affected by construction must be washed clean of any and all dust and related materials following completion of work.
- E. Windows, doors and other fixtures within the aquatic center shall be thoroughly cleaned of any and all construction dust and dirt following completion of the work. Professionally clean windows, both surfaces, to a clean streak free condition.

**END OF SECTION**

**SECTION 028213**  
**ASBESTOS DECONTAMINATION/OPERATIONS & MAINTENANCE ACTIVITIES**

**PART 1 – GENERAL**

1.01 RELATED DOCUMENTS

- A. General and Supplementary General Conditions, and the Contract Drawings apply to this Section.

1.02 CONTRACTOR REQUIREMENTS AND QUALIFICATIONS

- A. All work involving the cleaning, decontamination, removal, disposal of asbestos-containing materials and operations and maintenance activities shall be accomplished by a State of New Jersey, Department of Labor and Workforce Development (NJDOL), licensed Asbestos Abatement Contractor.
- B. All employees shall possess and maintain on their person a valid asbestos worker or supervisor certification issued by the State of New Jersey, Department of Labor and Workforce Development, while working on this project.
- C. The Contractor shall furnish evidence that each worker and supervisor has been given medical examinations and respiratory fit tests within the previous twelve (12) months in accordance with United States Department of Labor, Occupational Safety and Health Administration (OSHA) 29 CFR 1910 and 29 CFR 1926 requirements.
- D. The Contractor shall be responsible for securing the work area(s) at the end of the shift, and all on-site waste containers/dumpsters. In addition, failure to comply with all site health and safety requirements, these Technical Specifications, and all applicable local, State and Federal regulations will require issuance of a Stop Work order by the Owner's Representative.
- E. Prior to commencement of work, the Contractor shall inspect areas in which work is to be performed. Prepare a listing of damage to structure, surfaces, equipment or of surrounding properties which could be misconstrued as damage resulting from the work. Photograph or videotape existing conditions as necessary to document conditions. Submit a copy of these photos or tapes to the Owner's Representative prior to starting work.
- F. All electrical connections, except to outlets and extension cords, will require the Contractor to utilize a State of New Jersey licensed Electrician.
- G. In buildings required by the Uniform Construction Code (UCC) to be of

noncombustible construction, all materials used to construct separation barriers must meet the UCC, building subcode requirements for that building. Polyethylene sheeting shall be a nominal six (6) mil and must be flame resistant.

### 1.03 NOTIFICATIONS

- A. When applicable, send written notification as required by USEPA, National Emission Standards for Hazardous Air Pollutants (NESHAP), Asbestos Regulations (40 CFR, Part 61, Sub-part M), to the regional asbestos NESHAP Contact at least ten (10) business days prior to beginning any work on asbestos-containing materials. Send notification to the following address for REGION 2, as applicable:

1. United States Environmental Protection Agency- Region 2  
Division of Enforcement and Compliance Assistance  
Air Compliance Branch (DECA-ACB)  
290 Broadway - 21st Floor  
New York, NY 10007-1866

Send written notifications to the State Agencies listed, as applicable:

2. New Jersey Department of Environmental Protection  
Division of Solid and Hazardous Waste  
P.O. Box 414  
Trenton, NJ 08625-0414
3. New Jersey Department of Community Affairs  
Division of Codes and Standards  
Asbestos Safety Unit  
101 South Broad Street  
P.O. Box 816  
Trenton, NJ 08625-0816
4. New Jersey Department of Health and Senior Services  
Indoor Environments Program  
Consumer and Environmental Health Services  
P.O. Box 360  
Trenton, NJ 08625-0360
5. New Jersey Department of Labor & Workforce Development  
Division of Public Safety & Occupational Safety & Health  
Asbestos Control & Licensing Section  
1 John Fitch Plaza  
P.O. Box 949  
Trenton, NJ 08625-0949

#### 1.04 CONTRACTOR SUBMITTALS

- A. The Contractor shall submit the following information to the Owner's representative prior to mobilization at the worksite:
  - 1. Notification forms submitted to State and Federal agencies (where applicable);
  - 2. Inspection report of existing site conditions;
  - 3. Supervisor's license;
  - 4. Written Respiratory Protection Program and proof of OSHA compliance with 29 CFR 134;
  - 5. Safety Data Sheets (SDS) for all chemical agents brought onto the site;
- B. After completion of work on this project the Contractor shall submit the following information to the Owner:
  - 1. Daily activity reports and personnel sign-in sheets
  - 2. Visitations; authorized and unauthorized

#### 1.05 DEFINITIONS

- A. The following words, terms and abbreviations, when used in this section, shall have the following meanings unless the context clearly indicates otherwise.
  - 1. Abatement - Procedures to control fiber release from asbestos-containing materials; which include removal, encapsulation, enclosure, repair, demolition and renovation activities.
  - 2. Airlock - A serial arrangement of rooms whose doors are spaced a minimum of four (4) feet apart so as to permit ingress or egress through one (1) room without interfering with the next and constructed in such a manner as to prevent or restrict the free flow of air in either direction.
  - 3. Air Monitoring - The process of measuring the fiber content of a known volume of air collected during a specific period of time. The procedure utilized for asbestos follows the NIOSH Method 7400. For clearance air monitoring, electron microscopy methods may be utilized for lower limits of detection and specific fiber identification.
  - 4. Amended Water - Water to which a surfactant has been added.

5. Asbestos - The asbestiform varieties of serpentinite (chrysotile), riebeckite (crocidolite), cummingtonite-grunerite, anthophyllite, and actinolite-tremolite. For purposes of determining respiratory and worker protection both the asbestiform and non- asbestiform varieties of the above minerals and any of these materials that have been chemically treated and/or altered shall be considered as asbestos.
6. Asbestos-Containing Material (ACM) - Material composed of asbestos of any type and in an amount greater than 1% by weight, either alone or mixed with other fibrous or non-fibrous materials.
7. Asbestos-Containing Waste Materials - Any material that is or suspected of being or any material contaminated with an asbestos-containing material, which is to be removed from a work area for disposal.
8. Authorized Personnel - The Owner, the Owner's representative, Asbestos Abatement Contractor personnel, Asbestos Safety Control Monitor personnel, emergency personnel, or a representative of any Federal, State or local regulatory agency or other personnel under contract for or having jurisdiction over the project.
9. Barrier - Any surface that seals off the work area to inhibit the movement of fibers.
10. Breathing Zone - A hemisphere forward of the shoulders with a radius of approximately six to nine inches (6" - 9").
11. Building Owner - The Owner or his authorized representative.
12. Category I Non-friable ACM - Asbestos-containing packing, gaskets, resilient floor covering and asphalt roofing products containing more than one (1) percent asbestos as determined using the method specified in appendix A, subpart F, 40 CFR part 763, section 1, Polarized Light Microscopy.
13. Category II Non-friable ACM - Any material, excluding Category I non-friable ACM, containing more than 1 percent asbestos as determined using the methods specified in appendix A, subpart F, 40 CFR part 763, section I, Polarized Light Microscopy that, when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure.
14. Ceiling Concentration - The concentration of an airborne substance that shall not be exceeded.
15. Clean Room - An uncontaminated area or room which is a part of the

worker decontamination enclosure system with provisions for storage of worker's street clothes and clean protective equipment.

16. Contractor - The Asbestos Abatement Contractor licensed by the State of New Jersey, Department of Labor.
17. Critical Barrier - Two layers of nominal six (6) mil polyethylene sheeting that completely seals off the work area to prevent the distribution of fibers to the surrounding area, such as the opening between the top of a wall and the underside of ceiling construction, electrical outlets, non-removable lights, HVAC systems, windows, doorways, entranceways, ducts, grilles, grates, diffusers, wall clocks, speaker grilles, floor drains, sink drains, etc.
18. Curtained Doorway - A device to allow ingress or egress from one room to another while permitting minimal air movement between the rooms, typically constructed by placing three (3) weighted overlapping sheets of plastic over an existing or temporarily framed doorway, securing each along the top of the doorway, securing the vertical edge of the two outer sheets along one vertical side of the doorway and securing the vertical edge of the middle sheet along the opposite vertical side of the doorway. Other effective designs are permissible.
19. Decontamination Enclosure System - A series of connected rooms, separated from the work area and from each other by air locks, for the decontamination of workers and equipment.
20. Disposal Bag - six (6) mil thick leak-tight plastic bags used for transporting asbestos waste from work and to disposal site. Each is labeled as follows:

**DANGER  
CONTAINS ASBESTOS FIBERS  
MAY CAUSE CANCER  
CAUSES DAMAGE TO LUNGS  
DO NOT BREATHE DUST  
AVOID CREATING DUST  
ASBESTOS, CLASS 9, RQ, NA 2212**

The Contractor shall also label all disposal bags and/or containers with the name of the waste generator (Owner) and the location from which the waste was generated; all in accordance with the USEPA NESHAPS regulation - 40 CFR Part 651, Subpart M.

21. Encapsulant - A liquid material which can be applied to asbestos-

- containing material which controls the possible release of asbestos fibers from the material either by creating a membrane over the surface (bridging encapsulant) or by penetrating into the material and binding its components together (penetrating encapsulant).
22. Encapsulation - The application of an encapsulant to asbestos-containing materials to control the release of asbestos fibers into the air.
  23. Filter - A media component used in respirators to remove solid or liquid particles from the inspired air.
  24. Flame-Resistant Polyethylene Sheeting - A single polyethylene film in the largest sheet size possible to minimize seams, nominal six (6) mil thick, conforming to requirements set forth by the National Fire Protection Association Standard 701, Small Scale Fire Test for Flame-Resistant Textiles and Films.
  25. Friable Asbestos Material - Material that contains more than 1% asbestos by weight and that can be crumbled, pulverized, or reduced to powder by hand pressure when dry.
  26. HVAC - Heating, Ventilation and Air Conditioning system.
  27. HEPA Filter - A High Efficiency Particulate Air (HEPA) filter capable of trapping and retaining 99.97% of asbestos fibers greater than 0.3 microns in length.
  28. HEPA Filter Vacuum Collection Equipment (or vacuum cleaner) - High efficiency particulate air filtered vacuum collection equipment with a filter system capable of collecting and retaining asbestos fibers. Filters should be of 99.97% efficiency for retaining fibers of 0.3 microns or larger.
  29. Negative Pressure - Air pressure lower than surrounding areas, generally caused by exhausting air from a sealed space (work area).
  30. Negative Pressure Respirator - A respirator in which the air pressure inside the respirator inlet covering is positive during exhalation in relation to the air pressure of the outside atmosphere and negative during inhalation in relation to the air pressure of the outside atmosphere.
  31. Negative Pressure Air Filtration Device (AFD) - A local exhaust system device, utilizing HEPA filtration capable of maintaining a negative pressure inside the work area and a constant air flow from adjacent areas

into the work area and exhausting that air outside the work area.

32. Operations and Maintenance Activity - Corrective action not intended as asbestos abatement. The amount of friable asbestos-containing material that can be abated per year per project is 25 square feet or less or, if on covered piping, 10 linear feet or less.
33. Owner's Representative(s) – USA Environmental Management, Inc., represented on-site by an Industrial Hygiene Technician (IHT) for all non-permitted work and an Asbestos Safety Technician (AST), certified by the New Jersey Department of Community Affairs, for all permitted work. The IHT/AST shall ensure compliance with these Technical Specifications; all applicable local, State and Federal Regulations.
34. Personal Monitoring - Sampling of the asbestos fiber concentrations within the breathing zone of an employee.
35. Prior Experience - Experience required of the contractor on asbestos projects of similar nature and scope to ensure capability of performing the asbestos abatement in a satisfactory manner. Similarities shall be in areas related to material composition, project size, abatement methods required, number of employees and the engineering, work practice and personal protection controls required.
36. Regulated Asbestos-Containing Material (RACM) - (a) Friable asbestos material, (b) Category I Non-friable ACM that has become friable, (c) Category I Non-friable ACM that will be or has been subjected to sanding, grinding, cutting, or abrading, or (d) Category II Non-friable ACM that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations.
37. Removal - The stripping of any asbestos-containing materials from surfaces or components of a facility.
38. Renovation - Altering in any way one or more facility components. Operations in which load-supporting structural members are wrecked or taken out are excluded.
39. Respirator - A device designed to protect the wearer from the inhalation of harmful atmospheres.
40. Shower Room - A room between the clean room and the equipment room in the worker decontamination enclosure with hot and cold or warm running water controllable at the tap and suitably arranged for



complete showering during decontamination.

41. Surfactant - A chemical wetting agent added to water to improve penetration, thus reducing the quantity of water required for a given operation or area.
42. Time Weighted Average (TWA) - The average concentration of a contaminant in air during a specific time period.
43. Visible Emissions - Any emissions containing particulate asbestos material that are visually detectable without the aid of instruments. This does not include condensed uncombined water vapor.
44. Water Column (w.c.) - A unit of measurement for pressure differential.
45. Wet Cleaning - The process of eliminating asbestos contamination from building surfaces and objects by using cloths, mops or other cleaning utensils that have been dampened with amended water or diluted removal encapsulant and afterwards thoroughly decontaminated or disposed of as asbestos contaminated waste.
46. Work Area - Designated rooms, spaces, or areas of the project in which asbestos abatement actions are to be undertaken or which may become contaminated as a result of such abatement actions. A contained work area is a work area that has been sealed, plasticized and equipped with a negative pressure air-filtration system.
47. Worker decontamination enclosure - A decontamination system consisting of a clean room, a shower room, and an equipment room separated from each other and from the work area by airlocks and curtained doorways. This system is used for all worker entrances and exists to and from the work area and for equipment pass out for small jobs.

#### 1.06 CODES & STANDARDS RELATIVE TO ASBESTOS ABATEMENT

- A. Except to the extent that more explicit or more stringent requirements are written directly into the Contract Documents, all applicable codes, regulations and standards have the same force and effect (and are made a part of the Contract Documents by reference) as if copied directly into the Contract Documents, or as if published copies are bound herewith.
- B. The Contractor shall assume full responsibility and liability for the compliance with all applicable Federal, State, and local regulations pertaining to work

practices, hauling, disposal, and protection of workers, visitors to the site, and persons occupying areas adjacent to the site. The Contractor is responsible for providing medical examinations and maintaining medical records of personnel as required by the applicable Federal, State and Local regulations. The Contractor shall hold the Owner and the Owner's representative harmless for failure to comply with any applicable work, hauling, disposal, safety, health or other regulation on the part of himself, his employees, or subcontractors.

- C. State of New Jersey requirements which govern asbestos abatement work or hauling, and disposal of asbestos waste materials include but are not limited to the following:

1. Asbestos Licenses and Permits

New Jersey Department of Labor & Workforce Development  
Division of Public Safety & Occupational Safety & Health  
Asbestos Control & Licensing Section  
1 John Fitch Plaza  
P.O. Box 949  
Trenton, NJ 08625-0949

2. Asbestos Hazard Abatement Sub-code - N.J.A.C. 5:23-8

New Jersey Department of Community Affairs  
Division of Codes and Standards  
Asbestos Safety Unit  
101 South Broad Street  
P.O. Box 816  
Trenton, NJ 08625-0816

3. Asbestos Training Courses - N.J.A.C. 8:60 and 12:120

New Jersey Department of Health and Senior Services  
Indoor Environments Program  
Consumer and Environmental Health Services  
P.O. Box 360  
Trenton, NJ 08625-0360

4. Disposal Regulations - N.J.A.C. 7:26

New Jersey Department of Environmental Protection  
Division of Solid and Hazardous Waste  
P.O. Box 414  
Trenton, NJ 08625-0414

- B. Standards which apply to asbestos abatement work of hauling and disposal of asbestos waste materials include but are not limited to the following:
1. American National Standards Institute (ANSI)  
25 West 43rd Street, 4th Floor  
New York, NY 10036
    - a. *Fundamentals Governing the Design and Operation of local Exhaust Systems Publication Z9.2-79.*
    - b. *Practices for Respiratory Protection Publication Z88.2-80.*
  2. American Society for Testing and Materials (ASTM)  
100 Harbor Drive, P.O. Box C700  
West Conshohocken, PA 19428-2959
    - a. *Safety and Health Requirements Relating to Occupational Exposure to Asbestos E 849-82.*
    - b. *Specification for Encapsulants for Friable Asbestos Containing Building Materials Proposal P-189.*

## **PART 2 – SCOPE OF WORK**

### 2.01 SUMMARY OF WORK

- A. This section covers the furnishing of all labor, materials, facilities, equipment, services, permits and agreements necessary to perform the work required for asbestos decontamination, cleaning, and Operations & Maintenance in accordance with these Technical Specifications, United States Environmental Protection Agency (USEPA) and OSHA regulations, NIOSH recommendations, State of New Jersey regulations and other applicable Federal, State and Local government regulations. Wherever there is a conflict or overlap of the above references the most stringent provisions shall apply.

### 2.02 DESCRIPTION OF THE WORK

- A. Site:
- The College of New Jersey  
Green Hall  
2000 Pennington Road  
Ewing, Mercer County, New Jersey
- B. Summary:
1. The intent of the project is to conduct environmental cleaning and decontamination of all interstitial ceiling spaces within Green Hall. The

interstitial ceiling space includes the space between the suspended ceiling tile to the existing horizontal ceiling deck (plaster, drywall, concrete, etc.). No work shall extend above the horizontal ceiling deck or in areas without suspended ceiling tile, unless noted otherwise within the Contract Documents.

2. Within the interstitial ceiling space, the Contractor shall:
  - a. Remove all accessible loose, flaking, and/or peeling plaster/paint to the point of rigidity;
  - b. Clean and decontaminate, including but not limited to, all tops of ceiling tiles, ceiling grids, supports, mechanical/electrical/plumbing (MEP) systems, ductwork, conduit, etc.;
  - c. Repair with wettable adhesive lagging cloth damaged thermal system insulation (pipe and/or pipe fitting insulation);
  - d. Apply an anti-microbial coating to all ceiling deck surfaces exhibiting water stains; and
  - e. Hole drill through asbestos-containing acoustical ceiling.
3. The Contractor shall perform all work within a negative pressure enclosure.
4. All work areas located below the suspended ceiling tile are occupied (with contents, office supplies, furniture, etc.) and shall be protected with polyethylene sheeting and cleaned at the end of each shift. No horizontal surfaces below the suspended ceiling tile shall exhibit dust or debris at the end of each shift. The Contractor shall clean all areas exhibiting dust or debris to the satisfaction of the Owner's Representative.
  - a. No single work area shall extend beyond one (1) shift. The Contractor shall turn over a completed, satisfactory work area at the end of each shift. The Contractor shall adequately staff the project to complete the specified work on a per shift basis.
5. The Contractor shall repair damaged thermal system insulation located within the interstitial space, as specified and in accordance with N.J.A.C. 5:23-14 Operations & Maintenance Activities per Section 028213, 2.08.
6. Utilizing Operations & Maintenance (O&M) methods, the Contractor shall perform all incidental contact (hole drilling) to asbestos-containing tan textured acoustical ceiling surface coat for the installation of fasteners, hangers, supports, enclosures, conduit, etc., via Operations & Maintenance Activities per Section 028213, 2.10.

## 2.03 ADDITIONAL INFORMATION

- A. The Contract Drawings are designed to complement the Technical Specifications. Wherever conflicts arise between the Contract Drawings and the Technical Specifications, the more stringent shall apply.
- B. Prepare all materials for transportation and disposal in accordance with NEHAPS, OSHA and the United States Department of Transportation (USDOT) handling requirements.
- C. The Contractor shall be aware that electrical, communication and other utility lines may exist in proximity to some locations work is scheduled. The Contractor shall exercise caution with their activities in these work areas, to prevent damaging said electrical, communication and other utility lines.
  - 1. Should the Contractor damage any electrical, communication and/or other utility lines, the Contractor shall be responsible for either the cost to the Owner to repair/replace damaged components or shall arrange for the components to be repaired/replace to the Owner's specifications with no additional cost to the Owner.
  - 2. The Owner shall be the SOLE deciding factor as to which option referenced above the Contractor shall implement to repair/replace electrical, communication and/or other utility lines that are damaged as a result of the Contractor's related activities in these work area locations.
- D. Damage caused by the Contractor to surfaces, finishes and building components shall be restored to their existing conditions. The Contractor shall be responsible for either the cost to the Owner to restore damaged surfaces, finishes and building components or shall arrange for the restoration to the Owner's specifications with no additional cost to the Owner.
- E. Security shall be required as follows:
  - 1. The Owner shall be responsible to provide access to and to close the building each shift.
- F. The Owner shall provide continuous unlimited access for the IHT/AST in all spaces for installation, maintenance, and data collection from monitoring systems.
- G. The Contractor shall coordinate the location of all waste vehicles with the Owner. The Owner shall approve all locations of waste vehicles prior to the waste vehicle's arrival.

H. Project Duration:

1. It is the intention of the Client to complete the work as specified in Section 028213, 2.02, within twenty (20), eight (8) hour work shifts. A work shift consists of Monday through Friday, during the hours of 7:00 PM to 3:00 AM, excluding weekends and State holidays.
2. The work schedule shall be maintained by the Contractor at all times. There shall be no provisions allowed for the Contractor to extend or alter the schedule.
3. The work schedule shall include satisfactory final inspection of the work area(s) and demobilization of all contractor equipment.
4. The total duration of the work shall not exceed twenty (20), work shifts. The Contractor is required to provide acceptable crew sizes, along with adequate supply of materials and equipment to allow work to proceed uninterrupted and at an appropriate pace to complete all work within this number of work shifts.

2.04 STANDARD OPERATING PROCEDURES

- A. The Contractor shall develop and implement a written standard operating procedure for work to ensure maximum protection and safeguard from asbestos exposure of the workers, visitors, general public and the environment.
- B. The standard operation procedure shall ensure:
1. Proper protective clothing and respiratory protection prior to entering the work area.
  2. Safe work practices in the workplace, including provisions for inter-room communications, exclusion of eating, drinking, smoking or breaking of respiratory protection in any way.
  3. Packing, labeling, loading, transporting and disposal of waste materials in a way that minimizes exposure and contamination.
  4. Proper exit practices from the workspace to the outside through the decontamination facility.
  5. Emergency evacuation for medical or safety to minimize exposure.
  6. Safety from accidents in the work area, especially from electrical shocks, slippery surfaces and entanglements in loose hoses, temporary wiring

and other equipment.

7. Provisions for effective supervision and personnel air monitoring during work.
  8. Engineering systems that minimize exposure to fibers in the workplace.
- C. Provide Personal Protective Equipment (PPE) to the Owner's Representative and inspector's representing Federal, State and local agencies, as required to perform progress inspections of the work.

2.05 WARNING SIGNS, LABELS, POSTERS AND NOTIFICATIONS (where applicable)

- A. At the entrance the work area and/or decontamination unit and all sides of the waste dumpster, post an approximate twenty by fourteen inch (20" x 14") manufactured caution sign displaying the following legend with letter sized and styles of a visibility required by 29 CFR 1926:

**DANGER  
ASBESTOS  
MAY CAUSE CANCER  
CAUSES DAMAGE TO LUNGS**

**AUTHORIZED  
PERSONNEL ONLY**

**WEAR  
RESPIRATORY PROTECTION  
AND PROTECTIVE CLOTHING  
IN THIS AREA**

- B. Disposal/Waste Bags/Containers shall be labeled as follows:

**DANGER  
CONTAINS ASBESTOS FIBERS  
MAY CAUSE CANCER  
CAUSES DAMAGE TO LUNGS  
DO NOT BREATHE DUST  
AVOID CREATING DUST  
ASBESTOS, CLASS 9, RQ, NA 2212**

In addition, the Contractor shall also label all disposal bags and/or containers with the name of the waste generator (Owner) and the location from which the waste was generated; all in accordance with the USEPA NESHAPS regulation - 40 CFR Part 651, Subpart M.

- C. Provide other signs, labels, warnings and posted instructions that are necessary to protect, inform and warn people of the hazard from asbestos exposure. Post in a prominent and convenient place for the workers a copy of the latest applicable regulations from OSHA, USEPA and NIOSH.
- D. Post ten (10) day Notifications to the USEPA, New Jersey Department of Community Affairs (when applicable), New Jersey Department of Labor and Workforce Development, New Jersey Department of Environmental Protection and New Jersey Department of Health and Senior Services, at the entrance to the work area(s).
- E. Post Construction Permits, if applicable, at the entrance to the work area(s).

## 2.06 DECONTAMINATION UNITS

### A. Description of Work:

- 1. Provide personnel decontamination in accordance with OSHA and State of New Jersey, Department of Labor & Workforce Development, Application for Asbestos License, *Company Affirmation*. The three (3) stage decontamination unit can be remote with an attached one (1) stage decontamination unit attached to each work area. The location of the remote decontamination unit shall be coordinated with the Owner and the Owner's Representative.

### B. Personnel Decontamination Unit:

- 1. Provide a personnel decontamination unit consisting of a serial arrangement of connected rooms or spaces, clean room, shower room and equipment room. Do not allow parallel routes for entry or exit. Provide temporary lighting within decontamination units as necessary to reach a lighting level of 100-foot candles.
- 2. Clean room: Provide a room that is physically and visually separated from the rest of the building for the purpose of changing into protective clothing.
  - a. Construct using two (2) individual layers of polyethylene sheeting, at least six (6) mil in thickness on all sides.
  - b. Locate so that access to the work area from the changing room is through shower room.
  - c. Separate changing room from the building by a three (3) sheet plastic, weighted, flapped doorway.
  - d. Require workers to remove all street clothes in this room, dress in clean disposable coveralls, and respiratory protective equipment.



- Do not allow contaminated items to enter this room. Require workers to enter this room either from outside the structure dressed in street clothes, or naked from the showers.
  - e. Maintain floor of clean room dry and clean at all times. Do not allow overflow water from shower to wet floor in clean room.
  - f. Damp wipe all surfaces twice after each shift change with a disinfectant solution.
  - g. Provide posted information for all emergency phone numbers and procedures.
- 3. Shower Room: Provide a completely watertight operational shower to be used for transit by cleanly dressed workers heading for the equipment room/work area from the clean room, or for showering by workers headed out of the work area after undressing in the equipment room.
  - a. Construct room by providing a shower pan and shower walls in a configuration that will cause water running down walls to drip into pan.
  - b. Provide a three (3) tier plastic flapped doorway at the entrance to the shower chamber.
  - c. Provide shower head and controls.
  - d. Provide temporary extensions of existing hot and cold water and drainage, as necessary for a complete and operational shower.
  - e. Provide a soap dish and a continuously adequate supply of soap and maintain in sanitary condition.
  - f. Arrange so that water from showering does not splash into the clean or equipment rooms.
  - g. Separate from equipment room by a three (3) sheet plastic, weighted, flapped doorway.
- 4. Equipment Room (contaminated area): Require work equipment, footwear and additional contaminated work clothing to be left here. This is a change and transit area for workers.
  - a. Separate this room from the work area by a three (3) sheet plastic, weighted, flapped doorway.
- 5. Decontamination Sequence: The Contractor shall require that all workers adhere to the following sequence when entering or leaving the work areas.
  - a. Entering Work Area: Worker enters clean room and removes street clothing, puts on clean disposable coveralls and respirator, and passes through the shower room into the equipment room. Any

additional clothing and equipment left in equipment room needed by the worker are put on in the equipment room. Worker proceeds to the work area.

- b. Exiting Work Area: Before leaving the work area, require the worker to remove all gross contamination and debris from coveralls and feet.
- c. The worker then proceeds to the equipment room and removes all clothing except respiratory protection equipment.
- d. Extra work clothing such as boots, hard hats, goggles, gloves, etc., are to be stored in the equipment room.
- e. Disposable coveralls are placed in a bag for disposal with other material.
- f. Require that decontamination procedures be followed by all individuals leaving the work area.
- g. After showering, the worker moves to the clean room and dresses in either new coveralls for another entry or street clothes if leaving.

C. Construction of the Decontamination Units:

1. Walls and Ceiling: Construct airtight walls and ceiling using two (2) layers of polyethylene sheeting, at least six (6) mil in thickness. Attach to existing building elements or a temporary framework.
2. Floors: Use two (2) layers of six (6) mil polyethylene sheeting to cover floors in all areas of the decontamination units.
3. Flap Doors: Fabricate from three (3) overlapping sheets with openings a minimum of four (4) feet wide. Configure so that sheeting overlaps adjacent surfaces. Weigh sheets at bottoms as required so that they quickly close after being released. Put arrows on sheets to indicate direction of overlap and/or travel. Provide a minimum of four (4) feet between entrance and exit of any room.

D. Cleaning of Decontamination Units:

1. Clean debris and residue from inside of decontamination units on a daily basis or as otherwise indicated. Damp wipe twice or hose down all surfaces after each shift change. Clean debris from shower pans on a daily basis.

E. Signs:

1. Post an approximately 20" x 14" manufactured caution sign at each entrance to the work areas displaying the following legend with letter sizes and styles of a visibility required by 29 CFR, Part 1926:

Provide signs in both English and Spanish.

LEGEND:

**DANGER  
ASBESTOS  
MAY CAUSE CANCER  
CAUSES DAMAGE TO LUNGS**

**AUTHORIZED  
PERSONNEL ONLY**

**WEAR  
RESPIRATORY PROTECTION  
AND PROTECTIVE CLOTHING  
IN THIS AREA**

Provide spacing between respective lines at least equal to the height of the respective upper line.

## 2.07 DECONTAMINATION & CLEANING ENGINEERING CONTROLS

A. Establish work area engineering controls as followed:

1. The Contractor shall install a one (1) stage clean room decontamination chamber at the entrance to each work area. Provide personnel (remote) decontamination in accordance with OSHA and State of New Jersey, Department of Labor & Workforce Development, Application for Asbestos License, *Company Affirmation*.
2. The Contractor shall install a two (2) flapped fire retardant, six (6) mil polyethylene sheeted air lock at the entrance to the work area. Entrance flaps are to be installed so that the flaps will close if air flow into each work area is stopped for any reason.
3. The Contractor shall be responsible for the erection of critical barriers consisting of two (2) layers of fire retardant, six (6) mil polyethylene sheeting over all air distribution supply and return vents. Spaces excluded from the Contract Documents for cleaning, if adjoining a work area shall be sealed off with a critical barrier.
4. All work areas located below the suspended ceiling tile are occupied (with contents, office supplies, furniture, etc.) and shall be protected with polyethylene sheeting. Protect all horizontal surfaces below the suspended ceiling tile with polyethylene sheeting. Protection with

polyethylene sheeting shall include, but not limited to, furniture, desks, floors, cabinets, personal contents, plants, etc.

5. The Contractor shall provide and install HEPA-equipped air filtration device(s) (AFDs) within the work areas to create a continuous negative pressure within the work areas throughout abatement operations. This may require more than one (1) AFD depending on conditions. Exhaust for the AFDs shall be ducted to the outside of the building.
  - a. If necessary, the Contractor shall construct all exterior exhaust manifolds using a minimum of ½" inch fire rated plywood sheeting with sheet metal flanges. The Contractor shall affix duct outlet with mechanical fasteners. The Contractor shall also be responsible for establishing streamers at the outlets of the duct work to provide quick assessment of the AFDs operation.
- B. The Contractor shall provide all ladders, scaffolding and/or other necessary equipment for the installation of all engineering controls and work.
- C. Work are Cleanup:
  1. The Contractor shall carefully remove, store (and re-install at the completion of the shift) the suspended ceiling tile in sufficient quantity to access all interstitial ceiling space for the specified cleaning work.
    - a. Damage caused by the Contractor to existing ceiling tile and surrounding surfaces shall be replaced by the Contractor to the Owner's satisfaction.
  2. Wet scrape all loose, flaking, peeling surfaces to the point of rigidity. No mechanical removal techniques shall be used.
  3. The Contractor shall clean all residual dust and debris from all surfaces within the interstitial ceiling space using HEPA filter equipped vacuums, as specified.
  4. The Contractor shall apply an anti-microbial coating to all ceiling deck surfaces exhibiting water stains, as indicated in the Contract Documents.
  5. Upon issuance of a satisfactory clean-up inspection by the Owner's Representative for the surfaces within the interstitial ceiling space, the Contractor shall re-install all ceiling tiles.
  6. Upon completion of the installation of all ceiling tiles, the Contractor

shall clean all residual dust and debris from all surfaces within the work area, below the suspended ceiling tile, using HEPA filter equipped vacuums. All surfaces shall be wet wiped with amended water. The process of HEPA vacuuming and wet wiping shall occur a minimum of two (2) times. Each work area shall be turned over to the Owner at the completion of each individual work shift.

7. All surfaces and Contractor equipment in the work area(s) shall be cleaned after completion of the activities.
8. Upon issuance of a satisfactory clean-up inspection by the Owner's Representative, the Contractor shall remove all engineering controls.

## 2.08 APPLICATION OF WETTABLE/ADHESIVE LAGGING CLOTH

### A. Materials required:

1. U.S. EPA approved bridging encapsulant,
2. Fiberglass or canvas scrim cloth,
3. Asbestos caution tape,
4. Wet wipes, and
5. Nominal six (6) mil polyethylene sheeting,

### B. Equipment required:

1. HEPA vacuum,
2. Paint brush,
3. 1.5" to 2' suitable container to hold encapsulant, and
4. Utility knife

### C. Procedure:

1. Restrict access to the work area. Install asbestos caution tape at a minimum 20' radius from any work area. No food, drink or smoking is allowed.
2. All workers shall don personal protected equipment with a minimum half-face air purifying respirator and disposable coveralls.

3. Place encapsulant in a suitable container for ease of handling. Install 6-mil polyethylene sheeting under the work area to act as a drop cloth.
4. Brush encapsulant around circumference of pipe, several inches above and below the site of damage.
5. Cut section of cloth sufficient to cover circumference of pipe between both bands of encapsulant. Gently wrap cloth around pipe in a spiral pattern maintaining a light tension to hold the cloth tightly to the surface.
6. After the cloth has been affixed to the surface, cover the cloth with a thick layer of encapsulant that covers any holes or perforations.
7. If the damage is extensive, the cloth can be soaked in the encapsulant then used to pull damaged pieces into place.
8. Use HEPA vacuum to collect any debris or accumulated dust on the floor and other horizontal surfaces in the immediate work area. Be sure to pull any debris wedged behind vertical pipes.
9. Wet wipe horizontal surfaces that were vacuumed.
10. Dispose of coveralls, polyethylene, containers, brush, and any debris in six (6) mil asbestos disposal bags.

## 2.09 ANTI-MICROBIAL COATING

- A. Shall be approved by EPA for the use and used in accordance with the manufacturer's specifications.
- B. Reagents:
  1. Anti-Microbial Coating: Fosters 40-20, Fiberlock IAQ 6000 or Zinsser Perma-White Mold & Mildew Proof Interior Paint.
- C. Owner's Representative shall conduct an inspection, and then approve the work area for application of an anti-microbial surface coating.
- D. The Contractor shall apply a coating of an encapsulant to water damaged ceiling surfaces, as specified, at such a level that it can be discerned easily by visual inspection.
  1. Where applicable, protect electrical junction boxes, gauges, outlets,

smoke/fire detection, etc., from anti-microbial coating with polyethylene sheeting or tape. Remove all polyethylene sheeting and/or tape after application of anti-microbial coating.

## 2.10 INCIDENTAL IMPACT TO ASBESTOS-CONTAINING CEILING MATERIAL

### A. Description of Work

1. Work specified herein is limited to asbestos-containing tan textured acoustical ceiling surface coat which will be impacted per the Contract Documents.

### B. Products

1. Six (6) mil polyethylene sheeting
2. Spray glue
3. High quality duct tape
4. Garden sprayer
5. Amended water
6. Asbestos warning signs
7. Encapsulant(s):
  - a. Childers®, Vi-Cryl®, CP-10
  - b. Foster®, Chil-Bridge™ CP-211-3
  - c. Fiberlock Technologies, Inc., Lag Kote®
8. Other equipment deemed necessary by the Contractor, such as ladders, scaffolding, etc.

### C. Execution of Work

1. All work shall be conducted by a minimum team of two (2) workers. One (1) to operate the drilling operations and the second to operate the HEPA equipped vacuum. The Contractor shall provide any additional personnel as deemed necessary.
2. The Contractor shall provide all ladders, scaffolding and/or other necessary equipment for the installation of all engineering controls and impacting materials.

3. HVAC / air conveyance system shall be shut down during all activities.
4. A restricted area shall be established using warning tape extending at least fifteen feet (15') from the affected areas of the building or to the nearest vertical obstruction/wall. Provide three inch (3") wide red barrier tape printed with black lettered, "DANGER ASBESTOS REMOVAL". Install tape three feet (3') to four feet (4') above the ground level.
5. All occupant contents will be sufficiently covered/protected to avoid damage. Photos should be taken by the Contractor before work begins and after to ensure no changes have occurred during the work. Any damaged furniture/contents damaged during the work will be reimbursed in kind by the Contractor.
6. Install a single layer, six (6) mil polyethylene drop cloth below all areas of work. The drop cloth shall extend out a minimum of ten feet (10') in all directions and shall wrap up any vertical walls within the 10' radius a minimum of six (6) inches. Polyethylene shall be secured with high quality duct/vinyl tape to all adjoining surfaces. Do not use spray glue for drop cloth adhesion.
7. A remote decontamination unit shall be constructed in close proximity to the work area(s). The location of the decontamination unit shall be determined by field conditions.
8. Post appropriate warning signs and/or tape at the entrance(s) to the work area(s) and around the work area boundaries. The restricted area may be entered only by certified workers or authorized visitors.
9. Mist the material with amended water.
10. Holes shall be drilled using a local exhaust drill shield attached to the drill body and a HEPA-filtered vacuum cleaner.
11. Visible debris shall be cleaned up immediately with a HEPA vacuum or using a wet-wipe technique.
12. Encapsulate exposed edges of asbestos material with a listed encapsulant.
13. Place appropriate warning signs and generator labels on the packaged ACM and place in the on-site waste container or Asbestos Abatement Contractor's registered vehicle, in accordance with the requirements set forth in this Technical Specification.
14. Personnel shall decontaminate in accordance with the requirements set forth



in this Technical Specification.

15. Engineering controls shall remain operational until a satisfactory visual inspection by the IHT.

#### 2.11 WORK AREA CLEAN UP

- A. All surfaces and Contractor equipment in the work area(s) shall be cleaned after completion of the work activities.
- B. Walls and adjoining adjacent surfaces shall be wet cleaned.
- C. Any furniture/contents in the furniture shall be lightly wet wiped/disinfected.
- D. Floors in the work area shall be HEPA vacuumed.

#### 2.12 ASBESTOS WASTE HANDLING AND DISPOSAL

- A. Disposal bags shall be six (6) mil, leak tight, and labeled in accordance with OSHA, NESHAPS, and the United States Department of Transportation (USDOT) regulations.
- B. Load all asbestos-containing waste material in disposal bags or leak-tight drums. All materials are to be contained in one (1) of the following:
  1. Two (2), six (6) mil disposal bags, or,
  2. Two (2), six (6) mil disposal bags and a fiberboard drum, or
  3. Two (2), six (6) mil disposal bags, and sealed steel drum.
- C. Two (2) layers of six (6) mil flame resistant polyethylene sheeting shall be utilized for wrapping large components not suited for disposal bags or drums.
- D. Duct tape shall be used to seal disposal bags and wrapped components.
- E. The Contractor's vehicle and/or dumpster shall be lined with a critical barrier of two (2) layers of six (6) mil flame resistant polyethylene sheeting. The Contractor's vehicle and/or dumpster utilized to transport the asbestos waste off-site, and the Waste Hauler shall be licensed by the New Jersey Department of Environmental Protection.
- F. Contractor shall remove waste from work area to waste dumpster only during times of minimum occupancy (i.e., at the end of the work shift when building occupancy is anticipated to be at its minimum).

- G. Maintain records of waste shipments in accordance with NESHAPS 40 CFR Part 61, section 61.150, (d) 1-5 and air monitoring to verify that the building beyond the work area and the outside environment remain(e).
- H. As applicable, notify the USEPA ID #27 approved landfill within ten (10) days prior to transportation of the asbestos-containing waste to the landfill. Provide the name and address of the landfill. Retain manifest from the landfill for all materials disposed. At the completion of asbestos related work forward all manifests to the Owner.
- I. On-site activities shall not be considered complete until all waste is off-site, upon demobilization of the work area(s).

### **PART 3 – AIR MONITORING**

#### **3.01 DESCRIPTION OF THE WORK**

- A. This Section describes air monitoring to verify that the building beyond the work area and the outside environment remains uncontaminated. This Section also sets forth airborne fiber levels both inside and outside the work area as action levels, and describes the action required by the Contractor if an action level is met or exceeded.
- B. AIR MONITORING REQUIRED BY OSHA IS RESPONSIBILITY OF THE CONTRACTOR AND IS NOT COVERED IN THIS SECTION.

#### **3.02 BACKGROUND AIR MONITORING**

- A. The Owner's Representative will conduct background environmental/daily air monitoring.
- B. Daily air monitoring shall be performed from the start of work to project decontamination, per shift. The Owner's Representative will collect air samples from locations adjacent to the work area (as applicable).
- C. Phase Contrast Microscopy (PCM) sampling and analysis will be performed using the latest revision of NIOSH Method 7400.
- D. If any air sample exceeds the action level of 0.010 fibers per cubic centimeter, immediately and automatically stop all work except corrective action

#### **3.03 FINAL CLEARANCE AIR MONITORING**

- A. At the completion of the asbestos related work, including the repair of damaged thermal system insulation and after a satisfactory visual inspection,

the Owner's Representative shall collect clearance air samples within the work area(s).

- B. All final clearance air samples will be taken using aggressive sampling techniques.
- C. A minimum of five (5) samples will be collected from the work area(s) and analyzed in accordance with NIOSH Manual of Analytical Methods (NMAM) Method 7400, Asbestos and Other Fibers by PCM.
- D. Acceptable Clearance Criteria for work area demobilization and re-occupancy shall be as follows:
  - a. PCM: Less than 0.01 fibers per cubic centimeter.

#### **PART 4 – PROJECT COMPLETION**

##### 4.01 FINAL INSPECTION

- A. The Owner's Representative will perform a final visual inspection of the work area(s) to document the project has been completed in accordance with these Technical Specifications and all applicable Federal, State and Local regulations.

END OF SECTION 028213

**SECTION 028300  
TREATMENT OF LEAD IN CONSTRUCTION**

**PART 1 – GENERAL REQUIREMENTS**

1.01 RELATED DOCUMENTS

- A. General and Supplementary General Conditions, and the Contract Drawings apply to this Section.
- B. Section 028213 – Asbestos Decontamination/Operations & Maintenance Activities Materials

1.02 CONDITIONS

- A. For the purposes of this document, the term Contractor shall apply to any and all Trades that will disturb surfaces, components, objects, etc., coated with paint, shellac, varnish, stains, etc., and potentially generate dust, debris, airborne contaminants, etc., as a result of Interstitial Ceiling Space Decontamination at Green Hall.
- B. Lead-Components (Refer to HAZMAT – Hazardous Materials Inspection Report; titled "Rev. 1 HazMat Assessment, Green Hall, Ceiling Plaster Investigation" Section 3.0 and Appendix B prepared by USA Environmental Management, Inc., report date July 14, 2020, for details).
- C. The surfaces scheduled to be impacted as a result of the Interstitial Ceiling Space Decontamination project at Green Hall may be lead comprised or have lead-based paint as defined by the United States Department of Labor, Occupational Safety and Health Administration, (OSHA), is anticipated throughout all painted building components. OSHA does not establish a threshold for lead-containing paint. Therefore, the Contractor shall comply with 29 CFR, Part 1926.62, and the New Jersey Public Employee Occupational Safety and Health (PEOSH) program, Indoor Air Quality Standard, N.J.A.C. 12:100-13.
- D. Work referenced within these Technical Specifications is not to address potential lead health issues and children, as outlined by N.J.A.C. 5:17, which is the New Jersey Lead Hazard Evaluation and Abatement Code; 40 CFR, Part 745, the Lead-Based Paint Poisoning Prevention in Certain Residential Structures, including child occupied buildings; and/or N.J.A.C. 5:10, the New Jersey Regulations for Lead-Safety Maintenance of Rental Housing.
- E. Treatment of Painted Surfaces: OSHA does not establish a threshold lead level to determine a coating as lead-based paint. As such, the Contractor

shall utilize appropriate engineering controls and personal protective equipment when disturbing paint. This shall also apply for any renovation/demolition work that generates nuisance dust/particulates. Further, State Facilities are within the jurisdiction of the New Jersey Public Employees Occupational Safety and Health program, which requires, at a minimum, the use of engineering controls during construction work to minimize dust/particulates.

1. To fulfill the requirements of OSHA, the disturbance, of any lead-containing painted surface, should be treated by a Contractor in accordance with 29 CFR, Part 1926.62, the OSHA "Lead in Construction Standard." In addition, State Facilities are within the jurisdiction of PEOSH. The New Jersey Air Quality Standard, N.J.A.C. 12:100-13, requires the Contractor's engineering controls diffuse dust, stone and other small particles, toxic gases or other harmful substances in quantities hazardous to health by means of work area isolation, local ventilation and other protective devices.
2. OSHA's "Lead in Construction Standard" requires, at a minimum, the Contractor to provide a site specific Lead Safety Plan to address:
  - a. Worker protection, including respiratory protection;
  - b. Worksite contamination, clean-up, including personal hygiene, and waste disposal; and
  - c. Exposure monitoring for workers as required by the OSHA, for those persons whose trade will disturb painted surfaces as a result of renovation/demolition activities, paint refinishing, construction and re-construction, etc.

### 1.03 CONTINGENCY

- A. The intent of this Technical Specification is to provide information and guidance for the disturbance of surface coatings where the work shall generate dust, debris and airborne particulates that may be coated with lead-based paint or lead-containing paint. Should the appropriate Trade performing the work specified that generates these conditions as a result of related renovation/demolition require the use of a Lead Abatement Contractor, licensed by the State of New Jersey, Department of Community Affairs, (DCA), the Lead Abatement Contractor shall not be advertised as such, since the work specified in these Technical Specifications relates to the construction industry and not that of a lead hazard.

#### 1.04 COORDINATION

- A. The Contractor shall coordinate all activities with the Owner's Representative; where the Trade performing the work specified herein is a sub-contractor, the sub-contractor shall coordinate all work with the Prime Contractor for coordination with the Owner's Representative.
- B. Coordination of work shall be notified, at a minimum within forty-eight (48) hours of an event. The exception shall be that of emergency situations.

#### 1.05 CONTRACT DOCUMENTS

- A. Contract Documents: Indicate the work of the Contract and related requirements and conditions that have an impact on the project. Related requirements and conditions that are indicated on the Contract Documents include, but are not necessarily limited to, the following:
  - 1. Applicable Federal, State and Local codes and regulations.
  - 2. Notices and Permits.
  - 3. Existing site conditions and restrictions on the use of the site.
  - 4. Work performed prior to work under this Contract.
  - 5. Alterations and coordination with existing work.

#### 1.06 DEFINITIONS

- A. Definitions contained in this Section are not necessarily complete, but are general to the extent that they are not defined more explicitly elsewhere in the Contract Documents.
  - 1. Indicated – This term refers to graphic representations, notes or schedules on the drawings, or other Paragraphs or Schedules in Specifications, and similar requirements in Contract Documents. Where terms such as "shown," "noted", "scheduled" and "specified" are used, it is to help locate the reference; no limitation on location is intended except as specifically noted.
  - 2. Directed – Terms such as "directed," "requested," "authorized," "selected," "approved," "required," and "permitted" mean "directed by the Owner's Representative," "requested by the Owner's Representative," and similar phrases. However, no implied meaning shall be interpreted to extend the Owner's Representative's responsibility into the Contractor's area of construction supervision.
  - 3. Approve – The term "approved," where used in conjunction with the Owner's Representative's action on the Contractor's submittals, application, and request, is limited to the responsibilities and duties

stated in General and Supplementary Conditions. Such approval shall not release the Contractor from the responsibility to fulfill other Contract requirements.

4. Regulation – The term "Regulations" includes laws, statutes, ordinances 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, whether they are lawfully imposed by authorities having jurisdiction or not.
5. Furnish – The term "furnish" is used to mean "supply and deliver to the project site, ready for unloading, unpacking, assembly, installation, and similar operations."
6. Install – The term "install" is used to describe operations at the project site including the actual "unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning and similar operations."
7. Provide – The term "provide" means "to furnish and install, complete and ready for the intended use."
8. Installer – An "Installer" is an entity engaged by the Contractor, either an employee, sub-contractor or sub-subcontractor for performance of a particular construction activity, including installation, erection, application and similar operations.
9. Project Site – The Project Site is the space available to the Contractor for performance of the work, either exclusively or in conjunction with others performing other construction as part of the project. The extent of the project site is shown on the drawings and may or may not be identical with the description of the land upon which the project is to be built and/or the facility.
10. Testing Laboratories – A "testing laboratory" is an independent entity engaged to perform specific inspections or tests, either at the project site or elsewhere, to report on, and, if required, to interpret, results of those inspections or tests.
11. Owner's Representative – The Owner's Representative will represent the Owner during construction. The Owner's Representative will advise and consult with the Owner. The Owner's instructions to the Contractor will be forwarded through the Owner's Representative.
12. Project Administrator – The Project Administrator is a full time representative of the Owner at the job site with authority to stop the work upon verbal order if requirements of the Contract Documents are not met, or if in the sole judgment of the Project Administrator, Owner's Representative or Owner, the interests of the Owner, safety of any person or the Owner's property are jeopardized by the work.
13. General Superintendent – This general superintendent is the Contractor's representative at the work site. This person will generally be the competent person required by OSHA in 29 CFR, Part 1926.62.

- B. Definitions Pertaining to the Lead Abatement Industry (The definitions are provided for informational purposes, as applicable to these Technical Specifications; however, the disturbance of any coated surface shall not be completed as a lead abatement project.)
1. Abatement – Abatement of lead-based paint involves removal of lead-based paint or replacement of surfaces containing lead-based paint.
  2. Action Level – As defined in OSHA Construction Standard 29 CFR, Part 1926.62, employee exposure, without regard to use of respirators, to an airborne concentration of lead of 30 micrograms per cubic meter ( $30 \mu\text{g}/\text{m}^3$ ) of air averaged over an 8-hour period. As used in this section, " $30 \mu\text{g}/\text{m}^3$  of air" refers to the action level.
  3. Amended Water – Water containing at least one ounce of five percent (5%) trisodium phosphate per gallon of water.
  4. Area Monitoring – Sampling of lead concentrations within and outside the lead control area and inside the physical boundaries which are representative of the airborne lead concentrations which may reach the breathing zone of personnel potentially exposed to lead.
  5. Atomic Absorption Spectroscopy – The analytical method of determining the lead content of a given sample.
  6. Physical Boundary – Area physically roped or partitioned off around a lead control area to limit unauthorized entry of personnel. As used in this section, "outside boundary" shall mean the same as "outside lead control area."
  7. Lead Inspector/Risk Assessor – As used in this section, refers to a person with a current Lead Inspector/Risk Assessor permit issued by the State of New Jersey, Department of Health.
  8. Change Rooms and Shower Facilities – Rooms within the designated physical boundary around the lead control area equipped with separated storage facilities for clean protective work clothing and equipment and for street clothes which prevent cross-contamination.
  9. Decontamination Area – Area for removal of contaminated personal protective equipment (PPE).
  10. Eight-Hour Time Weighted Average (TWA) – Airborne concentration of lead averaged over an 8-hour workday to which an employee is exposed.
  11. High Efficiency Particulate Air (HEPA) Filter Equipment – Vacuuming equipment containing a UL 586 HEPA filter system capable of preventing passage of lead contaminated paint dust with an efficiency of 99.97 percent for all particulates greater than 0.3-micron size.
  12. Lead – Metallic lead, inorganic lead compounds, and organic lead soaps. Exclude from the definition are other organic lead compounds.
  13. Lead Control Area – An emission control area to prevent the spread of lead dust, paint chips, or debris from lead containing paint removal



- operations. The lead control area is isolated by physical boundaries to prevent unauthorized entry of personnel.
14. Permissible Exposure Limit (PEL) – 50 micrograms per cubic meter ( $\mu\text{g}/\text{m}^3$ ) of air as an 8-hour time weighted average as determined by OSHA Construction Standard 29 CFR, Part 1926.62.
  15. Personal Monitoring – Sampling of lead concentrations within the breathing zone of an employee to determine the 8-hour time weighted average concentration in accordance with 29 CFR, Part 1926.62. Samples shall be representative of the employee's work tasks. Breathing zone shall be considered an area within a hemisphere, forward of the shoulders, with a radius of six (6) to nine (9) inches from the center at the nose or mouth of an employee.
  16. Wipe Sampling – Clearance testing procedures which determine the amount of existing lead-based paint surface dust by Atomic Absorption Spectroscopy Analysis are express in micrograms of lead per square foot.

