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CENTRAL WASHINGTON UNIVERSITY

SMALL WORKS PROJECT

SURC Carpet Replacement

CWU Contract No. 17350-01

Project Manual - Bid Documents

06/12/25

Prepared by:

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Bid Documents

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PROJECT DESCRIPTION:

Replacement of carpet within Student Union Recreation Center (SURC), and upper pit(lobby), vestibules 100B, 100A, and 100I, with carpeted area and ramp adjacent to 100I.

SMALL WORKS ROSTER PROCEDURE:

This campus project is being delivered using CWU's Small Works Roster process. Contractors interested in bidding must be listed on CWU's Small Works Roster and have a current Washington State Contractor's License. To register on the CWU roster, complete the application form here: Access Equity (Business Diversity Management System) | Central Washington University <https://cwu.gob2g.com/>

ELECTRONIC BID OPENING:

The electronic bid opening process shall consist of an email submitted to Kallysta Ray, Engineering Aide 2, raykal@cwu.edu and Delano Palmer, Director of Capital Planning and Projects, delano.palmer@cwu.edu. The email submission shall have the **Bid Form** (See **Section 00 2000**) attached in PDF format. The email with the Bid Form must be submitted prior to **3:00 PM, Pacific Time, June 26th, 2025**. Upon receipt of the electronic bid, the CWU Project Manager will reply to the email address and acknowledge receipt of the Bid Form.

BASE BID:

The base bid amount the Contractor submits shall be to furnish all labor, supervision, materials, services, and equipment required to remove existing carpet, edge strips, and base in SURC Upper Pit (Lobby) vestibules 100B, 100A, and 100I, with carpeted area and ramp adjacent to 100I. Replace with Patcraft # 10317, Beyond the Door 595, Walk Off in accordance with the Bid/Construction Documents. No substitutions are permitted on carpet manufacturer including any alternates chosen. The East Entrance must stay open at all times; one set of doors must be available to the public while working on the set of doors.

Bid Proposals including alternates must include the cost of 10% attic stock of all installed materials for CWU preventative maintenance stock. Transfer of attic stock materials is expected at completion and Owner acceptance of the project.

PROJECT SCHEDULE:

June 12th, 2025: Small Works Roster Contractors will be solicited by CWU to submit bids.
June 26th, 2025: Bids must be received prior to **3:00 PM, Pacific Time, June, 26th, 2025**.
August 4th, 2025: Start work on vestibules, ramps, and upper pit
September 5th, 2025: Project shall be Complete.

CWU CONTACT:

Direct all questions regarding the project to Kallysta Ray, CWU Project Manager, at raykal@cwu.edu, or 509-963-1012. Questions are preferred to be addressed in writing via email.

SITE VISIT & PARKING:

A site walk-through is encouraged but is not mandatory. A site walk-through at other times can be arranged by contacting Kallysta Ray, raykal@cwu.edu.

Jongeward is located on the CWU Ellensburg Campus, 205 E. 11th Avenue. Contractor parking is available at Jongeward, limited visitor street parking is available around campus, or daily passes (\$6.00)

can be pre-purchased at parking permit kiosks on campus or online at <https://www.cwu.edu/parking/>. Parking without a permit may result in receiving a parking ticket that will not be reimbursed by the university.

BID/CONSTRUCTION DOCUMENT CLARIFICATIONS AND PRODUCT SUBSTITUTIONS:

Any clarifications or product substitution requests to the Bid/Construction Documents must be submitted to the CWU Construction Coordinator at least five (5) working days prior to the bid opening. Approval of proposed equals or substitutions will be made by addendum prior to receipt of bids and by a properly executed change order after receipt of bids.

AMENDMENTS TO BID DOCUMENTS:

Any amendment(s) to or error(s) in bid documents (specifications, drawings, etc.) called to the attention of the Owner will be addressed via addendum through the Access Equity project posting.

CONTRACTOR QUALIFICATIONS:

All bidders must be listed on the CWU Small Works Roster and have a current Washington State Contractor's License. Bidders must have successfully performed work of a similar scope and nature. Qualifications of bidders will be evaluated when determining award of bid.

PREVAILING WAGE:

The Contractor shall pay prevailing wages in accordance with RCW 39.12. Before payment is made by the Owner to the Contractor for any work performed by the Contractor and subcontractors whose work is included in the application for payment, the Contractor shall submit a statement of Intent to pay prevailing wages approved by the Department of Labor and Industries, certifying the rate of hourly wage paid.

RESERVED RIGHTS:

The Owner expressly reserves the rights: to accept or waive any and/or all irregularities in the bids submitted, to reject any and/or all bids, to base awards with due regard to quality, and to award to any bidder whose bid in the opinion of the Owner, is the lowest and best bid.

MINORITY AND WOMEN'S BUSINESS PARTICIPATION:

Minority and Women owned business are encouraged to submit bids. For assistance verifying certification, contact: Office of Minority and Women's Business Enterprises, 406 South Water, Mail Stop FK-11, Olympia WA 98504-4611, telephone (360) 753-9693.

DIVERSE BUSINESS INCLUSION:

The Owner is committed to providing the maximum practicable opportunity for participation by diverse businesses enterprises (DBE). DBE are defined as; small business, microbusiness, mini-business, minority owned business (MBE), and women owned business (WBE), as defined in RCW 39.26.010 and veteran-owned businesses as defined in RCW 43.60A.010. CWU strongly encourages contractors to work with DBE to meet or exceed the Owner's goals for each project of MBE 10%, WBE 6%, WA Small Business 5% and WA Veterans 5% participation.

CENTRAL WASHINGTON UNIVERSITY
SURC Carpet Replacement
SMALL WORKS PROJECT
BID FORM

TOTAL BASIC BID (Not including Washington State Sales Tax):

The undersigned hereby proposes to furnish all labor, supervision, materials, services, and equipment required for the SURC Carpet Replacement on the campus of Central Washington University in Ellensburg, Washington, and to perform the Work for the General Contract in accordance with the project Bid/Construction Documents for the following lump sum of money:

A) TOTAL BASIC BID (NOT INCLUDING WASHINGTON STATE SALES TAX):

_____ Dollars (\$ _____)
(Print written dollar amount in space above) (Print numeric amount in space above)

TRENCH EXCAVATION SAFETY PROVISIONS:

If the project includes any work which requires trenching exceeding a depth of four feet, costs for safety systems need to be shown as a separate bid item in compliance with RCW 39.04 and to ensure that the bidder agrees to comply with trench safety requirements of RCW 49.17. The bid amount shall be considered as part of the total base bid set above. *If trench excavation safety provisions do not pertain to this project, put N.A. for the dollar amount. Failure to complete this requirement shall be considered as non-responsive to the bid solicitation.*

Trench Excavation Safety Provisions Only: \$ _____

B.) ALTERNATE BIDS (NOT INCLUDING WASHINGTON STATE SALES TAX):

1. **ADD ALL WORK INDICATED AS ALTERNATE #1 – remove/replace carpet tile, edge strips, & base – Dining Areas**
Material: Patcraft # 10317, Beyond the Door 595, Walk Off

_____ \$ _____
(Please print written dollar amount in space above) (Print numeric amount in space above)

2. **ADD ALL WORK INDICATED AS ALTERNATE #2 – remove/replace carpet tile, edge strips, & base – Holmes Dining**
Material: Patcraft # 10317, Beyond the Door 595, Walk Off

_____ \$ _____
(Please print written dollar amount in space above) (Print numeric amount in space above)

3. **ADD ALL WORK INDICATED AS ALTERNATE #3 - remove/replace carpet tile, edge strips, & base – Ramp (312 sq ft)**
Material: Patcraft # 10317, Beyond the Door 595, Walk Off

_____ \$ _____
(Please print written dollar amount in space above) (Print numeric amount in space above)

4. **ADD ALL WORK INDICATED AS ALTERNATE #4 - remove/replace carpet tile, edge strips, & base – Vestibule**
100H + North Area
Material: Patcraft # 10317, Beyond the Door 595, Walk Off

_____ \$ _____
(Please print written dollar amount in space above) (Print numeric amount in space above)

5. **ADD ALL WORK INDICATED AS ALTERNATE #5 - remove/replace carpet tile, edge strips, & base – Dining Areas**
(Same as Alternate 1, difference: different material)
Material: Patcraft # Patcraft #10291, Experience

_____ \$ _____
(Please print written dollar amount in space above) (Print numeric amount in space above)

6. **ADD ALL WORK INDICATED AS ALTERNATE #6 - remove/replace carpet tile, edge strips, & base – Holmes Dining (Same as Alternate 2, difference: different material)**
Material: Patcraft #10291, Experience

_____ (Please print written dollar amount in space above)

\$ _____ (Print numeric amount in space above)

NOTE: ALTERNATES WILL REQUIRE A SCHEDULED/PHASED APPROACH

Base Bid Vestibule 100I – May be closed when Alternate 4 is open.

Alternate 4 – May be closed when Base Bid Vestibule 100I is open.

Alternate 3 – May be closed and completed at any time.

Alternate 1/5 & 2/6 – Must be completed in phases to allow some seating for services to continue

TIME FOR COMPLETION:

The undersigned hereby agrees to substantially complete all the work under the Base Bid and accepted alternates not later than September 5th, 2025. Work may begin after Notice to Proceed.

LIQUIDATED DAMAGES

The undersigned acknowledges and agrees to abide by all provisions of the "Liquidated Damages" section 3.07 of the General Conditions as it pertains to the Contractor for all work under this contract. The undersigned further agrees to pay the Owner as liquidated damages the sum of \$500.00 for each consecutive calendar date that they fail to substantially complete work in the time specified in the contract documents.

ADDENDUM RECEIPT

Bidder acknowledges receipt, understanding and full consideration of the following addenda to the Contract Documents:

Addendum No. _____ Date _____

Addendum No. _____ Date _____

BID SECURITY:

Per RCW 39.08.010, no Bid Bond is required for projects under \$150,000. For projects over \$150,000, enclose a Bid Bond, certified check or cashier's check in the amount shown below, which shall be at least 5 % of the total bid.

LABOR AND INDUSTRIES FEES

In compliance with WAC 296-127 Contractor(s) shall pay to the Department of Labor and Industries required fee with each Statement of Intent to Pay Prevailing Wages or Affidavit of Wages Paid submitted to that department for certification and these costs shall be included in their bid.