#### 1.07 CODES & STANDARDS

- A. Except to the extent that more explicit or more stringent requirements are written directly into the Contract Documents, all applicable codes, regulations and standards have the same force and effect (and are made a part of the Contract Documents by reference) as if copied directly into the Contract Documents, or as if published copies are bound herewith.
- B. The Contractor shall assume full responsibility and liability for the compliance with all applicable Federal, State, and Local regulations pertaining to work practices, hauling, disposal, and protection of workers, visitors to the site, and persons occupying areas adjacent to the site. The Contractor is responsible for providing medical examinations and maintaining medical records of personnel as required by the applicable Federal, State and Local regulations. The Contractor shall hold the Owner and the Owner's Representative harmless for failure to comply with any applicable work, hauling, disposal, safety, health or other regulation on the part of himself, his employees, or sub-contractors.
- C. A copy of the appropriate codes and standards, as referenced herein, shall be maintained at the project site.
- D. Conflicting Requirements: Where compliance with two (2) or more standards is specified, and they establish different or conflicting requirements for minimum quantities or quality levels, the most stringent requirement will be enforced, unless the Contract Documents indicate otherwise. Refer requirements that are different, but apparently equal, and uncertainties as to

which quality level is more stringent to the Owner's Representative for a decision before proceeding.

- E. Incorporation of Publications: The publications listed below form a part of this Technical Specification to the extent referenced, where applicable. The publications referred within the text will be the basic designation only.

1. Code of Federal Regulations (CFR)

- a. 29 CFR 1910.95 - Occupational Noise Exposure
- b. 29 CFR 1910.134 - Respiratory Protection
- c. 29 CFR 1910.1200 - Hazard Communication
- d. 29 CFR 1910.1025 - Occupational Safety and Health Standards (Lead)
- e. 29 CFR 1926.55 - Gases, Vapors, Fumes, Dusts, and Mists
- f. 29 CFR 1926.59 - Hazard Communication
- g. 29 CFR 1926.62 - Safety and Health Regulations for Construction (Lead)
- h. 29 CFR 1926.103 - Respiratory Protection
- i. 29 CFR 1926.453 - Aerial Lifts
- j. 29 CFR 1926.502 - Fall Protection
- k. 40 CFR 260 - Hazardous Waste Management Systems (General)
- l. 40 CFR 261 - Identification and Listing of Hazardous Waste
- m. 40 CFR 262 - Generators of Hazardous Waste
- n. 40 CFR 263 - Transporters of Hazardous Waste
- o. 40 CFR 264 - Owners and Operators of Hazardous Waste Treatment, Storage and Disposal facilities
- p. 40 CFR 265 - Owners and Operators of Hazardous Waste Treatment, Storage and Disposal facilities
- q. 40 CFR 171 - Standards for Transportation of Hazardous Materials
- r. 40 CFR 172 - Hazardous Material Tables and Hazardous Materials Communications Regulations
- s. 40 CFR 173 - General Requirements for Shipments and Packaging
- t. 40 CFR 178 - Shipping Container Specifications

2. New Jersey Regulations

- a. New Jersey Administrative Code (N.J.A.C.) 5:17 – New Jersey Lead Hazard Evaluation and Abatement Code
- b. N.J.A.C. 8:62 – New Jersey Standards for Lead Certification
- c. N.J.A.C. 7:26 – New Jersey Waste Disposal Requirements
- d. N.J.A.C. 12:100-13 – New Jersey Indoor Air Quality Standard

1.08 PRE-PROJECT INSPECTION

- A. Prior to commencement of work, inspect areas in which work is to be performed. Prepare a listing of damage to structure, surfaces, equipment or of surrounding properties which could be misconstrued as damage resulting from the work. Photograph or videotape existing conditions, as necessary to document conditions. Submit a copy of these photos or tapes to the Owner's Representative prior to starting work.

#### 1.09 POTENTIAL ENVIRONMENTAL HAZARDS

- A. The disturbance or dislocation of paint or other coated surfaces may cause a release of lead dust, fumes, etc., within the building's atmosphere and/or the environment, thereby creating a potential health hazard to workmen, building occupants and the environment. Apprise all workers, supervisory personnel, sub-contractors, consultants and authorized visitors who will be at the job site of the seriousness of the hazard and of proper work procedures which must be followed. The building(s) may be occupied or unoccupied during all aspects of renovation/demolition.

#### 1.10 SUBMITTALS

- A. Pre-Project/During the Work Submittals: Upon request by the Owner and/or Owner's Representative, the Contractor shall submit:
  - 1. Written site specific Health and Safety Plan
  - 2. All Safety Data Sheets (SDS)
- B. Post Project Submittals: Upon completion of work on this project the Contractor shall submit the following information to the Owner, as requested:
  - 1. Daily activity reports and personnel sign-in sheets
  - 2. Minutes of meetings
  - 3. Visitations; authorized and unauthorized
  - 4. Special or unusual events
- C. Waste material disposal manifests shall be submitted for project close-out payment submittal.

#### 1.11 CONTRACTOR'S USE OF THE PREMISE

- A. The Contractor shall abide by all requirements for use of the premises at the facility. However, where not specified, the Contractor shall:
  - 1. Confine operations, at the site, to the areas permitted under the Contract. Portions of the site beyond areas in which work is indicated

- are not to be disturbed. Conform to site rules and regulations affecting the work while engaged in project construction.
2. Secure and obtain facility security regulations for Contractors. All facility security requirements are incorporated by reference. No additional compensation or time shall be allotted for failure to comply with the facility's security requirements.
  3. Keep existing driveways and entrances serving the premises clear and available to the Owner and his employees at all times. Do not use these areas for parking or storage of materials.
  4. Do not unreasonably encumber the site with materials or equipment. Confine stockpiling of materials and location of storage sheds to the areas indicated. If additional storage is necessary obtain and pay for such storage off site.
  5. Maintain existing building in a safe and weather tight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect the building during the construction period.
  6. Keep public areas such as hallways, stairs, elevator lobbies and toilet rooms free from accumulation of waste, rubbish or construction debris.
  7. Smoking or open fires will not be permitted within the building enclosure or on the premises.
  8. Cooperate fully with the Owner and/or the Owner's Representative during construction operations to minimize conflicts with other Trades. Perform the work so as not to interfere with the Owner's operation.

#### 1.12 STOP WORK

- A. If the Owner, the Owner's Representative, or the Project Administrator presents a written stop work order, immediately and automatically stop all work. Do not recommence work until authorized in writing by the Owner or his/her appropriate representative.

### **PART 2 – DESCRIPTION OF THE WORK**

#### 2.01 SUMMARY

- A. The intent of this Technical Specification Section is provide information and guidance for the disturbance of surface coatings where the work shall generate dust, debris and airborne particulates, that may also be coated with lead paint. Should the appropriate Trade performing the work specified that generates these conditions as a result of related renovation/demolition require the use of a Lead Abatement Contractor, licensed by the DCA, the Lead Abatement Contractor shall not be advertised as such, since the work specified in these Technical Specifications relates to the construction industry and not that of a lead hazard.

- B. Where present, turn-off and disconnect all electrical circuits inside or adjacent to the component to be removed.
- C. Existing forced air Heating, Ventilation and Air Conditioning (HVAC) systems shall be shut-down where work occurs, and protected with polyethylene sheeting to minimize the potential for dust, fumes, etc., migrating into these systems from the work area(s). The Contractor shall implement appropriate corrective measures to segregate an active system between work area(s) and adjacent occupied locations, such as "blanking;" these corrective measures shall be at no additional cost to the Owner/Project. Fresh air intakes for these systems shall be protected with two (2) layers of polyethylene sheeting, when work occurs outdoors and in proximity of such.
- D. The Contractor shall post appropriate OSHA warning signs as specified and required by 29 CFR, Part 1926.62. The Contractor shall also post appropriate notices of construction related work, as per N.J.A.C. 12:100-13, indicating potential environmental issues (i.e., dust, gases, fumes, odors, etc.) and the location of SDSs. The Contractor shall provide for clearly marked emergency means of egress for the work areas specified. These notifications shall be placed at eye level and in languages consistent with the building population.
- E. The Contractor shall be liable for all costs associated with the replacement or repair of any utilities, equipment, materials, building components, etc., that may be damaged during the course of Contractor work.

### **PART 3 – TREATMENT OF PAINTED SURFACES**

#### **3.01 LEAD IN CONSTRUCTION REQUIREMENTS**

- A. The following is a brief summary of the Lead Exposure in Construction requirements, as per 29 CFR, Part 1926.62.
  - 1. Tasks and Trades Covered By This Rule:
    - a. General Contractors - Commercial, Residential, Highway, Street
    - b. Bridge, Tunnel & Elevated Highway
    - c. Plumbing, Painting, Electrical, Plaster, Drywall & Insulation
    - d. Carpentry
    - e. Floor Layers
    - f. Roofing & Siding
    - g. Structural Steel Erection
    - h. Wrecking & Demolition
    - i. Miscellaneous Special Trades
    - j. Operators of Dwellings

k. Operators of State & Municipal Governments

2. Exposure Assessment: The initial step in compliance with this rule shall be to assess exposure to lead of any trade known to be, or suspected of being exposed to lead. The purpose is to determine if any employee is exposed at or above the action level. Employee exposure is that which occurs without the use of respirators. Action Level for Lead Exposure - 30 micrograms per cubic meter of air, Time Weighted Average per 8 hr. shift. Permissible Exposure Level Limit (PEL) - 50 micrograms per cubic meter of air, Time Weighted Average, per 8 hr. shift.
3. Until the exposure assessment is complete, each affected Trade shall be treated as though exposure occurs above the PEL. Personnel samples representative of a full shift shall be collected and include at least one (1) sample for each job classification in each work area for each shift. The results of the exposure assessment will dictate the protection level to be prescribed. Positive and negative indications of exposure should be carefully documented. Additional exposure monitoring shall occur when there is a change in equipment, task, personnel, process, control or any occurrence which may result in additional or further exposure.
4. Employees shall be notified of the results within five (5) working days from the completion of the exposure assessment. Employees found to be exposed at greater levels than the PEL shall be given written notice along with the description of corrective measures to be taken to reduce the exposure to below the PEL.
5. Administrative Controls: If any exposure monitoring results in levels greater than the PEL, the employer shall maintain written programs and make these programs available to employees. Programs shall include: Hazardous Communications (HAZ COM), Respiratory Program in accordance with 29 CFR, Part 1910.134 (b), (d), (e) & (f), Personal Protection Program (including good housekeeping, hygiene facilities and practices, good work practices, etc.) Medical Surveillance, Record Keeping, Training, Medical Removal.
6. Medical Surveillance: Shall include initial blood sampling for lead and zinc protoporphyrin levels. For employees who are or may be exposed at or above the Action Level for more than 30 days in any consecutive 12 months, biological monitoring with employee notification and medical examination and consultation at least annually shall be implemented.
7. Medical Examination shall include:
  - a. Work History & Medical History (to include past lead exposure).
  - b. Habits: (Smoking & Hygiene)

- c. Problems with: gastrointestinal, hematologic, renal, cardiovascular, reproductive and neurological problems.
  - d. A thorough physical examination with attention to: teeth, gums, hematologic, gastrointestinal, renal, cardiovascular, and neurological systems.
  - e. Pulmonary Status for respiratory wearers.
  - f. Blood Pressure Measurement
  - g. Hemoglobin & Hematocrit determination, red cell indices, and peripheral smear morphology.
  - h. Zinc protoporphyrin
  - i. Blood urea nitrogen
  - j. Serum creatinine
  - k. Routine urinalysis with microscopic examination.
  - l. Any other test relevant to lead exposure deemed necessary by examining physician.
- 8. Any employee is entitled to, with proper notification to the employer, a second opinion. Should the second examination conducted differ from the first in results, the employee and employer shall negotiate a third opinion. Pregnancy testing and male fertility assessment shall be made available to employees requesting testing.
- 9. Training shall be on an annual basis, for each employee at or above the action level:
  - a. Content of OSHA Standard
  - b. Nature of Operations
  - c. Description and purpose of Medical Surveillance, Medical Removal Programs
  - d. Health Effects of Exposure (specific to male and female)
  - e. Engineering controls and work practices
  - f. Any other Compliance Plan in Effect
  - g. Chelation
  - h. Respiratory and Personal Protection
  - i. Right to Access of Records
- 10. Records shall be kept for a period of 30 years. Records are transferred to the new Owner if employee ceases to do business prior to 30 years. If employer discontinues business with no new Owner, prior to 30 years, records are transferred to the Commissioner. Records shall be maintained for the following:
  - a. Exposure Assessment
  - b. Exposure Monitoring
  - c. Respiratory Protection
  - d. Medical Surveillance

- e. Medical Removals
- f. Employee Records

11. Records shall be made available for examination and copying to:

- a. Affected Employees
- b. Former Employees
- c. OSHA Assistant Secretary and Director

### 3.02 MINIMUM SAFE WORK PRACTICES REQUIREMENTS

A. In addition to 29 CFR, Part 1926.62, the Contractor shall implement the minimum safe work practices, as developed by the USEPA and the United States Department of Housing and Urban Development (HUD), which includes and shall apply to coatings that could contain lead and for general construction practices that produce dust, debris, airborne particulates, etc. Procedures referenced herein also incorporate those of OSHA, N.J.A.C. 5:17 and general industry practices, as applicable, for guidance.

1. Isolate all openings between the exterior work areas and building interiors and/or interior work areas and interior non-work areas, such as windows, doors, HVAC fresh air intakes, etc., with a minimum of two (2) layers of six (6) mil polyethylene sheeting secured airtight with duct tape, and where necessary, spray-glue.
2. Utilize drop cloths, consisting of two (2) layers of six (6) mil polyethylene sheeting within work areas; for exterior work areas, extend the polyethylene sheeting at least five (5) feet from the building's perimeter for exterior related work, to capture any dust, paint chips, debris, etc., generated from the work.
3. Outside work area ingress/egress points, shall have "sticky pads" placed to capture residual dust, including lead dust, from workers footwear/shoes to minimize tracking dust from outside the control area.
4. Treatment Methods for Surfaces Coated with Paint
  - a. Mist surfaces prior to wet scraping in preparation for painting and/or when components are removed for disposal or restoration.
    - i. Lightly mist the component to be removed. Do not apply water to components containing electrical circuits.
    - ii. Using a utility knife or other sharp instrument, carefully score all affected painted seams.
    - iii. Remove any screws or other fasteners.
    - iv. Using a flat pry instrument and a hammer, carefully pry the affected building component away from the surface to which it



is attached. The pry bar should be inserted into the seam at the nail or other fastening device at one end of the component and prying pressure applied. This process should be repeated at each subsequent fastening location until the end of the component is reached as the component is freed.

- v. Carefully remove or bend back all nails (or other fastening devices) and wrap removed components and nails in polyethylene sheeting and seal airtight with high quality spray-glue and duct tape.
- vi. HEPA vacuum any dust that may have accumulated behind the component removed.

b. Preparation for torch cutting of components.

- i. Perform the limited removal of lead-based paint coatings and primers, at increments of four (4) feet, to facilitate the removal of lead-based paint for the use of cutting torches on bare metal to removal sections of components.
- ii. The limited paint removal shall expose bare metal, free of all coatings, four (4) inches out from the area to be cut.
- iii. Limited paint removal shall be accomplished using HEPA vacuum needle guns and/or chemical paint remover.
- iv. Utilize torches to cut through bare metal for component removal, ensuring that heat from the torch does not impact any adjacent lead-based paint.

c. Vacuum Water Blasting

- i. The Contractor shall utilize the equipment in strict conformance with the Manufacturer's specifications.
- ii. The blast head shall remain in contact with the surface at all times.
- iii. The Contractor shall implement control measures to capture and/or prevent the migration of water from outside the work area.
- iv. Waste water generated from the project shall be containerized and undergo a Toxicity Characteristic Leachate Procedure (TCLP) test to determine the method of waste disposal (hazardous versus non-hazardous).

d. Strippable Chemical Solvent

- i. The chemical stripper shall be troweled, brushed or spray applied. Application thickness of the material shall be determined by the sample test patches.

- ii. The dwell-time for the paint stripper shall be determined by the evaluation of the sample test patches. Once a proper dwell time is determined, the Contractor shall remove the paint and chemical stripping compound onto the polyethylene ground cover or directly into 55-gallon drums. Any remaining residue shall then be washed down with a detergent and water to reveal the bare surface. Wash down of these surfaces is required to remove any remaining residue left by the chemical stripper. The washdown water shall be contained as specified in Section 4.0. All water and residue shall be removed by using a wet vacuum system.
  - iii. Apply paste type chemical stripper material to the existing painted surfaces by spray application, and simultaneous application of fibrous laminated cloth, where applicable.
  - iv. Remove all spent chemical stripper, fibrous laminated cloth, and old paint from the substrate manually.
  - v. Provide low pressure fresh water rinse for cleaning of the substrate to remove any visible residual of remover and old paint.
  - vi. Special care must be taken to remove chemical stripper materials before they dry or harden, to prevent damaging the surfaces being treated during the removal process. Any tools used shall be made of natural, non-abrasive materials.
  - vii. When utilizing a chemical stripper, the Contractor must determine (by contacting the Manufacturer) if the abated surface must be neutralized prior to subsequent paint application. The Contractor must also determine if neutralization of the surface is required even if the surface will remain unpainted after paint removal.
  - viii. Waste water generated from the project shall be containerized and undergo a Toxicity Characteristic Leachate Procedure (TCLP) test to determine the method of waste disposal (hazardous versus non-hazardous).
- e. HEPA Vacuum Needle Gun
- i. Maintain HEPA vacuum attachment in operation during removal operation. Select proper shroud to match the configuration of the surface being treated.
  - ii. The shroud shall remain in contact with the surface at all times.
  - iii. HEPA vacuum needle guns shall only be utilized for metal surfaces.
- f. Core Penetrations and Drilling

- i. Maintain HEPA vacuum attachment in operation during the creation of core penetrations and/or drilling through surfaces coated with paint, shellac, varnish, etc. Select proper shroud to match the configuration of the surface being treated and for attachment to the coring/drilling device. The shroud shall remain in contact with the surface at all times.
  - ii. Alternatively, core penetrations/drilling through surfaces shall be via contact through a wet sponge over the surface or viscous foam applied to the surface where the penetrations/drilling shall occur.
  - iii. Sponges utilized for procedures referenced herein shall only be used once per penetration. Viscous foam shall be collected and surfaces where the foam has potentially run along the surface due to gravity or residual shall be wet-wiped clean. All sponges, foam and cloths/rags used for wet-wiping off foam from surfaces shall be included with the waste stream for TCLP testing to determine if the waste is hazardous or non-hazardous.
5. Utilize High Efficiency Particulate Air (HEPA) filter equipped vacuums to clean surfaces at the completion of the require work and to extract dust/debris from polyethylene sheeting used for isolation and/or as drop cloths.
6. Roll polyethylene sheeting drop cloths inward after misting with water prior to disposal.
7. Wet-mop/wipe all horizontal surfaces within proximity to the work area, both inside and outside the building, depending on the work area location, with a trisodium phosphate (TSP) in water solution. Follow the Manufacturer's recommendations for dilution ratio. Prior to and after wet-mopping/wiping, HEPA vacuum all horizontal surfaces, accounting for drying time from wet-mopping/wiping.
8. Utilize personal protection equipment as required by 29 CFR, Part 1926.62. Remove protective clothing on "sticky pads," and have waste bags in proximity to this area to place disposable protective equipment.
9. Coordinate with the Owner and/or Owner's Representative for a restroom that can be dedicated to workers for hygiene purposes, inclusive of washing hands, arms, face, etc., at the completion of each shift. These restrooms shall be HEPA vacuumed, wet-wiped clean and HEPA-vacuumed at the end of each work shift, to remove all visible dust and debris from floors, sinks, urinals, toilets, etc.
10. All disposable items, including mop heads, rags, personal protection equipment, etc., shall be treated as referenced in these Technical Specifications.

### 3.03 MINIMUM NEW JERSEY AIR QUALITY REQUIREMENTS

- A. Where general ventilation is inadequate to control air contaminants emitted from point sources within work spaces to below the Permissible Exposure Limit, such as that outlined above for lead by OSHA, other control measures shall be implemented, such as, but not limited to, negative pressure filtration equipment or an equivalent substitution.
- B. Renovation/demolition work that creates dust and particulates, gases, or other harmful substances in quantities hazardous to health shall be controlled by local ventilation or other protective measures for worker/occupant safety.
- C. Renovation activities in occupied buildings shall be isolated, so as to confine contaminants, dust and debris within the work area. Means of isolation include, but are not limited to, physical barriers (hard construction and/or polyethylene sheeting), work area negative pressure differentials, completing work during minimal periods of occupancy, etc.
- D. Prior to re-occupancy, work areas shall be cleaned and ventilated, as necessary.
- E. Occupants/Trades shall be notified at least 24-hours prior, or promptly for emergencies, of work to be performed on the building that may introduce air contaminants.

### 3.04 WORKER SAFETY

- A. The Contractor is responsible for ensuring all appropriate worker protection regulations are followed, inclusive of those of OSHA, Corporate policies and procedures, the project job site requirements, etc. Project job site requirements shall be provided to the Contractor upon Contract Award, or the day the project commences. Provision herein apply to all Trade related work.
- B. Enforcement of the Contractor's on-site staff to comply with Health and Safety Compliance shall be the sole responsibility of the Contractor's supervisory personnel. The Owner's Representative, the Owner and the Owner's consultants/professional services, shall not be liable for the Contractor's non-compliance with Health and Safety requirements. The exception shall be when the Contractor's actions pose a potential health and safety risk to the Owner and its personnel and/or clients, and/or the Owner's Representative. The exception shall also apply for failure for the Contractor to comply with site rules and regulations. If such a risk occurs, the Owner, Facility and/or Owner's Representative shall Stop Work immediately to rectify the situation.

- C. At a minimum, the Contractor shall ensure the following, which includes provisions within these Technical Specifications.
1. Respiratory Protection Program: Furnish each employee with a half face negative pressure respirator or other appropriate type with a respirator fit test at the time of initial fitting and at least every 12 months thereafter, as required by 29 CFR, Part 1926.62, 29 CFR, Part 1926.103, and 29 CFR, Part 1910.134. Establish and implement a respiratory protection program. Upon completion of the initial employee exposure assessment, adjust respiratory protection as required by 29 CFR, Part 1926.62.
  2. Hazard Communication Program: The Contractor shall establish and implement a Hazard Communication Program as required by 29 CFR, Part 1926.59, and 29 CFR, Part 1910.1200.
  3. Change Areas and Shower Facilities: Provide clean change areas within the physical boundary around the designated Lead Control Area. Upon completion of initial employee exposure assessment, adjust requirements in accordance with 29 CFR, Part 1926.62.
  4. Personnel Protection: Personnel shall wear and use protective clothing and equipment, such as respirators, protection suits, eye protection, hard hats, appropriate foot and hand protection, etc. Eating, smoking, or drinking is not permitted in the lead control area. No one will be permitted in the lead control area unless they have been given appropriate training and protective equipment.
  5. It is anticipated that the Contractor will be utilizing power tools. The Contractor shall ensure compliance with the requirements of a hearing protection and conservation, as outlined in 29 CFR, Part 1910.95.
- D. Safety and Health Compliance: In addition to the detailed requirements of this Specification, comply with laws, ordinances, rules and regulations of Federal, State and Local authorities regarding removing, handling, storing, transporting and disposing of lead waste materials. Comply with applicable requirements of the current issue of 29 CFR, Part 1910.1025. Submit matters regarding interpretation of standards to the owners for resolution before starting work. Where specification requirements and referenced documents vary, the most stringent requirement shall apply.

### 3.05 ADDITIONAL REQUIREMENTS

- A. Construction work shall not generate visible emissions, as required by 40 CFR, Part 61, the National Emissions Standard for Hazardous Air Pollutants (NESHAP).

#### **PART 4 – WASTE HANDLING AND DISPOSAL**

##### **4.01 HAZARDOUS WASTE MANAGEMENT PLAN**

- A. The Hazardous Waste Management Plan shall comply with applicable requirements of Federal, State and Local hazardous waste regulations and addresses the following:
  - 1. Identification of hazardous wastes associated with the work as defined in 40 CFR, Part 261.
  - 2. Estimated quantities of wastes to be generated and disposed of.
  - 3. Names and qualifications of each Contractor that will be transporting, storing, treating and disposing of the wastes. Include the facility location and a 24-hour point of contact. Furnish two copies of USEPA, State and Local hazardous waste permit applications, permits and USEPA identification numbers.
  - 4. Names and qualifications (experience and training) of personnel who will be responsible for onsite management of hazardous wastes.
  - 5. List of waste handling equipment to be used in performing the work, to include cleaning, volume reduction, and transport equipment.
  - 6. Spill prevention, containment, and clean-up contingency measures to be implemented.
  - 7. Work plan and schedule for waste containment, removal and disposal. Hazardous wastes shall be collected and containerized daily.
  - 8. A locked dumpster or covered truck provided by the Contractor shall be used to store hazardous debris prior to removal at the conclusion of the job.

##### **4.02 WASTE REQUIREMENTS**

- A. Waste storage on-site, transportation and disposal shall comply with all applicable waste regulations, which include, but are not limited to, the federal USEPA, DOT and the State of New Jersey waste regulations.
- B. Collect a sample of the lead containing waste to determine if it is at or above the toxicity characteristic limit which classifies the waste as hazardous waste, defined as five (5) milligrams per liter (mg/L) lead concentration (USEPA regulation 40 CFR, Part 261.24). TCLP samples shall be analyzed via Test Method 1311 in Test Methods for Evaluating Solid Waste, Physical/Chemical Methods, USEPA publications SW-846.
- C. If the waste classifies as a hazardous waste (i.e., greater than or equal to 5 milligrams per liter of lead concentration), the Contractor shall follow and implement all applicable hazardous waste regulations for the storage,

labeling, transportation and disposal of the waste material. This includes, but is not limited to:

1. Labeling of the hazardous waste containers with the words "hazardous waste" and the waste accumulation date; the waste generator name and address.
2. The proper completion of the hazardous waste manifest for the off-site shipment.
3. Storage of the waste materials in USDOT approved containers.
4. Use of a licensed waste transporter and a treatment, storage and disposal facility (TSDF) authorized to accept the waste.

## **PART 5 – OWNER DIRECTED TESTING AND ANALYSIS**

### 5.01 OWNER TESTING OPTIONS

- A. Testing for lead can be conducted by the Owner at any time during the Contractor's activities and may contain but not be limited to air, wipe and soil sampling and analysis. Samples obtained will be compared to the most stringent Federal, State and Local standards as applicable.
- B. The Contractor shall be responsible for any and all testing and analysis as indicated in the standards noted in this Section. The Owner may, at its discretion, mirror testing and analysis being conducted by the Contractor.
- C. If lead contamination is discovered related to the Contractor's activities, the Contractor shall rectify the contaminant issue by cleaning the area until satisfactory lead wipe or soil results are achieved (per HUD and N.J.A.C. 5:17 clearance criteria) at no additional cost to the Owner. The Contractor shall be responsible for the costs associated with the cleaning in addition to the costs associated with the Owner's Representative.

### 5.02 SAMPLING COMPLIANCE

- A. Post Renovation Clearance Sampling
  1. At the Owner's discretion, the Owner's Representative may conduct post clearance sampling in accordance with Method SW-846-7000B. All laboratories which analyze samples shall be USEPA recognized, AIHA-LAP, LLC, Environmental Lead Laboratory Accreditation Program (ELLAP) accredited.
  2. Acceptable clearance sampling results shall be less than the HUD and N.J.A.C. 5:17 clearance criteria as follows:

- a. Wipe Sample results collected inside the work area shall be less than the following micrograms per square foot ( $\mu\text{g}/\text{sf}^2$ ):
  - i. Floors 10  $\mu\text{g}/\text{sf}^2$
  - ii. Interior Window Sills 100  $\mu\text{g}/\text{sf}^2$
  - iii. Window Troughs 100  $\mu\text{g}/\text{sf}^2$
- b. Soil Sample taken at the exterior of the work site shall be less than the following micrograms per gram ( $\mu\text{g}/\text{g}$ ):
  - i. Bare Soil 400  $\mu\text{g}/\text{g}$

END OF SECTION 028300



**SECTION 06 10 00  
ROUGH CARPENTRY**

**PART I - GENERAL**

1.01 SCOPE OF WORK

- A. Provide all labor, superintendence, materials, tools, equipment, transportation and all means of construction necessary to complete the work, as indicated on the Contract Drawings, described in the Project Specification, and as necessary to complete the Contract.
- B. The work shall include, but is not limited to the following:
  - 1. Furnish and install new wood framing to repair or replace existing deteriorated wood roof framing.
  - 2. Miscellaneous related roof carpentry work as required to complete the framing repairs.

1.02 REFERENCES

- A. ALSC - American Lumber Standards Committee: Softwood Lumber Standards.
- B. AWWPA - American Wood Preservers Association.
- C. FS TT-W-571 - Wood Preservation: Treating Practices.
- D. NELMA – Northeast Lumber Manufacturers Association
- E. NFPA - National Forest Products Association.
- F. NLGA – National Lumber Grades Authority.
- G. SFPA - Southern Forest Products Association.
- H. SPIB – Southern Pine Inspection Bureau.
- I. UL - Underwriters Laboratories, Inc.
- J. WCLIB - West Coast Lumber Inspection Bureau: Standard Grading Rules for West Coast Lumber.
- K. WWPA - Western Wood Products Association.

### 1.03 SUBMITTALS

- A. Material Certificates: For dimensional lumber specified to comply with minimum allowable unit stresses. Indicate species and grade selected for each use and design values approved by the American Lumber Standards Committee Board of Review.
- B. Product Data: Provide product data for each type of process and product. Indicated component materials and dimensions and include construction and application details.
- C. Research/Evaluation Reports: Provide reports showing compliance with building code for preservative treated wood and fasteners.

### 1.06 DELIVERY, STORAGE, AND HANDLING

- A. Delivery of Materials: Deliver materials to the jobsite in an original, undamaged condition.
- B. Storage of Materials:
  - 1. Store materials in a protected dry and well ventilated area and in original packaging. Store all materials at temperatures of 50°F and above to facilitate handling.
  - 2. Materials stored outside must be raised above ground or roof level on platforms or pallets and covered with a waterproof material. Plastic wrapping installed at the factory **must not** be used as outside storage covers.
  - 3. Stack lumber, plywood, and other panels; place spacers between each bundle to provide air circulation. Provide for air circulation around stacks and under coverings.
  - 4. Store all materials in accordance with MSDS and in compliance with local fire authority and safety requirements.
  - 5. All flammable materials must be stored in a cool, dry area away from sparks and open flames.
  - 6. Materials shall not be stored in quantities that will exceed design loads, damage substrate materials, hinder installation or drainage.
- C. Handling of Materials:
  - 1. Handle and protect materials prior to and during installation to prevent

damage or deterioration. Do not use materials which have been damaged. Damaged materials shall be replaced at the Contractor's expense.

## **PART 2 - PRODUCTS**

### 2.01 WOOD PRODUCTS

- A. General: DOC PS20 and applicable rules of lumber grading agencies certified by the American Lumber Standards Committee Board of Review
  - 1. Factory mark each piece of lumber with grade stamp of grading agency.
  - 2. Provide dressed lumber, S4S, unless otherwise indicated.
  - 3. Provide dry lumber with a moisture content not less than 7 percent nor greater than 19 percent maximum moisture content, stamped S-DRY, at time of dressing for 2-inch nominal thickness or less, unless otherwise indicated.
- B. Dimensional Lumber:
  - 1. Wood Species: Provide visually graded dimension lumber for of the following species:
    - a) Douglas fir-larch; No. 2 or better grade.
    - b) Southern pine; No. 2 or better grade.
  - 2. Replacement Roof Decking: Full 1x decking sized to match existing deck materials.
  - 3. Moisture content of lumber shall be not less than 7 percent nor greater than 19 percent at time of fabrication.
  - 4. Adjustment of values for duration of load or conditions of use shall be in accordance with National Design Specifications for Wood Construction (NDS).

## 2.03 PRESERVATIVE TREATED MATERIALS

- A. Preservative Treatment by Pressure Process: Comply with AWPA U1 - Commodity Specifications A or F for each commodity, use and service condition.
- B. Preservative treatment chemicals shall conform to the requirements of authorities having jurisdiction.
- C. Kiln-dry material after treatment to a maximum moisture content of 19 percent for lumber. Do not use material that is warped or does not comply with requirements for untreated material.
- D. Mark each treated item with the treatment quality mark of an independent agency approved by the American Lumber Standards Committee Board or Review.
- E. Treat rough carpentry items as indicated on drawings and as follows:
  - 1. Wood cants, nailers, curbs, blocking and similar members in connection with roofing, flashing and vapor barriers.

## 2.04 WOOD STRUCTURAL PANELS

- A. Each panel of softwood plywood shall be identified with the DFPA grade trademark of The American Plywood Association and shall meet the requirements of the latest edition of U.S. Product Standard PRP-108. All plywood, which has any edge or surface permanently exposed to the weather, shall be exterior type.
- B. Plywood Sheathing: Sheathing shall be Exposure 1, C-D sheathing, APA span rating not less than 24/16 in thickness noted on the drawings.
- C. Factory mark panels according to indicated standard.

## 2.05 FASTENERS

- A. Provide fasteners of size and type indicated that comply with requirements specified for material and manufacture. All fasteners in contact with preservative treated lumber or wood products must be stainless steel or hot-dipped galvanized.
- B. Nails: Double dipped hot-dip galvanized nails, "Stormguard" as manufactured by W.H. Maze Company or acceptable equivalent.

1. All nails shall be sized to allow a minimum 1½ inch penetration into the substrate.
- C. Power-Driven Fasteners: CABO NER-272
- D. Wood Screws: ASME B18.6.1. Wood screws in contact with preservative treated lumber shall be manufactured from 18-8 stainless steel.
- E. Masonry Screw Fasteners: Masonry screw fasteners shall be manufactured from cold rolled hardened stainless steel with a protective overcoat. Screw fasteners shall have a trilobular, cold formed thread design with tapered flat head design.
  1. Kwik-Con II+ SS, as manufactured by Hilti, Inc., Tulsa, OK.
  2. Tapcon Stainless Steel, as manufactured by Concrete Fastening Systems, Inc. Cleveland, OH.
  3. Titen Stainless Steel, as manufactured by Simpson Strong-Tie, Pleasanton, CA.
  4. Or equal as approved by the Professional.
- F. Expansion Anchors: Anchor bolt and sleeve assembly of carbon-steel components, zinc plated to comply with ASTM B633, Class Fe/Zn 5. Anchors shall sustain, without failure, a load equal to 4 times the load imposed when installed in concrete as determined by testing per ASTM E488 conducted by a qualified independent testing and inspecting agency.
  1. Kwik Bolt 3, as manufactured by Hilti, Inc., Tulsa, OK.
  2. Power-Stud+ SD2, as manufactured by Powers Fasteners, Brewster, NY.
  3. Strong-Bolt 2, as manufactured by Simpson Strong-Tie, Pleasanton, CA.
  4. Or equal as approved by the Professional.

### **PART 3 – EXECUTION**

#### **3.01 INSTALLATION, GENERAL**

- A. Set miscellaneous carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit carpentry to other construction; scribe and cope as needed for accurate fit. Locate nailers, blocking, and similar supports to comply with requirements for attaching other construction.
- B. Discard units of material with defects that impair quality of rough carpentry and that are too small to use with minimum number of joints or optimum joint arrangement.

- C. Apply field treatment complying with AWPAC M4 to cut surfaces of preservative-treated lumber and plywood.
- D. Securely attach rough carpentry work as indicated on the drawings. If not indicated, fasten in accordance with the International Building Code, Latest Edition.
- E. Use fasteners of appropriate type and length. Use hot-dipped galvanized fasteners in outdoor exposed conditions.
- F. Make tight connections between members. Predrill members when necessary to avoid splitting wood.

### 3.02 WOOD FRAMING INSTALLATION, GENERAL

- A. Install where indicated and where required for attaching other work. Form to shapes indicated and cut as required for true line and level of attached work. Coordinate locations with other work involved.
- B. Attach items to substrates to support applied loading. Recess bolts and nuts flush with surfaces unless otherwise indicated.
- C. Install new wood decking to replace any deteriorated wood as follows,
  - 1. Remove the existing decking as specified or identified in the field. Remove any deteriorated areas to nearest rafter.
  - 2. Saw cut the new decking as required to fit existing construction. The eaves of all new decking must be supported
  - 3. Each piece of new decking is to be secured with two (2) nail into all underlying framing membranes. The nails must be sized to allow a minimum 1½ inch penetration into the framing member

### 3.03 WOOD STRUCTURAL PANEL INSTALLATION

- A. Comply with applicable recommendations contained in APA Form No. E30K, "APA Design/Construction Guide: Residential and Commercial" for types of structural-use panels and applications indicated. Comply with "Code Plus" provisions.
- B. The new plywood sheathing panels shall be installed with the long dimension of the panels parallel to the roof eaves.
- C. Cut the plywood sheathing as required so **all end joints fall over the**

underlying roof rafters.

- D. The panels shall be installed with staggered joints leaving an 1/8 inch space for expansion along all edge and end joints.
- E. Fasten the sheathing panels with ring shank nails. Place the nails 6 inches apart along all edges and 6 inches apart at all intermediate rafters. **The nails must be positioned over the underlying rafters and sized to penetrate the existing rafters a minimum of 1 inch.**

**END OF SECTION**

**SECTION 07 84 00**  
**FIRESTOPPING**

**PART 1 - GENERAL**

1.01 SCOPE OF WORK

- A. Provide all labor, superintendence, materials, tools, equipment, transportation and all means of construction necessary to complete the work, as indicated on the Contract Drawings, described in the Project Specification, and as necessary to complete the Contract.
- B. The work shall include, but is not limited to the following:
  - 1. Firestopping existing penetrations through plaster ceiling
  - 2. Rated Firestop foam.

1.02 REFERENCES

- A. American National Standards Institute (ANSI):
  - 1. ANSI/UL 263 - Fire Tests of Building Construction and Materials.
  - 2. ANSI/UL 723 - Surface Burning Characteristics of Building Materials.
  - 3. ANSI/UL 1479 - Standard for Fire Tests of Through-Penetration Firestops.
  - 4. ANSI/UL 1709 - Rapid Rise Fire Tests of Protection Materials for Structural Steel.
- B. ASTM International (ASTM):
  - 1. ASTM E 84 - Standard Test Method for Surface Burning Characteristics of Building Materials.
  - 2. ASTM E 119 - Standard Test Methods for Fire Tests of Building Construction and Materials.
  - 3. ASTM E 814 - Standard Test Method for Fire Tests of Through-Penetration Fire Stops.
- C. FM Global (FM) - FM4991 - Standard for Approval of Firestop Contractors.
- D. International Code Congress (ICC):
  - 1. International Building Code (IBC).
  - 2. International Residential Code (IRC).
- E. National Fire Protection Association (NFPA):
  - 1. NFPA 70 - National Electrical Code.
  - 2. NFPA 101 - Life Safety Code.
- F. Underwriters Laboratories (UL) - UL Building Materials Directory; Through-Penetration Firestops Systems (XHEZ), Joint Systems (XHBN), Firestop Devices (XHJI), Forming Materials (XHKU), Wall Opening Protective Materials (CLIV),



and Fill, Void or Cavity Materials (XHHW).

### 1.03 PERFORMANCE REQUIREMENTS

- G. Provide systems that are listed by at least one of the following:
  - 1. Underwriters Laboratories Inc. (UL), in "Fire Resistance Directory".
  - 2. Intertek Testing Service (Formerly known as Omega Point Laboratories), in "Directory of Listed Products."
  - 3. Any other qualified independent testing and inspection agency that conducts periodic follow-up inspections and is acceptable to authorities having jurisdiction.
- H. Provide systems that utilize a foam product.
- I. Provide a rated firestop foam product that is flexible enough to allow for pipe vibration in a through penetration application.
- J. Provide a rated firestop foam product that meets the intent of the L rating classification for the movement of smoke per ANSI/UL 1479 for through penetrations and ANSI/UL 2079 for construction joints.
- K. Provide a rated firestop foam product that bears classification markings of a qualified independent testing agency.
- L. Where firestop systems not listed by any listing agency are required due to project conditions, submit a substitution proposal with evidence specified.
- M. Use only a rated firestop foam product specifically listed for use in listed systems.
- N. Provide a rated firestop foam product that is compatible with the substrates forming openings, and with the items, if any, penetrating the firestopping, under the conditions represented by this project, based on testing and field performance demonstrated by manufacturer.
- O. The rated firestop foam must meet and be acceptable for use by all building codes and NFPA codes cited in this section.

### 1.04 SUBMITTALS

- A. Submit under provisions of Section 01 30 00.
- B. Shop Drawings: For each firestopping system, provide the following:
  - 1. Listing agency's detailed drawing showing opening, penetrating item(s), and firestopping materials, identified with listing agency's name and number or designation and fire rating achieved. .
  - 2. For proposed systems that do not conform strictly to the listing, submit listing agency's drawing marked to show modifications and approved by firestop system manufacturer.

- C. Product Certificates: Submit certificates of conformance signed by firestop system manufacturer certifying that materials furnished comply with requirements.
- D. Product Data: Furnish manufacturer's product data sheets on each material to be used in firestop systems. Information on manufacturer's product data sheet should include:
  - 1. Product characteristics including compliance with appropriate ASTM/UL/ANSI test standards.
  - 2. Storage and handling requirements and recommendations.
- E. Installation Instruction: Furnish manufacturer's installation instructions.

#### 1.05 QUALITY ASSURANCE

- A. General: All through-penetration firestop systems shall be installed with approved methods using materials that have been tested and classified to produce an approved assembly.
- B. Manufacturer Qualifications: All firestop foam products specified in this section will be supplied by a single manufacturer with a minimum of twenty five (25) years experience.
- C. Installer Qualifications: Firm must be qualified by having experience, staff, and be properly trained to install the specified products, and meets the following criteria:
  - 1. Contractor is acceptable to manufacturer.
  - 2. Contractor is acceptable to authority having jurisdiction.
  - 3. Contractor has completed the manufacturer's certified product installation training.
  - 4. Contractor must provide a list of completed projects as evidence of experience; include project name and address, owner's name and address, and architect's name and phone number.
- D. Codes: Where manufacturer's application procedures are in conflict with those of the code authority having jurisdiction, the more strict guidelines will prevail.
- E. Pre-installation Meetings: Meetings to agree on firestop requirements, conditions, manufacturer's instructions.

#### 1.06 DELIVERY, STORAGE, AND HANDLING

- A. Deliver and store products until ready for installation in manufacturer's original unopened packaging, legibly marked with manufacturer's name and product identification, date of manufacture, lot number, shelf life, listing agency's classification marking, curing time, and mixing instructions if applicable.

- B. Store and handle in such a manner as to prevent deterioration or damage due to moisture, temperature changes, contaminants, and other causes; follow manufacturer's instructions.
- C. Store and dispose of hazardous materials, and materials contaminated by hazardous materials, in accordance with requirements of local authorities having jurisdiction.

#### 1.07 PROJECT CONDITIONS

- A. Coordinate construction and cutting of openings so that each particular firestop system may be installed in accordance with its listing, including sizing, sleeves, and penetrating items.
- B. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install firestopping under environmental conditions outside manufacturer's absolute limits.
- C. Provide ventilation as required by firestopping manufacturer, including mechanical ventilation if required.

#### 1.08 WARRANTY

- A. At project closeout, provide to Owner or Owners Representative an executed copy of the manufacturer's standard limited warranty against manufacturing defect, outlining its terms, conditions, and exclusions from coverage.

### **PART 2 - PRODUCTS**

#### 2.01 MANUFACTURERS

- A. Basis-of-Design Product: Fire Barrier Rated Foam FIP 1-Step and manufactured by 3M Fire Protection Products, St. Paul, MN. Comparable products may be incorporated into the work.
- B. Comparable Manufacturers': Subject to compliance with requirements, product manufacturer's which may be incorporated in the work.
- C. Single Source: To maintain control and integrity of the firestop applications a single manufacturer should be used. Specific UL or approved listing agencies systems applicable to each type of firestop condition should be supplied by one manufacturer.

#### 2.02 SCOPE AND APPLICATION

- A. Provide installed firestop protects that limit the spread of fire, heat, smoke, and gasses through otherwise unprotected openings in rated assemblies, including walls, partitions, floors, roof/ceilings, and similar locations.

Restoring the integrity of the fire rated construction to its original fire rating.

- B. Provide firestop systems listed for the specific combination of fire rated construction, type of penetrating item, annular space requirements, and fire rating, and the following criteria:
  - 1. F-Rating: Equal to or greater than the fire-resistance rating of the assembly in which the firestopping will be installed.
  - 2. L-Rating: L-rating of 1 cfm per linear foot (5.5 cu m/h/m) maximum at ambient temperatures.
  - 3. Wall Penetrations: Systems must be symmetrical, with the same rating from both sides of the wall.
  - 4. Testing: Determine ratings in accordance with ASTM E 814 or UL 1479.

## 2.03 THROUGH PENETRATION FIRESTOP SYSTEMS

- A. 3M Fire Barrier Rated Foam, FIP 1-Step: Rated firestop foam used for commercial construction.
  - 1. Fire resistance: For use in 1 and 2 hour fire rated systems
  - 2. Paintable with primer
  - 3. Sag resistant
  - 4. No mineral wool necessary
  - 5. Expands up to 5 times upon dispensing
  - 6. Re-enterable / repairable
  - 7. Quick cure

## **PART 3- EXECUTION**

### 3.01 EXAMINATION

- A. Do not begin installation until substrates have been properly prepared.
- B. Conduct tests according to manufacturer's written recommendations to verify that substrates are free of oil, grease, rolling compounds, incompatible primers, loose mill scale, dirt and other foreign substances capable of impairing bond of firestopping.
- C. Verify that items penetrating fire rated assemblies are securely attached, including sleeves, supports, hangers, and clips.
- D. Verify that openings and adjacent areas are not obstructed by construction that would interfere with installation of firestopping, including ducts, piping, equipment, and other suspended construction.
- E. Verify that environmental conditions are safe and suitable for installation of firestopping.
- F. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

### 3.02 PREPARATION

- A. Prepare substrates in accordance with manufacturer's instructions and recommendations.
- B. Install masking and temporary coverings as required to prevent contamination or defacement of adjacent surfaces due to firestopping installation.

### 3.03 INSTALLATION

- A. Install in strict accordance with manufacturer's detailed installation instructions and procedures.
- B. Install so that openings are completely filled and material is securely adhered.
- C. After installation is complete, remove combustible forming materials and accessories that are not part of the listed system.
- D. Repair or replace defective installations to comply with requirements.
- E. At each through penetration, attach identification labels on both sides in location where label will be visible to anyone seeking to remove penetrating items or firestopping.
- F. Clean firestop materials off surfaces adjacent to openings as work progresses, using methods and cleaning materials approved in writing by firestop system manufacturer and which will not damage the surfaces being cleaned.
- G. Notify authority having jurisdiction when firestopping installation is ready for inspection; obtain advance approval of anticipated inspection dates and phasing, if any, required to allow subsequent construction to proceed.
- H. Do not cover firestopping with other construction until approval of authority having jurisdiction has been received.

3.04 CLEANING AND PROTECTION

- A. Remove left over material and debris from Work area. Use necessary means to protect film before, during, and after installation.
- B. Touch-up, repair or replace damaged products before Substantial Completion.

**END OF SECTION**

**SECTION 09 29 00**  
**GYPSUM BOARD**

**PART 1 - GENERAL**

1.01 SCOPE OF WORK

- A. Provide all labor, superintendence, materials, tools, equipment, transportation and all means of construction necessary to complete the work, as indicated on the Contract Drawings, described in the Project Specification, and as necessary to complete the Contract.
- B. The work shall include, but is not limited to the following:
  - 1. Interior Gypsum Board

1.04 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Samples: For the following products:
  - 1. Trim Accessories: Full-size Sample in 12-inch-long length for each trim accessory indicated.

1.05 QUALITY ASSURANCE

- A. Fire-Resistance-Rated Assemblies: For fire-rated assemblies, provide materials and construction identical to those tested in assembly indicated according to ASTM E 119 by an independent testing agency.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Deliver and store products until ready for installation in manufacturer's original unopened packaging, legibly marked with manufacturer's name and product identification, date of manufacture, lot number, shelf life, listing agency's classification marking, curing time, and mixing instructions if applicable.
- B. Store and handle in such a manner as to prevent deterioration or damage due to moisture, temperature changes, contaminants, and other causes; follow manufacturer's instructions.
- C. Store and dispose of hazardous materials, and materials contaminated by hazardous materials, in accordance with requirements of local authorities having jurisdiction.

## 1.07 PROJECT CONDITIONS

- A. Environmental Limitations: Comply with ASTM C 840 or GA-216 requirements, whichever are more stringent.
- B. Do not install interior products until installation areas are enclosed and conditioned.
- C. Do not install panels that are wet, those that are moisture damaged, and those that are mold damaged.
  - 1. Indications that panels are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.
  - 2. Indications that panels are mold damaged include, but are not limited to, fuzzy or splotchy surface contamination and discoloration.

## **PART 2 - PRODUCTS**

### 2.01 PANELS, GENERAL

- A. Size: Provide in maximum lengths and widths available that will minimize joints in each area and that correspond with support system indicated.