BID GUARANTEE

If written notice of acceptance of this bid is mailed, telegraphed or delivered to the undersigned within the time limit noted in the Instructions to Bidders sixty (60) calendar days after the date of bid opening, or any time thereafter before this bid is withdrawn, the undersigned will, within ten (10) days after the date of such mailing, telegraphing or delivering of such notice, execute and deliver a contract on the included Contract Forms to the Owner, together with satisfactory payment and performance bond in an amount equal to one hundred percent (100%) of the contract sum - base bid plus Owner accepted alternates (not including Washington State Sales Tax).

Continues onto Next Page

Name of Contractor: _____

Signed by: _____ Title: _____

Address: _____

Telephone: _____ Date: _____

Email address: _____

State of Washington Contractor's License No. _____

Federal Tax Identification No. _____

UBI Tax Number: _____

License Expiration Date: _____

The Firm represented by the above signature is:

Sole Proprietorship: _____

Partnership: _____

Corporation: _____

Other: _____

State of Incorporation: _____

END OF BID FORM

SCOPE OF WORK: The Contractor shall provide all labor, materials, and equipment necessary for the SURC Carpet Replacement in accordance with the Bid Documents. As shown in “Attachment A SURC – Alternates 1-6 and Base Bid”

PROJECT SITE: To find the exact location of the project, refer to cwu.edu/map for an interactive online campus plan. The Contractor shall schedule and coordinate all of the work with Kallysta Ray, Engineering Aide 2, raykal@cwu.edu, (509)963-1012. The Contractor shall communicate with Kallysta Ray for any CWU shop support assistance as needed.

GENERAL CONDITIONS: The Contractor shall comply with Section 00 7200 General Conditions for Washington State Facility Construction, which can be located at the following hyperlink:
<https://www.cwu.edu/about/offices/facilities/documents/cwu-general-conditions.pdf>

GENERAL CONDITIONS:

Regarding the project terms and conditions (Insurance, Prevailing Wages, Payment and Performance Bonds, Contract Sum, etc.), the Contractor shall comply with:

Section 00 7200 General Conditions for Washington State Facility Construction – access the following hyperlink:

https://www.cwu.edu/about/offices/facilities/_documents/cwu-general-conditions.pdf

END OF SECTION

**SUPPLEMENTAL CONDITIONS
FOR WASHINGTON STATE FACILITIES CONSTRUCTION**
(Paragraphs keyed to the State's General Conditions)

2.02 Replaces Section 2.02 – INSURANCE COVERAGE LIMITS and CERTIFICATES

A. Insurance Coverage Certificates and Policies

The Contractor shall furnish acceptable proof of insurance coverage on the state of Washington Certificate of Insurance form SF500A, dated 07/02/92 or ACORD form, as well as copies of insurance policies.

B. Required Insurance Coverages

1. For a contract less than \$100,000.00, the coverage required is:

- a. Comprehensive General Liability Insurance – The Contractor shall at all times during the term of this contract, at its cost and expense, carry and maintain general public liability insurance, including contractual liability, against claims for bodily injury, personal injury, death or property damage occurring or arising out of services provided under this contract. This insurance shall cover claims caused by any act, omission, or negligence of the Contractor or its officers, agents, representatives, assigns or servants. The limits of liability insurance, which may be increased as deemed necessary by the contracting parties, shall be:

Each Occurrence	\$1,000,000.00
General Aggregate Limits (other than products – commercial operations)	\$1,000,000.00
Products – Commercial Operations Limit	\$1,000,000.00
Personal and Advertising Injury Limit	\$1,000,000.00
Fire Damage Limit (any one fire)	\$50,000.00
Medical Expense Limit (any one person)	\$5,000.00

- b. If the contract is for underground utility work, then the Contractor shall provide proof of insurance for that above in the form of Explosion, Collapse and Underground (XCU) coverage.
- c. Employers Liability on an occurrence basis in an amount not less than \$1,000,000.00 per occurrence.

2. For contracts over \$100,000.00 but less than \$5,000,000.00 the contractor shall obtain the coverage limits as listed for contracts below \$100,000.00 and General Aggregate and Products – Commercial Operations Limit of not less than \$2,000,000.00.

3. Coverage for Comprehensive General Bodily Injury Liability Insurance for a contract over \$5,000,000.00 is:

Each Occurrence	\$2,000,000.00
General Aggregate Limits (other than products – commercial operations)	\$4,000,000.00
Products – Commercial Operations limit	\$4,000,000.00
Personal and Advertising Injury Limit	\$2,000,000.00

Fire Damage Limit (any one fire)	\$50,000.00
Medical Expense Limit (any one Person)	\$5,000.00

4. For all Contracts – Automobile Liability: in the event that services delivered pursuant to this contract involve the use of vehicles or the transportation of clients, automobile liability insurance shall be required. If Contractor-owned personal vehicles are used, a Business Automobile Policy covering at a minimum Code 2 “owned autos only” must be secured. If Contractor employee’s vehicles are used, the Contractor must also include under the Business Automobile Policy Code 9, coverage for non-owned autos. The minimum limits for automobile liability is: \$1,000,000.00 per occurrence, using a combined single limit for bodily injury and property damage.
5. For Contracts for Hazardous Substance Removal (Asbestos Abatement, PCB Abatement, etc.)
 - a. In addition to providing insurance coverage for the project as outlined above, the Contractor shall provide Pollution Liability insurance for the hazardous substance removal as follows:

<u>EACH OCCURRENCE</u>	<u>AGGREGATE</u>
\$500,000.00	\$1,000,000.00

or \$1,000,000.00 each occurrence/aggregate bodily injury and property damage combined single limit.