### 2.02 INTERIOR GYPSUM BOARD

- A. General: Complying with ASTM C 1396/C 1396M / ASTM C 36/C 36M as applicable to type of gypsum board indicated.
- B. Gypsum Board: Type C, 5/8 thickness, long edges tapered

### 2.03 JOINT TREATMENT MATERIALS

- A. General: Comply with ASTM C 475.
- B. Joint Tape: Interior Gypsum Wallboard: Paper
- C. Joint Compound for Interior Gypsum: For each coat use formulation that is compatible with other compounds applied on previous or for successive coats.
  - 1. Prefilling: At open joints, rounded or beveled panel edges, and damaged surface areas, use setting-type taping compound.
  - 2. Embedding and First Coat: For embedding tape and first coat on joints, fasteners, and trim flanges, use drying-type or setting-type taping compound.



- a. Use drying-type or setting-type compound for installing paper-faced metal trim accessories.
3. Fill Coat: For second coat, use drying-type or setting-type, sandable topping compound.
4. Finish Coat: For third coat, use drying-type or setting-type, sandable topping compound.
5. Skim Coat: For final coat of Level 5 finish, use drying-type or setting-type, sandable topping compound.

#### 2.04 AUXILIARY MATERIALS

- A. General: Provide auxiliary materials that comply with referenced installation standards and manufacturer's written recommendations.
  1. Steel Drill Screws:; use screws complying with ASTM C 1002.

### **PART 3- EXECUTION**

#### 3.01 EXAMINATION

- A. Examine areas and substrates, with Installer present, and including welded hollow-metal frames and framing, for compliance with requirements and other conditions affecting performance.
- B. Examine panels before installation. Reject panels that are wet, moisture damaged, and mold damaged.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

#### 3.02 APPLYING AND FINISHING PANELS, GENERAL

- A. Comply with ASTM C 840, GA-216 or GA-214.
- B. Install ceiling panels across framing to minimize the number of abutting end joints and to avoid abutting end joints in central area of each ceiling. Stagger abutting end joints of adjacent panels not less than one framing member.
- C. Install panels with face side out. Butt panels together for a light contact at edges and ends with not more than 1/16 inch (1.5 mm) of open space between panels. Do not force into place.

- D. Locate edge and end joints over supports, except in ceiling applications where intermediate supports or gypsum board back-blocking is provided behind end joints. Do not place tapered edges against cut edges or ends. Stagger vertical joints on opposite sides of partitions. Do not make joints other than control joints at corners of framed openings.
  - 1. Fit gypsum panels around ducts, pipes, and conduits.
- E. Attachment to Plaster: Attach panels so leading edge or end of each panel is attached rigidly to plaster. Fasten directly to plaster with steel toggle bolts or screws.
- F. Wood Framing: Install gypsum panels over wood framing. Do not attach gypsum panels across the flat grain of wide-dimension lumber, including floor joists and headers.

### 3.03 FINISHING GYPSUM BOARD

- A. General: Treat gypsum board joints, interior angles, edge trim, control joints, penetrations, fastener heads, surface defects, and elsewhere as required to prepare gypsum board surfaces for decoration. Promptly remove residual joint compound from adjacent surfaces.
- B. Prefill open joints, rounded or beveled edges, and damaged surface areas.
- C. Apply joint tape over gypsum board joints, except those with trim having flanges not intended for tape.
- D. Gypsum Board Finish Levels: Finish panels to levels indicated below and according to ASTM C 840, GA-216 or GA-214:
  - Locations to receive Level 0 finish (no taping, finishing, or accessories required): Non- fire-rated , non-sound-rated, and non-smoke-rated assemblies in ceiling plenums and concealed areas, and in temporary construction
  - Locations to receive Level 1 finish (all joints and interior angles shall have tape set in joint compound. Surface shall be free of excess joint compound. Tool marks and ridges are acceptable): Fire rated, sound rated, and smoke rated assemblies in plenum areas above ceilings, in attics, and in areas where the assembly would generally be concealed.

### 3.04 PROTECTION

- A. Protect installed products from damage from weather, condensation, direct sunlight, construction, and other causes during remainder of the construction period.
- B. Remove and replace panels that are wet, moisture damaged, and mold damaged.
  - 1. Indications that panels are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.
  - 2. Indications that panels are mold damaged include, but are not limited to, fuzzy or splotchy surface contamination and discoloration.

### **END OF SECTION**

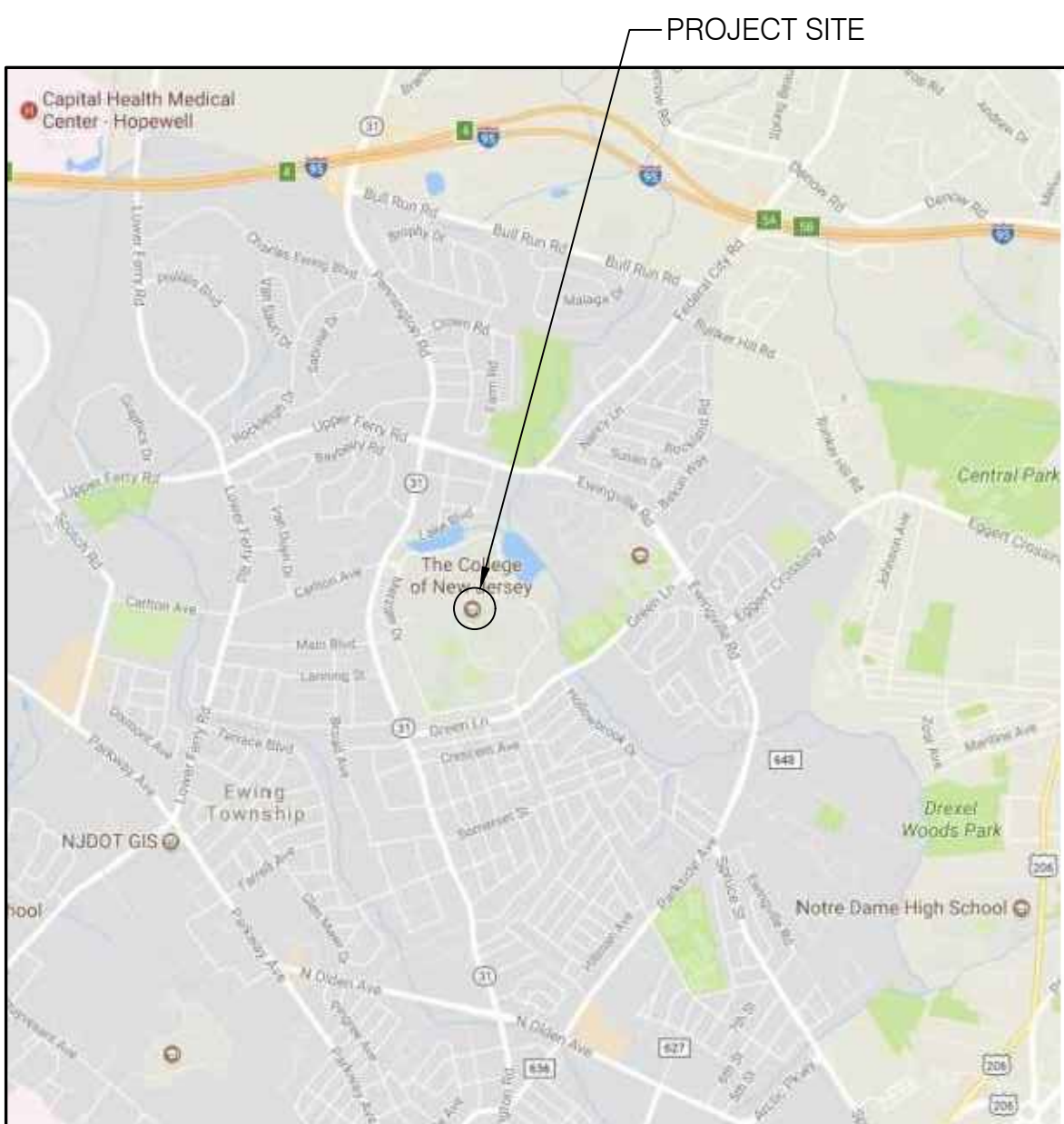


# INTERSTITIAL CEILING STABILIZATION AND CLEANING

Green Hall  
The College of New Jersey  
2000 Pennington Road  
Ewing, New Jersey 08628



TCNJ Project No. GR-223



Project Vicinity Map



Campus Location Map

PROJECT  
LOCATION



LIST OF DRAWINGS	
DRAWING NO.	TITLE
CS-01	COVER SHEET
001	GENERAL NOTES, ABBREVIATIONS & SYMBOLS
100	BASEMENT FLOOR PLAN
101	FIRST FLOOR PLAN
102	SECOND FLOOR PLAN
103	ATTIC/ROOF FRAMING PLAN
104	ROOF FRAMING REPAIR DETAILS



THE STATE OF NEW JERSEY CERTIFICATE OF AUTHORIZATION NO. 245A27823100	
SEAL	Joseph C Philips
PROFESSIONAL ENGINEER N.J. CERT. NO. 24GE45142	
DRAWING SET ISSUE FOR BID	
DRAWN TJL	CHKD JP
DATE 04/26/2022	SCALE AS NOTED
PROJECT NO. 22-6472	
DRAWING NO.	CS-01



GENERAL PROJECT NOTES

GENERAL

1.

THE CONTRACT DOCUMENTS INCLUDE ALL DRAWINGS AND TECHNICAL SPECIFICATIONS CONTAINED HEREIN AND IN THE PROJECT MANUAL.
2.

ALL WORK SHALL BE PERFORMED IN STRICT ACCORDANCE WITH THE CONTRACT DOCUMENTS, SPECIFICATIONS AND THE REQUIREMENTS OF THE NJAC 5:23-6, THE NEW JERSEY REHABILITATION SUBCODE, IN ADDITION TO ALL OTHER LOCAL, STATE AND FEDERAL CODES AND REGULATIONS.
3.

ALL WORK OF THIS CONTRACT SHALL BE PERFORMED ON WEEKDAYS (MONDAY THROUGH FRIDAY) BETWEEN THE HOURS OF 7:00 PM TO 3:00 AM, EXCLUDING WEEKENDS AND STATE HOLIDAYS.
4.

THE GENERAL CONTRACTOR IS REQUIRED TO REVIEW AND COORDINATE THE SCOPE OF WORK ILLUSTRATED ON THESE DRAWINGS WITH THE ENVIRONMENTAL DOCUMENTS PREPARED BY USA ENVIRONMENTAL MANAGEMENT, INC. SEE ENVIRONMENTAL DOCUMENTS FOR ADDITIONAL INFORMATION.
5.

THE GENERAL CONTRACTOR IS TOTALLY AND SOLELY RESPONSIBLE TO CHECK AND VERIFY ALL DIMENSIONS, EXISTING CONDITIONS & RELATED CONSTRUCTION QUANTITIES AT THE PROJECT SITE.
6.

THE GENERAL CONTRACTOR SHALL NOTIFY THE PROFESSIONAL AND COLLEGE IN WRITING OF ANY DISCREPANCIES, INCONSISTENCIES OR OMISSIONS REQUIRING CLARIFICATION OR REVISIONS. RESOLVE ANY IDENTIFIED CONCERNS BEFORE BEGINNING WORK. DO NOT SCALE DRAWINGS.
7.

THE GENERAL CONTRACTOR IS TOTALLY AND SOLELY RESPONSIBLE FOR COORDINATION OF THE WORK WITH ALL TRADES AND DISCIPLINES. THE CONTRACTOR MUST VERIFY DIMENSIONS AND INSPECT EXISTING CONDITIONS OF PRIOR WORK PERFORMED BY ALL TRADES BEFORE PROCEEDING WITH WORK. UNACCEPTABLE OR INCORRECT PRIOR WORK SHALL BE REPAIRED OR REPLACED BEFORE STARTING WORK. PROCEEDING WITH THE WORK SHALL CONSTITUTE CONTRACTORS ACCEPTANCE OF PRIOR WORK
8.

WORK NOT INDICATED ON A PART OF THE DRAWINGS, BUT REASONABLY IMPLIED TO BE SIMILAR TO THAT SHOWN AT CORRESPONDING PLACES SHALL BE REPEATED.
9.

ALL EXISTING CONSTRUCTION, NON-SCOPE OF WORK SURFACES AND FEATURES THAT ARE TO REMAIN AS PART OF THE PROJECT SHALL BE PROTECTED FROM DAMAGE THROUGHOUT THE CONSTRUCTION PERIOD. ANY DAMAGED CONSTRUCTION, SURFACES OR FEATURES SHALL BE RESTORED OR REPLACED AT THE EXPENSE OF THE CONTRACTOR TO THE SATISFACTION OF THE COLLEGE WITH MATERIALS EQUIVALENT OR SUPERIOR TO THE ORIGINAL ITEMS. REFER TO ENVIRONMENTAL DRAWINGS FOR ADDITIONAL INFORMATION.
10.

THE CONTRACTOR IS RESPONSIBLE TO MAINTAIN THE STABILITY AND INTEGRITY OF EXISTING STRUCTURES AND THE PROTECTION OF ADJACENT PROPERTY AND PUBLIC UNTIL COMPLETION OF THE WORK.
11.

STRUCTURAL ELEMENTS THAT ARE UNCOVERED DURING THE COURSE OF THE WORK AND WHICH ARE FOUND TO BE UNSOUND OR OTHERWISE STRUCTURALLY DEFICIENT SHALL BE REINFORCED, SUPPORTED OR REPLACED. THE CONTRACTOR SHALL NOTIFY THE ENGINEER AND OWNER OF ANY UNCOVERED CONDITIONS FOUND TO BE UNSOUND OR STRUCTURALLY DEFICIENT FOR REVIEW AND REPAIR RECOMMENDATIONS PRIOR TO PERFORMING ANY ADDITIONAL WORK. DO NOT PERFORM ANY ADDITIONAL REPAIR WORK WITHOUT THE OWNER'S WRITTEN AUTHORIZATION TO PROCEED.
12.

THE CONTRACTOR IS TOTALLY AND SOLELY RESPONSIBLE TO PERFORM A THOROUGH CLEANING OF ALL SURFACES WITHIN THE BUILDING. REFER TO ENVIRONMENTAL DRAWINGS FOR ADDITIONAL INFORMATION.
13.

REFER TO SPECIFICATION SECTIONS FOR ADDITIONAL INFORMATION.

TEMPORARY WORK

1.

ALL TEMPORARY WORK SHALL BE CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF THE INTERNATIONAL BUILDING CODE, NEW JERSEY EDITION IN ADDITION TO ALL OTHER LOCAL, STATE AND FEDERAL CODES AND REGULATIONS.
2.

THE CONTRACT DRAWINGS ILLUSTRATE THE COMPLETED STRUCTURE. THE CONTRACTOR IS TOTALLY RESPONSIBLE TO PROVIDE NECESSARY SHORING, PROTECTION AND ALL TEMPORARY MEASURES REQUIRED DURING THE WORK.
3.

ANY IMPAIRMENT OF FIRE SPRINKLERS, FIRE ALARMS, OR HOT WORK MUST BE COORDINATED WITH THE TCNJ CAMPUS CONSTRUCTION. A MINIMUM OF TWO BUSINESS DAYS NOTIFICATION MUST BE PROVIDED PRIOR TO BEGINNING ANY WORK.
4.

HVAC SYSTEMS MUST BE SHUT DOWN, SEALED, AND PROTECTED DURING ANY DEMOLITION PERIOD THAT MAY GENERATE DUST. THIS SHUT DOWN MUST COORDINATED WITH THE PROJECT MANAGER, COLLEGE'S HVAC SHOP AND IMPAIRMENT COORDINATOR.

ACCESS AND TEMPORARY PROTECTION

1.

THE GENERAL CONTRACTOR HAS LIMITED ACCESS TO THE WORK AREAS WITHIN THE BUILDING. THE CONTRACTOR MUST LIMIT THE MOVEMENT OF WORKERS, MATERIALS AND EQUIPMENT BEYOND THE WORK AREAS. THE CONTRACTOR SHALL MAINTAIN AND SECURE THE ACCESS POINTS THROUGHOUT THE PROJECT.
2.

THE GENERAL CONTRACTOR SHALL PROVIDE AND INSTALL TEMPORARY WORK AREA ENGINEERING CONTROL AND PROTECTION MEASURES DURING THE WORK. REFER TO ENVIRONMENTAL DRAWINGS FOR ENGINEERING CONTROL AND PROTECTION REQUIREMENTS AND ADDITIONAL INFORMATION.
3.

THE GENERAL CONTRACTOR SHALL PROVIDE AND INSTALL ALL NECESSARY TEMPORARY BARRICADES AND OTHER PROTECTION TO SECURE THE WORK AREA AND PREVENT INJURY TO PERSONNEL USING ADJACENT PORTIONS OF THE BUILDING AND ADJACENT FACILITIES. MAINTAIN AN UNOBSTRUCTED EGRESS ROUTE FROM THE BUILDING AT ALL TIMES DURING THE WORK.
4.

THE GENERAL CONTRACTOR IS RESPONSIBLE TO REMOVE, STORE, PROTECT AND REINSTALL EXISTING SUSPENDED CEILING SYSTEM TO PERFORM THE STABILIZATION AND CLEANING WORK. ANY DAMAGED MATERIALS SHALL BE RESTORED OR REPLACED AT THE EXPENSE OF THE CONTRACTOR TO THE SATISFACTION OF THE COLLEGE WITH MATERIALS EQUIVALENT OR SUPERIOR TO THE ORIGINAL ITEMS. REFER TO ENVIRONMENTAL DRAWINGS FOR ADDITIONAL INFORMATION (TYP.)
5.

THE CONTRACTOR SHALL PROVIDE CONSTRUCTION SIGNAGE AROUND THE WORKING AREAS AS DIRECTED BY THE COLLEGE.
6.

THE CONTRACTOR MAY NOT EXPECT OR PLAN TO USE A COLLEGE OWNED FIRE EXTINGUISHER, AND SHALL PROVIDE FIRE EXTINGUISHERS AS REQUIRED BY LOCAL, STATE, AND FEDERAL CODES AND REGULATIONS.
7.

IF HAZARDOUS MATERIALS ARE FOUND, CONTACT CAMPUS CONSTRUCTION IMMEDIATELY.

STANDARD ABBREVIATIONS

AB	ANCHOR BOLT	E	EAST	LBS. #	POUNDS	QTY	QUANTITY
ABV	ABOVE	EA	EACH	LG	LONG		
ADDTL	ADDITIONAL	EF	EXHAUST FAN	LN	LINEAR OR LINEAL	S	SOUTH
ADJ	ADJUSTABLE	ELEC	ELECTRICAL	LL	LIVE LOAD	SCH	SCHEDULE
AGG	AGGREGATE	EL	ELEVATION	LS	LIMESTONE	SECT	SECTION
ALT	ALTERNATE	ELEV	ELEVATOR	L.P.	LOW POINT	SIM	SIMILAR
ALUM	ALUMINUM	EMBED	EMBEDMENT	LVR	LOUVERS	SL	SLAB
APPROX	APPROXIMATE	EMER	EMERGENCY	LW	LONG WAY	SOG	SLAB-ON-GRADE
ARCH	ARCHITECT(URE, URAL)	EQ	EQUAL			SPECS	SPECIFICATION(S)
		EQUIP	EQUIPMENT	MAS	MASONRY	SO	SQUARE
B/	BOTTOM OF	ETC	ETCETERA	MATL	MATERIAL	S.S.	STAINLESS STEEL
BD	BOARD	EW	EACH WAY	MAX	MAXIMUM	STD	STANDARD
BET	BETWEEN	EXH	EXHAUST	MECH	MECHANICAL	STL	STEEL
BM	BEAM	EXIST. (E)	EXISTING	MET	METAL	STOR	STORAGE
BLDG	BUILDING	EXP	EXPANSION	MFG	MANUFACTURER	STRUCT	STRUCTURAL
BLK	BLOCK	EXT	EXTERIOR	MIN	MINIMUM	SYM	SYMMERTICAL
BLKG	BLOCKING			MISC	MISCELLANEOUS		
BOT	BOTTOM	FD	FLOOR DRAIN	MO	MASONRY OPENING	T	TOP
BS	BOTH SIDES	FDN	FOUNDATION	MTD	MOUNTED	T/S	TOP OF SLAB
BT	BENT	FF	FINISHED FLOOR	N	NORTH	T/STL	TOP OF STEEL
		FIN	FINISHED	N/A	NOT APPLICABLE	T/WALL	TOP OF WALL
C.C	CENTER TO CENTER	FL	FLOOR	NIC	NOT IN CONTRACT	T&B	TOP AND BOTTOM
C.I.	CAST IRON	FRT	FIRE RETARDANT TREATED	NO	NUMBER	THK	THICKNESS
C.J.	CONSTRUCTION JOINT	FS	FAR SIDE	NOM	NOMINAL	THRU	THROUGH
		FT	FOOT-FEET	NTS	NOT TO SCALE	TYP	TYPICAL
		FTG	FOOTING				
C.L.	CENTER LINE	GA	GALUGE	OC	ON CENTER	U/C	UNDERCUT
CMU	CONCRETE MASONRY UNIT	GC	GALVANIZED	OD	OUTSIDE DIAMETER	UL	UNDERWRITERS LAB
COL	COLUMN	GEN	GENERAL CONTRACTOR	U.N.O.	UNLESS NOTED OTHERWISE		
CONC	CONCRETE	GR	GRADE	OPNG	OPENING	V	VENT OR VERTICAL
CONSTR	CONSTRUCTION	GRND	GROUND	OPP	OPPOSITE	VERT	VERTICAL
CONT	CONTINUOUS OR CONTINUE	GYP BD	GYPSPUM BOARD	PAR	PARALLEL	VIF	VERIFY IN FIELD
CONTR	CONTRACTOR			PC	PIECE	VIN	VINYL
COORD	COORDINATE	HDW	HARDWARE	P	PENETRATIVE TREATED	W	WEST, WATER
CORR	CORRIDOR	H. HOR	HORIZONTAL	P.T.	PENETRATION	WO	WITHOUT
CU FT	CUBIC FOOT	H.P.	HIGH POINT	PERP	PERPENDICULAR	WD	WOOD
CU YD	CUBIC YARD	HR	HOUR	PL	PLATE	WP	WORKING POINT
		HSA	HEADED STUD ANCHOR	PLYWD	PLYWOOD	WRG	WATERPROOFING
DEMO	DEMOLISH(ITION)	HT	HEIGHT	PSF	POUNDS PER SQUARE FOOT	WWF	WELDED WIRE FABRIC
DEP	DEPRESSED	ID	INSIDE DIAMETER				
DEPT	DEPARTMENT	IF	INSIDE FACE	R/RAD	RADIUS		
DET	DETAIL	IJ	ISOLATION JOINT	RD	ROOF DRAIN		
DIA. Ø	DIAMETER	IN	INCH	REF	REFERENCE		
DM	DIMENSION	INCL	INCLUDED	REFN	REINFORCE(MENT, ING)		
DL	DEAD LOAD	INSUL	INSULATION/INSULATED	REQD	REQUIRED		
DN	DOWN	INT	INTERIOR	REV	REVISION		
DO	DITTO			RO	ROUGH OPENING		
DWG	DRAWING						
DWL	DOWEL						

STANDARD MATERIAL SYMBOLS

	CONCRETE		STEEL/OTHER METALS		PLYWOOD
	CONCRETE MASONRY UNIT		WOOD, FINISHED		BATT INSULATION
	BRICK		WOOD, ROUGH FRAMING		RIGID INSULATION
	LIMESTONE		WOOD, BLOCKING		EXISTING WALL, STRUCTURE, ETC.

STANDARD GRAPHIC SYMBOLS

	COLUMN LINE		SECTION LINES & SECTION REFERENCES
	REVISION & REVISION NUMBER		BREAK LINE: TO BREAK OFF PARTS OF A DRAWING
	NORTH ARROW		DASHED LINE HIDDEN, FUTURE OR EXISTING CONSTRUCTION TO BE REMOVED
	SECTION REFERENCE		DASH-DOT LINE CENTER, PROJECTIONS AND ELEVATION LINES
	DENOTED EXISTING TOP OF TILE ELEVATION		

GREEN HALL- THE COLLEGE OF NEW JERSEY  
EWING, NEW JERSEY  
TCNJ PROJECT NO. GR-223

INTERSTITIAL CEILING STABILIZATION AND CLEANING

NOTES, ABBREVIATIONS & SYMBOLS

PROJECT NAME

DRAWING SET  
ISSUE FOR BID

DRAWN	TJLJP	CHKD	JP
DATE	4/28/2022	SCALE	AS NOTED

PROJECT NO. 22-6472

DRAWING NO.

001

THE STATE OF NEW JERSEY  
CERTIFICATE OF AUTHORIZATION NO. 36467620100

Joseph C Phillips

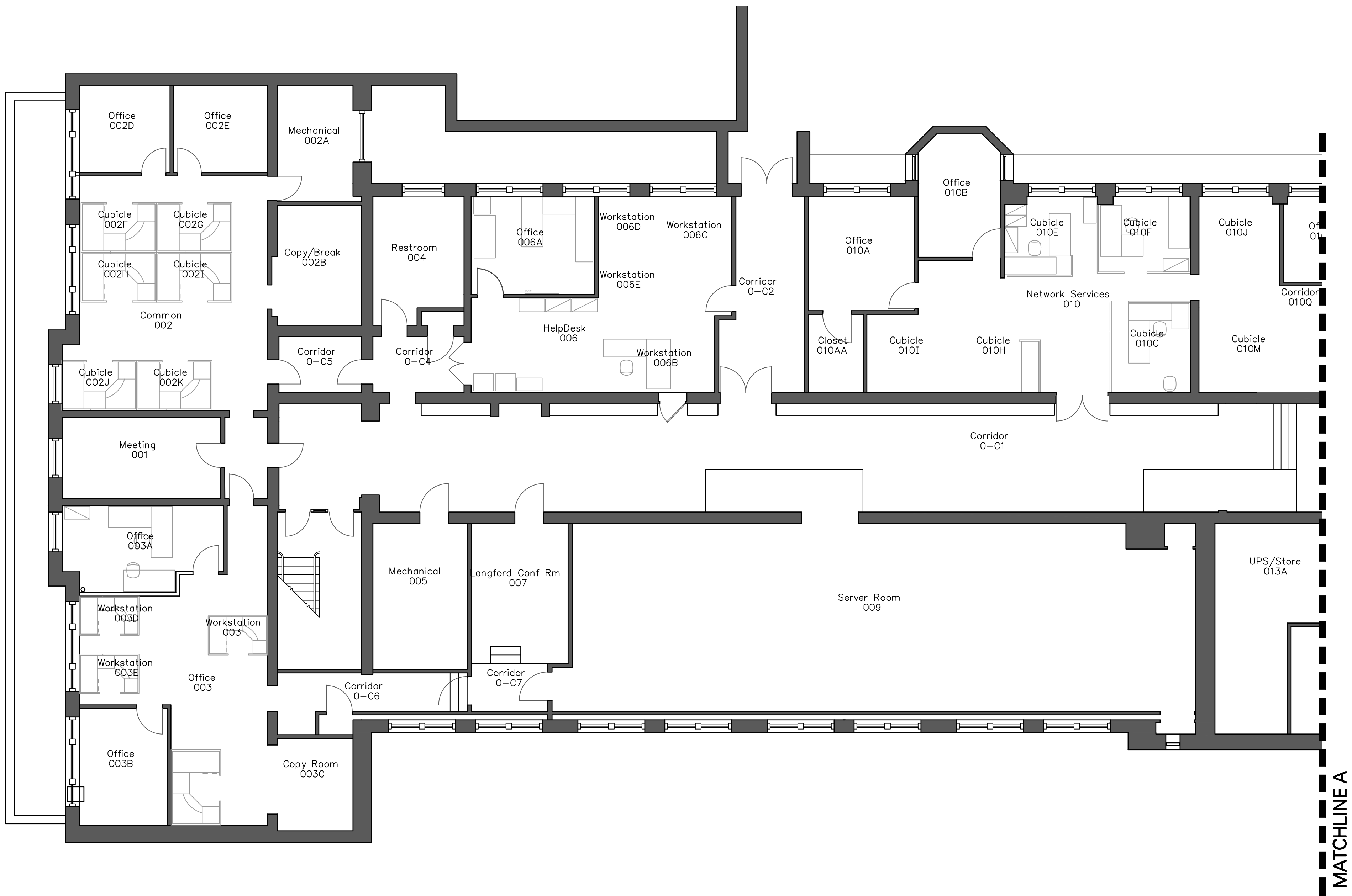
BY

REVISIONS

DATE

NO.





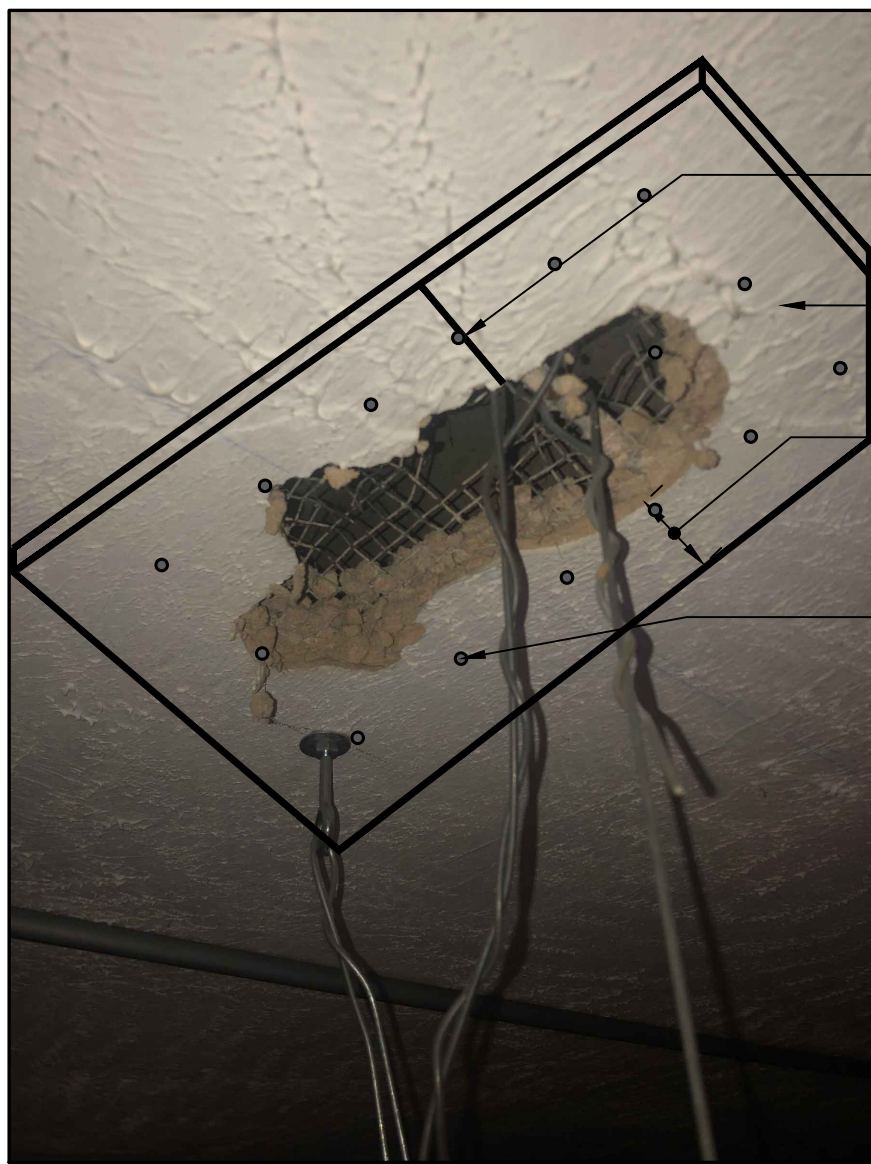
**BASEMENT PLAN - EAST**  
SCALE: 1/8" = 1'-0"



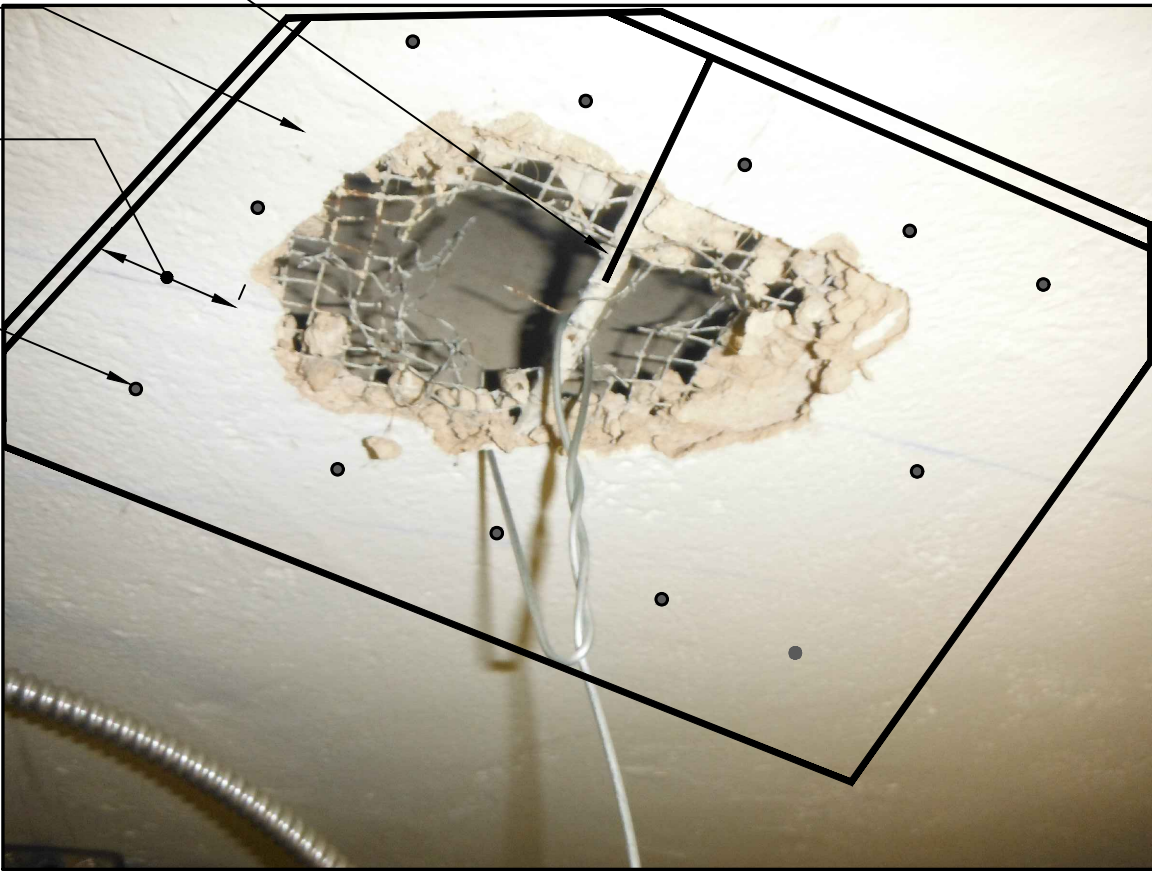
PLASTER CEILING REPAIR SCHEDULE		
Room No.	Openings in Plaster (Approximate Size) (See Detail A/100)	Anchor Holes in Plaster ("2"x2" each) (See Detail B/100)
001	-	-
003C	-	-
0-C1	-	-
002E	-	-
010A	(3) 1'x1'	10 Anchor Holes
010AA	(1) 1'x1'	3 Anchor Holes
010B	(1) 1'x1'	3 Anchor Holes
010	(2) 2'x2'	15 Anchor Holes
010C	(2) 1'x1'	8 Anchor Holes
010D	(3) 1'x1'	10 Anchor Holes
010L-O	(1) 1'x1' ; (1) 3'x4'	25 Anchor Holes
014	(9) 1'x1'	30 Anchor Holes
014A	-	-
020	(2) 1'x1'	6 Anchor Holes
020A	(3) 1'x1'	10 Anchor Holes
020A1	(1) 1'x1'	3 Anchor Holes

**REPAIR SCHEDULE NOTES:**

- ALL REPAIR CONDITIONS NOTED IN THE SCHEDULE OCCUR WITHIN THE INTERSTITIAL CEILING SPACE ABOVE THE SUSPENDED CEILING SYSTEM (TYP.)
- THE CONTRACTOR IS RESPONSIBLE TO CHECK AND VERIFY ALL EXISTING FIELD CONDITIONS, ASSOCIATED DIMENSIONS AND RELATED CONSTRUCTION QUANTITIES AT THE PROJECT SITE.
- OPENINGS IN PLASTER (DETAIL A/100) - ANY EXISTING PLASTER CEILING PENETRATIONS GREATER THAN 2 INCH x 2 INCH IN DIMENSION SHALL BE COVERED WITH NEW GYPSUM BOARD (REFER TO DETAIL A/100).
  - THE SCHEDULE LISTS THE APPROXIMATE SIZE OF THE EXISTING PENETRATION AND MUST BE VERIFIED IN THE FIELD.
  - THE NEW GYPSUM BOARD MUST BE 12 INCHES (MIN.) LARGER THAN THE PENETRATION IN EACH DIRECTION, OVERLAPPING THE EXISTING PLASTER 6 INCHES ALL AROUND THE OPENING.
- HOLES IN PLASTER (DETAIL B/100) - ANY EXISTING HOLE IN THE PLASTER CEILING LESS THAN 2 INCH x 2 INCH IN DIMENSION SHALL BE FILLED WITH A FIRE BARRIER RATED EXPANDING FOAM.
  - BASIS-OF-DESIGN PRODUCT: "3M FIRE BARRIER RATED FOAM FIP 1 STEP" AS MANUFACTURED BY 3M INDUSTRIAL ADHESIVES AND TAPES DIVISION, ST. PAUL, MN. REFER TO SPECIFICATION 078400.
  - COMPARABLE "OR EQUAL" PRODUCTS MAY BE INCORPORATED INTO THE WORK, PRODUCT IS SUBJECT TO EVALUATION AND COMPARISON WITH BASIS-OF-DESIGN PRODUCT BY THE COLLEGE AND ENGINEER.



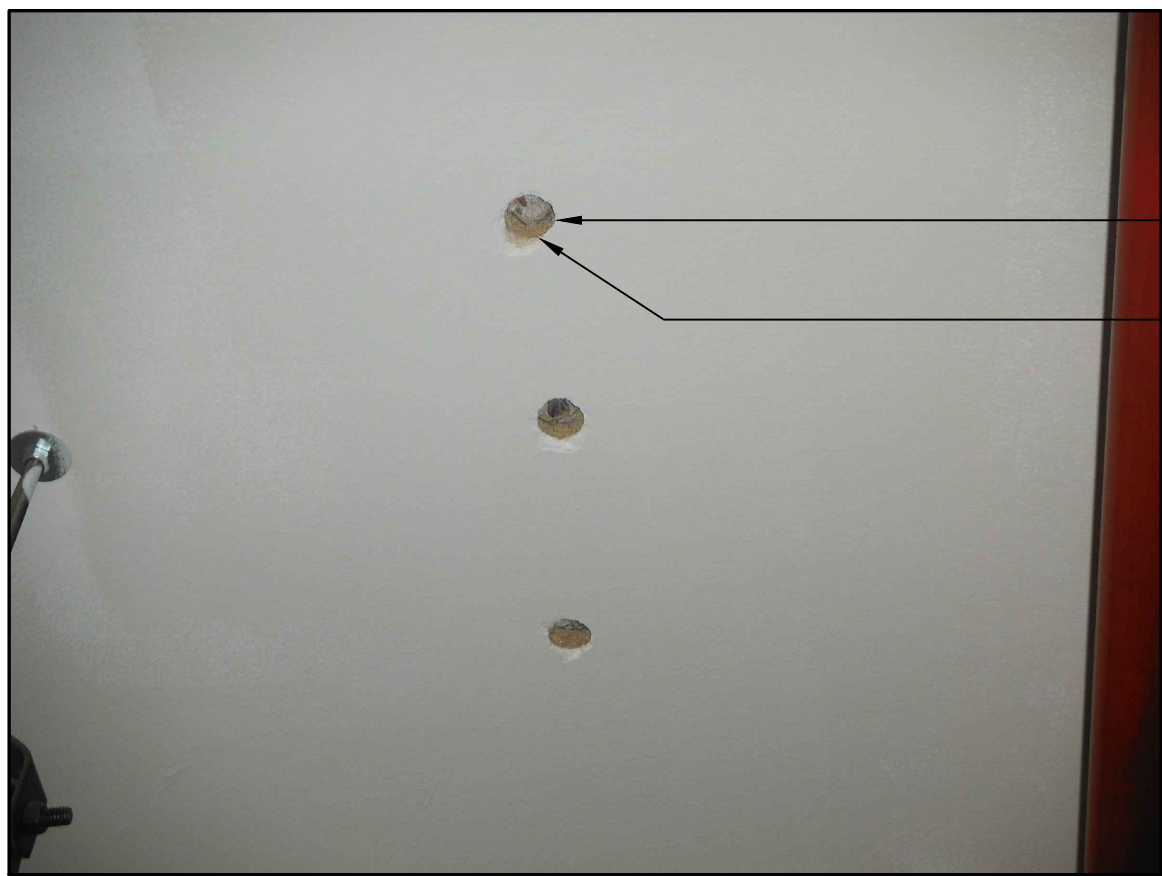
- CUT SLOT IN GYPSUM BOARD TO FIT EXISTING SUSPENSION CABLES. FILL SLOT WITH JOINT COMPOUND & TAPE FOLLOWING INSTALLATION.
- INSTALL NEW 5/8" TYPE C GYPSUM BOARD OVER HOLE IN CEILING. SET IN CONSTRUCTION ADHESIVE.
- NEW GYPSUM BOARD, SIZE LARGER THAN EXISTING CEILING OPENING. REFER TO PROCEDURE NOTE 1.
- SET 3/8" @ TOGGLE BOLT FASTENERS & 1" @ FENDER WASHERS @ 6" o.c. (TYP.)



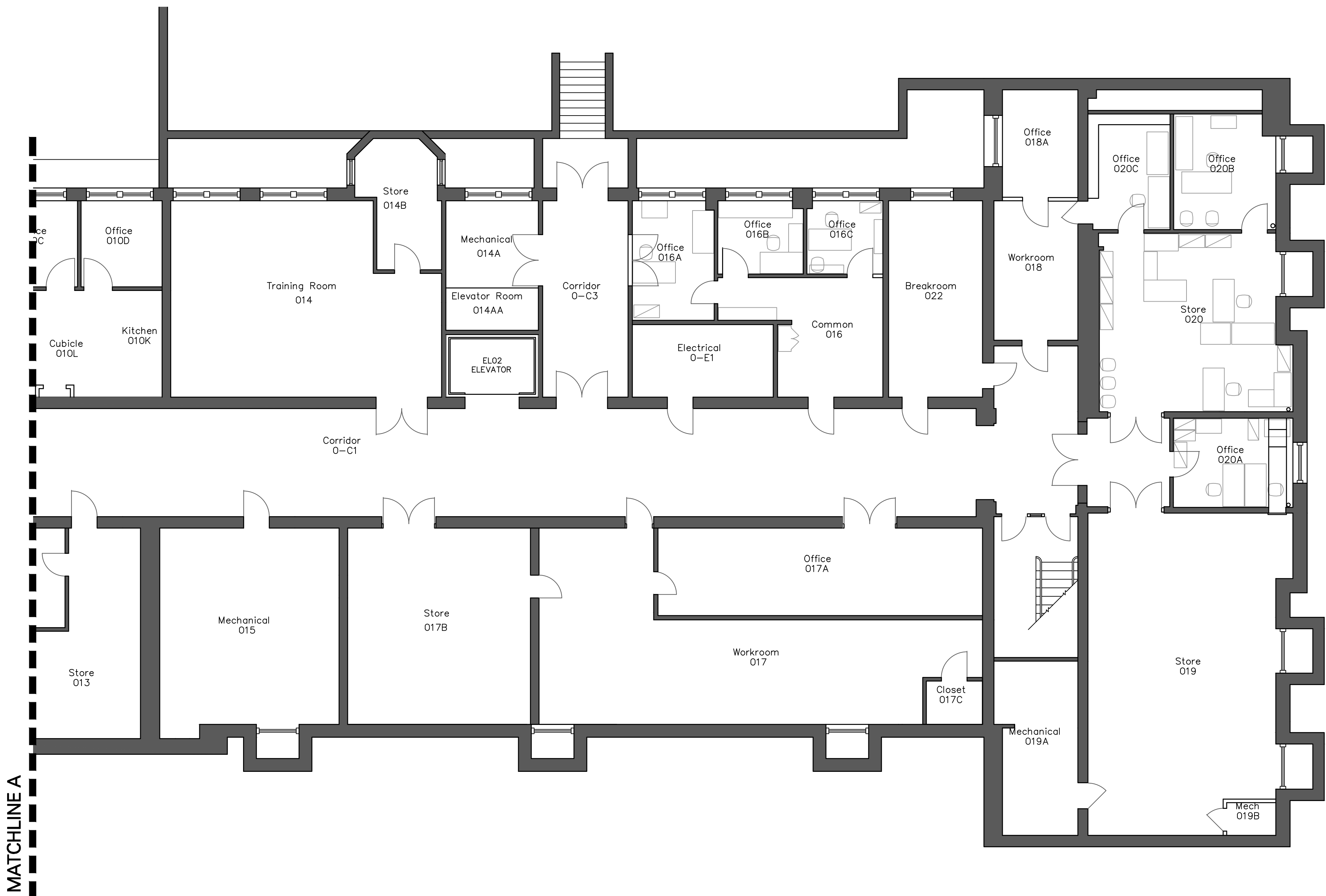
**DETAIL A/100**  
**PLASTER OPENING REPAIR DETAIL**  
NO SCALE

**PLASTER OPENING REPAIR (GENERAL PROCEDURE):**

- LOCATE & MEASURE OPENING IN CEILING. SIZE NEW GYPSUM BOARD PANEL LARGER THAN EXISTING OPENING (REFER TO "REPAIR SCHEDULE NOTE 3B").
- CUT SLOT OR HOLE IN GYPSUM BOARD TO FIT AROUND WIRE OR ROD HANGERS AT EXISTING OPENING. SET NEW PANEL IN FULL CONTINUOUS BEAD OF CONSTRUCTION ADHESIVE. FILL SLOT WITH JOINT COMPOUND AND COVER WITH DRYWALL TAPE SET IN JOINT COMPOUND.
- DRILL HOLES IN NEW GYPSUM BOARD AND EXISTING PLASTER FOR NEW FASTENERS. PLACE FASTENERS AT LEAST 2 INCHES AWAY FROM THE OPENING.
- INSTALL NEW TOGGLE BOLT FASTENERS AND WASHERS TO SECURE GYPSUM BOARD TO PLASTER.