- 1) Insurance certificate must state that the insurer is covering hazardous substance removal.
- 2) Should this insurance be secured on a “claims made” basis, the coverage must be continuously maintained for one year following the project’s “final completion” through official completion of the project, plus one year following.

For Contracts where hazardous substance removal is a subcomponent of contracted work, the general contractor shall provide to the Owner a certificate of insurance for coverage as defined in 5a. above. The State of Washington must be listed as an additional insured. This certificate of insurance must be provided to the Owner prior to commencing work.

2.04 Replaces Section 2.04 - PAYMENT AND PERFORMANCE BONDS

Conditions for bonds: Payment and performance bonds for 100% of the Contract Award Amount, plus state sales tax, shall be furnished for the Work, using the Payment Bond and Performance Bond form published by and available from the American Institute of Architects (AIA) – form A312. Prior to execution of a Change Order that, cumulatively with previous Change Orders, increases the Contract Award Amount by 15% or more, the Contractor shall provide either new payment and performance bonds for the revised Contract Sum, or riders to the existing payment and performance bonds increasing the amount of the bonds. The Contractor shall likewise provide additional bonds or riders when subsequent Change Orders increase the Contract Sum by 15% or more.

No payment or performance bond is required if the Contract Sum is \$150,000 or less and the Contractor or General Contractor/Construction Manager agrees that Owner may, in lieu of the bond, retain 10% of the Contract Sum for the period allowed by RCW 39.08.010.

3.02 Replaces Section 3.02 B – CONSTRUCTION SCHEDULE

B. Form of Progress Schedule: The Progress Schedule shall be in the form of a Critical Path Method (CPM) logic network or, with the approval of the Owner, a bar chart schedule may be submitted. The scheduling of construction is the responsibility of the Contractor and is included in the contract to assure adequate planning and execution of the work. The schedule will be used to evaluate progress of the work for payment based on the Schedule of Values. The schedule shall show the Contractor's planned order and interdependence of activities, and sequence of work. As a minimum the schedule shall include:

1. Date of Notice to Proceed;
2. Activities (resources, durations, individual responsible for activity, early starts, late starts, early finishes, late finishes, etc.);
3. Utility Shutdowns;
4. Interrelationships and dependence of activities;
5. Planned vs. actual status for each activity;
6. Substantial completion;
7. Punch list;
8. Final inspection;
9. Final completion, and
10. Float time

The Schedule Duration shall be based on the Contract Time of Completion listed on the Bid Form. The Owner shall not be obligated to accept any Early Completion Schedule suggested by the Contractor. The Contract Time for Completion shall establish the Schedule Completion Date.

If the Contractor feels that the work can be completed in less than the Specified Contract Time, then the Surplus Time shall be considered Project Float. This Float time shall be shown on the Project Schedule. It shall be available to accommodate changes in the work and unforeseen conditions.

Neither the Contractor nor the Owner have exclusive right to this Float Time. It belongs to the project.

5.01 Replaces Section 5.01 B & D - CONTRACTOR CONTROL AND SUPERVISION

B. Competent Superintendent required: Performance of the Work shall be directly supervised by a competent superintendent who has authority to act for Contractor. The superintendent must be satisfactory to the Owner and shall not be changed without the prior written consent of Owner. Owner may require Contractor to remove the superintendent from the Work or Project site, at no cost to the Owner for delay or any other claim, if Owner reasonably deems the superintendent incompetent, negligent, or otherwise objectionable, provided Owner has first notified Contractor in writing and allowed a reasonable period for transition. Noncompliance with the Owner's request to remove and replace the superintendent for a material reason shall also be grounds for terminating the Contract for cause.

D. Contractor to employ competent and disciplined workforce: Contractor shall enforce strict discipline and good order among all of the Contractor's employees and other persons performing the Work. Contractor shall not permit employment of persons not skilled in tasks assigned to them. Contractor's employees shall at all times conduct business in a manner which assures fair, equal, and nondiscriminatory treatment of all persons. Owner may, by written notice, require Contractor to remove from the Work or Project site, at no cost to the Owner for delay or any other claim, any employee Owner reasonably deems incompetent,

negligent, or otherwise objectionable. Noncompliance with the Owner's request to remove and replace personnel at any level for a material reason shall also be grounds for terminating the Contract for cause.

5.02 Replaces Section 5.02 B – PERMITS, FEES AND NOTICES

- B. Allowances for permit fees: The actual cost of the general building permit (only) and the public utility hook-up fees will be a direct reimbursement to the Contractor or paid ***directly to the permitting agency by the Owner. Fees for these permits should not be included by the Contractor in his bid amount***

Add New Section 5.02 D – PERMITS, FEES, AND NOTICES

- D. Contractor to submit copies: The General Contractor shall submit copies of each valid permit required on the project to the Owner's representative. Nothing in this part shall be construed as imposing a duty upon the Owner or A/E to secure permits.