**DETAIL B/100**  
**PLASTER HOLE REPAIR DETAIL**  
NO SCALE



**BASEMENT PLAN - WEST**  
SCALE: 1/8" = 1'-0"



THE STATE OF NEW JERSEY  
CERTIFICATE OF AUTHORIZATION NO. 34A0276200

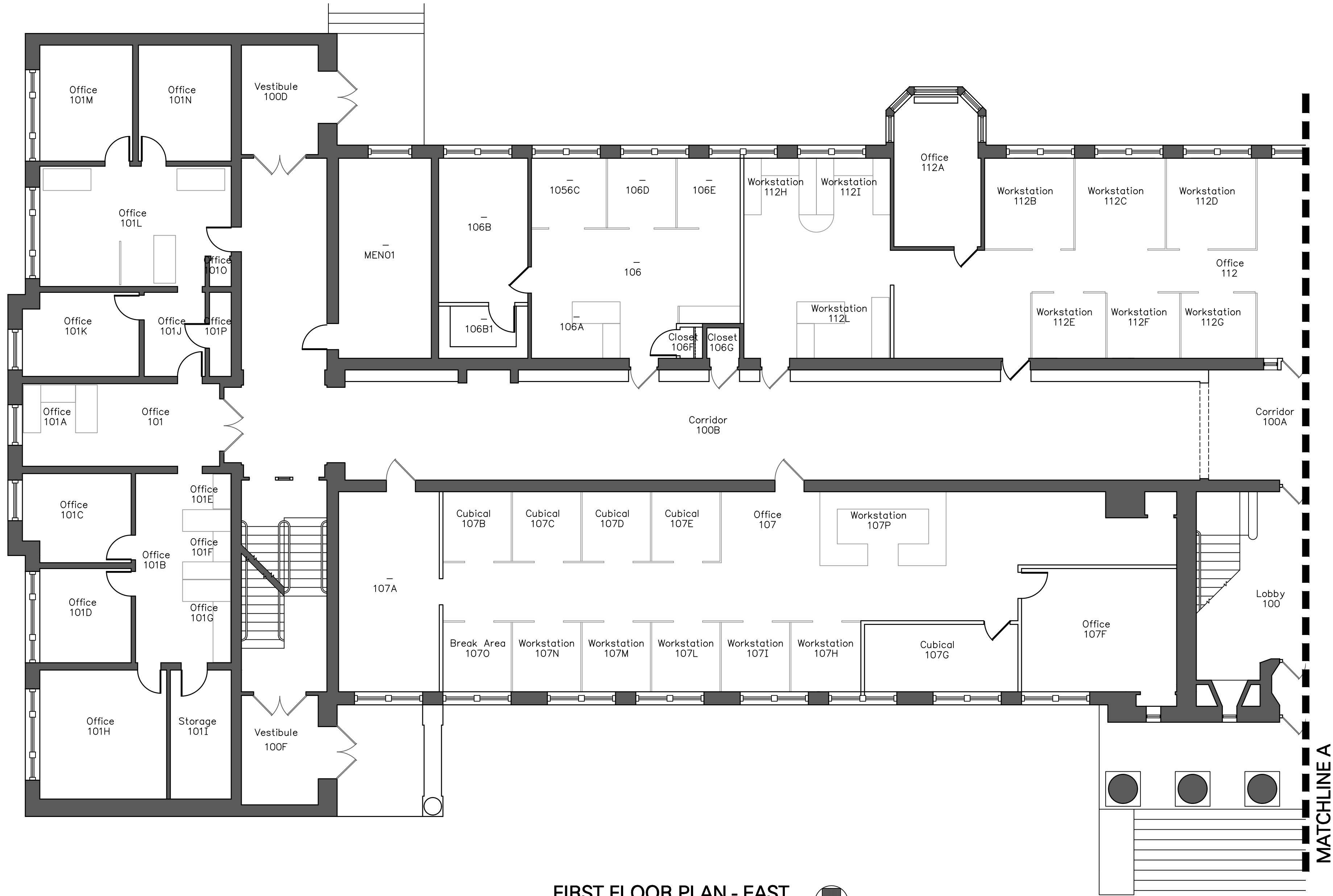
Joseph C. Phillips

PROFESSIONAL ENGINEER N.J. CERT. NO. 34A0276200

NO.	DATE	REVISIONS	BY

PROJECT NAME <b>GREEN HALL- THE COLLEGE OF NEW JERSEY EWING, NEW JERSEY TCNJ PROJECT NO. GR-223</b>	<b>BASEMENT FLOOR PLAN</b>	
DRAWING TITLE <b>INTERSTITIAL CEILING STABILIZATION AND CLEANING</b>	<b>ISSUE FOR BID</b>	
DRAWING SET <b>ISSUE FOR BID</b>	<b>22-6472</b>	
DRAWING NO.	<b>100</b>	





FIRST FLOOR PLAN - EAST

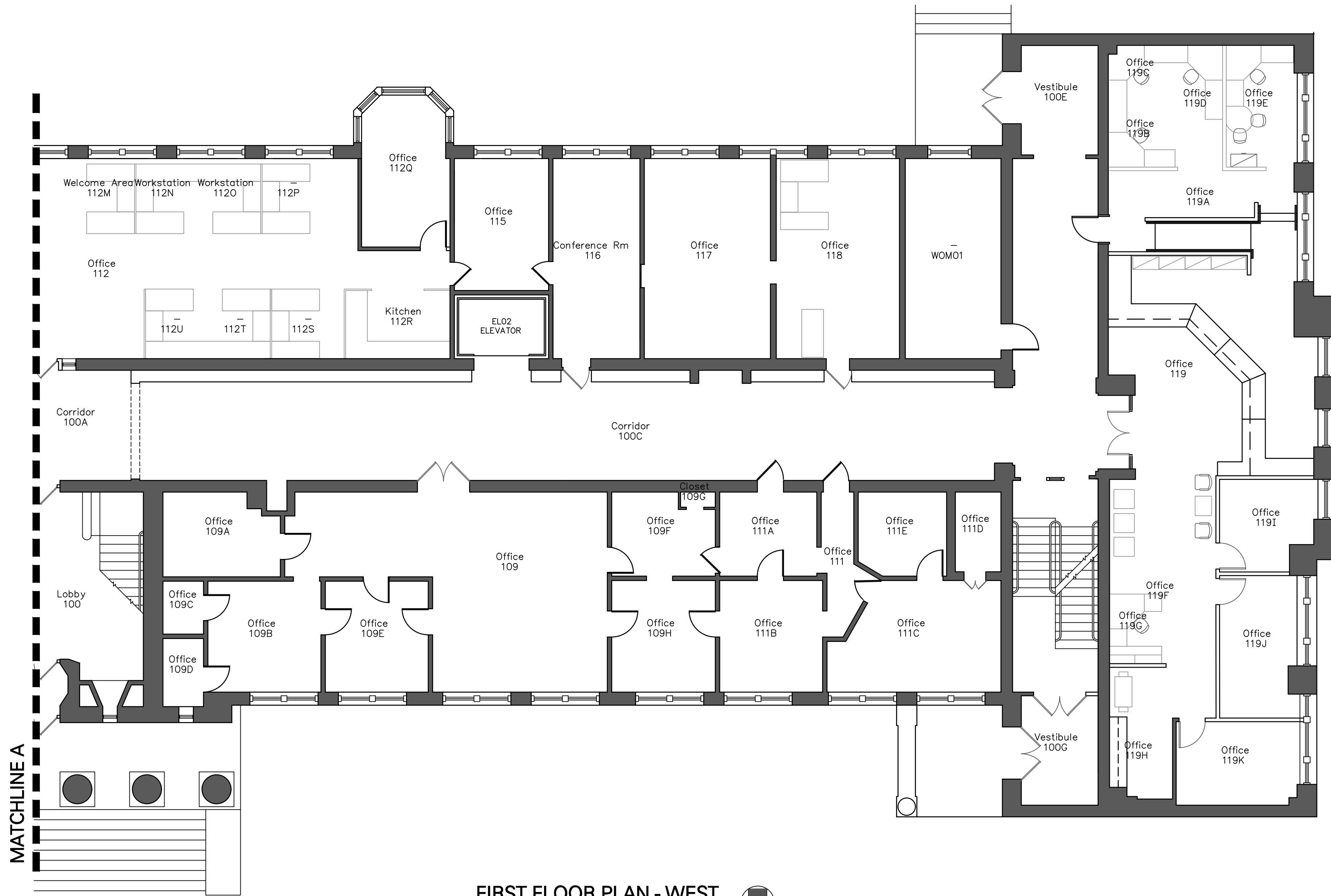
SCALE: 1/8" = 1'-0"



PLASTER CEILING REPAIR SCHEDULE		
Room No.	Openings in Plaster (Approximate Size) (See Detail A/100)	Anchor Holes in Plaster ("1 SF each) (See Detail B/100)
101H	(1) 1'x1'	1 Anchor Hole
101L	-	-
101K	-	-
101C	-	-
106	(12) 1'x1'	40 Anchor Holes
112 H&L	(2) 2'x24"	30 Anchor Holes
112	(5) 3'x3' : (2) 2'x24"	100 Anchor Holes
112Q	(3) 3'x3'	30 Anchor Holes
115	(2) 6'x3'	-
117	(2) 3'x3'	-
118	-	-
WOM01	-	-
119B-E	(1) 2'x24'; (10) 1'x1'	50 Anchor Holes
119A	(1) 8'x15' : (1) 2'x24"	-
119	(1) 2'x24'; (10) 1'x1'	50 Anchor Holes
119I	(8) 1'x1'	25 Anchor Holes
119J	(2) 2'x7'	25 Anchor Holes
119K	(8) 1'x1'	25 Anchor Holes
109	-	-
107	(18) 1'x1'	60 Anchor Holes
107N&O	(1) 2'x2' : (1) 3'x8'	10 Anchor Holes
107A	(2) 3'x3'	20 Anchor Holes

REPAIR SCHEDULE NOTES:

- ALL REPAIR CONDITIONS NOTED IN THE SCHEDULE OCCUR WITHIN THE INTERSTITIAL CEILING SPACE ABOVE THE SUSPENDED CEILING SYSTEM (TYP.)
- THE CONTRACTOR IS RESPONSIBLE TO CHECK AND VERIFY ALL EXISTING FIELD CONDITIONS, ASSOCIATED DIMENSIONS AND RELATED CONSTRUCTION QUANTITIES AT THE PROJECT SITE.
- OPENINGS IN PLASTER (DETAIL A/100) - ANY EXISTING PLASTER CEILING PENETRATIONS GREATER THAN 2 INCH x 2 INCH IN DIMENSION SHALL BE COVERED WITH NEW GYPSUM BOARD (REFER TO DETAIL A/100).
  - THE SCHEDULE LISTS THE APPROXIMATE SIZE OF THE EXISTING PENETRATION AND MUST BE VERIFIED IN THE FIELD.
  - THE NEW GYPSUM BOARD MUST BE 1/2 INCHES (MIN.) LARGER THAN THE PENETRATION IN EACH DIRECTION, OVERLAPPING THE EXISTING PLASTER 6 INCHES ALL AROUND THE OPENING.
- HOLES IN PLASTER (DETAIL B/100) - ANY EXISTING HOLE IN THE PLASTER CEILING LESS THAN 2 INCH x 2 INCH IN DIMENSION SHALL BE FILLED WITH A FIRE BARRIER RATED EXPANDING FOAM.
  - BASIS-OF-DESIGN PRODUCT: "3M FIRE BARRIER RATED FOAM FIP 1 STEP" AS MANUFACTURED BY 3M INDUSTRIAL ADHESIVES AND TAPES DIVISION, ST. PAUL, MN. REFER TO SPECIFICATION 078400.
  - COMPARABLE "OR EQUAL" PRODUCTS MAY BE INCORPORATED INTO THE WORK. PRODUCT IS SUBJECT TO EVALUATION AND COMPARISON WITH BASIS-OF-DESIGN PRODUCT BY THE COLLEGE AND ENGINEER.



FIRST FLOOR PLAN - WEST

SCALE: 1/8" = 1'-0"



NO.	DATE	REVISIONS	BY

DRAWN	T.J.L.	CHKD	J.P.
DATE	4/26/2022	SCALE	AS NOTED
PROJECT NO.	22-6472		
DRAWING NO.			





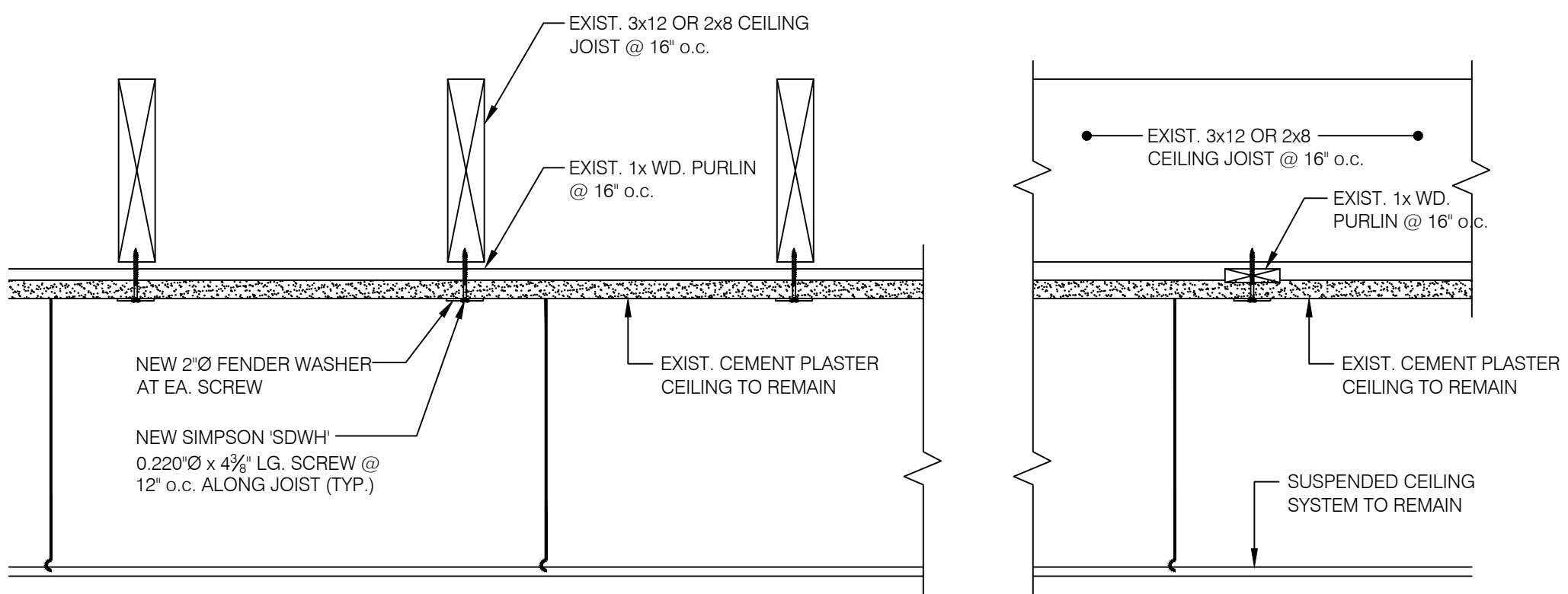
SECOND FLOOR PLAN - EAST  
SCALE: 1/8" = 1'-0"



REPAIR SCHEDULE NOTES:

- ALL REPAIR CONDITIONS NOTED IN THE SCHEDULE OCCUR WITHIN THE INTERSTITIAL CEILING SPACE ABOVE THE SUSPENDED CEILING SYSTEM (TYP.)
- THE CONTRACTOR IS RESPONSIBLE TO CHECK AND VERIFY ALL EXISTING FIELD CONDITIONS, ASSOCIATED DIMENSIONS AND RELATED CONSTRUCTION QUANTITIES AT THE PROJECT SITE.
- OPENINGS IN PLASTER (DETAIL A/102) - ANY EXISTING PLASTER CEILING PENETRATIONS GREATER THAN 2 INCH x 2 INCH IN DIMENSION SHALL BE COVERED WITH NEW GYPSUM BOARD (REFER TO DETAIL A/100).
- THE SCHEDULE LISTS THE APPROXIMATE SIZE OF THE EXISTING PENETRATION AND MUST BE VERIFIED IN THE FIELD.
- THE NEW GYPSUM BOARD MUST BE 1/2 INCHES (MIN.) LARGER THAN THE PENETRATION IN EACH DIRECTION, OVERLAPPING THE EXISTING PLASTER & THE EXISTING WOOD CEILING JOISTS. THE GYPSUM BOARD MUST BE SECURED TO THE WOOD CEILING JOISTS ON TWO SIDES OF THE PENETRATION.
- HOLES IN PLASTER (DETAIL B/100) - ANY EXISTING HOLE IN THE PLASTER CEILING LESS THAN 2 INCH x 2 INCH IN DIMENSION SHALL BE FILLED WITH A FIRE BARRIER RATED EXPANDING FOAM.
- BASIS-OF-DESIGN PRODUCT: 3M FIRE BARRIER RATED FOAM FIP 1 STEP AS MANUFACTURED BY 3M INDUSTRIAL ADHESIVES AND TAPES DIVISION, ST. PAUL, MN. REFER TO SPECIFICATION 079400.
- COMPARABLE OR EQUAL PRODUCTS MAY BE INCORPORATED INTO THE WORK, PRODUCT IS SUBJECT TO EVALUATION AND COMPARISON WITH BASIS-OF-DESIGN PRODUCT BY THE COLLEGE AND ENGINEER.

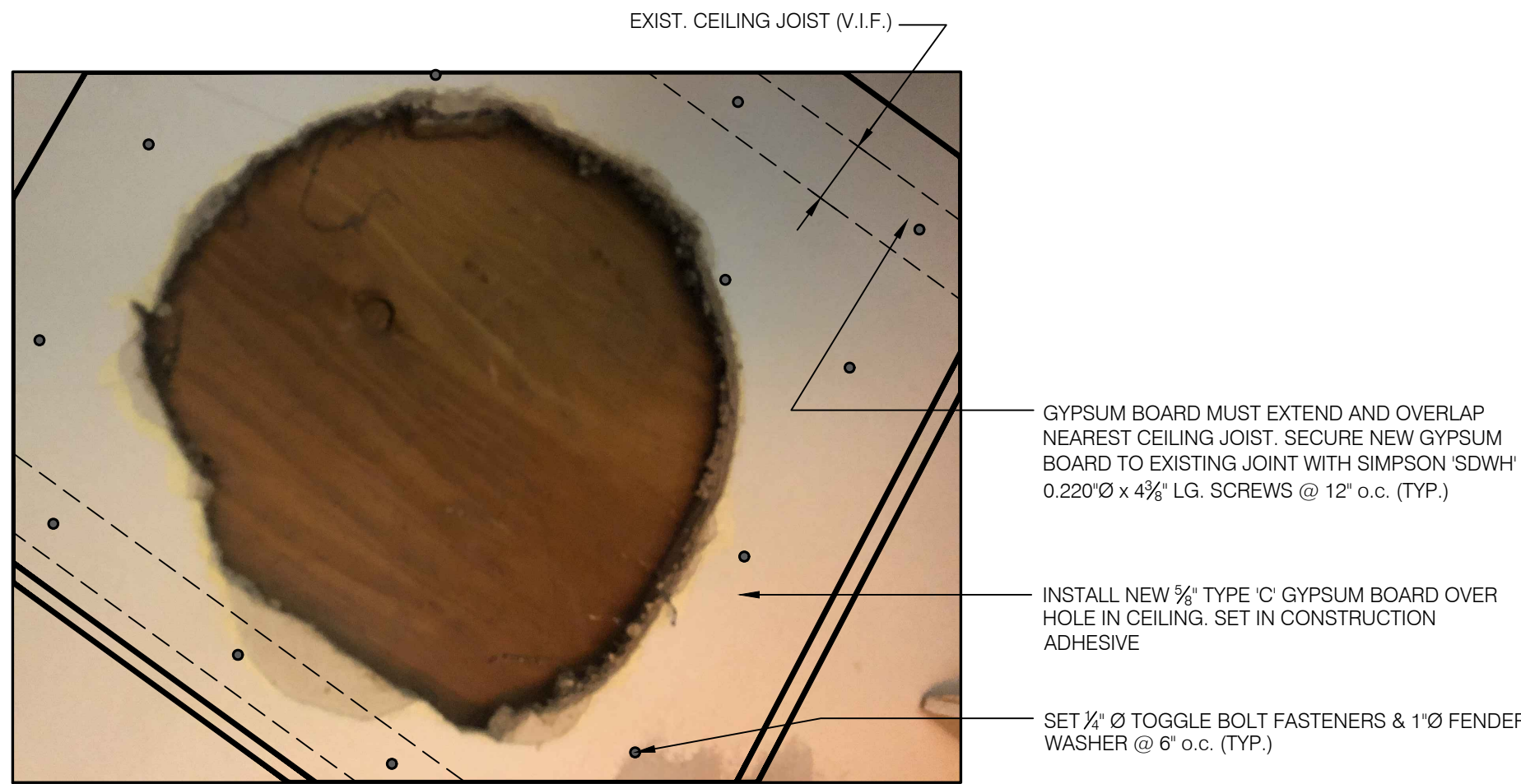
PLASTER CEILING REPAIR SCHEDULE		
Room No.	Openings in Plaster (Approximate Size) (See Detail A/102)	Anchor Holes in Plaster ("2"x2" each) (See Detail B/100)
202D	(1) 1'x1'	2 Anchor Holes
202C, H-J	-	-
202B	-	-
202/202A	(1) 1'x1'	2 Anchor Holes
201D	-	-
201	(2) 1'x1'	3 Anchor Holes
205	(2) 1'x1'	3 Anchor Holes
207	(2) 1'x1'	3 Anchor Holes
207E	-	-
207F	-	1 Anchor hole
207J	-	-
207L	-	-
209	-	1 Anchor hole
210E	-	1 Anchor Hole
210D	-	-
210A	-	-
210	(1) 2'x2' ; (1) 2'x3'	4 Anchor Holes
210B	-	-
210C	(3) 1'x1'	8 Anchor Holes
211	(1) 1'x1'	1 Anchor hole
211C	(1) 1'x1'	1 Anchor Hole
211D	-	-
211E	(1) 1'x1'	1 Anchor Hole
211F	(1) 1'x1'	1 Anchor Hole
212A	-	-
214B	-	-
214	(1) 8'x4'	-
215	(5) 1'x1'	10 Anchor Holes
215C	-	1 Anchor Hole
215G&J	(1) 1'x1'	3 Anchor Holes
218M	(2) 1'x1'	4 Anchor Holes
218N-S	(2) 1'x1'	4 Anchor Holes
218	-	1 Anchor Holes
218 A-G	-	-
218H	-	-
S1	-	-
S2	-	-



SECTION 1/102  
CEILING SECTION - STABILIZATION ANCHORS  
SCALE: 1-1/2" = 1'-0"

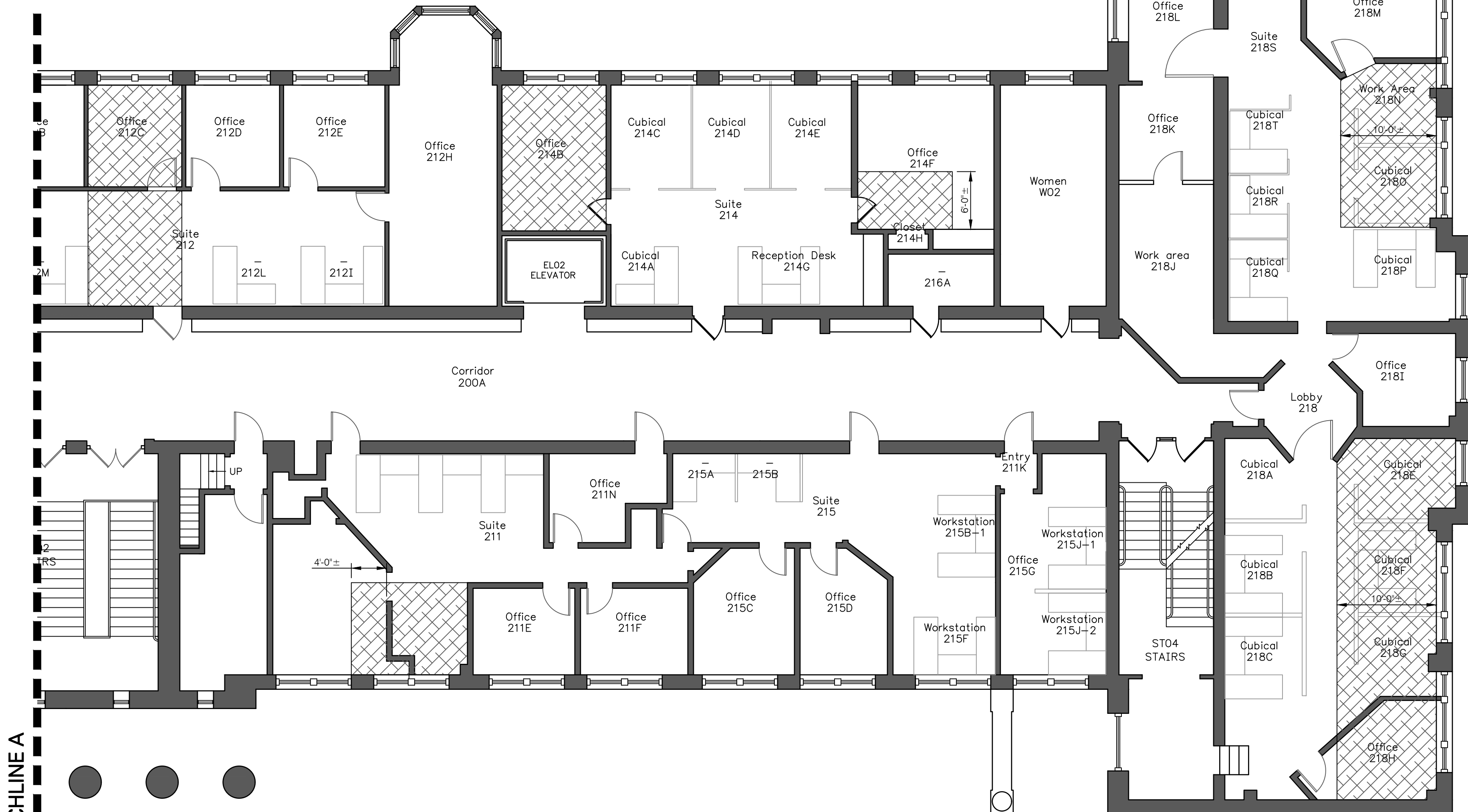
CEILING STABILIZATION (GENERAL PROCEDURE)

- CONFIRM AND LOCATE EXISTING CEILING JOISTS IN WORK AREA.
  - DRILL HOLES IN EXISTING PLASTER FOR NEW FASTENERS. PLACE FASTENERS AND WASHERS AT 12 INCHES ON CENTER ALONG CEILING JOISTS. BRING FASTENERS SNUG TIGHT TO PLASTER SURFACE, THEN TURN FASTENER AN ADDITIONAL 1/4 TO 1/3 TURN.
- A. BASIS OF DESIGN FASTENER: NEW FASTENER SHALL BE SIMPSON STRONG-TIE SDWH 0.220" x 4 1/2" LG. SCREW. COMPARABLE PRODUCTS MAY BE INCORPORATED INTO THE WORK (REFER TO PROJECT MANUAL FOR PROCEDURE).

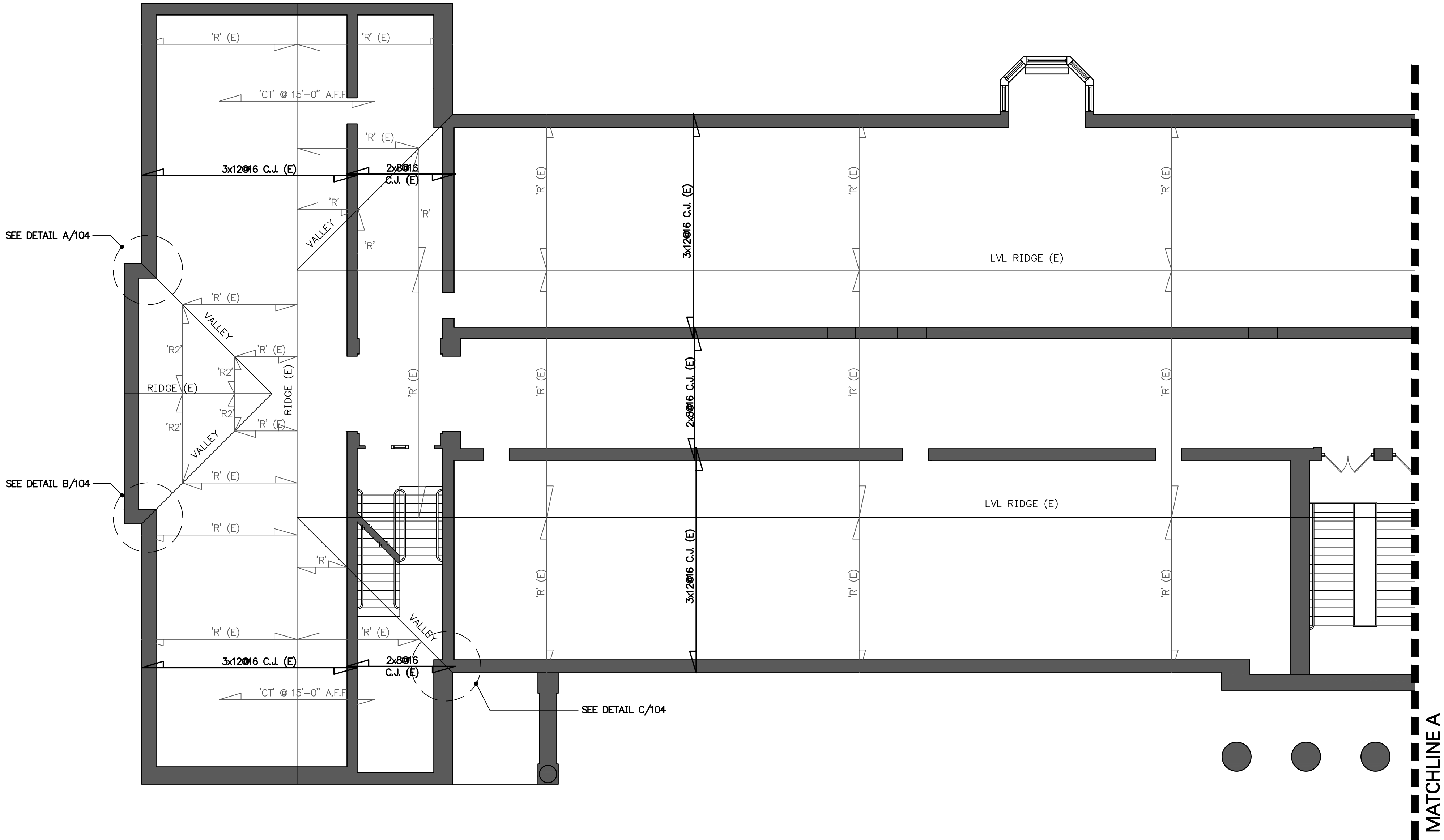


DETAIL A/102  
PLASTER OPENING REPAIR DETAIL  
NO SCALE

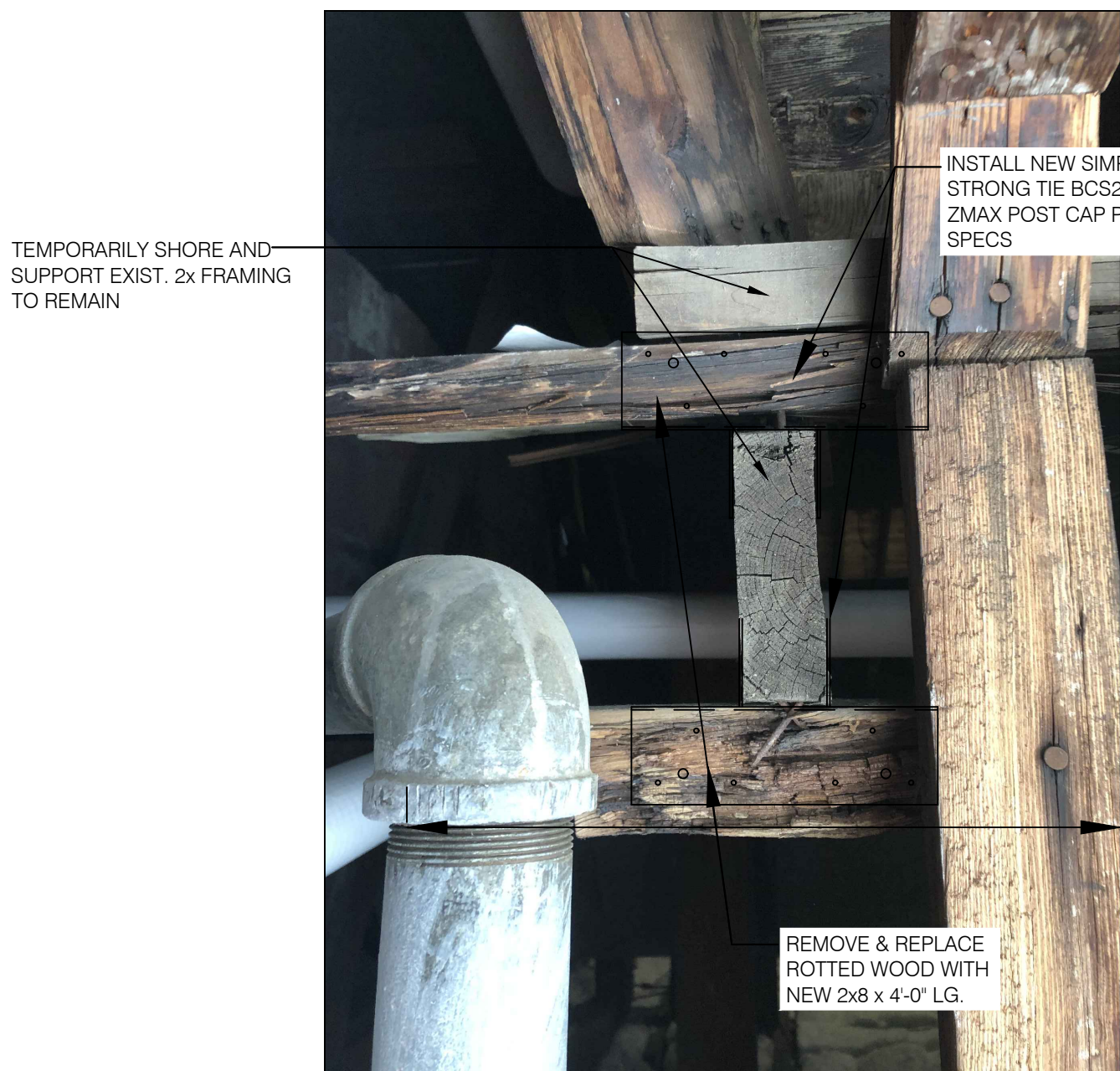
LEGEND	
	Denotes ceiling area requiring stabilization anchors - see section 1/102 for stabilization detail.







ATTIC/ROOF FRAMING PLAN - EAST  
SCALE: 1/8" = 1'-0"



FRONT VIEW



ISO VIEW

DETAIL A/103  
WOOD ROT BELOW ROOF DRAIN  
NO SCALE

LEGEND

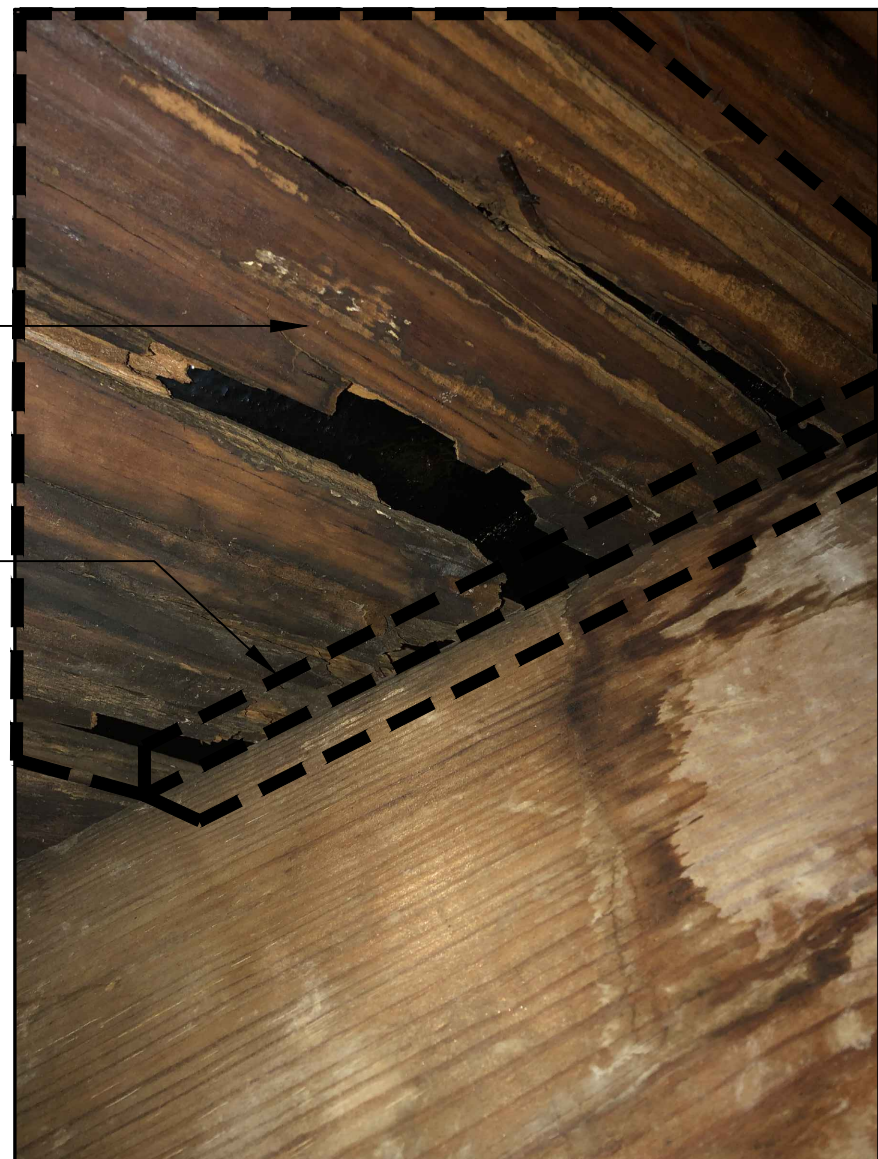
- R' (E) - DESIGNATES EXIST. 2X12 RAFTERS @ 18" O.C. (V.I.F.)  
R2' (E) - DESIGNATES EXIST. 2X10 RAFTERS @ 18" O.C. (V.I.F.)  
VALLEY - DESIGNATES EXIST. (2)2X12 VALLEY BEAM (V.I.F.)  
CT' (E) - DESIGNATES EXIST. 2X4 COLLAR TIES @ 36" O.C. (V.I.F.)  
RIDGE - DESIGNATES EXIST. (2) 2X12 RIDGE BEAM (V.I.F.)

ROOF FRAMING REPAIR NOTES

1. INSTALL TEMPORARY SHORING IN BUILDING BETWEEN THE ROOF AND 2nd FLOOR DURING FRAMING REPAIRS. SHORING MUST BE DESIGNED TO SUPPORT AND BRACE THE VALLEY BEAM AND RAFTERS DURING THE WORK.
- A. THE CONTRACTOR IS TOTALLY & SOLELY RESPONSIBLE FOR THE DESIGN OF STRUCTURAL SHORING SYSTEM. CONTRACTOR SHALL SUBMIT SHORING SHOP DRAWINGS, SIGNED AND SEALED BY A NEW JERSEY PROFESSIONAL ENGINEER FOR REVIEW AND ACCEPTANCE PRIOR TO THE START OF WORK.
- B. SHORING SHALL BE INSTALLED TIGHT TO THE UNDERSIDE OF THE ROOF FRAMING. SHIM AND FIT TIGHT TO EXISTING FRAMING TO PROVIDE CONTINUOUS BEARING AND SUPPORT OF EXISTING FRAMING.
- C. INSTALL WOOD CRIBBING AND PROTECTION ON FLOOR TO PROVIDE BEARING AND DISTRIBUTION OF LOADS INTO CONCRETE FLOOR STRUCTURE. CRIBBING SHALL CONSIST OF (2) LAYERS OF WOOD PLANKS LAID PERPENDICULAR TO EACH OTHER. SECURE LAYERS TOGETHER TO PREVENT DISPLACEMENT.
- D. SHORING POSTS SHALL BE DESIGNED TO SUPPORT A DESIGN SERVICE LOADS OF 6,000 LBS AT A 12 FOOT EXTENSION.
2. PERFORM DEMOLITION OF THE 2x WOOD SILL PLATE AT LOCATIONS NOTED ON THE DETAILS. REMOVE ALL WATER DAMAGED OR ROTTED WOOD. INSTALL NEW TREATED 2x WOOD SILL PLATES TO RESTORE THE FRAMING. ANCHOR THE PLATES TO THE WALL WITH NEW 3/8" ADHESIVE ANCHORS AT 24 INCHES ON CENTER, MIN. 4" EMBEDMENT INTO THE EXISTING MASONRY WALL.
3. PERFORM DEMOLITION OF THE (2)2x12 VALLEY BEAM AT LOCATIONS NOTED ON THE DETAILS. REMOVE ALL WATER DAMAGED OR ROTTED WOOD. STAGGER LAPS BETWEEN BUILT-UP MEMBERS A MINIMUM OF 3 FEET. SECURE MEMBERS TOGETHER WITH SIMPSON SDWS SCREWS AT 8 INCHES ON CENTER, STAGGER 4" BETWEEN ROWS.

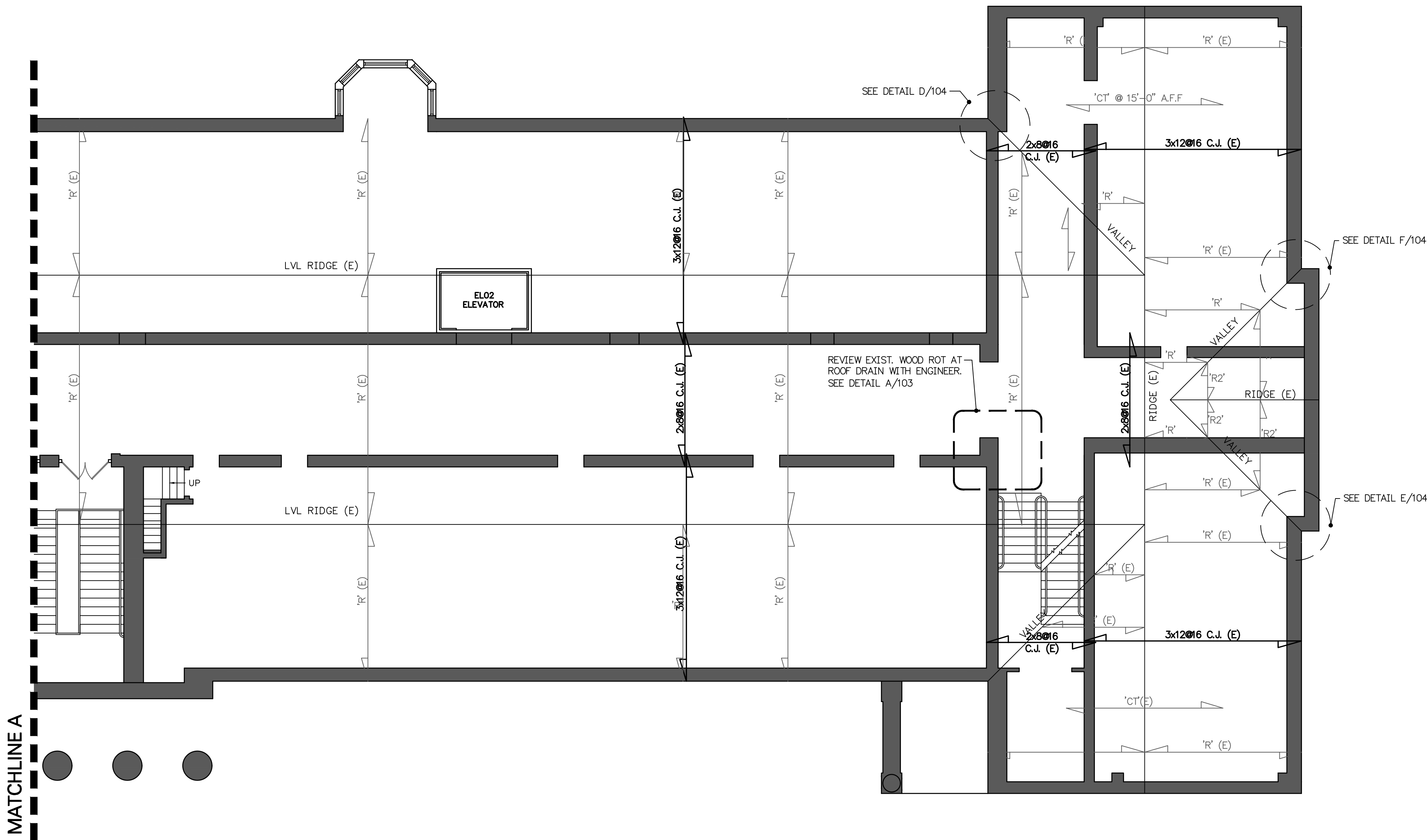
INSTALL NEW 3/4" PLYWOOD BELOW EXIST. ROOF DECK. FIT BETWEEN ROOF RAFTERS (APPROX. 16"x24" SIZE) AND FIT TIGHT TO UNDERSIDE OF EXIST. ROOF DECK.

INSTALL NEW 2"x2" WD. LEDGER BELOW PLYWOOD. SECURE TO ROOF RAFTER w/ #10 x 3" LG. WOOD SCREWS



DETAIL B/103  
ROOF DECK REPAIR  
NO SCALE

NOTE: ALL REPAIR LOCATIONS MUST BE LOCATED IN THE FIELD. BID QUANTITY: 6 LOCATIONS



ATTIC/ROOF FRAMING PLAN - WEST  
SCALE: 1/8" = 1'-0"



NO.	DATE	REVISIONS	BY





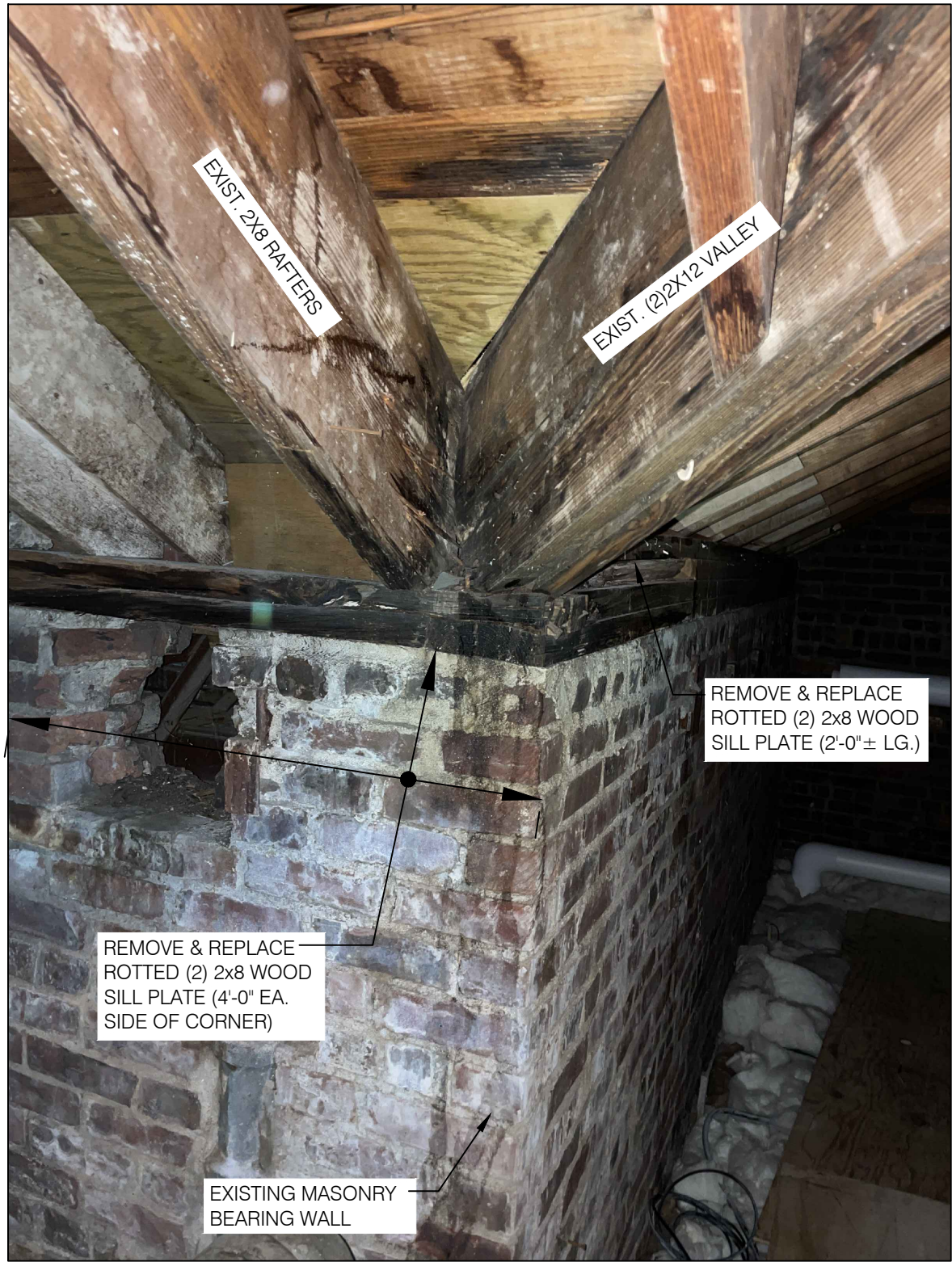
DETAIL A/104  
ROOF VALLEY REPAIR  
NO SCALE



DETAIL B/104  
ROOF VALLEY REPAIR  
NO SCALE



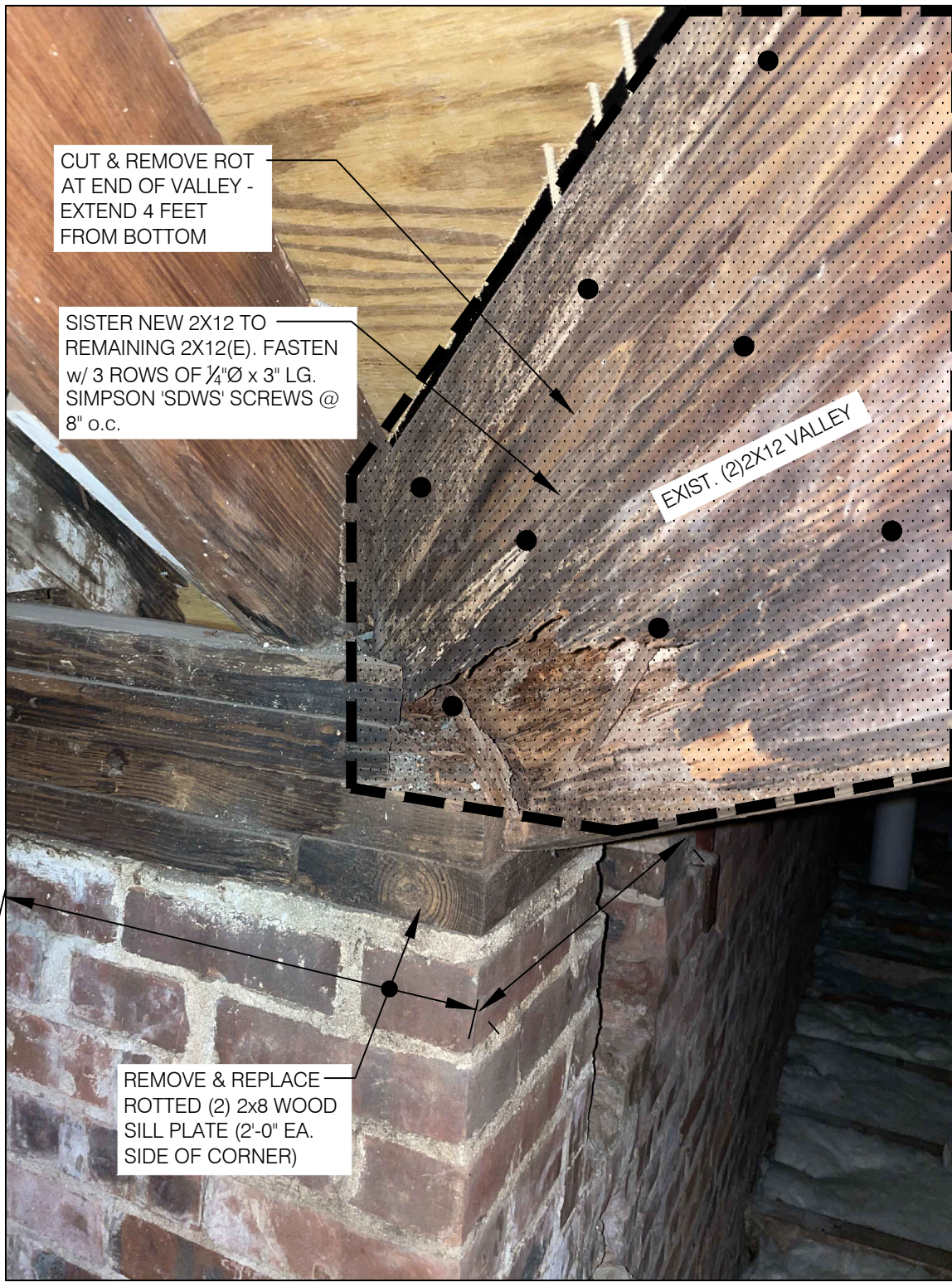
DETAIL C/104  
ROOF VALLEY REPAIR  
NO SCALE



DETAIL D/104  
ROOF VALLEY REPAIR  
NO SCALE



DETAIL E/104  
ROOF VALLEY REPAIR  
NO SCALE



DETAIL F/104  
ROOF VALLEY REPAIR  
NO SCALE

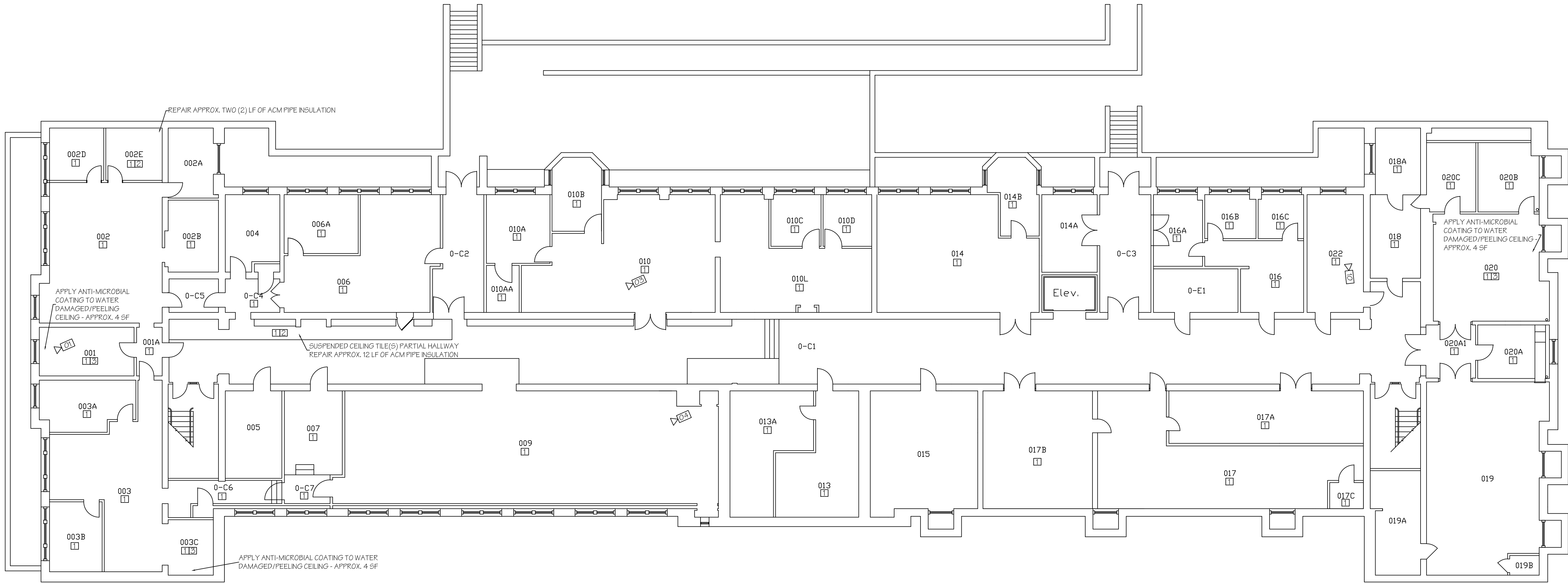
REPAIR DETAIL NOTES:  
N1. ALL EXISTING ROOF FRAMING MEMBERS NOT NOTED FOR REPAIR ARE TO REMAIN UNCHANGED, UNLESS NOTED OTHERWISE (TYP.)  
N2. ALL ROOF FRAMING MEMBERS NOTED FOR REPAIR MUST BE SHORED AND BRACED PRIOR TO ANY WORK.