5.04 Replaces 5.04, Section A – PREVAILING WAGES

- A. Contractor to pay Prevailing Wages or applicable Federal Wages: Contractor shall pay the prevailing rate of wages to all workers, laborers, or mechanics employed in the performance of any part of the Work in accordance with RCW 39.12 and the rules and regulations of the Department of Labor and Industries. The schedule of prevailing wage rates for the locality or localities of the Work, is determined by the Industrial Statistician of the Department of Labor and Industries. It is the Contractor's responsibility to verify the applicable prevailing wage rate. If applicable, the Contractor shall comply with all Federal Funding requirements of the Davis Bacon Act that will be addressed in a separate "DIVISION 00 SPECIAL CONDITIONS" specification section that will be based on the specific requirements of the funding source. .

5.04 Replaces 5.04, Section G – Certified Payrolls

- G. Certified Payrolls: Consistent with WAC 296-127-320, the Contractor and any subcontractor shall submit a certified copy of payroll records if requested. If applicable, the Contractor shall comply with all Federal Funding requirements of the Davis Bacon Act that will be addressed in a separate "DIVISION 00 SPECIAL CONDITIONS" specification section that will be based on the specific requirements of the funding source.

5.06 Replaces 5.06, Section A – NONDISCRIMINATION

- A. Discrimination prohibited by applicable laws: The Contractor and all Subcontractors shall comply with all applicable federal and state non-discrimination laws, regulations, and policies. No person shall, on the grounds of age, race, creed, color, sex, sexual orientation, religion, national origin, marital status, honorably discharged veteran or military status, or disability (physical, mental, or sensory) be denied the benefits of, or otherwise be subjected to discrimination under any project, program, or activity, funded, in whole or in part, under this Agreement.

5.07 Replaces 5.07, Section A – SAFETY PRECAUTIONS

- A. In performing this contract, the Contractor shall provide for protecting the lives and health of employees and other persons; preventing damage to property, materials, supplies, and equipment; and avoid work interruptions. For these purposes, the Contractor shall:
1. Follow Washington Industrial Safety and Health Act (WISHA) regional directives and provide a site-specific safety program that will require an accident prevention and hazard analysis plan for the contractor and each subcontractor on the work site. The Contractor shall submit a site-specific safety plan to the Owner's representative prior to the initial scheduled construction meeting.
 2. Provide adequate safety devices and measures including, but not limited to, the appropriate safety literature, notice, training, permits, placement and use of barricades, signs, signal lights, ladders, scaffolding, staging, runways, hoist, construction elevators, shoring, temporary lighting, grounded outlets, wiring, hazardous materials, vehicles, construction processes, and equipment required by all applicable state, federal, and local laws and regulations.
 3. Comply with the State Environmental Policy Act (SEPA), Clean Air Act, Shoreline Management Act, and other applicable federal, state, and local statutes and regulations dealing with the prevention of environmental pollution and the preservation of public natural resources.
 4. Post all permits, notices, and/or approvals in a conspicuous location at the construction site.
 5. Provide any additional measures that the Owner determines to be reasonable and necessary for ensuring a safe environment in areas open to the public. Nothing in this part shall be construed as imposing a duty upon the Owner or A/E to prescribe safety conditions relating to employees, public, or agents of the Contractors.

5.20 Add New Paragraph A. 6. – SUBCONTRACTORS AND SUPPLIERS

6. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.

5.20 Replace Paragraph B – SUBCONTRACTORS AND SUPPLIERS

- B. Use qualified Subcontractors: Contractor shall utilize Subcontractors and suppliers, which are experienced and qualified, and meet the requirements of the Contract Documents, if any. Contractor shall not utilize any Subcontractor or supplier to whom the Owner has a reasonable objection, and shall obtain Owner's written consent before making any substitutions or additions.

7.02 Replace Paragraph B.7.c – CHANGE IN THE CONTRACT SUM, Change Order Pricing – Fixed Price, Components of Increased Cost

- c. Equipment costs: This is an itemization of the type of equipment and the estimated or actual length of time the construction equipment appropriate for the Work is or will be

used on the change in the Work. Costs will be allowed for construction equipment only if used solely for the changed Work, or for additional rental costs actually incurred by the Contractor. Equipment charges shall be computed on the basis of actual invoice costs or if owned, from the current edition of one of the following sources:

- (1) The National Electrical Contractors Association for equipment used on electrical work.
- (2) The Mechanical Contractors Association of America for equipment used on mechanical work.
- (3) The EquipmentWatch Fleet Manager Estimator Package (digital). The maximum rate for standby equipment shall not exceed that shown in the Associated General Contractors Washington State Department of Transportation (AGC WSDOT) Equipment Rental Agreement, current edition on the Contract execution date.

10.11 Add Part 10.11 – DIVERSE BUSINESS PARTICIPATION

The state of Washington encourages participation in all of its contracts by Diverse Businesses as found in RCW Chapters 39, 43, and WAC 326. The voluntary Diverse Business goal of 26%, which is an aggregate of: 10% Minority Business Enterprises (MBE), 6% Women Business Enterprises (WBE), 5% Veteran-owned Business, and 5% Washington Small Businesses self-identified in the Washington Electronic Business Solution (WEBS) <http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx>. Contractors are encouraged to meet or exceed the project goals in the advertisement by any level of participation, regardless of category.