NO.	DATE	REVISIONS	BY

PROJECT NAME	GREEN HALL-THE COLLEGE OF NEW JERSEY EWING, NEW JERSEY TCNJ PROJECT NO. GR-223
DRAWING SET	INTERSTITIAL CEILING STABILIZATION AND CLEANING
DRAWING TITLE	ROOF FRAMING REPAIR DETAILS

DRAWING SET ISSUE FOR BID	
DRAWN T.J.L.	CHKD J.P.
DATE 4/28/2022	SCALE AS NOTED
PROJECT NO. 22-6472	
DRAWING NO.	





1 GREEN HALL - BASEMENT  
AA.1 SCALE: 3/32" = 1'-0"

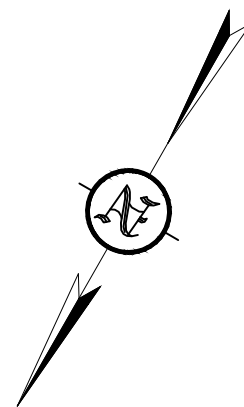
KEYED NOTES:

- 1 CLEAN AND DECONTAMINATE INTERSTITIAL CEILING SPACE, PER SECTION 028213
- 2 REPAIR THERMAL SYSTEM INSULATION, PER SECTION 028213
- 3 APPLY ANTI-MICROBIAL COATING TO WATER DAMAGED CEILING, PER SECTION 028213

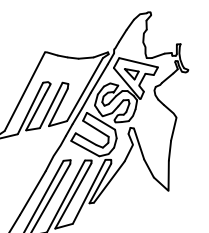
-SYMBOL KEY-  
CAMERA PHOTO LOCATOR

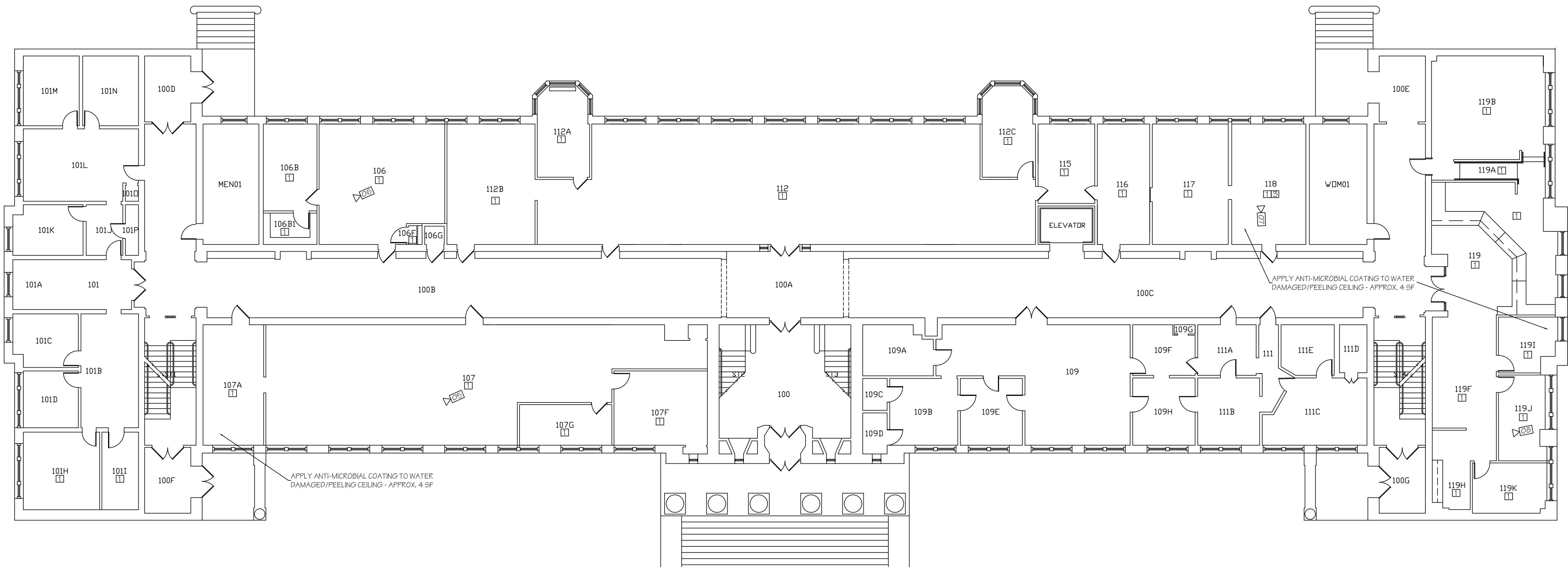
GENERAL NOTES:

- COORDINATE WITH ALL STRUCTURAL/WORK REPAIRS. PERFORM/COMPLETE ALL STRUCTURAL REPAIRS PRIOR TO CLEANING. SEE STRUCTURAL DOCUMENTS FOR ADDITIONAL INFORMATION.
- THE INTENT OF THE PROJECT IS TO CONDUCT ENVIRONMENTAL CLEANING AND DECONTAMINATION OF ALL INTERSTITIAL CEILING SPACES WITHIN GREEN HALL. THE INTERSTITIAL CEILING SPACE INCLUDES THE SPACE BETWEEN THE SUSPENDED CEILING TILE TO THE EXISTING HORIZONTAL CEILING DECK (PLASTER, DRYWALL, CONCRETE, ETC.). NO WORK SHALL EXTEND ABOVE THE HORIZONTAL CEILING DECK OR IN AREAS WITHOUT SUSPENDED CEILING TILE, UNLESS NOTED OTHERWISE WITHIN THE CONTRACT DOCUMENTS.
- WITHIN THE INTERSTITIAL CEILING SPACE, THE ENVIRONMENTAL CONTRACTOR SHALL:
  - REMOVE ALL ACCESSIBLE LOOSE, FLAKING, AND/OR PEELING PLASTER/PAINT TO THE POINT OF RIGIDITY;
  - CLEAN AND DECONTAMINATE, INCLUDING BUT NOT LIMITED TO, ALL TOPS OF CEILING TILES, CEILING GRIDS, SUPPORTS, MECHANICAL/ELECTRICAL/PLUMBING (MEP) SYSTEMS, DUCTWORK, CONDUIT, ETC.;
  - REPAIR WITH WETTABLE ADHESIVE LAGGING CLOTH DAMAGED ASBESTOS-CONTAINING THERMAL SYSTEM INSULATION (PIPE AND/OR PIPE FITTING INSULATION);
  - HOLE DRILL THROUGH ASBESTOS-CONTAINING CEILING PLASTER; AND
  - APPLY AN ANTI-MICROBIAL COATING TO ALL CEILING DECK SURFACES EXHIBITING WATER STAINS.
- THE CONTRACTOR SHALL PERFORM ALL WORK WITHIN A NEGATIVE PRESSURE ENCLOSURE.
- ALL WORK AREAS LOCATED BELOW THE SUSPENDED CEILING TILE ARE OCCUPIED (WITH CONTENTS, OFFICE SUPPLIES, FURNITURE, ETC.) AND SHALL BE PROTECTED WITH POLYETHYLENE SHEETING AND CLEANED AT THE END OF EACH SHIFT. NO HORIZONTAL SURFACES BELOW THE SUSPENDED CEILING TILE SHALL EXHIBIT DUST OR DEBRIS AT THE END OF EACH SHIFT. THE CONTRACTOR SHALL CLEAN ALL AREAS EXHIBITING DUST OR DEBRIS TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
- NO SINGLE WORK AREA SHALL EXTEND BEYOND ONE (1) SHIFT. THE CONTRACTOR SHALL TURN OVER A COMPLETED, SATISFACTORY WORK AREA AT THE END OF EACH SHIFT. THE CONTRACTOR SHALL ADEQUATELY STAFF THE PROJECT TO COMPLETE THE SPECIFIED WORK ON A PER SHIFT BASIS.
- THE CONTRACTOR SHALL REPAIR DAMAGED THERMAL SYSTEM INSULATION LOCATED WITHIN THE INTERSTITIAL SPACE, AS SPECIFIED AND IN ACCORDANCE WITH N.J.A.C. 5:23-14 OPERATIONS & MAINTENANCE ACTIVITIES AND PER SECTION 028213, 2.08.
- DAMAGE CAUSED BY THE CONTRACTOR TO SURFACES, FINISHES AND BUILDING COMPONENTS SHALL BE RESTORED TO THEIR EXISTING CONDITIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR EITHER THE COST TO THE OWNER TO RESTORE DAMAGED SURFACES, FINISHES AND BUILDING COMPONENTS OR SHALL ARRANGE FOR THE RESTORATION TO THE OWNER'S SPECIFICATIONS WITH NO ADDITIONAL COST TO THE OWNER.
- ESTABLISH WORK AREA ENGINEERING CONTROLS AS FOLLOWED:
  - THE CONTRACTOR SHALL INSTALL A ONE (1) STAGE CLEAN ROOM DECONTAMINATION CHAMBER AT THE ENTRANCE TO EACH WORK AREA. PROVIDE PERSONNEL (REMOTE) DECONTAMINATION IN ACCORDANCE WITH OSHA AND STATE OF NEW JERSEY, DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT, APPLICATION FOR ASBESTOS LICENSE, COMPANY AFFIRMATION.
  - THE CONTRACTOR SHALL INSTALL A TWO (2) FLAPPED FIRE RETARDANT, SIX (6) MIL POLYETHYLENE SHEETED AIR LOCK AT THE ENTRANCE TO THE WORK AREA. ENTRANCE FLAPS ARE TO BE INSTALLED SO THAT THE FLAPS WILL CLOSE IF AIR FLOW INTO EACH WORK AREA IS STOPPED FOR ANY REASON.
  - THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ERECTION OF CRITICAL BARRIERS CONSISTING OF TWO (2) LAYERS OF FIRE RETARDANT, SIX (6) MIL POLYETHYLENE SHEETING OVER ALL AIR DISTRIBUTION SUPPLY AND RETURN VENTS. SPACES EXCLUDED FROM THE CONTRACT DOCUMENTS FOR CLEANING, IF ADJOINING A WORK AREA SHALL BE SEALED OFF WITH A CRITICAL BARRIER.
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  - THE CONTRACTOR SHALL PROVIDE AND INSTALL HEPA-EQUIPPED AIR FILTRATION DEVICE(S) (AFDS) WITHIN THE WORK AREAS TO CREATE A CONTINUOUS NEGATIVE PRESSURE WITHIN THE WORK AREAS THROUGHOUT ABATEMENT OPERATIONS. THIS MAY REQUIRE MORE THAN ONE (1) AFD DEPENDING ON CONDITIONS. EXHAUST FOR THE AFDS SHALL BE DUCTED TO THE OUTSIDE OF THE BUILDING.
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  - WET SCRAPE ALL LOOSE, FLAKING, PEELING SURFACES TO THE POINT OF RIGIDITY. NO MECHANICAL REMOVAL TECHNIQUES SHALL BE USED.
  - THE CONTRACTOR SHALL CLEAN ALL RESIDUAL DUST AND DEBRIS FROM ALL SURFACES WITHIN THE INTERSTITIAL CEILING SPACE USING HEPA FILTER EQUIPPED VACUUMS, AS SPECIFIED.
  - THE CONTRACTOR SHALL APPLY AN ANTI-MICROBIAL COATING TO ALL CEILING DECK SURFACES EXHIBITING WATER STAINS, AS INDICATED IN THE CONTRACT DOCUMENTS.
  - UPON ISSUANCE OF A SATISFACTORY CLEAN-UP INSPECTION BY THE OWNER'S REPRESENTATIVE FOR THE SURFACES WITHIN THE INTERSTITIAL CEILING SPACE, THE CONTRACTOR SHALL RE-INSTALL ALL CEILING TILES.
  - UPON COMPLETION OF THE INSTALLATION OF ALL CEILING TILES, THE CONTRACTOR SHALL CLEAN ALL RESIDUAL DUST AND DEBRIS FROM ALL SURFACES WITHIN THE WORK AREA, BELOW THE SUSPENDED CEILING TILE, USING HEPA FILTER EQUIPPED VACUUMS. ALL SURFACES SHALL BE WET WIPED WITH AMENDED WATER. THE PROCESS OF HEPA VACUUMING AND WET WIPING SHALL OCCUR A MINIMUM OF TWO (2) TIMES. EACH WORK AREA SHALL BE TURNED OVER TO THE OWNER AT THE COMPLETION OF EACH INDIVIDUAL WORK SHIFT.
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Revision	Date	By

USA Environmental Management, Inc. 344 West State Street Trenton, NJ 08618 609.656.8101  Environmental, Engineering & Construction	Client: The College of New Jersey 2000 Pennington Road Ewing, Mercer County, New Jersey 08628  Site: Green Hall Interstitial Ceiling Stabilization & Cleaning	Drawing Title: First Floor Remediation Plan  Drawing No.  AA.1	Date: 04-26-2022 Drawn by: WMJ	Scale: AS NOTED Checked by: RR	TCNJ Project Number: GR 223	USAEMI Project Number: 22-020295-03



1 GREEN HALL - FIRST FLOOR  
AA.2 SCALE: 3/32" = 1'-0"

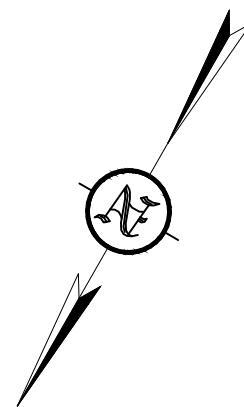
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-SYMBOL KEY-  
CAMERA PHOTO LOCATOR

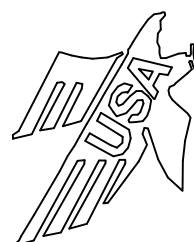
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Revision	Date	By

USA Environmental Management, Inc.  
344 West State Street  
Trenton, NJ 08618  
609.656.8101



Environmental, Engineering & Construction

Client: The College of New Jersey  
2000 Pennington Road  
Ewing, Mercer County, New Jersey 08628

Site: Green Hall  
Interstitial Ceiling Stabilization & Cleaning

Drawing Title:  
First Floor  
Remediation  
Plan

Drawing No.  
AA.2

Sheet: 2 of 4

TCNJ  
Project Number:  
GR 223

Scale:  
AS NOTED

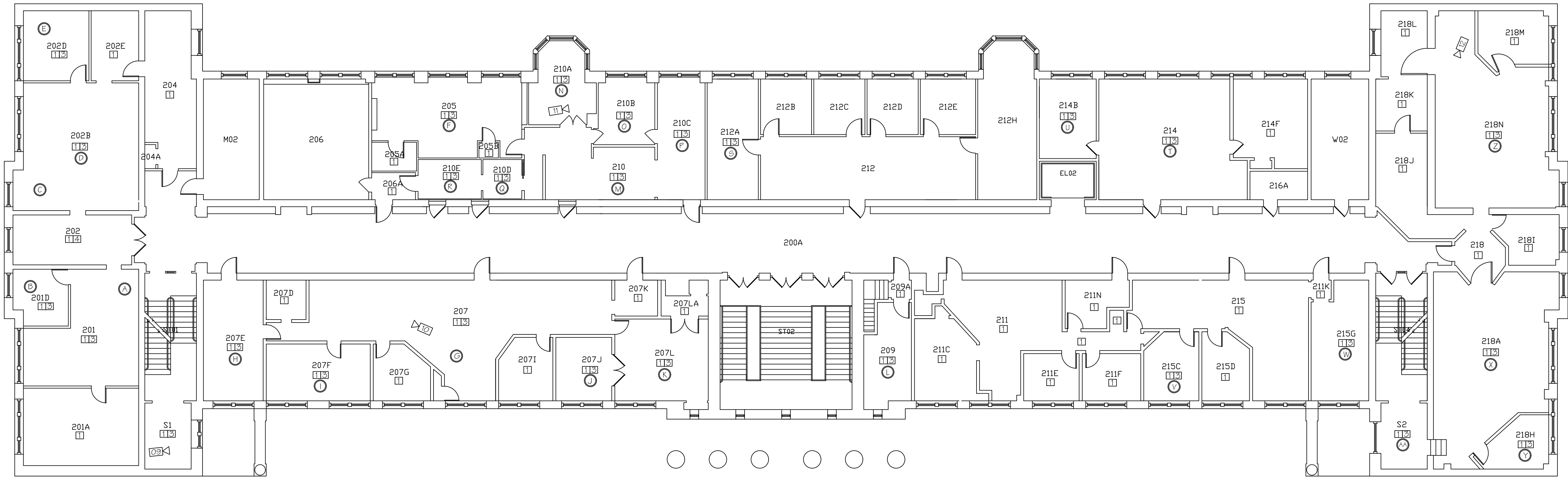
Date:  
04-26-2022

Drawn by:  
WMJ

Checked by:  
RR

Project Number:  
22-020295-03

William Welegarber, Jr., Project Designer  
Certificate No. NAET161438



1  
AA.3  
GREEN HALL - SECOND FLOOR  
SCALE: 3/32" = 1'-0"

KEYED NOTES:

- 1 CLEAN AND DECONTAMINATE INTERSTITIAL CEILING SPACE, PER SECTION 028213
- 2 REPAIR THERMAL SYSTEM INSULATION, PER SECTION 028213
- 3 APPLY ANTI-MICROBIAL COATING TO WATER DAMAGED CEILING, PER SECTION 028213
- 4 HOLE DRILL THROUGH ASBESTOS CEILING PER SECTION 028213. COORDINATE LOCATIONS WITH GENERAL CONTRACTOR AND CONTRACT DRAWINGS

ANTI-MICROBIAL COATING QUANTITY:

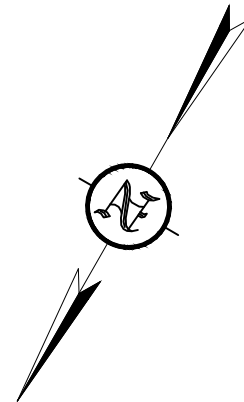
- 15 SF  
2 SF  
8 SF  
20 SF  
4 SF  
4 SF  
60 SF  
8 SF  
8 SF  
20 SF  
3 SF  
10 SF  
4 SF  
40 SF
- 4 SF  
1 SF  
10 SF  
4 SF  
20 SF  
4 SF  
80 SF  
4 SF  
12 SF  
100 SF  
25 SF  
12 SF  
4 SF  
4 SF

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  - APPLY AN ANTI-MICROBIAL COATING TO ALL CEILING DECK SURFACES EXHIBITING WATER STAINS.
- THE CONTRACTOR SHALL PERFORM ALL WORK WITHIN A NEGATIVE PRESSURE ENCLOSURE.
- ALL WORK AREAS LOCATED BELOW THE SUSPENDED CEILING TILE ARE OCCUPIED (WITH CONTENTS, OFFICE SUPPLIES, FURNITURE, ETC.) AND SHALL BE PROTECTED WITH POLYETHYLENE SHEETING AND CLEANED AT THE END OF EACH SHIFT. NO HORIZONTAL SURFACES BELOW THE SUSPENDED CEILING TILE SHALL EXHIBIT DUST OR DEBRIS AT THE END OF EACH SHIFT. THE CONTRACTOR SHALL CLEAN ALL AREAS EXHIBITING DUST OR DEBRIS TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
- NO SINGLE WORK AREA SHALL EXTEND BEYOND ONE (1) SHIFT. THE CONTRACTOR SHALL TURN OVER A COMPLETED, SATISFACTORY WORK AREA AT THE END OF EACH SHIFT. THE CONTRACTOR SHALL ADEQUATELY STAFF THE PROJECT TO COMPLETE THE SPECIFIED WORK ON A PER SHIFT BASIS.
- THE CONTRACTOR SHALL REPAIR DAMAGED THERMAL SYSTEM INSULATION LOCATED WITHIN THE INTERSTITIAL SPACE, AS SPECIFIED AND IN ACCORDANCE WITH N.J.A.C. 5:23-14 OPERATIONS & MAINTENANCE ACTIVITIES AND PER SECTION 028213, 2.08.
- DAMAGE CAUSED BY THE CONTRACTOR TO SURFACES, FINISHES AND BUILDING COMPONENTS SHALL BE RESTORED TO THEIR EXISTING CONDITIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR EITHER THE COST TO THE OWNER TO RESTORE DAMAGED SURFACES, FINISHES AND BUILDING COMPONENTS OR SHALL ARRANGE FOR THE RESTORATION TO THE OWNER'S SPECIFICATIONS WITH NO ADDITIONAL COST TO THE OWNER.
- ESTABLISH WORK AREA ENGINEERING CONTROLS AS FOLLOWS:
  - THE CONTRACTOR SHALL INSTALL A ONE (1) STAGE CLEAN ROOM DECONTAMINATION CHAMBER AT THE ENTRANCE TO EACH WORK AREA. PROVIDE PERSONNEL (REMOTE) DECONTAMINATION IN ACCORDANCE WITH OSHA AND STATE OF NEW JERSEY, DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT, APPLICATION FOR ASBESTOS LICENSE, COMPANY AFFIRMATION.
  - THE CONTRACTOR SHALL INSTALL A TWO (2) FLAPPED FIRE RETARDANT, SIX (6) MIL POLYETHYLENE SHEETED AIR LOCK AT THE ENTRANCE TO THE WORK AREA. ENTRANCE FLAPS ARE TO BE INSTALLED SO THAT THE FLAPS WILL CLOSE IF AIR FLOW INTO EACH WORK AREA IS STOPPED FOR ANY REASON.
  - THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ERECTION OF CRITICAL BARRIERS CONSISTING OF TWO (2) LAYERS OF FIRE RETARDANT, SIX (6) MIL POLYETHYLENE SHEETING OVER ALL AIR DISTRIBUTION SUPPLY AND RETURN VENTS. SPACES EXCLUDED FROM THE CONTRACT DOCUMENTS FOR CLEANING, IF ADJOINING A WORK AREA SHALL BE SEALED OFF WITH A CRITICAL BARRIER.
  - ALL WORK AREAS LOCATED BELOW THE SUSPENDED CEILING TILE ARE OCCUPIED (WITH CONTENTS, OFFICE SUPPLIES, FURNITURE, ETC.) AND SHALL BE PROTECTED WITH POLYETHYLENE SHEETING. PROTECT ALL HORIZONTAL SURFACES BELOW THE SUSPENDED CEILING TILE WITH POLYETHYLENE SHEETING. PROTECTION WITH POLYETHYLENE SHEETING SHALL INCLUDE, BUT NOT LIMITED TO, FURNITURE, DESKS, FLOORS, CABINETS, PERSONAL CONTENTS, PLANTS, ETC.
  - THE CONTRACTOR SHALL PROVIDE AND INSTALL HEPA-EQUIPPED AIR FILTRATION DEVICE(S) (AFDS) WITHIN THE WORK AREAS TO CREATE A CONTINUOUS NEGATIVE PRESSURE WITHIN THE WORK AREAS THROUGHOUT ABATEMENT OPERATIONS. THIS MAY REQUIRE MORE THAN ONE (1) AFD DEPENDING ON CONDITIONS. EXHAUST FOR THE AFDs SHALL BE DUCTED TO THE OUTSIDE OF THE BUILDING.
- THE CONTRACTOR SHALL PROVIDE ALL LADDERS, SCAFFOLDING AND/OR OTHER NECESSARY EQUIPMENT FOR THE INSTALLATION OF ALL ENGINEERING CONTROLS AND WORK.
- WORK AREA CLEANING:
  - THE CONTRACTOR SHALL CAREFULLY REMOVE, STORE (AND RE-INSTALL AT THE COMPLETION OF THE SHIFT) THE SUSPENDED CEILING TILE IN SUFFICIENT QUANTITY TO ACCESS ALL INTERSTITIAL CEILING SPACE FOR THE SPECIFIED CLEANING WORK. DAMAGE CAUSED BY THE CONTRACTOR TO THE EXISTING CEILING TILE AND SURROUNDING SURFACES SHALL BE REPLACED BY THE CONTRACTOR TO THE OWNER'S SATISFACTION.
  - WET SCRAPE ALL LOOSE, FLAKING, PEELING SURFACES TO THE POINT OF RIGIDITY. NO MECHANICAL REMOVAL TECHNIQUES SHALL BE USED.
  - THE CONTRACTOR SHALL CLEAN ALL RESIDUAL DUST AND DEBRIS FROM ALL SURFACES WITHIN THE INTERSTITIAL CEILING SPACE USING HEPA FILTER EQUIPPED VACUUMS, AS SPECIFIED.
  - THE CONTRACTOR SHALL APPLY AN ANTI-MICROBIAL COATING TO ALL CEILING DECK SURFACES EXHIBITING WATER STAINS, AS INDICATED IN THE CONTRACT DOCUMENTS.
  - UPON ISSUANCE OF A SATISFACTORY CLEAN-UP INSPECTION BY THE OWNER'S REPRESENTATIVE FOR THE SURFACES WITHIN THE INTERSTITIAL CEILING SPACE, THE CONTRACTOR SHALL RE-INSTALL ALL CEILING TILES.
  - UPON COMPLETION OF THE INSTALLATION OF ALL CEILING TILES, THE CONTRACTOR SHALL CLEAN ALL RESIDUAL DUST AND DEBRIS FROM ALL SURFACES WITHIN THE WORK AREA, BELOW THE SUSPENDED CEILING TILE, USING HEPA FILTER EQUIPPED VACUUMS. ALL SURFACES SHALL BE WET WIPED WITH AMENDED WATER. THE PROCESS OF HEPA VACUUMING AND WET WIPING SHALL OCCUR A MINIMUM OF TWO (2) TIMES. EACH WORK AREA SHALL BE TURNED OVER TO THE OWNER AT THE COMPLETION OF EACH INDIVIDUAL WORK SHIFT.
  - UPON ISSUANCE OF A SATISFACTORY CLEAN-UP INSPECTION BY THE OWNER'S REPRESENTATIVE, THE CONTRACTOR SHALL REMOVE ALL ENGINEERING CONTROLS.
  - ALL WORK SHALL BE PERFORMED MONDAY THROUGH FRIDAY, DURING THE HOURS OF 7:00 PM TO 3:00 AM. SEE SECTION 028213 FOR ADDITIONAL INFORMATION.

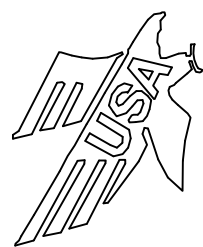
-SYMBOL KEY-

■ CAMERA PHOTO LOCATOR



Revision	Date	By

USA Environmental Management, Inc.  
344 West State Street  
Trenton, NJ 08618  
609.656.8101



Environmental, Engineering & Construction

Client:  
The College of New Jersey  
2000 Pennington Road  
Ewing, Mercer County, New Jersey 08628

Site:  
Green Hall  
Interstitial Ceiling Stabilization & Cleaning

Drawing Title:  
Second Floor  
Remediation  
Plan

Drawing No.

AA.3

Sheet: 3 of 4

TCNJ  
Project Number:  
GR 223

Scale:  
AS NOTED

Date:  
04-26-2022

Project Designer:  
William Weigand, Jr., Project Designer  
Certificate No. NAET161438

Checked by:  
RR

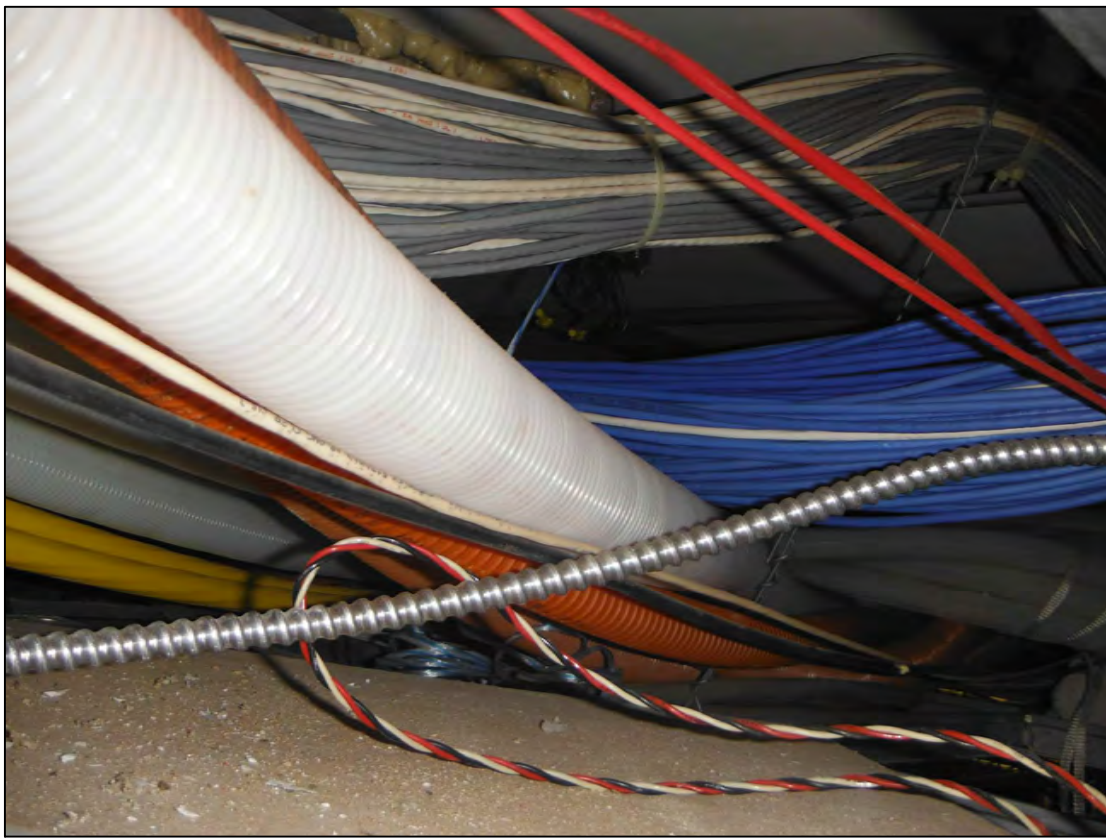
Drawn by:  
WWJ

USAEMI  
Project Number:  
22-020295-03





021 BASEMENT - INTERSTITIAL CEILING (TYP.)



021 BASEMENT - INTERSTITIAL CEILING (TYP.)



023 BASEMENT - INTERSTITIAL CEILING (TYP.)



024 BASEMENT - INTERSTITIAL CEILING (TYP.)



025 FIRST FLOOR - INTERSTITIAL CEILING (TYP.)



026 FIRST FLOOR - INTERSTITIAL CEILING (TYP.)



027 FIRST FLOOR - INTERSTITIAL CEILING (TYP.)



028 FIRST FLOOR - INTERSTITIAL CEILING (TYP.)



029 SECOND FLOOR - INTERSTITIAL CEILING (TYP.)



030 SECOND FLOOR - INTERSTITIAL CEILING (TYP.)



031 SECOND FLOOR - INTERSTITIAL CEILING (TYP.)



032 SECOND FLOOR - INTERSTITIAL CEILING (TYP.)

Client: The College of New Jersey 2000 Pennington Road Ewing, Mercer County, New Jersey 08628		Drawing Title: Interstitial Ceiling Space Photos		Drawing No. AA.4	
Site: Green Hall Interstitial Ceiling Stabilization & Cleaning		USA Environmental Management, Inc. 344 West State Street Trenton, NJ 08618 609.656.8101		Environmental, Engineering & Construction	
e William Welegarber, Jr., Project Designer Certificate No. NAET161438		Date: 04-26-2022		Scale: AS NOTED	
Drawn By: WWJ		Checked By: RR		TCNJ Project Number: GR 223	
				USAEMI Project Number: 22-020295-03	

Revision	Date	By





## CONTRACT FOR CONSTRUCTION

This AGREEMENT is entered into as of the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between

The College:           The College of New Jersey (“TCNJ” or the “College”)  
                              PO Box 7718  
                              2000 Pennington Road  
                              Ewing, New Jersey 08628-0718

and

the Contractor:       \_\_\_\_\_ (the “Contractor”)  
                              \_\_\_\_\_  
                              \_\_\_\_\_

in connection with

the Project:           [ \_\_\_\_\_ ] (the “Project”)

The Architect:       \_\_\_\_\_  
                              \_\_\_\_\_  
                              \_\_\_\_\_

### **ARTICLE 1**

#### **EMPLOYMENT OF THE CONTRACTOR/THE PROJECT DESCRIPTION**

**1.1**     The College employs the Contractor and the Contractor agrees to perform the construction for the Project identified above. The Project is described in more detail in the College’s Plans and Specifications prepared by the Architect.

### **ARTICLE 2**

#### **THE CONTRACT DOCUMENTS**

**2.1**     The Contract Documents consist of this Contract for Construction and the Exhibits attached hereto (“Contract for Construction”), the General Conditions of the Contract for Construction (the “General Conditions”) (and any other General, Supplementary and other Conditions), the Plans and Specifications, and also the following documents:

- (a) The Contractor's Bid excluding limitations and qualifications unless such limitation or qualification is specifically accepted in writing by the College;
- (c) Addenda and Clarifications issued before the bid due date;
- (d) The Project Bidding Schedule; and
- (e) Modifications issued after execution of this Contract for Construction.

These documents all form the "Contract," and are as fully a part of this Contract as if attached hereto or repeated herein. This Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral.

### **ARTICLE 3**

#### **SCOPE OF WORK**

**3.1** The Contractor shall fully perform the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others. The Contractor shall assume full responsibility for constructing and completing the Project and all the Work, including providing all labor, Subcontractors, materials, equipment, and services reasonably inferable from the Contract Documents and all applicable laws, codes and professional standards, and providing all supervision, management, and scheduling required in the General Conditions and as noted throughout the Contract Documents.

### **ARTICLE 4**

#### **CONTRACT TIMES**

**4.1 TIME OF THE ESSENCE.** All dates and durations specified in this Contract, including the Construction Start Date(s), any Milestones Dates, any Substantial Completion Date(s) and any Final Completion Date(s) (collectively, "Contract Times") are agreed to be of the essence.

**4.2 CONSTRUCTION START.** The Work shall start no later than ten (10) calendar days after the College issues a Notice to Proceed to the Contractor ("Construction Start Date"). If the Work is to be performed in phases, the College may issue a separate Notice to Proceed with respect to each phase (e.g., Phase 1 Notice to Proceed, Phase 2 Notice to Proceed, etc.) thereby establishing different Construction Start Dates for each phase (e.g., Phase 1 Construction Start Date, Phase 2 Construction Start Date, etc.). The College may, in its sole discretion and at no cost to the College, choose to delay the issuance of a Notice to Proceed and the Construction Start Date for any phase until after the Contractor has achieved Substantial or Final Completion of any other phase.

**4.3 MILESTONES.** The construction tasks or activities shall be completed within the number of calendar days after the Construction Start Date as set forth in the Notice to Proceed ("Milestone Dates"). If the Work is to be performed in phases, each phase may have



separate Milestone Dates (e.g., Phase 1 Milestone Dates, Phase 2 Milestone Dates, etc.), which dates shall be set forth in the Notice to Proceed for that phase.

**4.4 SUBSTANTIAL COMPLETION.** The Contractor shall diligently prosecute the Work and shall achieve Substantial Completion of the entire Work as set forth in the Notice to Proceed (“Substantial Completion Date”). If the Work is to be performed in phases, each phase may have a separate Substantial Completion Date (e.g., Phase 1 Substantial Completion Date, Phase 2 Substantial Completion Date, etc.), which date shall be set forth in the Notice to Proceed for that phase. The definition and requirements of Substantial Completion are set forth in the General Conditions. The Substantial Completion Date(s) shall only be changed by a written change order.

**4.5 FINAL COMPLETION.** The Contractor shall achieve Final Completion of the entire Work as set forth in the Notice to Proceed (“Final Completion Date”). If the Work is to be performed in phases, each phase may have a separate Final Completion Date (e.g., Phase 1 Final Completion Date, Phase 2 Final Completion Date, etc.), which date shall be set forth in the Notice to Proceed for that phase. The requirements for Final Completion are defined in the General Conditions as well as the Specifications of the Project. The Final Completion Date(s) shall only be changed by written change order.

**4.6 LIQUIDATED DAMAGES FOR DELAY.** If the Contractor fails to achieve Substantial Completion of a phase of the Work or of the entire Work by the Substantial Completion Date(s) set forth in the applicable Notice to Proceed (as extended by Change Order, if applicable), and the delay is not excused by the College, then the Contractor shall pay the College the following amounts as liquidated damages for delay (“Liquidated Damages”) for each calendar day that the phase of the Work or the entire Work is not substantially completed beyond the applicable Substantial Completion Date:

\$ \_\_\_\_\_ per calendar day.

The College and the Contractor agree that the actual loss to the College from construction delays and the inability to use the Project or any phase of the Project in a substantially completed state are for the most part difficult to quantify, and that the foregoing Liquidated Damages formula results in damages amounts that are a reasonable estimate of the damage to the College for not being able to use the Project in a substantially completed state and are not penalties and are not intended to be penalties. The College may deduct Liquidated Damages from payments due under this Contract, but its failure to withhold Liquidated Damages or to assert a claim for Liquidated Damages shall not be deemed a waiver of the College’s right to withhold or to assert a claim for damages for any delay that occurs at any time on the Project.

**ARTICLE 5**  
**CONTRACT PRICE**

**5.1 CONTRACT PRICE.** The Contractor shall be paid \$\_\_\_\_\_ for the complete performance of this Contract, which was proposed by the Contractor in its bid and accepted by the College (the "Contract Price"). The Contractor shall be entitled to additional compensation for authorized changes which include the cost of the changes and mark-ups included in change orders approved in writing by the College in accordance with the change order provision set forth in the General Conditions.

**5.2 ALTERNATES.** The Contract Price is based upon and includes the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the College:

[\_\_\_\_\_]

**5.3 UNIT PRICES.** The Contract Price is based upon and includes the following unit prices, if any, which are described in the Contract Documents:

[\_\_\_\_\_]

**5.4 ALLOWANCES.** The Contract Price is based upon and includes the following allowances, if any, which are described in the Contract Documents:

[\_\_\_\_\_]

**ARTICLE 6**  
**PAYMENTS TO THE CONTRACTOR**

**6.1 PAYMENT.** The Contractor will be paid by the College in accordance with this Article and the payment provision in the General Conditions.

**6.2 MONTHLY PROGRESS PAYMENTS.** The College will make progress payments as the Work proceeds based on written invoices submitted monthly by the Contractor and approved by the Architect and the College. No payments will be made until the Contractor submits a unit schedule break down showing the portions of the total Contract Price for each principal category of Work and value loaded CPM schedule allocating the Contract Price among the schedule activities. Monthly progress payment amounts shall be based on the percentages of the Work completed as of the end of the pay period (less earlier payments). All payment requests or invoices and all payments shall be governed by the payment provision of the General Conditions as well as any special requirements of this Contract, including the requirement that progress payments shall be based on a unit schedule breakdown and a value loaded CPM schedule.

**6.3 RETAINAGE.** The College will retain 2% of the amount due on each progress payment pending Final Completion of the Work. The holding and release of retainage shall be governed by the payment provision of the General Conditions.

**6.4 CHANGE ORDERS.** The Contractor shall invoice for change order work in the monthly progress payment invoices as the change order work is performed, but only after a written change order and TCNJ issued Purchase Order has been signed by the College. Changes in the Work shall be governed by the change order provision of the General Conditions.

**6.5 FINAL PAYMENT.** Upon final completion of all Work included in the Contract Documents including all change orders, acceptance of the Work by the Architect and the College, the satisfactory completion of all of the requirements in the General Conditions for final completion, and the issuance of the Certificate of Final Completion, the Contractor will be paid the fully adjusted Contract Price including any retainage withheld (less earlier payments). The invoice for final payment and final payment shall also be subject to the payment provision of the General Conditions and any special requirements of this Contract.

**6.6 PAYMENT TERMS.** All invoices and payments shall also be subject to the General Conditions, including the provisions regarding payments, to the right of the College to withhold payments or to make deductions from payments, and to the Prevailing Wage Act requirements set forth in the General Conditions. The College will pay proper final invoices within thirty (30) days of their submission to the College with the approval of the Architect.

**6.7 SUBMISSION OF INVOICES.** Prior to the submission of the invoice, the Contractor will submit to the College and the Architect, in draft form, a “pencil copy” of the monthly invoice for review and approval setting forth each line item for which the Contractor intends to request payment in that invoice based on the claimed percent completed for that line item. Upon receipt of said “pencil copy”, the College and the Architect shall observe the Work in place and, on the basis of such observations, will either approve the amounts requested or modify the Contractor’s request, based on the College’s independent assessment of the Work in place. The College will then return the pencil copy invoice to the Contractor for the Contractor to then adjust and submit the final invoice with the agreed to percentages completed per line item to the College for payment. No invoice shall be submitted for payment until all amounts and completion percentages have been determined in this manner.

**6.8 PROMPT PAYMENT ACT.** For the purposes of the State’s Prompt Payment Act, N.J.S.A. 2A:30A-1, et seq.:

(a) An invoice will be deemed to have been received when it is received by the College at the address designated in the pre-construction conference for receipt of the invoices.

(b) The “billing date” as that term is used in N.J.S.A. 2A:30A-2 shall be the earlier of the date upon which an invoice for payment is approved for payment or 20 days after the invoice is received, unless within such 20 day period the invoice is found to be incomplete or

otherwise unacceptable and returned to the Contractor, with a written explanation of deficiencies, the amount withheld and the reasons for withholding payment.

(c) In the event that an invoice is found to be deficient and returned to the Contractor, the “billing date” shall be calculated from the date that a corrected invoice is received.

(d) Payment shall be considered to have been made on the date on which a check for such payment is dated.

(e) Payment terms (e.g., “net 20”) offered by the Contractor shall not govern the College’s obligation to make payment.

(f) The following periods of time will not be included in the calculation of the due date of the Contractor’s invoice:

(i) Any time elapsed between receipt of an improper invoice and its return to the Contractor, not to exceed 20 calendar days; or

(ii) Any time elapsed between the College’s return of an improper invoice to the Contractor and the College’s receipt of a corrected invoice.

If the State’s Prompt Payment Act is amended, or the language stated herein is inconsistent with the language contained in the State’s Prompt Payment Act, the language of the State’s Prompt Payment Act shall control.

**6.9 LIMITATIONS ON APPLICABILITY.** The provisions of this Article shall not govern the College’s payment obligations nor shall they supersede or modify any other contractual provision allowing the withholding of monies from the Contractor to the extent that the Contractor has not performed in accordance with the provisions of the Contract Documents. This Article also shall not govern the College’s payment obligations nor supersede or modify any other contractual provision governing the Contractor claims for additional compensation beyond the base Contract Price and approved change orders.

**6.10 INTEREST.** Interest shall be payable on amounts due the Contractor if not paid within thirty (30) calendar days after the billing date specified above, as provided under the State’s Prompt Payment Act, N.J.S.A. 2A:30A-1, et seq. Interest on amounts due shall be payable to the Contractor for the period beginning on the day after the required payment date and ending on the date on which the check for payment is drawn. Interest may be paid by separate payment to the Contractor, but shall be paid within 30 days of payment of the principal amount of the approved invoice. Nothing in this Article shall be construed as entitling the Contractor to payment of interest on any sum withheld by the College for any reason permitted under the Contract Documents or applicable law, or on any claim for additional compensation, over and above sums due under the base Contract Price or approved change orders.

**ARTICLE 7**  
**DISPUTE RESOLUTION**

**7.1** If a dispute or claim arises out of or relates to this Contract, or the breach thereof, and if the dispute cannot be settled through negotiation, the method for resolution of such dispute or claim shall be as provided in the dispute resolution provision of the General Conditions.

**ARTICLE 8**  
**TERMINATION OR SUSPENSION**

**8.1** This Contract may be terminated by the College as provided in the termination and suspension provision in the General Conditions.

**8.2** The Work may be suspended by the College or the Contractor as provided in termination and suspension provision in the General Conditions.

**ARTICLE 9**  
**INSURANCE AND BONDS**

**9.1 CONTRACTOR'S INSURANCE.** The Contractor shall purchase and maintain insurance as set forth in the insurance and bonds provision of the General Conditions. To the extent the Contractor shall be required to purchase and maintain additional insurance or insurance that differs from that set forth in the General Conditions, such requirements are set forth below:

[ \_\_\_\_\_ ]

**9.2 SUBCONTRACTOR'S INSURANCE.** The Contractor shall ensure that its Subcontractors purchase and maintain insurance as set forth in the insurance and bond provision of the General Conditions.

**9.3 PAYMENT AND PERFORMANCE BOND.** The Contractor shall furnish the College with a payment bond and a performance bond as set forth in the insurance and bond provision of the General Conditions.

**ARTICLE 10**  
**OTHER PROVISIONS**

**10.1 CONTRACTOR REPRESENTATIONS.** The Contractor represents to the College that it has:

(a) **Examination of the Contract Documents.** Examined and carefully studied the Contract Documents and the other documents in the bid documents, and that they are sufficient for performing the Work at the Contract Price.

(b) **Examination of Site.** Visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect the cost, progress, and performance of the Work.

(c) **Familiarity with Law.** Familiarized itself with all federal, state, and local laws and regulations that may affect the cost, progress, and performance of the Work.

(d) **Familiarity with Other Information and Other Documents.** Carefully studied all reports of investigations and tests of the site and subsurface conditions at or contiguous to the site and all drawings of physical conditions at the site including surface or subsurface composition, water, structures and utilities at or near to the site.

(e) **Additional Information Not Required for Bidding or Contract Performance.** Does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price.

**10.2 ASSIGNMENT OF CONTRACT.** The Contractor may not assign this Contract or any rights under or interests in this Contract including its right to payments under this Contract.

**10.3 CONTRACTOR PERSONNEL ASSIGNED.** The Contractor's team for this Project shall consist of the following personnel, who shall not be reassigned without the College's prior written consent:

<u>Name</u>	<u>Position</u>
_____	<u>Project Executive</u>
_____	<u>Project Manager</u>
_____	<u>Project Superintendent</u>
_____	<u>Project Scheduler</u>

The College reserves the right to request and have any member of the Contractor's or Subcontractor's staff replaced on the Project for any non-discriminatory reason.

**10.4 NOTIFICATIONS/AUTHORIZED REPRESENTATIVE.** All Notices required under this Contract shall be in writing, signed by the party giving same, and shall be deemed properly given only if hand delivered, sent by reputable overnight courier, or by registered or certified U.S. mail, return receipt requested, postage pre-paid and addressed as provided below.

**Notice to the Contractor/Contractor's Representative.** Written notices from the College and/or the Architect to the Contractor should be addressed to the Contractor's Representative:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attn: \_\_\_\_\_

**Notice to the College/College's Representative:** Written notices from the Contractor to the College should be addressed to the College's Representative:

The College of New Jersey  
PO Box 7718,  
Ewing, New Jersey 08628  
Attn: \_\_\_\_\_

with a copy to the College's General Counsel as follows:

Thomas Mahoney, Esq.  
Vice President and General Counsel  
The College of New Jersey  
PO Box 7718  
Ewing, NJ 08628-0718

The College's Contracting Officer hereby authorizes the College's Representative to receive all Contract related correspondence.

**Notice to the Architect:** Written notices from the Contractor to the Architect should be addressed to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attn: \_\_\_\_\_

Neither the College's nor the Contractor's Authorized Representatives shall be changed without 7 days' written notice to the other party.

**10.5 CONTRACT TERMS, CHANGES, AND LAW.** This Contract constitutes the entire agreement between the College and the Contractor, and it shall be governed by the law of the State of New Jersey. The terms and conditions of this Contract may not be changed except by a writing signed by the Contractor and the College.



**10.6 COUNTERPARTS AND SIGNATURES.** This Contract may be executed in counterparts. All executed counterparts shall constitute one contract, and each counterpart shall be deemed an original. The parties hereby acknowledge and agree that facsimile signatures or signatures transmitted by electronic mail in so-called "pdf" format shall be legal and binding and shall have the same full force and effect as if an original of this Contract had been delivered. The College and the Contractor (1) intend to be bound by the signatures on any document sent by facsimile or electronic mail, (2) are aware that the other party will rely on such signatures, and (3) hereby waive any defenses to the enforcement of the terms of this Contract based on the foregoing forms of signature.

**10.7 NO IMPLIED COVENANTS OR WARRANTIES.** The Contractor acknowledges that there are no implied covenants or warranties from the College under this Contract.

**10.8 SEVERABILITY.** If any term or provision of the Contract Documents are to any extent held invalid or unenforceable, and if the provisions of the Contract Documents that are essential to each party's interests otherwise remain valid and enforceable, then (i) the remaining terms and provisions in the Contract Documents will not be affected thereby, (ii) each term and provision of the Contract Documents will be valid and enforceable to the fullest extent permitted by law, and (iii) the court/arbitrator(s) will give the offending provision the fullest meaning and effect permitted by law.

**10.9 HEADINGS.** The headings used in this Contract are for convenience and reference only, and are not part of this Contract, and do not in any way control, define, limit or add to the terms and conditions hereof.

**10.10 INTERPRETATION/RULES OF CONSTRUCTION.** The parties acknowledge that each party, and if it so chooses, its counsel, have reviewed and revised this Contract and that the normal rule of construction to the effect that any ambiguities be resolved in favor of the non-drafting party shall not be employed in the interpretation of this Contract or any amendments or exhibits thereto.

#### **THE COLLEGE OF NEW JERSEY**

By \_\_\_\_\_  
William Rudeau,  
Director of Construction

By \_\_\_\_\_  
Lloyd Ricketts,  
Vice President and Treasurer

Date \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_  
Sharon Blanton,  
Vice President for Operations

Date \_\_\_\_\_

By \_\_\_\_\_  
Anup Kapur,  
Executive Director of Procurement

Date \_\_\_\_\_

**CONTRACTOR:**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

# **THE COLLEGE OF NEW JERSEY**

December 2007

## **GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION**

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**ARTICLE 1**  
**CONTRACT DOCUMENTS, INTERPRETATION, INFORMATION FOR BIDDERS,  
CLAIMS BASED ON BID AND CONTRACT DOCUMENTS**

**1.1 Definitions.**

Terms defined in the Contract for Construction shall have the meaning provided therein. Definitions for the purpose of these General Conditions include the following:

Addendum: A document issued to bidders by the College prior to the bid due date which supplements, revises or modifies the bid solicitation documents furnished for bidding purposes, and which must be identified and included in bids for the Contract.

Architect: The Architect (A/E) engaged by the College to design the Project, to prepare the design documents and assist with bid documents, and may administer the Contract and act as the agent of the College as described in the Contract.

Bulletin: A document prepared by the Architect describing proposed changes or additions to the Work in the Contract Documents that is issued after Contract award. If the College decides to implement the change, it will provide the bulletin to the Contractor and ask it to submit a change order proposal or request (in accordance with the change order provisions in the Contract for Construction, these General Conditions and other sections of the bidding documents).

Change Order Proposal or Change Order Request: A written proposal or request submitted by the Contractor in accordance with the change order provision of the Contract for Construction, these General Conditions and other sections of the bidding documents, including proposals submitted in response to Contract Change Directives, which proposes cost, time and other terms under which the Contractor will perform changed work under the Contract. If accepted by the College, a written change order signed by the Vice President for Administration and a TCNJ Purchase Order signed by the Contracting Officer of the College, and if accepted by the Contractor in writing, it will become part of the Contract as a change order.

The College's Representative: The College's Representative is a person or persons designated by the College to act on its behalf in administering the Contract for the College. The College's Representative may include the Director of Campus Construction, the Project Manager or an independent construction manager working for the Office of Campus Construction.

College Site Superintendent: The College Site Superintendent is a person or persons designated by the College to witness, observe, record and report on activities in and around the construction site. The Site Superintendent does not have the authority to stop or change the scope of the Work of the Contract Documents.

Contract: The Contract Documents all form the Contract. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual



relationship of any kind (1) between the Contractor and the Architect or the Architect's consultants, (2) between the College and a Subcontractor or a Sub-subcontractor, (3) between the College and the Architect or the Architect's consultants or (4) between any persons or entities other than the College and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's Contractor's duties.

Contract Amendment: The Contract can only be amended by (1) a written amendment identified as such that is signed by the College and the Contractor, (2) a change order signed in accordance with the Contract Documents, (3) a written Contract Change Directive (CCD) issued by the College that should result in a change order unless issued to address some fault of the Contractor, (4) a written approval or acceptance by the College or the Architect of a change requested by the Contractor in writing, provided the request for a change is specifically identified in a submittal.

Contract Change Directive (CCD): A Contract Change Directive (CCD) is a written directive issued by the College which orders an addition, deletion, clarification of a disputed item or revision in the Work, or a response to an emergency. A CCD does not by itself change the Contract, but it should result in a change order which does change the Contract Price or Contract Times if warranted. A CCD should specify the terms of the change order (if deemed warranted by the College) which will result, and/or specify a deadline for the submission by the Contractor of a proper change order request, and/or contain other similar terms.

Contract Documents: The Contract Documents are enumerated in Article 2 of the Contract for Construction.

Contract Limit Lines: The lines shown on the Plans that limit the boundaries of the Project site, and beyond which no construction work or activities shall be performed by the Contractor unless otherwise specified in the Contract Documents, including the Plans and Specifications and supplemental General Conditions.

Contracting Officer: The Associate Treasurer of the College shall be the Contracting Officer in connection with the Contract and the Project. The Contracting Officer and other designee shall have authority to act on behalf of the College under the Contract.

Field Order (FO): A written order issued by the Architect or the College which requires minor changes in the Work that do not result in a change in the Contract Price or the Contract Times. If the Contractor believes that a field order warrants the issuance of a change order that changes the Contract Times or Contract Price, it must notify the College and the Architect in writing within 48 hours, and its notice must specify the terms of the change order that it believes are warranted, including specific time and price change requests.

Plans: The Plans are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, and diagrams.

Project: The Project is the total construction of the Work performed under the Contract Documents and may include construction by the College and by separate contractors that the College has specifically identified.

Specifications: The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services prepared by the Architect or the College.

Supplemental General Conditions: The part of the Contract Documents which amends or supplements these General Conditions for the Project.

Work: The construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

## **1.2 Intent Of Contract Documents.**

The intent of the Contract Documents is to describe a functionally complete and aesthetically acceptable Project to be constructed and completed by the Contractor in every detail in accordance with the Contract Documents. Any Work, services, materials, equipment or documentation that may be reasonably inferred from the Contract Documents or from prevailing custom or trade usage as being required to produce a complete Project shall be supplied by the Contractor whether or not specifically identified at no additional cost to the College. Where the Contract Documents describe portions of the Work in general terms but not in complete detail, only the best construction practices and only materials and workmanship of the first quality are to be used. Only where the Contract Documents specifically describe a portion of the Project as being performed by others is the Work to be considered to include less than the entire Project.

## **1.3 Interpretation Of Contract Documents.**

When two or more interpretations of a Specification for the Work are possible, the most stringent or the highest cost interpretation shall apply as determined by the Architect. The Architect (or in the absence of the Architect, the College) shall be the sole interpreter of the Plans and Specifications and the Contractor's performance therewith. It is the intent of these Plans and Specifications to provide materials of a quality consistent with the highest standards provided under similar circumstances in the same general geographical area and that will result in long-term use and efficient operation.

## **1.4 Law And Referenced Standards.**

The Contractor is required to comply with all federal, state and local laws and regulations that apply to the Project, the Work and the Contract. Where the Contract Documents refer to any publication, including but not limited to any standard, which affects any portion of the Work or the Project, it shall be considered to mean the edition or revision in effect on the bid due date unless otherwise specified in the Contract Documents. No provision in any publication including

any standard shall create an obligation on the part of the College or the Architect to supervise or direct the Contractor's Work.

### **1.5 Plans And Specifications.**

The Plans will include general plans and such details as deemed necessary to give a comprehensive representation of the construction required. The Contractor shall keep one set of Plans available at the Project site, which shall be available for inspection by the College and the Architect at all times. All alterations affecting the requirements in the Plans must be authorized by the College and the Architect in writing, and shall be promptly noted on the Contractor's record set of Plans, which are maintained at the site for inspection by the Contractor, the College and the Architect.

### **1.6 Order Of Precedence Of Contract Documents.**

Each of the Contract Documents is an essential part of the Contract, and a requirement specified in one part of the documents is binding as if specified in all. The Contract Documents are intended to be complementary and to describe and provide for a complete Project. The obligations of the Contractor under the various Contract Documents shall be cumulative and to the extent that one of the Contract Documents imposes a stricter or more costly requirement or higher standard upon the Contractor than does another Contract Document, the more stringent or more costly requirement or higher standard, as determined by the Architect, shall apply. Otherwise, if there is any conflict among the Contract Documents, the signed Contract for Construction and all approved change orders shall control. As to the other Contract Documents, the order of precedence shall be as follows:

- (a) Contract for Construction
- (b) Addenda
- (c) Supplemental General Conditions
- (d) General Conditions
- (e) Specifications
- (f) Plans
  - i. Notes
  - ii. Large Scale Details
  - iii. Sections
  - iv. Elevations
- (g) Scope of Work Description

### **1.7 Organization Of Plans And Specifications.**

The arrangement of the Plans and the organization of the Specifications into divisions, sections or articles shall not be construed by the Contractor as being intended to divide or allocate the Work among Subcontractors or trades or to establish the scope of the Work to be performed by particular Subcontractors or trades. The College is not liable for the Contractor dividing and separating the Contract Documents into individual packages to Subcontractors. Items that the Contractor fails to include or provide for shall be at the Contractor's sole risk and

cost. The Contract Documents work together as a whole and, therefore, the Contractor is required to coordinate the entire package with all its Subcontractors.

### **1.8 Required Approvals.**

In all cases where approvals or decisions under the Contract Documents are required from the College, the Work shall not proceed without the required approvals and decisions in writing.

### **1.9 Conformity Of Work To Contract Documents.**

All Work performed shall conform to the lines, grades, cross-sections, dimensions, material requirements, tolerances, details and other information in the Contract Documents. The purpose of tolerances is to accommodate occasional minor variations from the middle portion of the tolerance range that are unavoidable despite reasonable construction practices. When a maximum or minimum tolerance value is specified, the material and the Work shall be controlled so that they shall not be preponderantly of borderline quality or dimension.

### **1.10 Work Involving Existing Structures.**

On projects involving alterations, remodeling, repairs, installations or other work in pre-existing structures or systems, the Contractor shall by personal inspection of the existing structures and systems satisfy itself as to the accuracy of any information provided that may affect the quantity, size and/or quality of materials required for a satisfactorily completed Project, including information that is not identified or included in the Plans and Specifications. The Contractor shall provide all material and labor required to complete the Work based on conditions that can be reasonably observed by a competent and diligent contractor before bidding.

### **1.11 Verification Of Dimensions.**

The Contractor shall verify all dimensions at the job site and shall take any and all measurements necessary to verify the information in the Plans. The Contractor shall properly and accurately layout and survey the Work. Any errors or discrepancies affecting the layout of the Work shall be reported to the Architect and the College immediately in writing. No Work affected by any error or discrepancy shall proceed until such discrepancy is resolved by a written decision of the Architect with the consent of the College.

### **1.12 Manufacturer Literature.**

Manufactured articles, materials and equipment shall be installed, applied, connected, erected, used, cleaned and conditioned in accordance with the manufacturer's written instructions unless otherwise specified in the Contract Documents. If there is any conflict between manufacturer literature and the Contract Documents, it shall be reported by the Contractor to the Architect and the College in writing, and the Contractor shall not proceed without a written decision by the Architect with the consent of the College.

### **1.13 Quality -- General Requirement.**

Where no explicit quality or standard are specified for Work, materials or equipment, they shall be new, of good quality, free of defects, suitable for their intended use, in conformity with the Contract Documents, and consistent with the highest quality of the surrounding Work and of the construction of the Project generally.

### **1.14 Examination Of Contract Documents Before Bidding/Errors.**

The Contractor represents and warrants that before bidding it examined and carefully studied the Contract Documents and other documents included or referred to in the bid documents. The Contractor also represents and warrants that the documents are sufficient for bidding and performing the Work at the Contract Price. Should it appear that any of the Work or materials are not sufficiently or properly detailed or explained in the Contract Documents, the Contractor shall notify the College in writing before the bid deadline for submitting questions.

Errors, omissions, conflicts, discrepancies, inconsistencies or other defects in the Contract Documents or between the Contract Documents and any codes, standards or other applicable documents which are capable of being discovered by a diligent and competent contractor before bidding shall be reported to the College in writing before the bid deadline for submitting questions. If errors, omissions, inconsistencies or other defects in the Contract Documents are not discovered until after the bid due date, the Contractor shall promptly notify the College and the Architect of them in writing, provide written recommendations regarding changes or corrections to resolve any such errors, omissions, inconsistencies or defects, and obtain the Architect's written interpretation and approval with the consent of the College before proceeding with the Work affected.

### **1.15 Site Information.**

Soil borings, test pits or other subsurface or site information regarding the physical site and subsurface conditions on or near the site may have been obtained from independent contractors for the purpose of preparing the design documents for the Project rather than for the purpose of contractor estimating or bidding. Such information may be identified or included in the Contract Documents so that it can be reviewed by bidders during the bidding phase, but because of the limited nature and purpose of the information, it shall not be considered to be part of the Contract Documents, and the Contractor must assume responsibility for interpreting and relying upon the information.

### **1.16 Sufficiency Of Documents Provided For Bidding.**

The Contractor represents and warrants that before bidding it carefully studied all reports, surveys and documents included or identified in the bid documents regarding observations, inspections, investigations and tests of the site and subsurface conditions at or near the site, and all information provided to bidders regarding physical conditions at or near the site, including surface and subsurface composition, water, structures and utilities, and that it determined that no further examinations, investigations, tests, studies or data were necessary for bidding or the performance of the Work at the Contract Price. If the Contractor concluded that additional

information is required, it must notify the College in writing before the bid deadline for submitting questions.

#### **1.17 Examination Of Site Before Bidding.**

The Contractor represents and warrants that before bidding it visited the site and familiarized itself with and was satisfied as to the general, local and site conditions which may affect the cost, progress and performance of the Work and the Contract, and that its bid and bid price take into account all such conditions. No additional costs will be borne by the College for conditions that existed and were reasonably observable or described at the time of bidding.

#### **1.18 Hazardous Materials On Site.**

The Contractor will not be responsible for hazardous environmental conditions uncovered or discovered on the site that were not disclosed in the Contract Documents and that were not caused by the Contractor or anyone working through or under the Contractor. If such conditions are discovered, the Contractor shall stop work and notify the College in writing immediately. The College may issue a written directive to the Contractor requiring it to stop work until the hazardous environmental condition is remedied, and the Contractor will be entitled to an extension of the Contract Times if an extension is warranted under the provisions of the Contract for Construction and these General Conditions regarding extensions. The College may also make changes in the Contract in response to the conditions, and the Contract will be changed in accordance with the change order provisions in the Contract for Construction and these General Conditions.

#### **1.19 Limitation On Claims Based On Contract Documents And Information Provided For Bidding.**

The Contractor may not assert claims for extra compensation beyond the bid and Contract Price for constructing the completed Project by reason of any errors, omissions, inconsistencies, or defects in the Contract Documents that are discoverable by a diligent and competent contractor, because of (i) its obligation to review and study the bid documents before submitting its bid, (ii) its representation in the Contract Documents that it did so, and (iii) its obligation to notify the College in writing of any such errors, omissions, inconsistencies, or defects before submitting its bid,. In addition, the Contractor may not assert claims for extra compensation beyond the bid and Contract Price for constructing the completed Project by reason of any lack of information affecting the construction of the Project at the time of bidding, or errors in the information included or referenced in the bid documents except to the extent explicitly permitted by the Contract for Construction or these General Conditions. The Contractor shall notify the College in writing before submitting its bid of any errors or omissions in the information provided or be precluded from seeking extra compensation or asserting a claim. This limitation on claims may be modified and further restricted in the signed Contract for Construction when the Contract Documents explicitly require the Contractor to participate in any aspect of the design phase.

The Contractor may assert claims for extensions and additional compensation in accordance with the provisions of the Contract for Construction and these General Conditions if

information regarding the site that is identified in the bid or Contract Documents is factually inaccurate, and the inaccuracy is one that a reasonably competent and diligent contractor would not discover in preparing a bid. The Contractor may not assert a claim for an extension or extra compensation when it claims, not that the information is factually inaccurate, but rather that conclusions, inferences or judgments made in reliance on accurate information prove to be incorrect.

## **ARTICLE 2**

### **THE COLLEGE**

#### **2.1 General Rights And Responsibilities Of The College.**

The College as the owner of the Project is entitled to have the Contractor perform and complete the Work in accordance with the Contract Documents, including the time of completion, quality and documentation requirements of the Contract. The College for its part undertakes to furnish the site, to notify the Contractor of any restrictions on the site that could affect the Contractor's performance of the Contract, to obtain approvals relating to the site that are needed for the construction to proceed, to pay the Contractor in accordance with the Contract, and to act reasonably in reviewing all documentation, claims and questions properly submitted to it under the Contract. The College also undertakes to provide the information and items that it expressly agrees in the Contract Documents to provide.

The College shall also have such other rights and responsibilities as are specified in the Contract Documents. The College will not supervise the Contractor's Work or be responsible for the Contractor's construction means and methods, or the Contractor's safety practices, or any failure of the Contractor to comply with the Contract Documents or any laws or regulations.

#### **2.2 The College's Representative, Authority To Decide Contract Questions.**

The Contracting Officer delegates its authority to the College's Representative who is authorized to act and make decisions on behalf of the College regarding matters specified in the Contract Documents. However, the College's Representative is not authorized to make or agree to material changes to the Contract Documents or changes involving the Contract Times or Contract Price.

All changes to the Contract Documents including change orders that modify Contract Price, Contract Times or other material change to the Contract Documents must be reviewed and approved by the Contracting Officer or his/her designee. The Contracting Officer designates that the Vice President for Administration is authorized to approve change orders.

The College's Representative, in consultation with the Architect, is authorized to decide on behalf of the College, all questions regarding the quality, acceptability and rate of progress of the Work, all questions regarding the interpretation of the Contract Documents, the acceptability of the performance of the Contract by the Contractor, and the compensation due to the Contractor. Where the College's Representative is authorized to render decisions under the



Contract for Construction or these General Conditions regarding disputes or claims, he/she shall consult with the Architect and shall not act arbitrarily so as to unfairly benefit either the College or the Contractor.

### **2.3 Required Approvals.**

In all cases where approvals or decisions are required from the College under the Contract Documents, such approvals or decisions shall be made reasonably, except in cases where a specific standard applies such as, for example, situations where the College is entitled to exercise unqualified discretion in selecting the types of materials, products or construction which it decides to procure.

### **2.4 Information Required From The College.**

Information which the Contract Documents specify the College will provide shall be provided with reasonable promptness.

### **2.5 Permits.**

The College will arrange and pay for permits and permit inspections, including building code permits except to the extent that the Specifications specify otherwise. The Contractor will arrange for and coordinate all inspections and the dates and times for all inspections with local, state and independent agencies and include the College's Representative or the Site Superintendent.

### **2.6 The College's Inspection Of The Project.**

The College shall have the right to be represented at the site by the College's Representative(s), the Site Superintendent and other College employees designated by the College, the Architect, and other consultants designated by the College or the Architect. The College and its representatives shall have the right to visit the site, inspect Work and materials, inspect Project documentation, conduct tests, attend meetings, meet with the Contractor's and the Subcontractors' representatives, investigate problems, conduct studies, and make reports. The College and its representatives shall be allowed access to all parts of the Work, and the Contractor shall furnish them with information and assistance when they request it.

The Contractor shall give the College and the Architect timely notice of readiness of Work for observation, inspection and testing, and shall cooperate with these efforts. The Contractor shall also comply with any inspection and testing procedures specified in the Contract Documents.

The Contracting Officer, the Architect and the College's Representative shall have the right to direct the Contractor to remove or uncover unfinished Work if deemed necessary to inspect Work or materials in place.

If Work is covered before it is inspected because the College, the Architect or any consultant were not afforded reasonable notice and an opportunity to inspect, or where the

Contract Documents or any law require an inspection, the Contractor shall uncover and replace Work at its own expense if required to do so by the College.

If any other portion of the Work not specifically required to be inspected is covered, and the College or the Architect did not ask to observe or inspect the Work before it was covered, the College may nonetheless ask to inspect the Work. If the College makes such a request, the Contractor shall uncover the Work for inspection. If the Work uncovered is found to be in accordance with the Contract Documents, the cost of uncovering and replacement shall be paid by the College by a change order. If the Work uncovered is found not to be in compliance with the Contract Documents, the Contractor shall pay all costs of uncovering and replacement, and also remedy the defect or deficiency at its own cost.

The College at all times retains the right to stop all or part of the Work by a written direction because of defective Work until the defect is eliminated. This right shall not give rise to any duty on the part of the College to exercise the right for the benefit of the Contractor or those performing its Contract.

The College at all times retains the right to stop all or part of the Work due to concerns with the effectiveness of the Contractor's safety program required under Article 5.2. The College may require the Contractor to provide a written plan to correct safety deficiencies, an on-site safety supervisor, or other administrative or engineering controls to ensure the safety of personnel impacted or potentially impacted by Contractor operations. The Contractor shall indemnify, defend and hold the College harmless from fines issued by Federal, State or Local OSHA enforcement.

## **2.7 The College's Inspectors, Duties And Limitations**

If the College designates inspectors to inspect Work and materials and Project documentation, they will not be authorized to alter or waive any requirements or provisions in the Contract Documents. The College's inspectors will not be authorized to issue instructions contrary to the Contract Documents or to act as foremen or employees of the Contractor. The College's inspectors have the authority to reject unsuitable Work or materials, subject to written confirmation by the College's Representative. If the Contractor believes that any action of a College inspector is contrary to the Contract Documents, it shall notify the College's Representative and the Architect in writing within 48 hours. The College does not undertake to have inspectors sufficient in number to inspect every item of Work or material as it is provided, or to have inspectors with the expertise needed to judge every aspect of the Work.

The Contractor shall remain responsible for defective Work or materials irrespective of any inspections or lack of inspections during the Work. If the Contractor seeks a binding determination of the acceptability of Work or materials during the performance of the Contract, it shall do so by making a written request for such a determination to the College's Representative with a copy to the Architect.

## **2.8 The College's Rejection Of Defective Work.**

The College shall have the right to reject defective Work, materials, or equipment at any time, and to require the Contractor to remove and replace it at the Contractor's expense. The Contractor shall also be responsible for repairing damage to other work caused by defects or deficiencies in its Work. The College's Representative, upon consultation with the Architect, may elect to accept Work or materials that do not conform to the Contract Documents and to credit or reduce the Contract Price, but the College shall have no contractual obligation to elect this remedy. Changes to the Contract Documents in these circumstances shall be recorded as a change order under the change order provision of the Contract for Construction and these General Conditions.

## **ARTICLE 3** **THE ARCHITECT**

### **3.1 The Architect's General Role.**

The Architect is, by contract with the College, responsible for the design of the Project. During construction, the Architect is responsible for reviewing the Contractor's submittals to determine if they conform to the Contract Documents and good industry practice, to provide some level of inspection to determine if Work and materials provided by the Contractor conform to the Contract Documents and good industry practice, and to review the Contractor's payment applications. During the performance of the Work, the Architect may investigate any defects and deficiencies in the Work or materials provided and make recommendations to the College regarding the defects or deficiencies. The Architect will conduct inspections to determine if the Contractor has achieved proper Substantial and Final Completion and submitted all documents required at Substantial and Final Completion. The Contractor shall cooperate with and render assistance to the Architect in the performance of these duties.

### **3.2 The Architect's Access And Facilities.**

The Contractor shall allow the Architect and its consultants access to the Project at all times and shall facilitate their access to inspect Work and materials and Project documentation. The Architect and its consultants shall be permitted to attend job meetings, scheduling meetings and other meetings at the site and the Contractor shall facilitate their ability to do so. The Contractor shall provide an office at the site for the Architect if the Specifications require it to do so.

### **3.3 Limitation Of The Architect's Responsibilities.**

The Architect will not be responsible for or have control of construction means and methods or safety precautions and programs in connection with the Work. The Architect will not be responsible for or have control of acts or omissions of the Contractor, its Subcontractors, or any of their agents or employees, or any other person performing any of the Contract Work.

### **3.4 The Architect's Rejection Of Work.**

The Architect may recommend rejection of Work or materials that it believes does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, it may recommend to the College special inspections or testing of Work or materials, including completed Work and materials.

### **3.5 The Architect's Review Of The Contractor's Submittals.**

The Architect will review, approve or take other appropriate action regarding the Contractor's submittals, such as shop drawings, product data and samples, to assure that they conform with the design requirements and Contract Documents. The approval of a specific item shall not be deemed to constitute approval of an assembly of which the item is a component.

### **3.6 The Architect's Review Of The Contractor's As-Built Plans.**

The Architect will periodically review the Contractor's as-built plans maintained at the site to ensure that they are up-to-date, and shall review the completed as-built plans at Project completion to ensure that they are complete and are provided to the College.

### **3.7 The Architect's Determination Of Substantial and Final Completion.**

The Architect will conduct inspections to determine the dates of Substantial and Final Completion and to determine if the Contractor has properly Substantially and Finally completed the Project. The Architect will obtain from the Contractor all written warranties and all other documents that the Contractor is required to provide at Substantial and Final Completion of the Project.

## **ARTICLE 4** **THE CONTRACTOR**

### **4.1 The Contractor's Responsibility For Performance Of The Contract And Work.**

The Contractor is the person or entity identified as such in the Contract. The Contractor shall be lawfully licensed in the jurisdiction where the Project is located.

The Contractor shall perform all of the duties in the Contract Documents, shall furnish the labor, materials and equipment to complete the construction of the Project in accordance with the Contract Documents, and furnish all services, labor, materials and equipment necessary or appropriate to construct the Project. The Contractor shall manage, supervise, schedule, direct, and inspect the Work as competently, skillfully, and efficiently as possible, and shall be solely responsible for all construction means, methods, techniques, safety, security, sequences, procedures, and coordination.

The Contractor shall comply with all applicable laws, and shall establish and maintain reasonable quality assurance and safety programs in connection with its Work. The Contractor shall complete the Work in compliance with the Contract Documents and by Milestone, Substantial Completion and Final Completion Dates in the Contract for Construction or any authorized extensions thereof. The Contractor shall maintain good order and discipline at the site at all times.

#### **4.2 The Contractor's Key Personnel.**

The Contractor shall assign to the Project a Project executive, Project manager, superintendent, and scheduler, and such other key personnel as are specified in the Contract for Construction or as required to carry out the requirements of the Project. The Contractor shall not remove or replace such key personnel without the College's written approval. The College has the authority to reject and have replaced any staff member of the Contractor or any of the Subcontractors for any non-discriminatory reason.

#### **4.3 The Contractor's Supervision Of Contract Work/The Superintendent.**

The Contractor shall supervise and be responsible for the acts and omissions of the Contractor's employees, agents, Subcontractors, sub-subcontractors, suppliers and other persons performing portions of the Work and the Contract. The Contractor's designated Project superintendent shall be at the Project site at all times when Work is in progress. The Contractor may designate in writing an alternate superintendent who must be approved in writing by the College. The superintendent (or alternate) shall have full authority to represent and act for the Contractor at the site and shall have full authority to execute orders and directives of the College without delay.

Communications from the College or the Architect to the superintendent shall be deemed to have been given to the Contractor. The superintendent shall be capable of and authorized to respond to all hazardous and unsafe conditions at the Project site and to implement prompt corrective measures to eliminate all unsanitary, hazardous or dangerous conditions at the site. The College may suspend all or part of the Work at the Project site if the superintendent (or alternate) is not present at the Project site. Such a suspension shall not be the basis of a claim against the College, including without limitation any claim for additional time or extra cost.

The superintendent shall attend all meetings at the Project site including job meetings, scheduling meetings, and meetings with the College and/or the Architect. The superintendent shall have a written plan that must be approved in writing by the College for responding to emergencies when the Work is not in progress. The Contractor shall also utilize qualified competent craftsmen on the Project.

#### **4.4 Cooperation With The College And Other Contractors.**

The College reserves the right to contract for and perform other or additional work on or adjacent to the Project site. When separate contracts are let within the limits of the Project site, or in areas adjacent to the site, the Contractor shall perform its Work so as not to interfere with or

hinder the progress or completion of the work being performed by other contractors. The Contractor shall also affirmatively cooperate with such other contractors and coordinate its activities with theirs, and include coordination measures in the Project Schedule. The Contractor shall arrange its Work and shall place and dispose of materials being used so as not to interfere with the operation of other contractors within the limits of the Project site. The Contractor shall join its Work with that of the other contractors in an acceptable manner and shall perform its Work in proper sequence with that of other contractors.

If there is a disagreement as to the respective rights of the Contractor and others doing work within the limits of or adjacent to the Project site, the College shall determine the respective rights of the contractors involved to secure the satisfactory completion of all affected work. The Contractor shall not be entitled to additional compensation beyond its Contract Price that may arise because of inconvenience, delay, or loss experienced by it as a result of the presence and operations of other contractors working within the limits of or adjacent to the Project site.

The College reserves the right to occupy any portion of the Project that is ready for occupancy prior to Final Completion and acceptance of the Project, after Local and State Construction Enforcing Agency approval.

The occupancy of any portion of the Project does not constitute an acceptance of any Work nor does it waive the College's right to liquidated damages or constitute an acceptance of any Work, as the Project will be accepted as a whole and not in units. Prior to such occupancy, however, the Architect, a representative of the College, and the Contractor shall fully inspect the portions of the Project to be occupied, preparing a complete list of omissions of materials, faulty workmanship, or any items to be repaired, torn out or replaced. The College will assume responsibility for damage to premises so occupied of any items not on this list when such damage is due to greater than normal wear and tear, but does not assume responsibility for improper or defective workmanship or materials.

#### **4.5 Performance Of The College Directives.**

When the College issues a written directive to the Contractor under the authority of any provision in the Contract for Construction or these General Conditions, the Contractor shall perform as directed in a diligent manner and without delay. Compliance with written directives shall not adversely affect the rights of the Contractor under the Contract for Construction, these General Conditions or law, but if the Contractor objects to a directive of the College, or claims that a directive infringes upon its rights or entitles it to a change order, it shall notify the College in writing within 2 business days of any directive and describe any objection it has to the directive and the reasons for its objection. Objection to a written directive does not relieve the Contractor of the obligation to comply with the directive and proceed in a diligent manner to implement the directive without delay.

## **ARTICLE 5**

### **PERFORMANCE OF WORK**

#### **5.1 Protection Of Work/Materials.**

The Contractor, shall at its own expense, protect all finished Work and materials from damage and keep them protected until the Project is accepted as Substantially Completed, and shall repair or replace any Work or material damaged before acceptance. After the Project is accepted as Substantially Complete, the Contractor will remain responsible up through Final Completion for damage to Work and materials caused by it or its Subcontractors or others participating in the performance of its obligations under the Contract Documents. The Contractor shall also secure and protect its own tools, equipment, materials and supplies, and the College shall have no liability for damage, theft or injury to the Contractor's property.

#### **5.2 Safety And Safety Programs.**

The Contractor shall have full responsibility for safety at the Project site at all times up to Final Completion and acceptance of the Project and the Contract. The Contractor shall provide for the safety of all individuals on the Project site, and take measures to ensure that individuals on or near the Project site are not injured by the performance of the Contract. The Contractor shall establish and maintain a Project safety program in accordance with all applicable laws including OSHA, good industry practice, and any additional requirements in the Contract Documents. If the College or the Architect become aware of an unsafe situation, the Contractor will immediately respond to remedy the safety concern and shall take all other actions necessary to comply with Article 2.6.

#### **5.3 Emergencies Affecting Safety.**

If there is an emergency affecting the safety of persons or property, the Contractor shall take immediate action to prevent damage, injury or loss. The Contractor shall notify the College in writing of the situation and all actions being taken immediately or as soon as possible. If, in the opinion of the Contractor, immediate action is not required, the Contractor shall notify the College in writing of the emergency situation and proceed in accordance with the College's instructions. However, if loss, damage, injury or death occurs that could have been prevented by the Contractor's prompt and immediate action, the Contractor shall be liable for all costs, damages, claims, actions, suits, attorney's fees and other expenses that result.

Any additional compensation or extension of time claims by the Contractor on account of emergency Work shall be determined in accordance with the change provisions of the Contract for Construction and these General Conditions. The Contractor shall be responsible for emergencies and costs and delays resulting therefrom that could have been foreseen or prevented with normal diligence, planning, and supervision of the Work, or that are caused by the Contractor's failure to properly perform the Contract.

The Contractor shall provide the College with a list of the names and telephone numbers of its employees and employees of each Subcontractor designated to be contacted in case of an emergency during non-working hours. A copy of this list shall be displayed prominently at the



Project site so that it is visible when the Project site is secured and shall be provided to the College's campus police department.

#### **5.4 Working Hours.**

Except as required for the safety or protection of persons or property, or as specified in the Contract Documents, all Work at the site shall be performed during regular working hours, and not on Saturdays, Sundays, legal holidays, the College's commencement days, resident move-in and move-out days or other days specifically noted in the Contract Documents without the prior written consent of the College, which will not be unreasonably withheld.

#### **5.5 Site Security.**

The Contractor shall provide, maintain and oversee security at the site if required in the Specifications. The Project site shall be fenced as specified in the Specifications, and the Contractor shall control access when gates are unlocked or open. The fence shall provide a physical barrier to the site and protection from visible nuisance. At a minimum, the fence shall be firmly secured with buried posts or weighted feet, top rails, metal fabric, and locking gates. Contractor shall immediately notify the College in the event of unauthorized entry to the site.

#### **5.6 Site Use.**

The Contractor shall confine construction equipment, storage and Work to the Project site absent written approval from the College. Any request by the Contractor to use areas outside the Project site must be described in written form and included with the Contractor's bid.

#### **5.7 Building Access.**

The Contractor shall be responsible for the sign out, distribution, safe use and return of all building keys and/or access cards, and shall be responsible for all costs associated with failure to return these items (e.g., the cost to re-key/re-implement the system).

#### **5.8 Minimize Interruption.**

The Contractor acknowledges that the College is an existing educational facility and that classes may be in session during construction. The Contractor agrees to conduct its Work with as little disruption as reasonably possible to the College's students, faculty, employees and guests, and will maintain a safe environment for the College's students, faculty, employees and guests, in addition to the Contractor's employees and workers of all tiers. The Contractor and its Subcontractors and employees of all tiers must display courtesy and consideration with and shall refrain from discriminating against or harassing the College's students, faculty, employees, visitors and guests at all times. The Contractor will not allow smoking, vaping, alcohol, drugs, any firearms, or other weapons on the College's property at any time. The Contractor shall abide by all campus traffic regulations.

## **5.9 Submittals (Shop Drawings, Product Data, Samples).**

Prior to the beginning of Work on the Project, the Contractor shall furnish to the Architect and the College for their review and approval, a schedule setting forth all the submittals, including shop drawings, product data and samples required by the Contract Documents, that the Contractor intends to submit to the Architect for review and approval, the date upon which the Contractor shall make each such submittal and the date upon which the Architect shall complete its review of each such submittal, which in no event shall be less than ten (10) days from receipt ("Submittal Schedule"). The Architect and the College shall identify all submittals that will require more than ten (10) days to review and notify the Contractor of the required review period. The Contractor shall adjust the Submittal Schedule to accommodate the extended review period. The Architect shall endeavor to conduct its review and approval of all submittals in accordance with the Submittal Schedule. In the event that a submittal is made that is not set forth on the Submittal Schedule, the Architect shall review and return such submittal within ten (10) working days from receipt.

Submittals shall be complete as to quantities, details, dimensions and design criteria. The Architect will approve and the College will review submittals if they conform to the Contract Documents, the design concept and good industry practice. The Contractor shall note its approval of all submittals and the date for any submittals prepared by any Subcontractor or supplier, and it shall be responsible for determining and verifying all materials, field dimensions, field construction criteria, and coordination requirements pertaining to the submittal.

The Contractor will not be relieved of responsibility of deviations in submittals from the requirements in the Contract Documents by reason of approvals of the submittals unless the Contractor specifically identifies the deviation in the submittal and the Architect and the College expressly approve the deviation in writing. The Contractor shall be responsible for errors or omission in its submittals. No Work or materials included in a submittal shall begin until the submittal is approved by the Architect and the College.

## **5.10 Layout And Dimensional Control.**

The Contractor shall be responsible for locating and laying out the Project components and all of the Project parts on the Project site in strict accordance with the Plans, and shall accurately establish and maintain dimensional control. The Contractor shall employ a competent and licensed New Jersey engineer or land surveyor as appropriate to perform all layout Work and to fix the level and location of excavations, footing base plates, columns, walls, floors and roof lines. The Contractor shall furnish to the College and the Architect certifications that each such level is as required by the Plans as the Work progresses.

The plumb lines of vertical surfaces shall be tested and certified by the Contractor's engineer or surveyor as the Work proceeds. The engineer or surveyor shall establish all points, lines, elevations, grades and bench marks for the proper control and execution of the Work. The engineer or surveyor shall establish a single permanent benchmark to be approved by the Architect, to which all three coordinates of dimensional control can and shall be based. The engineer or surveyor shall verify all topographical and utility survey data, and all points, lines, elevations, grades and benchmarks furnished by the College.

Should any discrepancies be found between information in the Plans and the actual site or field conditions, the Contractor shall notify the Architect and the College in writing, and shall not proceed with any Work affected until it receives written instructions from the College.

The Contractor is required to provide a final “as built” survey from a New Jersey licensed/certified surveyor of the Project site showing all structures, elevations, grades and required information on the Project site and submit to the College in CADD format.

#### **5.11 Construction Access, Roads, Walks, And Parking.**

The Contractor shall construct and keep all roadways, drives, walkways and parking areas within or near the site free and clear of debris, gravel, mud or any other site materials, including, for example, the cleaning of muddy wheels and undercarriages on vehicles before they exit the site. The Contractor shall be responsible for any citations, fines, or penalties imposed on it or the College for failing to comply with applicable local rules or laws regarding its use of roads and the like.

The Contractor shall obtain permission in writing from the College before using for construction purposes any existing driveways, parking areas, walkways or areas not specifically designated for such use in the Contract Documents. The Contractor shall maintain such driveways and areas in good and clean condition during construction and not damage them. At Final Completion, the Contractor shall leave them in the same condition as they were at the start of the Work. Conditions of such facilities before use shall be photographed and otherwise documented by the Contractor. The Contractor shall not commence construction of permanent driveways, parking areas or walks on the Project site without the written approval of the College.

Any existing walkways, driveways, aprons, or curbs damaged by the Work of the Contract Documents shall be replaced in kind, at the Contractor’s expense, immediately upon Project completion, or as required to maintain campus safety and campus aesthetics.

#### **5.12 Construction Site Condition, Storage, Dust Control.**

The Contractor shall provide reasonable, safe and orderly storage for its equipment, tools and materials, and shall not unreasonably encumber the site. The Contractor shall keep the site and the Project free from the accumulation of refuse, debris and scrap materials caused by its operations so that the site has a neat, orderly and workman-like appearance. Loading, cartage, hauling and dumping will be at the Contractor’s expense. The Contractor shall provide, at its expense, temporary dust-proof partitions around areas of work in existing buildings, and where reasonably required, in new building areas.

#### **5.13 Photographs.**

The Contractor shall provide, at its expense, monthly progress photographs of the Project. The photographs shall be 8 inches by 10 inches and shall be submitted to the College in duplicate monthly. Unless otherwise specified in the supplemental general requirements, four photographs

shall be submitted each month which provide views of the Project taken from the same four points each, which points shall be selected by the Architect.

#### **5.14 Project Sign.**

The Contractor shall, at its expense, provide, erect and maintain two Project signs at the site, which shall be described in the Contract Documents. The College will specify the location of the signs. The signs shall be painted by a professional sign painter or prepared by a professional graphic artist. No other signage will be permitted at the site. The signs shall include the name and cell phone number of a Contractor-designated project lead that is available for 24-hour contact in case of emergency. The Contractor shall remove the signs when the Project is finally accepted unless the College requests that they be removed earlier.

#### **5.15 Soil Conservation.**

The Contractor shall employ reasonable measures to conserve the soil at the site, and determine and comply with all soil conservation measures required by the Mercer County Soil Conservation District.

The Contractor shall coordinate and schedule all soil conservation inspections, shall provide the College with written notice of all such inspections so that the College may attend the inspections if it chooses in its sole discretion to do so, and shall provide the College with all site inspection notes, approvals or notices.

#### **5.16 Temporary Facilities, Services, Electric, Heat And Enclosures.**

The Contractor shall provide storage areas, temporary drives and sidewalks, employee parking areas, staging areas, excavation borrow/spoil areas, commercial canteen areas, field offices including a meeting room, telephones, toilet facilities, and other temporary facilities that are necessary to perform the Work or that may be required by the Project Specifications. The Contractor shall locate these facilities on the Project site, and the location shall be subject to the approval of the College.

The Contractor shall provide adequate and clean temporary toilet facilities on the Project site in locations to be approved by the College, and they shall be serviced at least twice a week by a firm qualified and experienced in such functions. The Contractor shall provide such temporary electricity, water, and other utilities that are necessary to perform the Work, or that may be required by the Project Specifications. The Contractor shall also supply such temporary enclosures and heat that are necessary to perform the Work or that may be required by the Project Specifications. The Contractor and the Subcontractors will not enter or use any College facilities not required by the Work of the Contract.

Temporary electric and heat shall be furnished by the Contractor for the benefit of other contractors working on the Project if specified in the Project Specifications.

The Contractor shall not anticipate using the permanent heating or air conditioning system in a building for temporary heat or air conditioning prior to the acceptance of the Project as Substantially Complete unless specified otherwise.

Any natural gas, combustible material, or hazardous material containers utilized by the Contractor must be stored in a safe, ventilated location approved by the College. The Contractor must also submit for approval a reasonable safety plan for the operation of temporary heat equipment. The Contractor shall be solely responsible for any natural gas, combustible material or hazardous materials containers utilized by the Contractor or any of its Subcontractors and shall indemnify, defend and hold harmless the College from any fines, costs, expenses, liabilities, damages, etc. resulting from the Contractor's or any of its Subcontractors' use of such materials.

#### **5.17 Substitutions.**

To the extent that the Contractor includes in its bid substitute materials or equipment or construction methods in lieu of those specified in the Contract Documents, it does so at its own risk. Any substitution must be equal in type, function and quality to the item required in the Contract. The Contractor must submit all information required within 20 days of the Contract award to determine if the proposed substitute is equal to the requirements of the Contract Documents, and any substitution must be approved in writing by the Architect and the College.

The College shall have complete discretion to decide whether it will accept any substitution. No substitution shall result in any increase in the Contract Price or Contract Times. The Contractor in its application for the substitution must certify in writing that the substitution is equal to what is specified in the Contract Documents in all material respects and will not increase the Contract Times or Contract Price of the Work.

Should the substitution be rejected, the Contractor will then be required to provide the specified product, material or method at no additional cost to the College and no change in the Project Schedule.

#### **5.18 License Fees.**

The Contractor shall be responsible for obtaining the right to use any equipment, design, device or material required to perform the Contract, and shall include in its Contract Price any license fee or royalty required.

### **ARTICLE 6** **SUBCONTRACTORS**

#### **6.1 The Contractor's Responsibility For Subcontracted Work.**

The Contractor shall be fully responsible to the College for the proper performance of the Contract irrespective of whether the Work is performed by the Contractor's own forces or by Subcontractors employed by the Contractor. The Contractor shall be responsible for the acts and

omissions of its Subcontractors and suppliers on the Project and shall take appropriate measures if they are not properly supervising or performing their Work.

## **6.2 Subcontractor Identification And Approval.**

The Contractor shall have included with its bid for the Contract, the names, addresses and license numbers of all Subcontractors that it proposes to utilize on the Project for plumbing and gas fitting work, HVAC work, electrical work, structural steel and ornamental iron work. No Subcontractor may perform Work on the Project until it has been approved in writing by the College.

Within 20 days after issuance of the Notice to Proceed, the Contractor shall furnish to the Architect and the College in writing for review by the Architect and the College a list of the names of all Subcontractors, sub-subcontractors, fabricators, manufacturers, sources of supply, articles, devices, fixtures, pieces of equipment, materials and processes proposed for each item of Work using AIA Document G705-2001, List of Subcontractors. The Architect and the College will notify the Contractor in writing if either the College or the Architect, after due investigation, has reasonable objection to any names on such list.

In submitting the names of Subcontractors, the Contractor shall (1) list the name and address of the Subcontractor, (2) provide the name and address of all sub-subcontractors for each significant subdivision of the trade or work, and (3) reference in the form of a list at least 3 jobs similar in size and quality to the Project performed by the subcontractor in the last 5 years, with name and location of work, dollar value and names of the College and the Architect.

In submitting sources of supply, articles, devices, fixtures, piece of equipment and materials, including those under subcontracts and sub-subcontracts, the Contractor shall list (1) the name and address of the source of supply, and (2) the name of the manufacturer of the items.

If the College disapproves of a proposed Subcontractor, it will provide the reason for its decision in writing. The College will not be liable for any extra cost or delays caused by the reasonable disapproval of proposed Subcontractors. The approval of Subcontractors by the College shall not relieve the Contractor of the responsibility for complying with all of the provisions of the Contract Documents including those performed by the Subcontractors. Subcontractors approved by the College may not be changed without prior notice to and written approval by the College.

Payment to the Contractor shall not be made until the list of Subcontractors (as required above) has been provided to the Architect and College.

## **6.3 Subcontractor Qualifications.**

The College may disapprove of a proposed Subcontractor if (i) it has a reasonable objection to the Subcontractor, (ii) there is evidence of poor performance on other Projects or financial problems, (iii) the Subcontractor has been suspended or debarred by any public agency within the State of New Jersey, (iv) the Subcontractor is not properly licensed and registered to do business in New Jersey or with the New Jersey Department of Labor regarding prevailing

wages, or (v) the Subcontractor has been charged with or convicted of violating any laws, including but not limited to, the New Jersey Prevailing Wage Act, criminal laws, public procurement laws, anti-trust laws, election laws, laws against employment discrimination, environmental laws, tax laws, professional licensing laws, or laws regarding attempts to improperly influence the College or other public officials.

Subcontractors shall utilize qualified, competent craftsmen on the Project.

#### **6.4 Subcontractor Compliance With Contract/Subcontractor Supervisors.**

The Contractor shall require its Subcontractors on the Project to comply with all pertinent terms of the Contract Documents, and shall include all appropriate terms and provisions in written subcontracts on the Project to achieve proper Contract performance. Each Subcontractor shall have competent superintendents and foremen supervising their work, and the Contractor shall take appropriate measures if they fail to do so.

#### **6.5 No Contractual Relationship Between The College And Subcontractors.**

The Contractor shall enter into written subcontracts with each and every Subcontractor and supplier solely in its own name. No approval by the College of any Subcontractor or supplier and nothing in the Contract Documents shall create any contractual relationship or duties between the Contractor's Subcontractors and the College. Nothing in the Contract Documents shall cause any of the Contractor's Subcontractors or suppliers to be deemed a third- party beneficiary of the Contract between the College and the Contractor, and nothing herein shall give any of the Contractor's Subcontractors or suppliers any rights or claims directly against the College.

#### **6.6 Contingent Assignment of Subcontracts.**

Each subcontract agreement for a portion of the Work and any purchase order for materials or equipment may, in the College's sole discretion, be assigned by the Contractor to the College, provided that

- (a) assignment is effective only after termination of the Contract by the College for cause or for convenience and only for those subcontract agreements that the College accepts by notifying the Subcontractor and the Contractor in writing and only on such terms and conditions acceptable to the College;
- (b) assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract;
- (c) if the College elects to take an assignment of any subcontract or purchase order, the Contractor shall execute all papers necessary to effectuate the assignment; and
- (d) the assignment shall not relieve the Contractor of its existing obligations to any Subcontractor or Supplier, nor shall it cause the College to assume



any of the Contractor's obligations to any Subcontractor or Supplier that arose prior to the termination.

When the College accepts the assignment of a subcontract agreement or purchase order, the College assumes the Contractor's rights and obligations under the subcontract going forward. Upon such assignment to the College, the College may further assign the subcontract to a successor contractor or other entity.

## **ARTICLE 7**

### **TIME, LIQUIDATED DAMAGES, DELAY CLAIMS AGAINST THE COLLEGE.**

#### **7.1 Contract Times.**

The Contractor shall begin the Work within 10 days after the issuance of a Notice to Proceed by the College, and shall perform the Work in the Contract Documents by the dates specified in the Notice to Proceed, including Construction Start, Milestone, Substantial Completion and Final Completion Dates (collectively, "Contract Times"). As specified in the Contract for Construction, if the Work is to be performed in phases, the College may issue separate Notices to Proceed for each phase, which shall specify the Construction Start, Milestone, Substantial Completion and Final Completion Dates for that phase. The College may, in its sole discretion and at no cost to the College, choose to delay the issuance of a Notice to Proceed and the Construction Start Date for any phase until after the Contractor has achieved Substantial or Final Completion of any other phase.

#### **7.2 Liquidated Damages For Delay.**

If the Contractor fails to Substantially Complete any phase of the Work or the entire Work by the Substantial Completion Date(s) set forth in the applicable Notice to Proceed (as extended by Change Order, if applicable), and the delay is not excused by the College, then the Contractor shall pay the College the amounts specified in the Contract for Construction as liquidated damages for delay for each calendar day that the phase of the Work or the entire Work is not Substantially Completed beyond the applicable Substantial Completion Date

#### **7.3 Delay Claims By The Contractor Against The College -- Limitations.**

The Contractor may not assert claims against the College for extra compensation by reason of any delays in its Work resulting from acts or omissions of any third parties irrespective of extensions granted under the Contract, including but not limited to delays caused by third parties such as the Architect, other contractors, utilities and governmental authorities.

The College shall only be required to pay additional compensation for delays caused by the College itself, and only to the extent required by N.J.S.A. 2A:58B-3 (delayed performance caused by the College's own negligence, bad faith, active interference or other tortious conduct, but not for reasons contemplated by the parties and not for the negligence of others including

others under contract with the College on the theory that such negligence should be imputed to the College). The College shall not be liable for any period of delay when there is a concurrent delay for which the College is not responsible.

When the Contractor is entitled to extra compensation for delay under the Contract for Construction and these General Conditions, it can only assert claims for extra costs at the job site, and may not assert claims for extra costs for home office expenses, home office overhead, lost profit or revenue, or consequential losses as that term is defined by New Jersey law. Any additional compensation under this Article shall also be subject to the provisions in the Contract for Construction and these General Conditions regarding claims, and the provisions in the Contract for Construction and these General Conditions regarding the maintenance and availability of cost records.

## **ARTICLE 8**

### **PROJECT SCHEDULE**

#### **8.1 General Project Schedule Requirements.**

The Contractor shall schedule the construction Work and determine the most feasible means and order for the Work to complete the Project within the times required by the Contract. The Contractor shall prepare a Project Schedule and monthly schedule updates, which must be approved in writing by the College and the Architect. The Contractor shall perform the Contract and the Work in accordance with the Project Schedule. The Project Schedule should include a schedule of submittals for approval as required herein. The Project Schedule must be submitted before any Work (other than mobilization to site and general layout and site preparatory work) on the Project can begin under the Notice to Proceed. When the Contractor's Project Schedule is approved in writing by the College, it shall become an additional Contract Document and the Contractor shall be required by the Contract to comply with it. The Project Schedule and any updates to it shall be used in determining the amount of the monthly progress payments to the Contractor. The College may also use the Project Schedule and updates to determine if the Contractor is adequately planning and performing the Work in accordance with the Contract Documents.

#### **8.2 Form And Content Of Project Schedule.**

The Contractor shall prepare the Project Schedule using Critical Path Method (CPM) scheduling techniques. The Contractor shall utilize the latest revision of Primavera P3 or Microsoft Scheduling software. The Contractor shall prepare a detailed schedule which shows how it will plan, organize, execute and complete the Work. The Project Schedule shall be in the form of an activity oriented network diagram (CPM). The principles and definitions used in this Article shall be as set forth in the Associated General Contractors of America (AGC) publication "Construction Planning and Scheduling", copyright 1994.