DES reserves the right to adjust the voluntary participation goals.

Businesses are encouraged to register in WEBS, as well as registering as a state certified M/WBE/Veteran Business.

For reporting, Contractor is required to register and create an account in the DES Diversity Compliance Program (B2GNow) at <https://des.diversitycompliance.com/>.

Every month for the duration of your contract, and while your contract is active in the B2Gnow system, submit and accurately maintain the following information through B2Gnow:

- a. Payments received by the prime contractor from the Agency
- b. Payments paid to each first tier subcontractor
- c. Payments paid to each first tier supplier

You must also ensure the following information is reported in the B2Gnow system by your first tier subcontractors and suppliers for the duration of your contract:

- a. Confirmation of payments from the prime contractor to the first tier subcontractor
- b. Confirmation of payments from the prime contractor to first tier suppliers

10.12 Add Part 10.12 - MINIMUM LEVELS OF APPRENTICESHIP PARTICIPATION

In accordance with RCW 39.04.320, the State of Washington requires 15% apprenticeship participation for projects estimated to cost one million dollars or more.

- A. Apprentice participation, under this contract, may be counted towards the required percentage (%) only if the apprentices are from an apprenticeship program registered and approved by the Washington State Apprenticeship and Training Council (RCW 49.04 and WAC 296-05).

- B. Bidders may contact the Department of Labor and Industries, Specialty Compliance Services Division, Apprenticeship Section, P.O. Box 44530, Olympia, WA 98504-4530 by phone at (360) 902-5320, and e-mail at Apprentice@Lni.wa.gov, to obtain information on available apprenticeship programs.
- C. For each project that has apprentice requirements, the contractor shall submit a “**Statement of Apprentice and Journeyman Participation**” on forms provided by the Department of Enterprise Services, with every request for progress payment. The Contractor shall submit consolidated and cumulative data collected by the Contractor and collected from all subcontractors by the Contractor. The data to be collected and submitted includes the following:
 - 11. Contractor name and address
 - 12. Contract number
 - 13. Project name
 - 14. Contract value
 - 15. Reporting period “Beginning Date” through “End Date”
 - 16. Name and registration number of each apprentice by contractor
 - 17. Total number of apprentices and labor hours worked by them, categorized by trade or craft
 - 18. Total number of journeymen and labor hours worked by them, categorized by trade or craft
 - 19. Cumulative combined total of apprentice and journeymen labor hours
 - 20. Total percentage of apprentice hours worked
- D. No changes to the required percentage (%) of apprentice participation shall be allowed without written approval of the Owner. In any request for the change, the Contractor shall clearly demonstrate a good faith effort to comply with the requirements for apprentice participation.
- E. Any substantive violation of the mandatory requirements of this part of the contract may be a material breach of the contract by the Contractor. The Owner may withhold payment pursuant to Part 6.05, stop the work for cause pursuant to Part 3.04, and terminate the contract for cause pursuant to Part 9.01.

10.13 Add Part 10.13 – SPECIAL CONDITIONS

The Owner may have Federal Funding or other special requirements for this project. If applicable, the Contractor will be required to comply with the “DIVISION 00 SPECIAL CONDITIONS” section in the specifications that will be based on the specific requirements of the funding source.

00 7400 MODIFICATIONS TO THE GENERAL CONDITIONS

These Central Washington University Modifications to the General Conditions form a part of, and are incorporated in the Contract Documents and modify, delete, add, and replace provisions of the General Conditions. Provisions not altered remain in effect. All terms defined elsewhere in the Contract Documents shall have the same meaning here.

PART 1 - GENERAL PROVISIONS

- 1.01A Modify the sentence as follows:
"Application for Payment" means a written request submitted by contractor to Owner for payment of Work.

PART 2 - INSURANCE AND BONDS

- 2.01 Add the following:
The certificate holder shall be:
Central Washington University
Vice President for Business & Financial
Affairs
Ellensburg, WA 98926

PART 4 - SPECIFICATIONS, DRAWINGS, AND OTHER DOCUMENTS

- 4.01 Add to paragraph 4.02B
...changes and shall be available to Owner and A/E at all times.

PART 5 - PERFORMANCE

- 5.01 Add a new paragraph
G. Work During Off Hours
When work is to be performed during other than normal working hours or on Central Washington University holidays, Contractor shall give Owner 48 hour prior notice so that Owner's Police Department may be properly notified. Any construction activity between the hours of 7:00 p.m. to 7:00 a.m. PST is subject to approval of Owner.
- 5.02 Add a new paragraph 5.02E
E. Prior to Final Completion, the building permit and City-approved drawings, signed inspection card(s), and any appropriate occupancy permits shall be submitted to Owner.

PART 6 - PAYMENTS AND COMPLETION

- 6.02 Add a new subparagraph:
This schedule shall be based upon any cost loading required as a part of the progress schedule and shall allocate at least 1% of the contract sum (in addition to the statutory retainage described in Paragraph 6.06 to that portion of the work between Substantial and Final Completion.
- 6.03D Add a new subparagraph 6.03D(9):
9 For material stored off-site not in a warehouse, Contractor may request payment, provided that the remaining requirements of this paragraph and any additional requirements of Owner are met.
- 6.04A In the first sentence change "30 days" to "45 days."
6.09B Add the following:
Final Acceptance: Final Acceptance of the Work shall be by action of the Board of Trustees or its delegated representative.