The detailed network diagram shall provide sufficient detail and clarity of form and technique so that the Contractor can plan, schedule and control the Work properly, and the College and the Architect can readily monitor and follow the progress of all portions of the

Work. The network diagram shall comply with the limitations imposed by the scope of the Work and contractually specified Milestone, Substantial Completion, and Final Completion Dates. The Project Schedule shall include the arrow or network diagram and the computer produced schedule with dates. The Project Schedule shall include and reflect the following factors:

- (a) Project phasing, contract Milestone, Substantial and Final Completion Dates.
- (b) The structural breakdown of the Project.
- (c) The types of Work to be performed and the labor trades involved.
- (d) Reasonable logic and activity durations.
- (e) Reasonable coordination of all activities.
- (f) Purchase, manufacture and delivery activities for all major materials and equipment.
- (g) Deliveries of equipment furnished by the College.
- (h) Allowances for work by separate contractors identified in writing by the College at the time of Contract award.
- (i) Submittals and approvals of shop drawings, material samples, and other required submittals.
- (j) Subcontract Work.
- (k) Crew flows and sizes (manpower).
- (l) Assignment of responsibility for performing all activities.
- (m) Access and availability to Work areas.
- (n) Identification of interfaces and dependencies with preceding, concurrent and follow-on contractors, and sequences and interdependence of activities.
- (o) Testing and inspections.
- (p) Phased or total inspection, acceptance, and takeover by the College.
- (q) Utilization of the Project Schedule to determine amounts of monthly progress payments.
- (r) Activities required of the College and the Architect such as approvals, including reasonable durations for the activities.

Activities should be set forth in working days and have a maximum duration of 60 days, except for non-construction activities such as the procurement and delivery of materials and equipment. All durations shall be the result of definitive manpower and resource planning by the Contractor. The level of detail in the Project Schedule shall be subject to the approval of the College. The Project Schedule shall include a reasonable approach to achieve Milestone, Substantial Completion and Final Completion Dates in the Contract. Any failure of the Contractor to include any element of the Work in the Project Schedule shall not excuse the Contractor from completing that Work and all of the Work needed to complete the Project by the Milestone, Substantial Completion and Final Completion Dates in the Contract.

The network diagram is to be prepared by a computer plotter. The logic diagram will be pure logic and shall not be drawn to time scale. The logic diagram shall be drawn on 30" x 42" size sheets and prepared on a tracing/mylar or similar material suitable for reproducing high quality prints.

### **8.3 Computerization Of Project Schedule.**

The mathematical analysis of the detailed network diagram shall be made by computer, and the tabulation for each activity shall include the following:

- (a) Activity numbers.
- (b) Activity descriptions.
- (c) Durations in work days for each activity.
- (d) Earliest start date (by calendar date).
- (e) Earliest finish date (by calendar date).
- (f) Latest start date (by calendar date).
- (g) Latest finish date (by calendar date).
- (h) Slack or total float in work days.

The following computer documents shall be prepared as part of the initial Project Schedule submission and each update:

- (a) Activity file sort, including sorts listing activities required of the College and the Architect, such as approvals.
- (b) Eight week "lookahead" detailed bar chart.
- (c) Eight week summary bar chart.
- (d) Additional computer sorts requested by the College.
- (e) High density CDs or thumb drives of all computer files.

### **8.4 Weather Inclusion In Project Schedule.**

Seasonal weather conditions shall be included in the Project Schedule, including average precipitation, temperature and other weather conditions typical in the geographic area over a 5 year period by month.

### **8.5 Project Schedule Updates.**

The Contractor shall prepare Project Schedule updates monthly until the Project is completed. The first update shall be issued 30 calendar days after the Construction Start Date specified in the Notice to Proceed. Updates shall include the following information:

- (a) Actual start and completion dates for activities.
- (b) Activity percent completion.
- (c) Remaining durations for activities in progress.

Each Project Schedule update shall also include a narrative report that includes the following information:

- (a) Summary of Work completed during update period.
- (b) Comparison of actual progress and status to activities and dates in original Project Schedule.

- (c) Analysis of critical path including effect of activity progress on the Project critical path.
- (d) Analysis of secondary critical paths, meaning float within 10 days of the Project critical path.
- (e) Analysis of time lost or gained during the update period.
- (f) Identification of problem areas.
- (g) Identification of change orders and delays impacting or delaying the Project under the Project Schedule.
- (h) Solutions or proposed solutions to current problems and delays.
- (i) Extensions requested by the Contractor, including activities affected and the amounts, and the reasons for the requests.
- (j) Extensions granted by the College for delays and changes, including the activities affected and the amounts, and any effect on the critical path and Contract Milestone, Substantial Completion and Final Completion Dates.
- (k) Delays in activities required of the College and the Architect, and activities that they are required to complete in the update period following the issuance of the update.

All Project Schedule updates must be submitted to the College and the Architect for written approval. Project Schedule updates, including the reports which are approved by the College, shall be deemed to be official records of the progress and status of the Project under the Project Schedule and the Contract, and may be utilized by the College in determining if the Contractor is adequately planning and performing the Work under the Contract Documents.

#### **8.6 Meetings/Eight Week Bar Charts.**

The Contractor's Project Manager and Scheduler shall arrange for and attend monthly progress and scheduling meetings with the College and the Architect. Monthly progress meetings shall be scheduled 3 to 7 days after monthly Project Schedule updates and reports are issued and provided to the College and the Architect. The purpose of these meetings will be to review past progress, current status, problem areas, delays, measures to reduce delays, future progress, and the Contractor's most recent Project Schedule update and report. At the monthly progress meetings, the Contractor shall provide a look ahead summary and detailed bar charts showing the Work and activities to be performed and/or completed during the 8 week period following the Project Schedule update.

#### **8.7 Project Schedule Documentation For Contract Payments.**

The Contractor will not be entitled to payments under the Contract until a Project Schedule has been submitted to and approved in writing by the College. No payment will be made under the Contract if, when the payment is due, a Project Schedule update and narrative report is due under this Article but has not been submitted to and approved in writing by the College. The original Project Schedule shall include a breakdown allocating the total Contract Price among the network activities in the Project Schedule, which must be approved by the College.

## **8.8 Progress and Recovery Project Schedules.**

The Contractor shall perform its Work in accordance with the Project Schedule. If the Contractor's Work falls behind the requirements of the Project Schedule, it shall, at its own cost, institute measures to improve its progress and bring its Work in compliance with the Project Schedule, including but not limited to increasing manpower, increasing work hours per shift, increasing shifts, increasing working days per week, and rescheduling Work activities to perform them concurrently where feasible.

If monthly Project Schedule updates show that the Contractor's progress has fallen behind the Project Schedule so as to jeopardize the achievement of Milestone, Substantial Completion or Final Completion Dates by more than 10 work days, the Contractor shall, if requested by the College in writing, prepare a recovery schedule with acceleration measures to regain the lost time, and shall proceed in accordance with the recovery schedule in addition to the Project Schedule at its own cost.

## **8.9 The Contractor's Failure to Provide Project Schedule Updates.**

If the Contractor fails to provide monthly Project Schedule updates and reports when required, the College can elect in its sole discretion to employ any of the following remedies: (i) not make progress payments; (ii) on 10 days written notice to the Contractor, retain its own consultant to provide Project Schedule updates and reports and deduct the cost from the Contract Price; (iii) terminate the Contract for default in accordance with the termination provisions in the Contract for Construction and these General Conditions and/or (iv) make a claim on the performance bond.

## **8.10 Scheduler Qualifications.**

The Contractor must utilize a Project Scheduler that satisfies the qualification requirements for the Project. If at any time during the Project it appears that the Contractor's Project Scheduler is not competent to provide the scheduling services required in this Article, the Contractor shall, within 10 days after a written notice and demand from the College, retain a replacement scheduler that is competent to provide the services required. The College may also utilize any of the remedies provided in the Contract for Construction or these General Conditions for the Contractor's failure to provide proper Project Schedule updates and reports.

# **ARTICLE 9**

## **EXTENSIONS, COMPENSATION FOR CERTAIN EXTENSIONS.**

### **9.1 Delays Warranting Extensions Of Contract Times.**

If the Contractor is unavoidably prevented from completing any part of the Work within the Milestone, Substantial Completion or Final Completion Dates by causes beyond the control and without the fault of the Contractor or its Subcontractors, those Contract Times will be extended by amounts equal to the time lost due to such delays, provided the Contractor requests extensions in accordance with this Article. Delays warranting extensions of the Contract Times

include unforeseeable and unavoidable delays caused by the College, the Architect, other contractors employed by the College, utility owners or other third parties, acts of God, acts of governmental authorities, wars, abnormally severe weather conditions of unusual duration (specifically excluding weather conditions of the type and duration that have been encountered in the area in which the Project is located) that prevent timely delivery of materials or equipment necessary to the completion of portions of the Work or hamper access to the Work by workmen or Subcontractors, fires, floods, earthquakes, epidemics, plagues, and other unavoidable casualties.

Apart from an extension of time, no payment or allowance of any kind shall be made to the Contractor as compensation for damages on account of hindrance or delay from any cause in the progress of the Work, whether such delay be avoidable or unavoidable. The Contractor agrees that it will make no claim for compensation, damages for any such delays, and will accept in full satisfaction for such delays said extension of time.

## **9.2 Weather Delays.**

The Project Schedule shall take into account normally anticipatable adverse weather plus an additional five (5) days of severe and unusual weather conditions that will materially interfere with the timely prosecution of the Work. No time extensions will be granted for time lost due to weather conditions that do not meet the criteria set forth in Article 9.1, and then only to the extent more than five (5) days of delay result from such severe and unusual weather conditions. Owner shall not be required to keep a record of days of precipitation or low temperatures and the burden of proof with respect to weather delays shall be upon Contractor. No time extensions will be considered for any weather conditions that do not affect Work on the critical path or Contract Times.

## **9.3 Float Time Use.**

Float time in the Project Schedule is not for the exclusive use of either the Contractor or the College. Float time is available for use by both parties to facilitate the effective use of available resources and to minimize the impact of problems and delays that may arise during construction. No time extension will be granted as a result of any problem, change order or delay which only results in the loss of available positive float on the Project Schedule. Float time shown on the Project Schedule shall not be used by the Contractor in a manner that is detrimental to the interests of the College or the Project.

## **9.4 Calculation Of Extensions.**

Extensions will be calculated based on the effect of delays on the Project Schedule and the activities in the Project Schedule. If the Contractor is entitled to an extension for a delay based on the nature of the delay under this Article, the activities in the Project Schedule affected by the delay will be extended by the amount they are affected. If extensions of activities in the Project Schedule affect the critical path and delay the Contract Milestone, Substantial Completion or Final Completion Dates, they too will be extended to the extent affected. The critical path and Contract Times will only be extended to the extent that they are actually



affected under the Project Schedule by a delay for which the Contractor is entitled to an extension.

If, for any scheduled activity or period, there are concurrent delays that include delays for which the Contractor is entitled to an extension and delays for which the Contractor is not entitled to an extension, the Contractor will be given an extension for the delays for which it is entitled to extension so that it will not be liable to pay liquidated damages for delay, unless the College eliminates or reduces that delay. A concurrent delay will not justify an extension to the Contractor if it has minimal effect on the completion of the Project, and/or if it would likely have been avoided if it had become apparent that it was having an effect on the progress of the Project and the Final Completion Date.

#### **9.5 Elimination of Delays and Extensions (Acceleration).**

If the effect of a delay for which the Contractor is entitled to an extension can be reduced or eliminated by changes in the Project Schedule or other measures which have no material adverse impact on the Contractor in terms of cost or otherwise, the Contractor shall employ those measures so that no extension is required or so that a shorter extension is required. If the Contractor is entitled to extensions for delays, and if the College (in its sole discretion) notifies the Contractor in writing that it prefers to eliminate the lost time to avoid or reduce the extension required, by changes or additional efforts such as acceleration efforts, the Contractor shall perform those measures as a change to the Contract to be compensated under the change order provisions in the Contract for Construction and these General Conditions.

#### **9.6 Requests For Extensions Required.**

The Contractor must provide the College with a written notice of delay and request for an extension within 24 hours of the beginning of a delay. The written notice of delay and request for extension must include the nature and cause of the delay, the known extent of the delay, the Work activities on the Project Schedule affected by the delay, and the extent of the effect to each, and suggestions or proposals to reduce or eliminate the delay. This limited time frame is to provide the College the opportunity to immediately address the issue and limit the amount of time in the potential delay and its potential impact on the Project Schedule.

#### **9.7 Compensation For Certain Extensions And Limitations.**

Under the Contract for Construction and these General Conditions, the College does not assume responsibility for many types of delays, including additional costs resulting from extensions granted because of those delays. Where the College is responsible for a delay under the express terms of the Contract for Construction and these General Conditions, it will pay extra compensation for any extension granted because of the delay.

Compensation by the College for delays (and extensions) for which it is responsible under the Contract for Construction and these General Conditions shall only include additional costs actually incurred at the site, and shall not include home office expense, home office overhead, lost profit or consequential losses. Any additional compensation under this Article shall be subject to the provisions in the Contract for Construction and these General Conditions

regarding claims, and the provisions in the Contract for Construction and these General Conditions regarding the maintenance and availability of cost records.

No compensation will be paid if an extension for a delay for which the College is responsible is concurrent with another delay for which the Contractor is not entitled to an extension, or is concurrent with another delay for which the Contractor is entitled to an extension but the College is not responsible for the other delay.

If the College requests a change in the Contract Work, potential delays and extensions that result from the change and any resulting extra compensation for the change shall be addressed under the change order provisions in the Contract for Construction and these General Conditions in addition to this Article.

## **ARTICLE 10**

### **PAYMENTS TO THE CONTRACTOR.**

#### **10.1 Contract Price.**

The College will pay the Contractor as full compensation for performing the Work the Contract Price as adjusted by approved change orders that increase or decrease the Contract Price. The College will do so in accordance with this Article, any supplemental General Conditions regarding payment, and the payment terms in the Contract for Construction. Payment provisions in the supplemental General Conditions that add to or modify this Article shall take precedence over this Article. Payment provisions in the Contract for Construction that add to or modify payment terms shall take precedence over the supplemental General Conditions and this Article.

#### **10.2 Monthly Progress Payments.**

The College will pay the Contractor monthly progress payments as the Work proceeds and will pay for the Work completed, less retainage. The Contractor shall submit monthly invoices using the College's invoice form for the Work completed in each calendar month, and the monthly invoice shall be submitted in accordance with the Contract. The Contractor shall be entitled to monthly progress payments based on the percentage of the Work completed (less earlier payments), and that amount shall be based on the Unit Schedule Breakdown and the update of the Project Schedule for the billing period showing schedule activities completed and progress on incomplete activities, in conjunction with the values assigned to those activities. If there is a discrepancy between the amount due based on the Unit Schedule Breakdown and the amount due based on the Project Schedule update, the Contractor shall only be entitled to the lesser amount unless the College's Representative, in his/her sole discretion, decides otherwise. Payments made by the College shall be used by the Contractor solely for purposes of this Project and for paying Subcontractors, suppliers, and for labor and materials, and shall not be used to pay debts owed by the Contractor outside of the Project.

### **10.3 Unit Schedule Breakdown/CPM Activity Price Breakdown.**

Before the Contract for Construction is signed, the Contractor shall submit to the College and the Architect a Unit Schedule Breakdown (schedule of values) utilizing the College's form (AIA Documents G702/G703) which reasonably allocates the Contract Price among the principal categories of Work and materials in the Contract. The Unit Schedule Breakdown must be signed by the Contractor and is subject to written approval by the Architect and the College for use in calculating monthly progress payments under the Contract. The Contractor shall not "front end load" the Unit Schedule Breakdown. The Unit Schedule Breakdown may include line items for mobilization, bonds and insurance.

The Contractor's proposed Project Schedule shall reasonably allocate the Contract Price among the activities in the schedule so that monthly Project Schedule updates can be utilized in connection with the Unit Schedule Breakdown in determining the amount of monthly progress payments. The Contractor's Unit Schedule Breakdown and Project Schedule activity price breakdown must be approved in writing by the Architect and the College before any payments are made under the Contract.

### **10.4 Invoices For Monthly Progress Payments: Form and Content.**

The Contractor must utilize the College's invoice form and the invoice forms (AIA Documents G702/G703 and waiver attachments) must be completed before they are submitted for payment. Each invoice must be signed by the Contractor, and shall certify that the Work and materials represented as having been provided have been provided, and that all Subcontractors and suppliers on the Project have been paid all amounts legitimately due for Work and materials billed to the College in earlier invoices that were paid by the College. The Contractor's submission of an invoice constitutes an affirmative representation and warranty by the Contractor that it performed the Work in compliance with the Contract Documents and applicable laws, codes and regulations.

Invoices for monthly Project payments must include the status of the Work in the Unit Schedule Breakdown and the Project Schedule update for the billing period that shows the activities completed or started and the value of them based on the Project Schedule. Invoices must also include certified payrolls for the Contractor and all Subcontractors for the billing period, affirmative action monthly manning reports, a certification of Subcontractor/supplier payments, the College's acknowledgment of progress payment and release of liens and claims form duly executed by the Contractor, the College's acknowledgment of progress payment and release of liens and claims form duly executed by each Subcontractor and supplier who has furnished labor or materials that are the subject of the current invoice, a list of all materials stored to date including descriptions, values, quantities and location, and any other documents required in the Contract Documents.

The Contractor will be entitled to have an invoice paid if the Architect and the College approve in writing the invoice including the percentage of Work completed, and if the quality of the Work and materials conform to the Contract Documents. The approval of invoices shall not waive claims for defects or deficiencies in the Work or materials provided, or the right to subsequently inspect the Project as a complete and functioning whole.

### **10.5 Payment For Materials And Equipment Procured But Not Installed.**

The Contractor may seek payment in monthly invoices for materials and equipment delivered to the Project site but not yet incorporated into the Work. The Contractor shall include with its monthly invoices a list of the stored equipment, the amount and type of stored materials, and the place where they are stored. Each invoice that seeks payment for materials and equipment delivered to the Project site but not installed or incorporated into the Work shall include a signed bill of sale to the College and an invoice from the supplier. All risk of loss or damage for materials and equipment delivered to the Project site shall remain with the Contractor.

The College will only rarely pay for material or equipment stored offsite, and only when it determines, in its sole discretion, that there is good cause. The College will consider no request to pay for materials or equipment stored off site unless the Contractor includes a written request for such payment with its bid for the Project. If the College does agree to pay for material or equipment stored offsite during the performance of the Contract, it will do so when the Contract for Construction is signed.

If the College does agree to pay for materials and equipment stored offsite, such payments shall be subject to any conditions in the signed Contract, and in all cases, a bill of sale to the College, a paid invoice, insurance and proof the storage facility is bonded will have to be provided to the College when each payment is sought. The location will have to be specified in writing and the material or equipment will have to be inspected by the College. The Contractor and its performance bond surety must agree in writing that they retain all risk of loss or damage, and each payment application must contain a consent to payments for materials stored offsite signed by the Contractor's bonding company.

Payments on account of materials or equipment not incorporated into the Work but delivered and suitably stored at the site, or at some other location agreed upon in writing, may be made by the College subject to the following conditions:

- (a) Such materials or equipment shall have been fabricated or assembled specifically for the Project and delivered to storage no earlier than needed for the orderly progress of the Work as demonstrated by the Project Schedule.
- (b) Title to such materials or equipment shall pass to the College pursuant to the Contractor's bill of sale, which shall contain guarantee of replacement thereof in the event of damage thereto or disappearance thereof due to any cause. The Contractor shall also affirm that it will pay for such materials or equipment immediately upon receipt of payment therefore from the College.

In the case of offsite storage, the Contractor shall also provide Consent of Surety to such payment and insurance of such materials or equipment against the perils set forth in these General Conditions both while storage and during transportation to the site. Raw materials or other materials or equipment readily duplicated or usable on other projects will be paid for only

after the materials are incorporated into the construction.

#### **10.6 Retainage.**

The College will retain 2% of the amount due on each partial payment pending Final Completion of the Contract.

Retainage amounts being withheld by the College shall be released and paid in full to the Contractor within 45 days of the Final Completion Date agreed upon by the Contractor and the College, without further withholding of any amounts for any purpose whatsoever, provided that the Work has been Finally Completed as indicated.

#### **10.7 Payment For Change Order Work.**

The Contractor shall invoice for change order work in the monthly progress payment invoices as the change order work is performed, but may only do so after a written change order has been signed by the appropriate College personnel and a TCNJ Purchase Order is issued by the College.

#### **10.8 Final Payment.**

Upon Final Completion of all the Work including all change orders, upon final acceptance of the Work by the Architect and the College, and upon the issuance of the Certificate of Final Completion, the Contractor will be paid the fully adjusted Contract Price including any retainage. The Contractor shall submit an invoice for the final payment. The final invoice must be accompanied by the College's acceptance of final payment and release of liens and claims form duly executed by the Contractor, the College's acceptance of final payment and release of liens and claims form duly executed by each Subcontractor and supplier who has furnished labor or materials that are the subject of the final invoice, all warranties, guarantees, manufacturer literature, approved as-built drawings, shop drawings required, and any other documents that the Contractor is required by the Contract Documents to provide to the College at the time of Final Completion. The final invoice must also include a written signed consent to the final payment signed by the Contractor's bonding company.

#### **10.9 Payment Terms.**

All invoices and payments shall be subject to the terms of the Contract for Construction and these General Conditions, including the provisions regarding payments, and to the right of the College to withhold payments or to make deductions from payments for damages, defective work, liquidated damages, third-party claims, failure to complete Work, failure to comply with requirements of the Contract Documents, failure to comply with Prevailing Wage Act requirements set forth in the Contract for Construction and these General Conditions, failure to comply with Project Schedule obligations, or other causes authorized by the Contract Documents.

#### **10.10 Payment Based On Partial Acceptance (Limitation).**

The College will not accept portions of the Project as Substantially or Finally Complete unless specified elsewhere in the Contract Documents. If the Specifications authorize partial acceptances, they will also specify the terms and conditions of such acceptances.

#### **10.11 Failure To Pay Amounts In Dispute Not To Affect Performance.**

The failure of the College to pay any amount requested by the Contractor in an invoice based on a determination that the invoice is improper or some other dispute shall not entitle the Contractor to stop or slow down the performance of the Work.

#### **10.12 Reasons For Withholding Payment.**

In addition to the reasons set forth elsewhere in the Contract for Construction and these General Conditions, the Architect or the College may also withhold payments to the Contractor, or, because of subsequently discovered evidence, may nullify the whole or a part of a payments previously issued to the Contractor, to such extent as may be necessary in the Architect's or the College's opinion to protect the College from loss for which the Contractor is responsible because of

- (a) defective Work not remedied;
- (b) third party claims filed or reasonable evidence indicating probable filing of such claims unless security acceptable to the College is provided by the Contractor;
- (c) failure of the Contractor to make payments properly to Subcontractors or for labor, materials or equipment;
- (d) reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Price;
- (e) damage to the College or a separate contractor;
- (f) reasonable evidence that the Work will not be completed within the Contract Times, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay;
- (g) failure to comply with requirements for monthly progress payments pursuant to Article 10.4; or
- (h) failure to carry out the Work in accordance with the Contract Documents.

When the above reasons for withholding payment are removed, payment will be made for amounts previously withheld.

If the College withholds or the Architect recommends that the College should withhold payment from the Contractor under subsection (c) above, the College may, after providing the Contractor with written notice and an opportunity to cure, issue joint checks to the Contractor and to any Subcontractor or material or equipment suppliers to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. However, by doing so, the College is not undertaking any payment obligation on the part of the

Contractor, nor does any Subcontractor have any claims against the College or any right to future joint check payments.

#### **10.13 Set-Off For State Tax Indebtedness.**

Pursuant to N.J.S.A. 54:49-19, and notwithstanding any other provision of law to the contrary, if the Contractor or any of its Subcontractors or suppliers are indebted to the State of New Jersey for any State tax, the College may withhold and/or set off any payments due to the Contractor as may be necessary to satisfy such indebtedness and/or pending resolution of the indebtedness.

#### **10.14 Maintenance Of Cost And Accounting Records.**

The Contractor shall maintain and retain weekly payroll, material, Subcontractor, supplier, overhead and other cost and accounting records for the Project, and for additional services or extras required by the College, including all costs that the Contractor is entitled to be paid under the Contract. The Contractor shall require its Subcontractors on the Project to do likewise. The Contractor shall also maintain all estimates and takeoffs used in preparing and calculating its bid price for the Contract and change orders. Pursuant to N.J.A.C. 17:44-2.2, the Contractor shall also maintain all documentation related to products, transactions or services under the Contract. The records shall be maintained and shall be made available to the College or its representatives when requested. These records shall be maintained in accordance with generally accepted accounting principles and practices for a period of 5 years after final payment is received by the Contractor, or the duration of any dispute or lawsuit arising out of the Project, whichever is later, and shall be made available to the College or its representatives and the New Jersey Office of the State Comptroller when requested.

Any failure to maintain or produce the records required by this Article shall preclude the Contractor from claiming or being paid or retaining any payments or being paid on any claims that are based on costs or that should be, and expenses or losses incurred by the Contractor or its Subcontractors including extra costs that are or that should be reflected in the records required by this Article or good business practices. This record keeping requirement applies to records related to the basic Contract Price as well as extra compensation for change orders and claims of all kinds.

No claim by the Contractor against the College for payment, whether for Contract Work, extras, changes or claims that is based to any degree on costs that should be recorded in cost records required by this Article or good business practices may be asserted against the College to the extent the cost records do not exist or are not provided to the College upon demand.

The College reserves the right to audit the records of the Contractor and its Subcontractors at any time and for up to 3 years after the Final Completion of the Project. If an audit reveals overpayment by the College, the Contractor shall refund the cost of the audit and the overpayment to the College, or the College may deduct the cost of the audit and the overpayment from future payments under the Contract, or the College may assert claims against the Contractor and/or its surety for the cost of the audit and such overpayments.

### **10.15 Written Evidence of Payment to Subcontractors.**

The College has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and material and equipment suppliers' amounts paid by the College to the Contractor for subcontracted Work. Such evidence shall include acknowledgment of progress payment and release of liens and claims forms duly executed by each Subcontractor and supplier for payments previously made to the Contractor. If the Contractor fails to furnish the College with the written evidence that it has properly paid Subcontractors and material and equipment suppliers, the College shall have the right to contact Subcontractors to ascertain whether they have been properly paid. Neither the College nor Architect shall have an obligation to pay or to see to the payment of money to a Subcontractor, except as may otherwise be required by law. The College may, in its sole discretion, issue checks made payable jointly to the Contractor and a Subcontractor; however, by doing so, the College is not undertaking any obligation on the part of the Contractor, nor does the Subcontractor have any claims against the College nor any right to future joint check payments.

## **ARTICLE 11** **CHANGES.**

### **11.1 Changes Authorized.**

The College may at any time authorize and direct changes in the Work or accelerations of the Work that change the scope of the Work and that increase or decrease the Contract Price. All changes including changes in the Contract Price shall be governed by this Article. All changes must be in a written change order signed by the Vice President for Administration, the College's Representative, the Architect and the Contractor. A TCNJ Purchase Order will then be issued by the College and signed by the Contracting Officer, after which time, the Contractor can then bill for the completed change order Work. Any extensions in the Contract Times and increases in the Contract Price because of extensions resulting from changes shall be governed by Article 9 of these General Conditions regarding extensions, but the authorization for the extra compensation itself resulting from an extension must be contained in a change order that complies with this Article as well. The College may elect to have changed Work on the Project that is within the scope of the Contract Documents performed by another contractor. Changes in the Work shall not affect the surety bond protection or insurance coverage required by the Contract Documents.

### **11.2 Change Request Or Directive.**

The College may request a change in the Work or materials to be provided under the Contract Documents by a written Contract Change Directive ("CCD") signed by the College's Representative. If the College is of the opinion that no change in the Contract Price or Contract Times is required because of the change request, it shall so state in the CCD. A CCD may include provisions regarding the scope of the changed Work or materials, and may also include conditions including time parameters. A CCD may provide that specified Work shall stop until further notice, but the Contractor shall not stop or delay any Work because of a CCD unless the CCD provides that Work should stop because of the change. A CCD may provide that the performance of changes shall not commence until a change order is issued and a subsequent



TCNJ Purchase Order is issued and signed by the Contracting Officer, or that changed Work should proceed before a change order and TCNJ Purchase Order are issued by the College to maintain the progress of the Project.

### **11.3 Change Orders Which Are Protested.**

If the Contractor protests the terms of a change order, it shall notify the College of its protest in writing within 2 business days of the issuance of the Change Order. It shall describe the terms that it objects to and the reasons for its protest. It shall include supporting documentation if appropriate, including detailed justification for any Contractor requested additional compensation based upon unavoidable additional costs. The College may elect to direct the Contractor in writing to perform the change order requirements despite the protest. If it does so, the Contractor's right to pursue further relief based on the protest shall be preserved and the Contractor shall immediately proceed with the change Work

### **11.4 Changes Affecting Contract Times.**

Changes and change orders shall not affect or extend any of the Contract Times unless the change order itself specifies that it changes Contract Times. If a change order issued by the College delays the completion of any activity in the Project Schedule, the time allowed for that activity shall be extended, and if a delay in that activity delays other activities, the critical path or the Completion Dates in the Contract, they too will be extended. The Contractor shall make reasonable efforts in scheduling changed Work so that it does not delay or extend activities in the Project Schedule critical path, including any Milestone Dates, the Substantial Completion Date and the Final Completion Date. The Contractor shall also make alternate proposals for change order Work that include acceleration for the changed Work where feasible to achieve this goal, and shall include the cost of such efforts in its change order requests and proposals.

Change orders must specify whether they result in any delay (or extension) to any critical path activities in the Project Schedule, including an identification of the activities and the amount of delay in each. If no delay or extension is set forth in a change order, it will be deemed an agreement by the College and the Contractor that no delay or extension results from the change order.

### **11.5 Contractor Initiated Change Order Requests.**

If the Contractor contends that any directive or communication from the College or Architect, or any condition, event or circumstance entitles it to a change order changing the scope of the Work, terms of the Contract Documents, Contract Price or Contract Times, it shall submit a written change order request to the College's Representative within 5 days of the event upon which the request is based. The written request shall specify the terms of the change order requested, and include all documentation and information that the Contractor seeks to have considered in support of the request, or that is necessary to a proper consideration of the request.

## **11.6 Change Order Amounts.**

All price changes or amounts in change orders shall be based on (i) lump sum, (ii) actual work time and materials plus mark-ups for overhead and profit, or (iii) unit prices times actual quantities that may or may not include separate mark-ups for overhead and profit. If a change order price is to be based on a lump sum price or a unit price, the College may request the submission of such documentation regarding market price or cost which it reasonably deems necessary to determine a lump sum or unit price. If a change order is based on actual work time and material costs, it will include a not-to-exceed price.

Applications for payment for change order Work shall be included in monthly progress payment invoices as the change order work is performed, but only after a TCNJ Purchase Order has been issued to the Contractor by the College. For change orders based on time and material costs or unit prices times actual quantities, the time spent, material provided, and quantities performed shall be recorded in daily time slips, material invoices, and quantity of work performed tickets that are signed by the College's Representative to certify that the Work and materials were provided, and the quantities. Labor costs and material costs for change orders shall be based on actual costs to the Contractor without any mark-ups except as provided in this Article.

Mark-ups may be added to time and material costs where a change order is authorized to be paid on a time and material basis, and also unit price change orders if the change order price term expressly authorizes mark-ups as a separate additional charge to be added to the unit price. When mark-ups for overhead and profit are authorized, the standard mark-up for overhead and profit shall be 15% of net costs properly invoiced in the change order. The schedule for mark ups is as follows:

- 15% of direct costs for overhead, profit, bond, and insurance for Work performed directly by the Contractor;
- 15% of direct costs for overhead, profit, bond, and insurance for Work performed directly by the Subcontractor and 5% of the direct and indirect costs of the Work performed by the Subcontractor for the Contractor; and
- 15% of direct costs for overhead, profit, bond, and insurance for Work performed directly by the Subcontractor's subcontractor and 5% of the direct and indirect costs of the Work performed by the Subcontractor's subcontractor for the Subcontractor and 5% of the direct and indirect costs of the Work performed by the Subcontractor for the Contractor.

There shall be no additional mark-ups for materials or supplies. Bond and insurance costs are included in the noted mark ups above. Refer to Division 1 Specifications also for further delineation of items included in mark-ups.

**THE CONTRACTOR MUST USE THE COLLEGE'S CHANGE ORDER FORM INCLUDED IN THE PAYMENT PROCEDURE DOCUMENTS.**

### **11.7 Right To Audit Extra Costs (Before And After Payment).**

The College reserves the right to audit all change orders and additional costs claimed and/or paid under the Contract at any time. The obligation of the Contractor, Subcontractors and suppliers to establish, maintain and produce cost records and remedies for failing to do as specified elsewhere in these General Conditions and the Contract for Construction shall govern. If an audit reveals that actual costs invoiced to the College and/or paid by the College in change orders exceed the actual costs incurred, the Contractor shall refund the excess, or the College may deduct the excess from future payments under the Contract, or the College may assert claims against the Contractor and/or its surety for such overpayments.

### **11.8 Change Orders With Both Price Increases and Decreases.**

If a change order reduces the scope of the Work or materials to be provided by the Contractor under the Contract, the change order shall provide for a reduction in the Contract Price in the amount of the actual reduction in cost. If a change order results in both added costs and reduced costs, they shall be combined for a net plus or minus Contract Price adjustment, and when mark-ups are applicable, they shall only be added to a net increase in the Contract Price which results from a combination of additions and deductions in the change order.

### **11.9 Waiver Of Rights In Connection With Change Orders Issued Without Protest.**

The Contractor shall not be entitled to seek any additional compensation or any extension of the Contract Times beyond the amounts and any extensions included in a change order signed by the College or a written change order request submitted by the Contractor to the College for approval, the intent being that the Contractor must disclose all additional costs and delays claimed to result from a change so that the College can take measures in considering the change to effect cost savings and avoid delays. The failure to include extra costs or delays in a change order request will preclude the Contractor from later claiming such costs or delays in connection with the change in any form or fashion.

## **ARTICLE 12 COMPLETION.**

### **12.1 Substantial Completion.**

When the Contractor believes that the Project (or a specific phase of the Work, if the Work is to be performed in phases) is Substantially Complete, meaning all essential requirements of the Work have been sufficiently completed so that the Project (or a specific phase) can be occupied and used for its intended purpose (and as further defined in the College's Division 1 specifications for capital projects), it can make a written request to the Architect and the College to conduct an inspection and to issue a Certificate of Substantial Completion. The Contractor's request shall list all Work and requirements of the Contract Documents that remain to be completed or corrected and an estimate of the value of the incomplete items and the dates by which those items of the Work will be completed, but in no event shall it be more than thirty (30) days from Substantial Completion.

The Architect and the College will conduct an inspection, and if they determine the Contractor has Substantially Completed the Project (or a specific phase of the Work, if the Work is to be performed in phases), the College will issue a Certificate of Substantial Completion. If the Architect and the College determine that the Contractor has not achieved Substantial Completion, the College will notify the Contractor in writing and will list the Work and requirements of the Contract Documents that must be completed for Substantial Completion and provide a punchlist. The Architect and the College will also assign a value to the incomplete items to be added to the 2% retainage held after the Certificate of Substantial Completion is issued. The College and the Architect will re-inspect when the Contractor notifies them in writing that those items have been completed.

Any failure of the College or Architect to include incomplete or deficient items in a Certificate of Substantial Completion or a notice regarding a Substantial Completion inspection shall not affect the Contractor's obligation to properly complete all requirements of the Contract.

The College will not issue a Certificate of Substantial Completion unless it can occupy and use the Project (or the phase of the Work) for its intended purpose, and the Contractor agrees that the College's use and occupancy of the Project (or the phase of the Work) shall not affect the Contractor's obligation to complete the Project and requirements of the Contract Documents. The Contractor also agrees that its completion of the Project will not unreasonably interfere with the College's occupancy and use of the Project (or the phase of the Work) and that the College's occupancy will not impede the Contractor's completion of the Work to Final Completion.

Unless otherwise specified in the supplemental General Conditions, a Certificate of Substantial Completion will not be issued unless an unqualified temporary or permanent certificate of occupancy is issued, and the College is able to use and occupy the Project (or the phase of the Work) without interruption.

The issuance of a Certificate of Substantial Completion shall not void or alter any of the other terms of the Contract Documents, including but not limited to terms relating to warranties, or relieve the Contractor of its obligation to complete the Work or remedy defective Work or materials, unless such terms are expressly modified by the Certificate of Substantial Completion.

Guarantee periods for equipment, workmanship and materials shall commence when the Certificate of Substantial Completion is issued or from the completion and acceptance of equipment, workmanship or materials, whichever is later, unless otherwise specified in the supplemental General Conditions or the Certificate of Substantial Completion.

The rights of the Contractor regarding payments upon the issuance of the Certificate of Substantial Completion shall be as provided in the payment provisions of the Contract for Construction and these General Conditions.

## **12.2 Final Completion.**

The Contractor shall notify the Architect and the College in writing when it has completed the entire Project (or a specific phase of the Work, if the Work is to be performed in

phases) and has satisfied all of the requirements of the Contract Documents for Final Completion. The Architect and the College will then conduct an inspection, and if they determine that the Contractor has completed the entire Project (or a specific phase of the Work, if the Work is to be performed in phases) and has satisfied all of the requirements of the Contract Documents for Final Completion, the College will then issue a Certificate of Final Completion. If any items remain incomplete or unsatisfactory, the College will notify the Contractor in writing and list the incomplete or unsatisfactory items. The Contractor shall immediately complete and correct any unfinished items and notify the Architect and the College in writing and request a follow-up inspection for Final Completion.

The Certificate of Final Completion will not be issued until all documents required by the Contract Documents have been provided, including the College's acceptance of final payment and release of liens and claims forms duly executed by the Contractor and any Subcontractors and suppliers who have furnished labor or materials under the Contract, warranties, maintenance and operating instructions, certificates, insurance, shop drawings required, and as-built drawings approved by the Architect. Final Completion must include leaving the entire Project site and the Project (or the phase of the Work) clean, neat and orderly. All distortions, cracks, delaminating and deteriorations of finished surfaces must be remedied. All broken items shall be repaired. All paint spots, stains and plaster must be removed. All unused equipment and excess material shall be removed. The Project and the Project site (or the phase of the Work) shall be clean and finished.

If the Contractor unreasonably delays completing and correcting items needed for the issuance of the Certificate of Final Completion, the College may unilaterally issue a Certificate of Final Completion that lists incomplete and defective items, and that deducts any applicable liquidated damages and the cost of remedying incomplete and defective items from the final amount due to the Contractor under the Contract.

Final payment will not be made until the Certificate of Final Completion is issued, and the final payment shall be subject to the payment provisions in the Contract for Construction and these General Conditions.

## **ARTICLE 13**

### **SUSPENSION AND TERMINATION OF CONTRACT.**

#### **13.1 Suspension By The College.**

The College shall have the right to stop or suspend the Work in whole or in part at any time. The Work may only be stopped or suspended by a written directive of the College's Representative, except in an emergency. The College's Representative may stop or suspend the Work in whole or in part on an emergent basis, either verbally or in writing, but any such emergent suspension or stop Work order shall be confirmed by a written directive from the College's Representative within 48 hours. The College may stop or suspend the Work because of any conditions affecting health or safety on or off site, any dangerous condition, any environmental hazard, the convenience of the College, or the public interest. If a directive to

stop or suspend all or part of the Work includes directions to secure the site, the Contractor shall perform the Work required in the directive. The Contractor shall also maintain the safety and security of the Project during the suspension for the protection of the site, Work in place, materials and equipment on site, persons on or near the site, and the College's property.

If all or part of the Work is suspended in response to a problem or condition caused by the Contractor's performance of its Contract, or parties other than the College itself, or conditions over which the College has no control, the Contractor will not be entitled to any additional compensation for the suspension. If the College directs the suspension of Work because of the improper performance of the Contract by the Contractor or those performing its Contract, the Contractor will not be entitled to any extension of any Contract Times or additional compensation by reason of the suspension. If a suspension is directed for reasons other than the fault of the Contractor or others involved in its performance of the Contract, the Contractor will be entitled to an extension under and to the extent authorized in Article 9, and additional compensation under and to the extent authorized by Article 11.

### **13.2 Termination For Convenience.**

The College may, by a written directive, terminate the Contract at any time before completion for the College's convenience or where it concludes that it is in the public interest to do so. The Contractor shall complete any items of Work specified in the notice of termination for convenience and any Work necessary to make the site safe for all persons and property at or near the Project site when the College terminates the Contract for convenience under this Article.

Absent the Contractor fault or violation of the Contract, the Contractor shall be paid in full for all properly completed Work, subject to the payment provisions in the Contract for Construction and these General Conditions. The Contractor will not be entitled to payment for costs and mark-ups for Work or materials not provided before the termination, or costs for Work and materials not provided unless the Contractor cannot avoid liability to pay those costs, or profit or overhead on the portion of the Contract that will not be performed because of the termination, or other types of damages. The extra compensation payable to the Contractor in connection with a termination for convenience may include the cost of materials or equipment purchased for the Project before termination but not installed if the Contractor cannot otherwise use or sell them.

The Contractor will also be entitled to reasonable termination costs in reasonable amounts for additional direct costs in connection with the termination, but not administrative, home office or overhead costs, lost profit, or consequential damages. In addition, any claims shall be subject to the provisions in the Contract for Construction and these General Conditions regarding claims and the maintenance of cost records.

The Contractor shall include provisions similar to this Article in subcontracts and supply contracts for the Project. When a termination for convenience is directed by the College, the Contract shall be closed out in accordance with the provisions of the Contract for Construction and these General Conditions regarding payment and Project completion.

### **13.3 Termination For Cause.**

The College may terminate the Contract for cause if the Contractor (i) commits violations of the Contract Documents, (ii) fails to perform the Work in accordance with the Contract Documents including the Project Schedule, (iii) fails to comply with applicable laws, rules or regulations, (iv) fails to pay Subcontractors or suppliers to the extent reasonably required, (v) becomes insolvent or becomes a debtor in a bankruptcy proceeding, (vi) fails to pay its debts, (vii) is found to have made false or misleading statements to the College in writing in obtaining the Contract or payments, (viii) fails to comply with employment discrimination laws, (ix) fails to pay prevailing wages, (x) fails to maintain or renew the required insurance, (xi) fails to maintain proper protection for the safety of persons or property on the site, (xii) fails to comply with reasonable and authorized directives of the College under the Contract, or (xiii) assigns its rights or interests under the Contract or payments under the Contract to any third party.

If the College terminates the Contract for cause, it shall first send a notice of intent to terminate to the Contractor and the Contractor's surety. The notice shall direct the Contractor to remedy or eliminate the deficiency within a specified time if the problem is one that can be eliminated. If the Contractor fails to reasonably comply with the directive and notice, the College may after 10 days issue a notice of termination to the Contractor and its surety which terminates the Contract effective immediately and specifies the reason for the termination.

If the Contract is terminated, the Contractor shall secure the site and take measures to leave the site safe for persons, material, Work in place and equipment before departing the site, and shall remove all tools and equipment within 5 days of the termination effective date. The Contractor shall not remove any materials or equipment stored on site unless directed to do so by the College. When the Contract is terminated, the Contractor shall deliver materials purchased for the Project and paid for by the College, but not stored on site, together with all appropriate warranties and guaranties to any location designated by the College.

If the Contractor's surety does not take over the completion of the Work in accordance with this Article, the College may appropriate any or all materials on the site that may be suitable and acceptable and may enter into an agreement for the completion of the Work with another contractor, or use other methods to complete the Work.

All damages, costs and charges incurred by the College together with the cost of completing the Work, will be deducted from any monies due or which may become due to the Contractor for Work properly completed by it before the termination. If such expenses exceed the sum available from the unpaid Contract Price, the Contractor and its surety shall be liable and shall pay to the College the amount of such excess in addition to other damages.

The rights and remedies of the College in connection with a termination for cause shall be in addition to other rights and remedies which it has under law, the Contract, and the Contractor's bond.

If the College terminates the Contract for cause and it is subsequently determined by a court that the Contractor was not in default, or that the termination was legally unjustified, the termination will be deemed to be a termination for convenience under this Article, and the rights

and remedies of the Contractor and its surety for the termination will be limited to those which exist in connection with a termination for convenience. If the College terminates the Contract for cause, the Contractor may not file a suit to recover on any claims arising out of the Project before the Work is Substantially Complete.

#### **13.4 Surety Takeover Following Termination For Cause.**

If the College terminates the Contractor for cause, the Contractor's performance bond surety may elect to takeover and complete the Contractor's Work and obligations under its Contract. If the surety elects to take over the completion of the Contract, it may only do so on the following conditions:

- (a) The surety must notify the College that it will take over completion of the Contract by a written notice of intent signed by a representative authorized to bind the surety within 5 calendar days of the surety's receipt of the College's notice of termination.
- (b) The surety and the College must execute a written takeover agreement within 10 days after the surety sends its notice of intent to takeover. The takeover agreement signed by the surety and the College, must:
  - i. contain an acknowledgement and agreement by the surety to assume the obligation to complete the balance of the Work under the Contract and to perform all of the Contractor's obligations under the Contract at the surety's sole cost and expense, and to utilize only contractors approved by the College to complete the Work, which approval shall not be unreasonably withheld;
  - ii. provide that the surety is entitled to be paid the unpaid balance under the terminated Contractor's Contract in accordance with and subject to the terms of the Contract for Construction and these General Conditions;
  - iii. provide that the surety is not relieved of any of its obligations under its payment and performance bond for the Project, and that the College retains its right to withhold money for Contract payments to compensate for damages or for other reasons where authorized under the Contract for Construction or these General Conditions; and
  - iv. provide that it is without prejudice to and is subject to all of the rights and remedies of the College, the surety, and the defaulted Contractor, and the surety may not require the College to agree to a takeover agreement that seeks to extinguish any such rights.
- (c) The surety must also pay without delay all obligations of the terminated Contractor for Work and materials on the Project, subject to a reasonable allowance of time to investigate and verify claims.

#### **13.5 Suspension By The Contractor For Non-Payment.**

If the Contractor is not paid sums due under an approved invoice within thirty (30) days of the billing date, it may suspend performance without penalty for breach of Contract, but only



after providing the College with 7 days written notice of non-payment, and only in the event that the College fails to furnish the Contractor, within that 7 day period, with a written statement of the amount withheld and the reasons for the withholding. Nothing herein shall be construed to excuse the Contractor's nonperformance, or to limit the College's rights and remedies relating to such nonperformance, with regard to any monies withheld from the Contractor upon the proper notice provided under this Article, or with regard to any Contractor claim disputed by the College.

## **ARTICLE 14**

### **WARRANTY/DEFECTIVE WORK AND MATERIALS**

#### **14.1 General Work One Year Warranty; HVAC Systems Two Year Warranty**

The Contractor warrants and guarantees for a one year period that all Work, materials and equipment (and for a two year period that all HVAC work) conform to the Contract Documents and will not fail or manifest defects, that the Project and all its components will be fit for their intended functions, and that all material and equipment will be new and of good quality.

The general one year warranty period (or two year warranty period for HVAC work) shall commence when the Certificate of Substantial Completion is issued, and the one year period (or two year period for HVAC work) shall commence on that date for all components of the Project, including any equipment activated and operated before Substantial Completion, such as HVAC systems, electrical systems and elevators.

During the one year warranty period (or two year warranty period for HVAC work), the Contractor shall repair and remedy at its own expense any premature failure, defects or deficiencies in any Work, materials or equipment that are discovered or that develop during the one year period (or two year period for HVAC work), and shall do so within 5 days after receipt of a written warranty claim from the College. The Contractor shall also repair damages caused by any failure or defect covered by this warranty. A failure to provide the warranty service required shall constitute a breach of this warranty obligation as well as other applicable provisions of the Contract. This warranty shall not cover failures caused solely by substantial misuse or abuse by the College.

This general one year warranty (or two year warranty for HVAC work) is intended to provide the College with prompt warranty service for all aspects of the Project for the one year period (or two year period for HVAC work). It is not intended to limit or extinguish any additional warranties required by any of the Contract Documents, or provided by manufacturers of systems, equipment or materials provided under the Contract. It is not intended to eliminate or reduce the College's rights and remedies under the Contract Documents and law for defects and deficiencies in the Work, materials and equipment, or the time period of the Contractor's general responsibility and liability.

#### **14.2 Defective Work, Materials And Equipment.**

Apart from the general one year warranty (or two year warranty for HVAC work) provided for in this Article, the Contractor shall be responsible for defective Work, materials and equipment and any failure of these items to comply with the Contract Documents. This obligation shall extend beyond Substantial Completion, Final Completion and the general one year warranty (or two year warranty for HVAC work) in this Article.

If defects in the Work, materials or equipment or non-conforming items are discovered during construction and before Final Completion, the Contractor shall promptly correct them at its own expense. If the Contractor fails to correct defective or non-conforming Work, material or equipment in response to a written notice from the College, either during construction or after Final Completion, the College may employ others to provide the remedial work and the Contractor and its surety shall be liable for the cost thereof and damages incurred by the College. The Contractor and its surety shall also be liable for the cost of making good all Work and material destroyed or damaged by defects or the correction of defects.

If any portion of the Contractor's Contract Price remains in the custody of the College, either earned or unearned, the College may deduct money paid to others to remedy defects after notice is sent to the Contractor and damages incurred by the College when the Contractor fails to provide a remedy in response. The Contractor's responsibility for defects and non-conforming Work, material and equipment shall not be limited in time except by applicable law.

The Contractor's responsibility for defective Work shall not be affected by either the performance or the lack of performance of inspections by the College or the Architect. The issuance of payments, a Certificate of Substantial Completion or a Certificate of Final Completion shall not constitute acceptance of Work, material or equipment that is deficient or not in compliance with the Contract, or limit the Contractor's warranty or the other Contract obligations.

### **ARTICLE 15**

#### **INDEMNIFICATION/LIABILITY TO THIRD PARTIES.**

##### **15.1 The Contractor's Indemnification Obligation.**

To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the College, the State of New Jersey, the New Jersey Educational Facilities Authority, Trenton State College Corporation, and any other persons or entities designated by the College, and the officers, directors, principals, attorneys, agents, servants, and employees of any of them (collectively the "Indemnified Parties") from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from: (1) performance of the Work, whether such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting therefrom caused in whole or in part by the negligent or willful acts or omissions of the Contractor, Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder or (2) any one or more of the items set forth in

this Article. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Article.

In claims against any person or entity indemnified under this Article by an employee of the Contractor, a Subcontractor or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Article shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts, nor shall the same be limited by the types or limits of insurance carried or to be carried by the Contractor or any Subcontractor pursuant to the Contract Documents or otherwise.

The indemnity, defense, and hold harmless obligation set forth in this Article shall be supplemented by the following:

- (a) any claims or liens of Subcontractors, except to the extent that the non-payment upon which the claim or lien is predicated resulted solely from the College's wrongful failure to pay the Contractor sums due under the Contract;
- (b) any fines, penalties, liquidated damages, assessments or other executions imposed by any governmental authority having jurisdiction over the Project by reason of the Contractor's failure to comply with any requirement of the Contract;
- (c) any losses, damages, or expenses incurred by reason of the Contractor's failure to obtain and maintain in force or cause to be obtained and maintained, the insurance required by the terms of the Contract;
- (d) any losses, damages, or expenses incurred by reason of any failure (whether or not specifically identified herein) by the Contractor to perform its obligations under the Contract Documents or any breach of the Contract;
- (e) any claims, damages, or expenses incurred by reason of the Contractor's infringement or alleged infringement of any patent, copyright, or other intellectual property or similar rights; and
- (f) any claims, damages, liquidated damages, penalties, or fines assessed against the College, directly or indirectly, solely or partially by reason of the Contractor's failure to comply with any applicable laws, codes, statutes, or regulations.

If any judgment is rendered against the Indemnified Parties for which indemnification is required under this Article, the Contractor shall satisfy and discharge it. The Contractor shall reimburse the College for reasonable attorney fees, costs and expenses incurred by the Indemnified Parties in the defense of such suit or claim.

The College shall give written notice to the Contractor of claims and suits for which indemnification may be claimed pursuant to this Article.

The foregoing obligations shall survive the completion of the Work and final payment to the Contractor (or the sooner termination of the Contract) with respect to all matters accrued during the term of the Contract and such obligations shall not be construed to negate, abridge or reduce any other rights, obligations or indemnity which would otherwise exist as to a party or person indemnified by this Article.

## **15.2 The Subcontractor's Indemnification Obligation.**

The Contractor shall cause the indemnification obligations set forth in this Article to be included in all contracts with its Subcontractors.

## **ARTICLE 16** **INSURANCE AND BONDS.**

### **16.1 The Contractor's Insurance.**

The Contractor shall purchase from, and maintain with a company or companies lawfully authorized to do business in the State of New Jersey, insurance for protection from claims under workers' compensation and other employee benefit acts which are applicable, claims for damages because of bodily injury, including death, and claims for damages, including the Work itself, to property which may arise out of or result from the Contractor's operations and completed operations under the Contract, whether such operations be by the Contractor or by a Subcontractor or anyone directly or indirectly employed by any of them, until at least 1 year after the Final Completion and acceptance of the Project. This insurance shall be written for not less than the limits set forth below or as required by law, whichever coverage is greater, and shall include contractual liability insurance applicable to the Contractor's obligations under Article 15 (Indemnification). The Contractor expressly agrees that any insurance protection required by the Contract Documents shall in no way limit the Contractor's obligations under the Contract, and shall not be construed to relieve the Contractor from liability in excess of such coverage. Nor shall it preclude the College from taking such actions as are available to it under any other provisions of the Contract for Construction, these General Conditions or the law.

#### **16.1.1 Types and Minimum Amounts of Insurance:**

- (a) **Commercial General Liability Insurance (CGL).** Commercial General Liability insurance ISO CG 00 01 12 07 or later occurrence form of insurance including contractual liability with limits of at least \_\_\_\_ million dollars (\$\_\_\_\_\_) per occurrence, and at least \_\_\_\_ million dollars (\$\_\_\_\_\_) in the aggregate. The general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. The CGL policy shall also include products/completed operations with limits of at least \_\_\_\_ million (\$\_\_\_\_\_) in the aggregate. This insurance shall be maintained for at least 1 year after the Final Completion of the Project.
- (b) **Automobile Liability Insurance.** Comprehensive Automobile Liability insurance covering owned, non-owned, and hired vehicles. The limits of liability shall not be less than \_\_\_\_ million dollars (\$\_\_\_\_\_) combined single limit for bodily injury and property damage for each occurrence.

- (c) **Workers Compensation/ Employer's Liability.** Worker's Compensation Insurance applicable to the laws of the State of New Jersey and other State or Federal jurisdictions required to protect the employees of the Contractor and any Subcontractor, sub-subcontractor or supplier who will be engaged in the performance of the Contract. The certificate must so indicate that no proprietor, partner, executive officer or member is excluded. This insurance shall include Employers' Liability Insurance with a limit of liability not less than one million dollars (\$1,000,000) bodily injury, each occurrence, one million dollars (\$1,000,000) disease, each employee, and one million dollars (\$1,000,000) disease, aggregate limit.

All required insurance coverages must be written by insurance companies acceptable to the College. All insurance companies must have a minimum A.M. Best's financial strength rating of A- or better, or an equivalent rating from another respected rating agency, and an A.M. Best's size rating of VII or greater.

**16.1.2 Additional Insureds.** All insurance required herein, except Worker's Compensation, shall name The College of New Jersey, the State of New Jersey, the New Jersey Educational Facilities Authority, Trenton State College Corporation and any other persons or entities designated by the College as additional insureds.

**16.1.3 Cancellation.** The certificates of insurance shall provide for 30 days written notice to the College before any cancellation, expiration or non-renewal during the term the insurance is required by the Contract.

**16.1.4 Evidence of Insurance.** The Contractor shall when the Contract for Construction is signed and before beginning the Work required under the Contract, provide the College with valid certificates of insurance signed by an insurance provider or authorized agent or underwriter to evidence the Contractor's insurance coverage as required in this Article, and also copies of the policies themselves. The certificates of insurance shall specify that the insurance provided is of the types and in the amounts required in this Article, and that the policies cannot be canceled except after 30 days written notice to the College. The Contractor shall also be required to provide the College with valid certificates of renewal when policies expire. The Contractor shall also, when requested, provide the College with additional copies of each policy and all endorsements required under the Contract, which are certified by an agent or underwriter to be true copies of the policies and endorsements issued to the Contractor.

**16.1.5 Remedies for Lack of Insurance.** If the Contractor fails to renew any of its required insurance policies, or any policy is canceled, terminated or modified, the College may refuse to pay monies due under the Contract. The College, in its sole discretion and for its sole benefit, may use monies retained under this Article to attempt to renew the Contractor's insurance or obtain substitute coverage if possible for the College's sole benefit, and may invoke other applicable remedies under the Contract for Construction and these General Conditions including claims against the Contractor and its surety. During any period when the required insurance is not in effect, the College may also, in its sole discretion, either suspend the Work under the Contract or terminate the Contract.

### **16.2 The Subcontractor's Insurance.**

The Contractor shall ensure that its Subcontractors purchase and maintain insurance on the same terms and with coverages customary for each trade as required by the Contractor under the Contract. The Contractor shall contractually obligate its Subcontractors to indemnify, defend, and hold harmless the College upon the same terms and conditions that the Contractor is required to do so as provided in Article 15 of these General Conditions (Indemnification).

### **16.3 Payment And Performance Bond.**

The Contractor is required to furnish the College with a payment bond and a performance bond from an approved surety as described in this Article and in the bid documents. The bonds shall conform to N.J.S.A. 2A:44-147. The Contract will not become effective until these bonds are provided to and approved in writing by the College. The bonds must also be accompanied by the surety disclosure statement and certification required by N.J.S.A. 18A:64-68.

## **ARTICLE 17** **DISPUTE RESOLUTION.**

### **17.1 Mediation.**

If a dispute or claim arises out of or relates to the Contract, or the breach thereof, and if the dispute cannot be settled through negotiation, the dispute or claim may, at the College's sole option, be subject to mediation administered by the American Arbitration Association under its Construction Industry Mediation Rules as a condition precedent to binding dispute resolution. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in Mercer County, New Jersey, at the offices of the College's attorneys, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable in any court having jurisdiction thereof.

### **17.2 Method Of Binding Dispute Resolution.**

For any dispute or claim, not resolved by mediation pursuant to this Article, the method of binding dispute resolution shall be litigation in the state or district courts of the State of New Jersey, unless the College, in its sole discretion, decides to submit the dispute or claim to arbitration pursuant to this Article.

### **17.3 Arbitration (If The College Elects To Arbitrate).**

If the College decides, in its sole discretion, to submit a dispute or claim to arbitration rather than litigation as provided above, the arbitration shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Contract unless the parties mutually agree otherwise. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The arbitrator shall be a New Jersey licensed attorney with at least twenty (20) years' experience practicing in construction law. In the event that the parties mutually agree to use a panel of three arbitrators, then the construction attorney will be the

presiding arbitrator, one of the arbitrators will be a registered architect and the other will be a contractor, all of whom shall be neutral and independent. This Article shall not preclude the College or Contractor from instituting legal action to discharge an invalid construction lien. The arbitration hearing shall be held in Mercer County, New Jersey, at the offices of the College's attorneys, unless another location is mutually agreed upon.

A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by the parties to the Contract shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

The award rendered by the arbitrator(s) shall be a reasoned award and shall include a statement of findings of fact and conclusions of law and shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

#### **17.4 Consolidation Or Joinder.**

The College, in its sole discretion, may consolidate an arbitration conducted under the Contract with any other arbitration to which it is a party provided that (i) the arbitration agreement governing the other arbitration permits consolidation, (ii) the arbitrations to be consolidated substantially involve common questions of law or fact, and (iii) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

The College, in its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

The College, in its sole discretion, may grant to any person or entity made a party to an arbitration conducted under this Article, whether by joinder or consolidation, the same rights of joinder and consolidation as the College under the Contract.

#### **17.5 Work During Pendency Of Dispute.**

Unless otherwise instructed by the College, the Contractor shall carry on its Work during the pendency of any dispute hereunder, and the College shall continue making payments to the Contractor of undisputed amounts.

### **17.6 Prompt Payment Claims.**

Notwithstanding the foregoing, disputes regarding only whether a party has failed to make payments required pursuant to New Jersey's Prompt Payment Act may be submitted to alternative dispute resolution as provided in N.J.S.A. 2A:30a-2(f). In such event, the College and the Contractor shall share equally the fees and expenses of the selected mediator. Provided, however, that nothing herein shall be construed, in whole or in part, as a waiver, release or modification of the provisions of the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq., as it governs claims against the College.

### **17.7 The Contractor's Claims: Procedures And Limitations.**

Claims by the Contractor against the College shall be subject to the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq., including the notice and time for suit provisions. For the purpose of determining the time within which the Contractor must file suit under the New Jersey Contractual Liability Act, "completion of the contract" shall be deemed to have occurred upon achievement of Substantial Completion as defined in these General Conditions.

The Contractor also agrees that it shall not be entitled to assert claims against the College for any compensation beyond that provided for in the Contract by reason of the acts or omissions of any third parties, including but not limited to the Architect and any other contractor on the Project. The Contractor may not assert claims for extra costs for home offices expenses, home office overhead, lost profits or revenue, or consequential damages as that term is defined in law. All claims shall also be subject to all other pertinent provisions of the Contract for Construction and the Contract Documents including these General Conditions. The Contractor also agrees that it may not assert any claims for extra costs or damages unless it maintains all the records of its estimated and actual costs as required by the Contract for Construction and these General Conditions.

### **17.8 Dispute Resolution Process In The Contractor's Subcontracts.**

The Contractor shall include this dispute resolution process in all of its contracts with any Subcontractors or suppliers on this Project.

## **ARTICLE 18** **MISCELLANEOUS.**

### **18.1 Prevailing Wage.**

The Contractor and its Subcontractors shall comply with the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25 through 56.57. Workers employed by the Contractor or any Subcontractor or sub-subcontractor in the performance of services directly on the Project must be paid prevailing wages. As required by N.J.S.A. 34:11-56.27 and 56.28, the Contract cannot become effective until the College obtains from the New Jersey Department of Labor a determination of the prevailing wage rates applicable to the Project as of the Contract award date and attaches a copy to the Contract. As required by N.J.S.A. 34:11-56.27, the Contractor or any



Subcontractor may be terminated if any covered worker is not paid prevailing wages on the Project, and the Contractor and its surety shall be liable for any additional costs which result. The Contractor and its Subcontractors must be registered with the New Jersey Department of Labor (N.J.S.A. 34:11-56.51 et seq.), and the prevailing wage rates must be posted at the job site (N.J.S.A. 34:11-56.32). The Contractor and its Subcontractors must prepare accurate certified records of wages paid for each worker on the Project (N.J.S.A. 34:11-56.29), and copies for the period covered by each invoice must be attached to the invoice submitted under the Contract. In accordance with N.J.S.A. 34:11-56.33, the Contractor's final invoice must include a statement of all amounts still then due to workers on the Project. The Contractor is also cautioned that it must use job titles and worker classifications consistent with those approved by the Department of Labor, and that, if it intends to pay apprentice rates, it must comply with the Department of Labor's regulations at N.J.A.C. 12:60-7.1 through 7.4.

If the State's Prevailing Wage Act is amended, or the language stated herein is inconsistent with the language contained in the State's Prevailing Wage Act, the language of the State's Prevailing Wage Act shall control.

## **18.2 Employment Discrimination.**

The Contractor and any Subcontractors employed by it shall comply with N.J.S.A. 10:2-1 through 10:2-4 and N.J.S.A. 10:5-1 et seq., including N.J.S.A. 10:5-31 through 10:5-35, which prohibit discrimination in employment in public contracts. The statute and the rules and regulations promulgated thereunder shall be considered to be part of the Contract and binding upon the Contractor and its Subcontractors. If the College is notified of any violation of the public contract awarding regulations in accordance with N.J.A.C. 17:27-7.4 concerning the financing of minority and women outreach and training programs, the College reserves the right to deduct the outreach and training allocation from the Contract. During the performance of the Contract, the Contractor agrees that:

- (a) In the hiring of persons for the performance of Work under the Contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under the Contract, neither the Contractor, its Subcontractors nor any person acting on behalf of the Contractor or any of its Subcontractors, shall, by reason of race, creed, religion, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS and HIV status, discriminate against any person who is qualified and available to perform the Work to which the employment relates;
- (b) Neither the Contractor, its Subcontractors, nor any person acting on behalf of the Contractor or any of its Subcontractors shall, in any manner, discriminate against or intimidate any employee engaged in the performance of Work under the Contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any

such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, religion, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS and HIV status;

- (c) There may be deducted from the amount payable to the Contractor by the College, under the Contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the Contract; and
- (d) The Contract may be canceled or terminated by the College, and all money due or to become due hereunder may be forfeited, for any violation of this Article of the Contract occurring after notice to the Contractor from the College of any prior violation of this Article of the Contract. The Contractor and its Subcontractors shall comply with all laws prohibiting discrimination against employees, and shall comply with the provision in the Contract regarding employment discrimination.

If the State's Law Against Discrimination is amended, or the language stated herein is inconsistent with the language contained in the State's Law Against Discrimination, the language of the State's Law Against Discrimination shall control.

### **18.3 Patents.**

If any design, device, material or process covered by patents or copyright is used in the Work, the Contractor shall provide for such use by a suitable agreement with the patent or copyright owner. The Contractor shall bear all costs arising from the use of patented materials, equipment, or processes and all copyrighted materials used on or incorporated in the Work. The Contractor shall defend, indemnify and hold harmless the College and its representatives from any and all claims for infringement by reason of the use of any such patented or copyrighted items.

### **18.4 The Contractor's Compliance With Law.**

The Contractor shall keep fully informed of all federal, state and local laws, ordinances, regulations and orders of agencies that have jurisdiction or authority that in any manner affect those employed on the Project or the Project. The Contractor shall at all times observe and comply with, and cause its agents and employees to observe and comply with, all such laws, ordinances, regulations, and/or orders. The Contractor shall also protect and indemnify, defend and hold harmless the College and its representatives against any claim or liability arising from the violation of any laws, ordinances, regulations, or orders, whether by the Contractor or its employees, agents, Subcontractors at any tier, suppliers or materialmen.

**18.5 Environmental Protection – The Contractor’s Duty To Comply With Applicable Law.**

The Contractor shall comply with all applicable federal, state and local laws and regulations and all conditions of permits pertaining to the protection of the environment. Necessary precautions shall be taken to prevent pollution of streams, lakes, ponds, rivers, wetlands, groundwater, reservoirs, and property by chemicals, fuels, oils, bitumens, or other harmful or hazardous materials as defined by law. The Contractor also shall not pollute the atmosphere from particulate or gaseous matter in violation of applicable law.

**18.6 No Personal Liability Of College Officials.**

In carrying out any of the provisions of the Contract, or in exercising any right or authority granted to them by or in connection with the Contract, there shall be no liability upon any trustee, officer or employee of the College, either personally or as officials of the College, it being agreed that in all such functions they act only as agents and representatives of the College.

**18.7 Recovery Of Monies By The College From Other Contracts With The Contractor.**

When the Contract Documents authorize the College to withhold or deduct money from any monies due to the Contractor, or require the Contractor to pay or return monies for any reason, the College may in its discretion withhold any monies due the Contractor under any other contracts between the Contractor and the College. This right shall not affect the rights of the College against the Contractor or its surety under the Contract, and the College shall not be obliged to exercise this right as to any other contract as a condition of exercising its rights against the Contractor or surety under the Contract.

**18.8 Buy American Requirement.**

The Contractor shall comply with N.J.S.A. 52:32-1 and N.J.S.A. 52:33-1 et seq., which prohibit the use by the Contractor or Subcontractors of materials or farm products produced and manufactured outside of the United States on any public Work. Notwithstanding any inconsistent provision of any law, and unless the head of the department, or other public officer charged with the duty by law, shall determine it to be inconsistent with the public interest, or the cost to be unreasonable, only domestic materials shall be acquired or used for any public work. This Article shall not apply with respect to domestic materials to be used for any public work, if domestic materials of the class or kind to be used are not mined, produced or manufactured, as the case may be, in the United States in commercial quantities and of a satisfactory quality. If the State’s “Buy American” laws are amended, or the language stated herein is inconsistent with the language contained in the State’s “Buy American” laws, the language of the State’s “Buy American” laws shall control.

**18.9 Compliance With Grant Requirements.** The Contractor acknowledges and agrees that if the College receives any grant monies in connection with the Project, the Contractor and its Subcontractors shall comply with all requirements associated with such grant or set forth in such grant agreement.

**18.10 Modification Of Contract.**

No modification or amendment of the Contract shall be effective unless it is in writing and signed by both the College and the Contractor.

**18.11 State Sales Tax Exemption.**

Materials, supplies or services for exclusive use in constructing the Project are exempt from the State Sales Tax Act. Rentals of equipment are not exempt from any tax under the State Sales Tax Act.

**18.12 Successors and Assigns.**

The College and the Contractor respectively bind themselves, their successors and assigns, to the other party hereto and to the successors and assigns of such other party in respect to covenants, agreements and obligations contained in the Contract Documents.

The Contractor shall not assign the Contract, nor shall the Contractor transfer or assign any Contract funds, due or to become due, or claims of any nature it has against the College without the prior written approval of the College. The College in its sole discretion and considering primarily the interests of the College may elect either to grant or to deny such approval. If the Contractor attempts to make such an assignment without the College's prior written approval, the Contractor shall nevertheless remain legally responsible for all obligations under the Contract.

The College shall be entitled to assign its rights hereunder to one or more lenders as collateral for loans which the College may obtain to finance construction of the Project and to a party who presently has or later acquires a legal interest in the premises. The Contractor agrees to execute such certificates, documents and instruments as are reasonably requested by the College, including, without limitation, certificates, documents and instruments that evidence the Contractor's consent to an assignment of the Contract or confirm the absence or existence of a default on the part of the College hereunder.

**18.13 Construction Liens.**

If any Subcontractor or other person working under the Contractor files a construction lien or claim or notice of intention or right to file a lien for or on account of Work, labor, services, materials, equipment or other items furnished under or in connection with the Contract for which the College has paid the Contractor, the Contractor agrees to discharge or remove such lien, claim or notice at its own expense by bond, payment or otherwise within twenty (20) calendar days from the date of the filing thereof, and upon its failure to do so, the College shall have the right to cause any such lien or claim, notice of intention or stop notice to be removed or discharged by whatever means the College chooses, at the sole cost and expense of the

Contractor (such costs and expenses to include legal fees and disbursements). The Contractor agrees to indemnify, defend and hold harmless the College and its representatives from and against any and all such liens, claims or other filings, and actions brought or judgments rendered thereon, and from and against any and all losses, damages, liabilities, costs and expenses, including legal fees and disbursements, which the College may sustain in connection therewith. Further, if any Subcontractor or other person working under the Contractor files a construction lien or claim or notice of intention or right to file a lien for or on account of Work, labor, services, materials, equipment or other items furnished under or in connection with the Contract for which the College has paid the Contractor, the College may, in the College's sole discretion, pay all wages, damages, recoveries, costs and expenses and reasonable counsel fees arising therefrom and deduct the same from any monies due or to become due to the Contractor.

#### **18.14 Independent Contractor Status.**

The relationship of the Contractor to the College is that of an independent contractor. The Contractor agrees that it shall conduct itself consistent with such status, and shall not hold itself out as or claim to be a trustee, officer, employee or agent of the College. The Contractor shall not make any claim or demand for any right or privilege applicable to officers or employees of the College, including but not limited to, workers compensation, unemployment insurance benefits, social security coverage, or retirement benefits.

#### **18.15 Third Party Beneficiary Rights Not Intended.**

It is specifically agreed between the College and the Contractor that no provisions of the Contract Documents are intended to make the public or any member thereof a third party beneficiary of the Contract, or to authorize anyone not a party to the Contract to maintain a suit for personal injuries, property damage or other claims under the Contract. It is also the intent of the College and the Contractor that no individual or firm that supplies materials, labor, services, or equipment to the Contractor for the performance of the Work shall be a third party beneficiary of the Contract.

#### **18.16 Gifts To College Employees And Agents Prohibited.**

The Contractor shall not give any gifts of any nature, nor any gratuity in any form, nor loan any money or anything of value to any College employee or relative thereof, or any agent of the College. The Contractor shall not rent or purchase any equipment or supplies of any kind from any College employee or relative thereof or any agent of the College.

#### **18.17 Compliance With Procurement Statutes.**

The Contractor warrants and represents that the Contract has not been solicited or secured, directly or indirectly, in a manner contrary to the law of New Jersey, and in particular the provisions of N.J.S.A. 18A:64-6.1, 6.2 and 6.3, and that the Contractor has not and shall not violate the law of New Jersey relating to the procurement of or the performance of the Contract by any conduct, including the paying of any gratuity of any kind, directly or indirectly, to any College trustee, employee or officer. Any violation of this Article shall be cause for the College to terminate the Contract, to retain all unpaid and/or unearned monies, and to recover all monies paid. The Contractor shall notify the College in writing of any interest which any trustee, officer,

employee or consultant of the College has in, or association with the Contractor, any other contractor, any Subcontractor, material supplier, consultant, or manufacturer, or other party which has any interest in the Project.

### **18.18 Conflict Of Interest.**

The Contractor shall not pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b. and e., in the Department of the Treasury or any other agency with which the Contractor transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i., of any such officer or employee, or any partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g.

The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any State vendor shall be reported in writing forthwith by the Contractor to the Attorney General and the Executive Commission on Ethical Standards.

The Contractor may not, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in the Contractor to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52:13D-13g. Any relationships subject to this Article shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.

The Contractor shall not influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

The Contractor shall not cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the Contractor or any other person.

The provisions cited above shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with the Contractor under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate.

The Contractor shall require its Subcontractors and suppliers to comply with the requirements of this Article.

**18.19 Confidential Information.**

The Contractor shall maintain the confidentiality of information specifically designated as confidential by the College, unless withholding such information would violate applicable law. The Contractor shall require its Subcontractors to maintain the confidentiality of information specifically designated as confidential by the College.

**18.20 Publicity.**

Publicity and/or public announcements pertaining to the Project must be approved in writing by the College prior to release.

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**

**CONSTRUCTION CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, up-grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer, pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

When hiring or scheduling workers in each construction trade, the contractor or subcontractor agrees to make good faith efforts to employ minority and women workers in each construction trade consistent with the targeted employment goal prescribed by N.J.A.C. 17:27-7.2; provided, however, that the Dept. of LWD, Construction EEO Monitoring Program may, in its discretion, exempt a contractor or subcontractor from compliance with the good faith procedures prescribed by the following provisions, A, B and C, as long as the Dept. of LWD, Construction EEO Monitoring Program is satisfied that the contractor or subcontractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the Dept. of LWD, Construction EEO Monitoring Program, that its percentage of active "card carrying" members who are minority and women workers is equal to or greater than the targeted employment goal established in accordance with N.J.A.C. 17:27-7.2. The contractor or subcontractor agrees that a good faith effort shall include compliance with the following procedures:



(A) If the contractor or subcontractor has a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor shall, within three business days of the contract award, seek assurances from the union that it will cooperate with the contractor or subcontractor as it fulfills its affirmative action obligations under this contract and in accordance with the rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as supplemented and amended from time to time and the Americans with Disabilities Act. If the contractor or subcontractor is unable to obtain said assurances from the construction trade union at least five business days prior to the commencement of construction work, the contractor or subcontractor agrees to afford equal employment opportunities minority and women workers directly, consistent with this chapter. If the contractor's or subcontractor's prior experience with a construction trade union, regardless of whether the union has provided said assurances, indicates a significant possibility that the trade union will not refer sufficient minority and women workers consistent with affording equal employment opportunities as specified in this chapter, the contractor or subcontractor agrees to be prepared to provide such opportunities to minority and women workers directly, consistent with this chapter, by complying with the hiring or scheduling procedures prescribed under (B) below; and the contractor or subcontractor further agrees to take said action immediately if it determines that the union is not referring minority and women workers consistent with the equal employment opportunity goals set forth in this chapter.

(B) If good faith efforts to meet targeted employment goals have not or cannot be met for each construction trade by adhering to the procedures of (A) above, or if the contractor does not have a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor agrees to take the following actions:

(1) To notify the public agency compliance officer, the Dept. of LWD, Construction EEO Monitoring Program, and minority and women referral organizations listed by the Division pursuant to N.J.A.C. 17:27-5.3, of its workforce needs, and request referral of minority and women workers;

(2) To notify any minority and women workers who have been listed with it as awaiting available vacancies;

(3) Prior to commencement of work, to request that the local construction trade union refer minority and women workers to fill job openings, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade;

(4) To leave standing requests for additional referral to minority and women workers with the local construction trade union, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, the State Training and Employment Service and other approved referral sources in the area;

(5) If it is necessary to lay off some of the workers in a given trade on the construction site, layoffs shall be conducted in compliance with the equal employment opportunity and non-discrimination standards set forth in this regulation, as well as with applicable Federal and State court decisions;

(6) To adhere to the following procedure when minority and women workers apply or are referred to the contractor or subcontractor:

(i) The contractor or subcontractor shall interview the referred minority or women worker.

(ii) If said individuals have never previously received any document or certification signifying a level of qualification lower than that required in order to perform the work of the construction trade, the contractor or subcontractor shall in good faith determine the qualifications of such individuals. The contractor or subcontractor shall hire or schedule those individuals who satisfy appropriate qualification standards in conformity with the equal employment opportunity and non-discrimination principles set forth in this chapter. However, a contractor or subcontractor shall determine that the individual at least possesses the requisite skills, and experience recognized by a union, apprentice program or a referral agency, provided the referral agency is acceptable to the Dept. of LWD, Construction EEO Monitoring Program. If necessary, the contractor or subcontractor shall hire or schedule minority and women workers who qualify as trainees pursuant to these rules. All of the requirements, however, are limited by the provisions of (C) below.

(iii) The name of any interested women or minority individual shall be maintained on a waiting list, and shall be considered for employment as described in (i) above, whenever vacancies occur. At the request of the Dept. of LWD, Construction EEO Monitoring Program, the contractor or subcontractor shall provide evidence of its good faith efforts to employ women and minorities from the list to fill vacancies.

(iv) If, for any reason, said contractor or subcontractor determines that a minority individual or a woman is not qualified or if the individual qualifies as an advanced trainee or apprentice, the contractor or subcontractor shall inform the individual in writing of the reasons for the determination, maintain a copy of the determination in its files, and send a copy to the public agency compliance officer and to the Dept. of LWD, Construction EEO Monitoring Program.

(7) To keep a complete and accurate record of all requests made for the referral of workers in any trade covered by the contract, on forms made available by the Dept. of LWD, Construction EEO Monitoring Program and submitted promptly to the Dept. of LWD, Construction EEO Monitoring Program upon request.

(C) The contractor or subcontractor agrees that nothing contained in (B) above shall preclude the contractor or subcontractor from complying with the union hiring hall or apprenticeship policies in any applicable collective bargaining agreement or union hiring hall arrangement, and, where required by custom or agreement, it shall send journeymen and trainees to the union for referral, or to the apprenticeship program for admission, pursuant to such agreement or arrangement. However, where the practices of a union or apprenticeship program will result in the exclusion of minorities and women or the failure to refer minorities and women consistent with the targeted county employment goal, the contractor or subcontractor shall consider for employment persons referred pursuant to (B) above without regard to such agreement or arrangement; provided further, however, that the contractor or subcontractor shall not be required to employ women and minority advanced trainees and trainees in numbers which result in the employment of advanced trainees and trainees as a percentage of the total workforce for the construction trade, which percentage significantly exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also, the contractor or subcontractor agrees that, in implementing the procedures of (B) above, it shall, where applicable, employ minority and women workers residing within the geographical jurisdiction of the union.

After notification of award, but prior to signing a construction contract, the contractor shall submit to the public agency compliance officer and the Dept. of LWD, Construction EEO Monitoring Program an initial project workforce report (Form AA 201) electronically provided to the public agency by the Dept. of LWD, Construction EEO Monitoring Program, through its website, for distribution to and completion by the contractor, in accordance with N.J.A.C. 17:27-7. The contractor also agrees to submit a copy of the Monthly Project Workforce Report once a month thereafter for the duration of this contract to the Division and to the public agency compliance officer.

The contractor agrees to cooperate with the public agency in the payment of budgeted funds, as is necessary, for on-the-job and/or off-the-job programs for outreach and training of minorities and women.

(D) The contractor and its subcontractors shall furnish such reports or other documents to the Dept. of LWD, Construction EEO Monitoring Program as may be requested by the Dept. of LWD, Construction EEO Monitoring Program from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Dept. of LWD, Construction EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code (NJAC 17:27-1.1 et seq).**

IF AWARDED A CONTRACT YOUR COMPANY/FIRM WILL BE REQUIRED TO COMPLY WITH THE  
AFFIRMATIVE ACTION REQUIREMENTS LISTED ABOVE.

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

Signature: \_\_\_\_\_

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

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

## **Additional Mandatory Construction Contract Language For State Agencies, Independent Authorities, Colleges and Universities Only**

The Executive Order No. 151 (Corzine, August 28, 2009) and P.L. 2009, Chapter 335 include a provision which require all state agencies, independent authorities and colleges and universities to include additional mandatory equal employment and affirmative action language in its construction contracts. It is important to note that this language is in addition to and does not replace the mandatory contract language and good faith efforts requirements for construction contracts required by N.J.A.C. 17:27-3.6, 3.7 and 3.8. The additional mandatory equal employment and affirmative action language is as follows:

It is the policy of the **[Reporting Agency]** that its contracts should create a work-force that reflects the diversity of the State of New Jersey. Therefore, contractors engaged by the **[Reporting Agency]** to perform under a construction contract shall put forth a good faith effort to engage in recruitment and employment practices that further the goal of fostering equal opportunities to minorities and women.

The contractor must demonstrate to the **[Reporting Agency]**'s satisfaction that a good faith effort was made to ensure that minorities and women have been afforded equal opportunity to gain employment under the **[Reporting Agency]**'s contract with the contractor. Payment may be withheld from a contractor's contract for failure to comply with these provisions.

Evidence of a "good faith effort" includes, but is not limited to:

1. The Contractor shall recruit prospective employees through the State Job bank website, managed by the Department of Labor and Workforce Development, available online at <http://NJ.gov/JobCentralNJ>;
2. The Contractor shall keep specific records of its efforts, including records of all individuals interviewed and hired, including the specific numbers of minorities and women;
3. The Contractor shall actively solicit and shall provide the **[Reporting Agency]** with proof of solicitations for employment, including but not limited to advertisements in general circulation media, professional service publications and electronic media; and
4. The Contractor shall provide evidence of efforts described at 2 above to the **[Reporting Agency]** no less frequently than once every 12 months.
5. The Contractor shall comply with the requirements set forth at N.J.A.C. 17:27-1.1 et seq.

To ensure successful implementation of the Executive Order and Law, state agencies, independent authorities and colleges and universities must forward an Initial Project Workforce Report (AA 201) for any projects funded with ARRA money to the Dept. of LWD, Construction EEO Monitoring Program immediately upon notification of award but prior to execution of the contract.



**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

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

**Organization Address:** \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type)    ☐ Limited Liability Company (LLC)
- ☐ Partnership    ☐ Limited Partnership    ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

**Part II**

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

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**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **The College of New Jersey** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **The College of New Jersey** to notify the **The College of New Jersey** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **The College of New Jersey** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	



## NON-COLLUSION STATEMENT

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

The College of New Jersey  
The Office of Budget and Finance, Department of Purchasing  
Administrative Services Building, Room 201  
P.O. Box 7718  
Ewing, New Jersey 08628-0718

To Whom It May Concern:

This is to certify that the undersigned bidder \_\_\_\_\_ as  
not, either directly or indirectly, entered into any agreement, participated in any  
collusion, or otherwise taken any action in restraint of free competitive bidding in  
connection with the proposal submitted to The College of New Jersey on  
the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_

Corporate Seal:

Attest by: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission Expires: \_\_\_\_\_

Notary Public

THIS STATEMENT MUST BE COMPLETED AND SIGNED

## INFORMATION AND INSTRUCTIONS

### For Completing the “Two-Year Vendor Certification and Disclosure of Political Contributions” Chapter 51 Form

#### Background Information

On September 22, 2004, then-Governor James E. McGreevey issued E.O. 134, the purpose of which was to insulate the negotiation and award of State contracts from political contributions that posed a risk of improper influence, purchase of access or the appearance thereof. To this end, E.O. 134 prohibited State departments, agencies and authorities from entering into contracts exceeding \$17,500 with individuals or entities that made certain political contributions. E.O. 134 was superseded by Public Law 2005, c. 51, signed into law on March 22, 2005 (“Chapter 51”).

On September 24, 2008, Governor Jon S. Corzine issued E.O. 117 which is designed to enhance New Jersey’s efforts to protect the integrity of procurement decisions and increase the public’s confidence in government. The Executive Order builds upon the provisions of Chapter 51.

#### Two-Year Certification Process

Upon approval by the State Chapter 51 Review Unit, the Certification and Disclosure of Political Contributions form is valid for a two (2) year period. Thus, if a vendor receives approval on January 1, 2014, the certification expiration date would be December 31, 2015. Any change in the vendor’s ownership status and/or political contributions during the two-year period will require the submission of new Chapter 51/Executive Order 117 forms to the State Review Unit. **Please note that it is the vendor’s responsibility to file new forms with the State should these changes occur.**

**State Agency Instructions:** Prior to the awarding of a contract, the State Agency should first use NJSTART (<https://www.njstart.gov/bso/>) to check the status of a vendor’s Chapter 51 certification before contacting the Review Unit’s mailbox at [CD134@treas.nj.gov](mailto:CD134@treas.nj.gov). If the State Agency does not find any Chapter 51 Certification information in NJSTART and/or the vendor is not registered in NJSTART, then the State Agency should send an e-mail to [CD134@treas.nj.gov](mailto:CD134@treas.nj.gov) to verify the certification status of the vendor. If the response is that the vendor is NOT within an approved two-year period, then forms must be obtained from the vendor and forwarded for review. If the response is that the vendor is within an approved two-year period, then the response so stating should be placed with the bid/contract documentation for the subject project.

#### Instructions for Completing the Form

##### Part 1: BUSINESS ENTITY INFORMATION

**Business Name** – Enter the full legal name of the vendor, including trade name if applicable.

**Address, City, State, Zip and Phone Number** -- Enter the vendor's street address, city, state, zip code and telephone number.

**Vendor Email** – Enter the vendor’s primary email address.

**Vendor FEIN** – Please enter the vendor’s Federal Employment Identification Number.

**Business Type** - Check the appropriate box that represents the vendor's type of business formation.

**Listing of officers, shareholders, partners or members** - Based on the box checked for the business type, provide the corresponding information. (A complete list must be provided.)



## Part 2: DISCLOSURE OF CONTRIBUTIONS

Read the three types of political contributions that require disclosure and, if applicable, provide the recipient's information. The definition of "Business Entity/Vendor" and "Contribution" can be found on pages 3 and 4 of this form.

**Name of Recipient** - Enter the full legal name of the recipient.

**Address of Recipient** - Enter the recipient's street address.

**Date of Contribution** - Indicate the date the contribution was given.

**Amount of Contribution** - Enter the dollar amount of the contribution.

**Type of Contribution** - Select the type of contribution from the examples given.

**Contributor's Name** - Enter the full name of the contributor.

**Relationship of the Contributor to the Vendor** - Indicate the relationship of the contributor to the vendor. (e.g. officer or shareholder of the company, partner, member, parent company of the vendor, subsidiary of the vendor, etc.)

**NOTE:** If form is being completed electronically, click "Add a Contribution" to enter additional contributions. Otherwise, please attach additional pages as necessary.

Check the box under the recipient information if no reportable contributions have been solicited or made by the business entity. **This box must be checked if there are no contributions to report.**

## Part 3: CERTIFICATION

Check Box A if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity.

**(No additional Certification and Disclosure forms are required if BOX A is checked.)**

Check Box B if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity with the exception of those individuals and/or entities that submit their own separate form. For example, the representative is not signing on behalf of the vice president of a corporation, but all others. The vice president completes a separate Certification and Disclosure form. **(Additional Certification and Disclosure forms are required from those individuals and/or entities that the representative is not signing on behalf of and are included with the business entity's submittal.)**

Check Box C if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity only. **(Additional Certification and Disclosure forms are required from all individuals and/or entities whose contributions are attributable to the business entity and must be included with the business entity submittal.)**

Check Box D when a sole proprietor is completing the Certification and Disclosure form or when an individual or entity whose contributions are attributable to the business entity is completing a separate Certification and Disclosure form.

**Read the five statements of certification prior to signing.**

The representative authorized to complete the Certification and Disclosure form must sign and print her/his name, title or position and enter the date.

### **State Agency Procedure for Submitting Form(s)**

The State Agency should submit the completed and signed Two-Year Vendor Certification and Disclosure forms either electronically to: [cd134@treas.nj.gov](mailto:cd134@treas.nj.gov) or regular mail at: Chapter 51 Review Unit, P.O. Box 230, 33 West State Street, Trenton, NJ 08625-0230. Original forms should remain with the State Agency and copies should be sent to the Chapter 51 Review Unit.

### **Business Entity Procedure for Submitting Form(s)**

The business entity should return this form to the contracting State Agency.

The business entity can submit the Certification and Disclosure form directly to the Chapter 51 Review Unit only when:

- The business entity is approaching its two-year certification expiration date and is seeking certification renewal;
- The business entity had a change in its ownership structure; OR
- The business entity made any contributions during the period in which its last two-year certification was in effect, or during the term of a contract with a State Agency.

### **Questions & Information**

Questions regarding Public Law 2005, Chapter 51 (N.J.S.A. 19:44A-20.13) or E.O. 117 (2008) may be submitted electronically through the Division of Purchase and Property website at: <https://www.state.nj.us/treas/purchase/eo134questions.shtml>.

Reference materials and forms are posted on the Political Contributions Compliance website at: <http://www.state.nj.us/treasury/purchase/execorder134.shtml>.



State of New Jersey  
Department of the Treasury

**Division of Purchase and Property**

Two-Year Chapter 51/Executive Order 117 Vendor Certification and  
Disclosure of Political Contributions

**FOR STATE USE ONLY**

Solicitation, RFP, or Contract No. \_\_\_\_\_ Award Amount \_\_\_\_\_

Description of Services \_\_\_\_\_

State Agency Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_ Contact Email \_\_\_\_\_

☐ Check if the Contract / Agreement is Being Funded Using FHWA Funds

**Please check if requesting  
recertification ☐**

**Part 1: Business Entity Information**

Full Legal Business Name \_\_\_\_\_  
(Including trade name if applicable)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Vendor Email \_\_\_\_\_ Vendor FEIN (SS# if sole proprietor/natural person) \_\_\_\_\_

**Check off the business type and list below the required information for the type of business selected.  
MUST BE COMPLETED IN FULL**

- ☐ Corporation: LIST ALL OFFICERS and any 10% and greater shareholder (If the corporation only has one officer, please write "sole officer" after the officer's name.)
- ☐ Professional Corporation: LIST ALL OFFICERS and ALL SHAREHOLDERS
- ☐ Partnership: LIST ALL PARTNERS with any equity interest
- ☐ Limited Liability Company: LIST ALL MEMBERS with any equity interest
- ☐ Sole Proprietor

Note: "Officers" means President, Vice President with senior management responsibility, Secretary, Treasurer, Chief Executive Officer or Chief Financial Officer of a corporation, or any person routinely performing such functions for a corporation.

Also Note: "N/A will not be accepted as a valid response. Where applicable, indicate "None."

**All Officers of a Corporation or PC**

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**10% and greater shareholders of a corporation  
or all shareholders of a PC**

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**All Equity partners of a Partnership**

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**All Equity members of a LLC**

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If you need additional space for listing of Officers, Shareholders, Partners or Members, please attach separate page.

**Part 2: Disclosure of Contributions by the business entity or any person or entity whose contributions are attributable to the business entity.**

- 1. Report below all contributions solicited or made during the 4 years immediately preceding the commencement of negotiations or submission of a proposal to any:**

Political organization organized under Section 527 of the Internal Revenue Code and which also meets the definition of a continuing political committee as defined in N.J.S.A. 19:44A-3(n)

- 2. Report below all contributions solicited or made during the 5 ½ years immediately preceding the commencement of negotiations or submission of a proposal to any:**

Candidate Committee for or Election Fund of any Gubernatorial or Lieutenant Gubernatorial candidate  
State Political Party Committee  
County Political Party Committee

- 3. Report below all contributions solicited or made during the 18 months immediately preceding the commencement of negotiations or submission of a proposal to any:**

Municipal Political Party Committee  
Legislative Leadership Committee

Full Legal Name of Recipient \_\_\_\_\_

Address of Recipient \_\_\_\_\_

Date of Contribution \_\_\_\_\_ Amount of Contribution \_\_\_\_\_

Type of Contribution (i.e. currency, check, loan, in-kind) \_\_\_\_\_

Contributor Name \_\_\_\_\_

Relationship of Contributor to the Vendor \_\_\_\_\_

**If this form is not being completed electronically, please attach additional contributions on separate page.  
Click the "Add a Contribution" tab to enter additional contributions.**

Remove Contribution

Add a Contribution

☐ **Check this box only if no political contributions have been solicited or made by the business entity or any person or entity whose contributions are attributable to the business entity.**

**Part 3: Certification** (Check one box only)

- (A) ☐ I am certifying on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity as listed on Page 1 under **Part 1: Vendor Information**.
- (B) ☐ I am certifying on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity as listed on Page 1 under **Part 1: Vendor Information**, except for the individuals and/or entities who are submitting separate Certification and Disclosure forms which are included with this submittal.
- (C) ☐ I am certifying on behalf of the business entity only; any remaining persons or entities whose contributions are attributable to the business entity (as listed on Page 1) have completed separate Certification and Disclosure forms which are included with this submittal.
- (D) ☐ I am certifying as an individual or entity whose contributions are attributable to the business entity.

I hereby certify as follows:

- 1. I have read the Information and Instructions accompanying this form prior to completing the certification on behalf of the business entity.**
- 2. All reportable contributions made by or attributable to the business entity have been listed above.**

**3. The business entity has not knowingly solicited or made any contribution of money, pledge of contribution, including in-kind contributions, that would bar the award of a contract to the business entity unless otherwise disclosed above:**

- a) Within the 18 months immediately preceding the commencement of negotiations or submission of a proposal for the contract or agreement to:
- (i) A candidate committee or election fund of any candidate for the public office of Governor or Lieutenant Governor or to a campaign committee or election fund of holder of public office of Governor or Lieutenant Governor; OR
  - (ii) Any State, County or Municipal political party committee; OR
  - (iii) Any Legislative Leadership committee.
- b) During the term of office of the current Governor or Lieutenant Governor to:
- (i) A candidate committee or election fund of a holder of the public office of Governor or Lieutenant Governor; OR
  - (ii) Any State or County political party committee of the political party that nominated the sitting Governor or Lieutenant Governor in the last gubernatorial election.
- c) Within the 18 months immediately preceding the last day of the sitting Governor or Lieutenant Governor's first term of office to:
- (i) A candidate committee or election fund of the incumbent Governor or Lieutenant Governor; OR
  - (ii) Any State or County political party committee of the political party that nominated the sitting Governor or Lieutenant Governor in the last gubernatorial election.

**4. During the term of the contract/agreement the business entity has a continuing responsibility to report, by submitting a new Certification and Disclosure form, any contribution it solicits or makes to:**

- (a) Any candidate committee or election fund of any candidate or holder of the public office of Governor or Lieutenant Governor; OR
- (b) Any State, County or Municipal political party committee; OR
- (c) Any Legislative Leadership committee.

The business entity further acknowledges that contributions solicited or made during the term of the contract/agreement may be determined to be a material breach of the contract/agreement.

**5. During the two-year certification period the business entity will report any changes in its ownership structure (including the appointment of an officer within a corporation) by submitting a new Certification and Disclosure form indicating the new owner(s) and reporting said owner(s) contributions.**

I certify that the foregoing statements in Parts 1, 2 and 3 are true. I am aware that if any of the statements are willfully false, I may be subject to punishment.

Signed Name \_\_\_\_\_ Print Name \_\_\_\_\_

Title/Position \_\_\_\_\_ Date \_\_\_\_\_

**Procedure for Submitting Form(s)**

**The contracting State Agency should submit this form to the Chapter 51 Review Unit** when it has been required as part of a contracting process. The contracting State Agency should submit a copy of the completed and signed form(s), to the Chapter 51 Unit and retain the original for their records.

**The business entity should return this form to the contracting State Agency.** The business entity can submit this form directly to the Chapter 51 Review Unit only when it -

- Is approaching its two-year certification expiration date and wishes to renew certification;
- Had a change in its ownership structure; OR
- Made any contributions during the period in which its last two-year certification was in effect, or during the term of a contract with a State Agency.

**Forms should be submitted either electronically to: [cd134@treas.nj.gov](mailto:cd134@treas.nj.gov) , or regular mail at: Chapter 51 Review Unit, P.O. Box 230, 33 West State Street, Trenton, NJ 08625.**

State of New Jersey

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Solicitation Number: Bidder/Offoror:

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase and Property under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, PLEASE ADD AN ADDITIONAL SHEET.

Name	Relationship to Bidder/Offoror
Description of Activities	
Duration of Engagement	Anticipated Cessation Date
Bidder/Offoror Contact Name	Contact Phone Number

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Signature: Title: Date:



## VENDOR QUALIFICATION SHEET

Vendors are required to submit evidence of qualifications to meet all requirements as required by the Office of Finance & Business Services at The College of New Jersey by providing the information listed below.

If this information is being requested as part of an RFP or RFQ, vendors may be requested to furnish additional information for clarification purposes. This will in no way change the vendor's original proposal.

### TO BE COMPLETED BY VENDOR

1. Please list the types of commodities that your company can provide.

A.

B.

C.

2. The number of years your firm has been providing these services. \_\_\_\_\_ Year(s)

3. Location of vendor's office that will be responsible for managing contract/service:

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_

**Federal Identification Number:** \_\_\_\_\_

4. Address where all purchase orders and payment are to be mailed by users of any contract(s) resulting from this proposal (if different from above).

#### Purchase Orders:

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

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

City/State/Zip: \_\_\_\_\_

#### Remittances:

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

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

City/State/Zip: \_\_\_\_\_

**VENDOR QUALIFICATIONS- continued**

5. Name of insurance company:

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

City/State/Zip: \_\_\_\_\_

Types of Insurance: \_\_\_\_\_

6. Name of individual to contact for sales/services information:

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

Telephone: \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_

7. List the names and titles of personnel who will service this contract:

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

8. Is your firm registered with the Secretary of State of New Jersey?      Yes \_\_\_\_\_ No \_\_\_\_\_

9. Is your firm incorporated?      Yes \_\_\_\_\_ No \_\_\_\_\_

A) In What State? \_\_\_\_\_

10. Is your firm considered a small business in the State of New Jersey? **If yes, please attach a certificate or certification statement from the New Jersey Commerce and Economic Growth Commission.** If no and you would like to register, please contact the New Jersey Commerce and Economic Growth Commission at 609-777-0885.

**Small Business:**      Yes \_\_\_\_\_ No \_\_\_\_\_

A) What category does your firm fall under?

Gross Revenues do not exceed \$500,000      \_\_\_\_\_

Gross Revenues do not exceed \$5 million      \_\_\_\_\_

Gross Revenues do not exceed \$12 million      \_\_\_\_\_



Under Executive Order 34, TCNJ is responsible for soliciting demographic information from its vendors. TCNJ is required to seek the following information from each firm under contract with us:

1. Is more than fifty percent (50%) of your company minority owned? (circle one)      YES      NO  
(African-American, Hispanic, Asian, and/or Native American)
2. Is more than fifty percent (50%) of your company woman owned? (circle one)      YES      NO
3. What is the ethnicity of the owner of your company: (check applicable according to 51% ownership)
  - ... Asian American
  - ... Multiple Ethnicities
  - ... Non-Minority
  - ... Hispanic American
  - ... African American
  - ... Caucasian American Female
  - ... Native American
  - ... Unspecified

TCNJ is required to solicit the foregoing information. Your response, however, is **strictly voluntary**. Please be advised that any contracting decisions made by TCNJ will **not** be influenced in any way by your decision to provide the above information.

#### **EXECUTIVE ORDER #34: MINORITY AND WOMEN BUSINESS ENTERPRISES**

On September 15, 2006, Governor Corzine signed Executive Order 34 establishing a Division of Minority and Women Business Development. The Division is charged with administering and monitoring policies, practices, and programs to ensure that New Jersey owned minority and women business enterprises (MWBE) are afforded an equal opportunity to participate in New Jersey's purchasing and procurement processes.

State entities are required to report to the Division the ethnic and gender composition of the vendors with which we do business.

#### **VENDOR QUALIFICATIONS-**

11. Please provide a list of former or present clients. Also, indicate the name of a contact person and telephone number for reference purposes. **Any personnel from The College of New Jersey listed as a reference will not be considered a valid reference.**

A.      **Client Name:**

**Contact Name:**

**Telephone Number:**

**Fax Number:**

**Email Address:**

B.      **Client Name:**

**Contact Name:**

**Telephone Number:**

**Fax Number:**

**Email Address:**

**C.      Client Name:**

**Contact Name:**

**Telephone Number:**

**Fax Number:**

**Email Address:**

**D.      Client Name:**

**Contact Name:**

**Telephone Number:**

**Fax Number:**

**Email Address:**

**VENDOR QUALIFICATIONS- continued**

12. Please answer the following questions related to your prior experience:

- a. Has the bidder been found, through either court adjudication, arbitration, mediation, or other contractually stipulated alternate dispute resolution mechanism, to have: failed to provide or perform goods or services; or failed to complete the contract in a timely manner; or otherwise performed unsatisfactorily under a prior contract with the contracting unit? If yes, attach summary of details on a separate sheet.

Yes \_\_\_\_\_

No \_\_\_\_\_

- b. Has the bidder defaulted on a contract, thereby requiring the local unit to utilize the services of another contractor to provide the goods or perform the services or to correct or complete the contract? If yes, attach summary of details on a separate sheet.

Yes \_\_\_\_\_

No \_\_\_\_\_

- c. Has the bidder defaulted on a contract, thereby requiring the local unit to look to the bidder's surety for completion of the contract or tender of the costs of completion? If yes, attach summary of details on a separate sheet.

Yes \_\_\_\_\_

No \_\_\_\_\_

- d. Has the bidder been debarred or suspended from contracting with any of the agencies or departments of the executive branch of the State of New Jersey at the time of contract award, whether or not the action was based on experience with the contracting unit. If yes, attach summary of details on a separate sheet.

Yes \_\_\_\_\_

No \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

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