PART 8 - CLAIMS AND DISPUTE RESOLUTION

- 8.01 Add new Paragraphs 8.01 G and 8.01 H:
G Notwithstanding 8.02 below, upon request by Owner, any claims between Owner and Contractor, Architect/Engineer and Contractor, Owner and Architect/Engineer, Owner and Contractor's Guarantor, or Contractor and its Subcontractors and Suppliers shall be submitted in a single forum and Owner may consolidate or join any of the above-named parties in the action. Other parties may be joined upon notice

by either Contractor or Owner with the consent of such third party.

Thereafter, such third parties shall be bound by the results of such dispute resolution process to the same extent as the original parties to the dispute.

- H Contractor agrees that any contract with a Sub-contractor to perform any portion of the work shall include a provision which contractually requires the Sub-contractor be joined, at the Owner's request, in the dispute process.

8.02 Replace the 8.02 A – E with the following:

DISPUTE RESOLUTION: In order to assist in the resolution of disputes or claims arising out of the work of this project, the Owner has provided for the following procedures in an escalating fashion.

- A Within 20 calendar days after receipt of a written directive from the Owner's Project Manager to proceed with the protested work, in accordance with Paragraph 8.01. D, the Contractor shall, if the Contractor still objects to such instruction, file a written protest with the Owner's Director of Facilities Management, clearly detailing all of the following:
1. The basis of the objection(s), and
 2. The contract provisions that support the protest, and
 3. The actual or estimated dollar cost, if any, of protested work and how that cost was determined, and,
 4. Estimates or actual amounts of additional time incurred, if any.
- B Within 20 calendar days of receipt of the contractor's appeal for review, the Owner shall arrange a meeting to include the Contractor's Senior Principal (or their designee) and the Owner's Business Manager (or his designee). Such meeting shall be held at a mutually agreed time on the Owner's Campus. Either party may request a Mediator be retained to participate in the dispute resolution process. Both must agree on the choice and share equally in the expense. If in disagreement, the parties agree to allow an independent third party such as the Yakima Dispute Resolution Center to pick one.
- C If the Owner and the Contractor are able to resolve their dispute through this process, the Owner will promptly process any contract changes, otherwise the Owner shall, after review of all the pertinent facts, make a written determination of the dispute and such determination shall be final.
- D If the Contractor disagrees with the final determination of the Owner, the Contractor may, within 45 calendar days, file a Complaint which shall be subject to judicial review as provided under State of Washington case law, in the Superior Court of Kittitas County, Washington, which shall have exclusive jurisdiction and venue over all matters in question between the Contractor. Failure to file such Complaint within the time prescribed shall be deemed acceptance by the Contractor.

PART 10 - MISCELLANEOUS PROVISIONS

10.11 Change to read as follows:

10.11 W/MBE

PARTICIPATION

Goals

CWU encourages participation in all of its contracts by Diverse Businesses as found in RCW Chapters 39, 43, and WAC 326. The voluntary Diverse Business goal of 26%, which is an aggregate of: 10% Minority Business Enterprises (MBE), 6% Women Business Enterprises (WBE), 5% Veteran-owned Business, and 5% Washington Small Businesses self-identified in the Washington Electronic Business Solution (WEBS). Contractors are encouraged to meet or exceed the project goals in the advertisement by any level of participation, regardless of category.

If Contractor has been unsuccessful in complying with these goals for any craft, Contractor shall broaden recruitment, training and job referral opportunities for minorities and women by undertaking each of the following:

- 1 Notify Owner;
- 2 Notify state and community organizations of opportunities for employment, and retain evidence of their responses. Trade associations maintain lists of community organizations that refer minority and women workers for employment in construction trade;
- 3 Maintain a file in which is recorded the name and address of each minority and woman worker referred to Contractor and specifically what action was taken with respect to each such referred worker. If such worker was not employed by Contractor, Contractor's file shall document this and the reason therefore;
- 4 Notify Owner whenever the union with which Contractor has a collective bargaining agreement has not

referred to Contractor a minority or woman worker requested by Contractor, or Contractor has other information that the union referral process has impeded Contractor's efforts to effect minority or women utilization. Contractor shall show what relief has been sought under the collective bargaining agreement or through appropriate federal and state agencies. Appropriate steps can include, but are not limited to, arbitration or administrative relief;

- 5 Hire directly on a non-discriminatory basis for performance of Work, if a court of competent jurisdiction finds that a union with which Contractor has a collective bargaining agreement racially or sexually discriminates in recruitment or dispatch of worker; and
- 6 Use of apprentices or other appropriate entry classifications up to limits allowed or required by applicable collective bargaining agreements to meet the goals.

B Reports

Contractor shall report monthly the total hours of employment on site by craft and category. Reports will be submitted on the form attached to this Section titled "Affidavit of Amount Paid MBA/WBE".

C Compliance Meetings

Upon Owner's request, Contractor and Owner will hold a conference to discuss affirmative action with regard to equal employment opportunity. Review will be made of Contractor's reports and evidence of good faith efforts.

D Definitions

- 1 "Minority is defined as Blacks, Asians (Japanese, Chinese, Filipino), American Indians, Spanish-Americans (includes Mexican-American, Puerto Rican and other people with Spanish surnames not otherwise reported) and other (including Korean, Polynesian, Indonesian, Hawaiian, Aleut, and Eskimo).
- 2 "Craft" is defined as a recognized construction trade for which minimum wage categories are established by the Department of Labor and Industries.

10.14 Add the Following:

10.14 ASBESTOS

A Asbestos Products

Contractor shall ensure that no Asbestos products in any form are incorporated into the Work.

B Good Faith Inspection

- 1 Owner has performed a good faith inspection to determine whether the materials to be worked on or removed contain Asbestos, and will make this inspection report available to all bidders. Contractor shall not commence Work without receiving a copy of this report.
- 2 Contractor shall keep the asbestos inspection report on site.
- 3 The usual policy of the Owner is to identify and abate Asbestos before the Work begins, unless Asbestos abatement is included in the scope of Work of these Contract Documents. In limited cases where Owner is reasonably certain that Asbestos will not be disturbed, Asbestos material are to remain intact in the work area. These materials would be identified in the Asbestos inspection report and Contractor advised of protective measures.
- 4 In some cases, where certain construction or demolition tasks must be performed before the Asbestos can be accessed for removal, or where phasing of the construction does not permit scheduled during the Contract Time. In such cases, Owner and Contractor must coordinate the scheduling of the work of the separate Asbestos contractor.

C Notice

If in the course of performing the Work Contractor encounters an Asbestos Project which was not specifically reference in the Contract Documents, or disturbs Asbestos, Contractor shall immediately stop work and notify Owner. Contractor shall not recommence work until authorized by Owner.

D Delays

Owner will use its best efforts to identify the scope of an Asbestos Project in the Contract Documents. Contractor acknowledges that the condition or scope of an Asbestos Project cannot be fully determined if it would result in disturbance or exposure of asbestos prior to undertaking the Work. If Contractor is significantly delayed during the course of performance because of the presence of Asbestos not identified in the Contract Documents, Contractor may request an equitable adjustment in the Contract Sum in accordance with the provisions of section 7.02.

E Permits

Contractor shall file a Notice of Intent to Remove Asbestos with the Department of Labor and Industries. Prior

to submitting such notice to the Department of Labor and Industries, Contractor shall submit for approval to Owner Contractor's proposed procedures for undertaking the Asbestos Project to assure compliance with Owner's performance standards and applicable regulations.

F Safety Precautions

Contractor shall provide, at Contractor's cost, appropriate clothing, caution sign, supply items, and safety equipment in order to perform the Asbestos Project in accordance with the Regulations and the performance standards of Owner.

During the course of performing an Asbestos Project, Contractor shall monitor the work place and adjacent areas in accordance with the regulations and the performance standards of Owner to ensure that permissible levels of airborne concentrations of asbestos fibers are not exceeded. The results of all monitoring shall be immediately provided to Owner. If the prescribed exposure limits are exceeded, Contractor shall immediately execute a compliance program of engineering and work practices approved by Owner.

G Certification

No Contractor or person shall undertake an Asbestos Project unless certified by the Department of Labor and Industries as a qualified asbestos contractor, supervisor, or worker in accordance with the requirements of WAC Chapter 296-65.

H Records

Contractor shall maintain complete records of personal and environmental monitoring. A copy of these records shall be provided to Owner before Final Acceptance. Contractor is also required by regulation to arrange for medical examinations for those employees who work on an Asbestos Project and to maintain those records for at least twenty years.

I Definitions

- 1 "Asbestos" includes different forms of chrysotile, amosite, crocidolite, tremolite, anthophyllite, and actinolite.
- 2 "Asbestos Project" means the construction, demolition, repair, maintenance or renovation of any building, mechanical piping equipment or system involving the demolition, removal, encapsulation, salvage, or disposal of material which may release asbestos fibers into the air.
- 3 "Regulations". For purpose of this section Regulations shall mean the National Emission Standards for Hazardous Air Pollutants (40 CFR 61), Occupational Safety and Health Requirements Pertaining to Asbestos (29 CFR 1910), the Regulations of the Washington State Department of Labor and Industries, WAC Chapters 296-62, -65, -155, and Puget Sound Air Pollution Control Agency (PSAPCA) regulating Asbestos Projects as adopted or hereafter amended.

Attachment: "Affidavit of Amounts Paid MBE/WBE Participants"

END OF SECTION

AFFIDAVIT OF AMOUNTS PAID MBE/WBE PARTICIPANTS
(provide report monthly with each application for payment)

CONTRACTOR: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ DATE: _____

STATE CONTRACT/AGREEMENT NO. JOB TITLE/DESCRIPTION _____

CONTRACT BID PRICE MBE COND. OF AWARD _____ WBE COND. OF AWARD _____

MBE/WBE PARTICIPANT NAME AND ADDRESS	WBE	MBE UTILIZATION	DESCRIPTION OF PARTICIPANTS	AMOUNT PAID
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AFFIDAVIT

I, the undersigned, do hereby certify that in connection with all work for the project for which this statement is submitted each MBE/WBE participant contacted by me has been paid the amounts as listed. \$ _____
TOTAL WBE PARTICIPATION ACHIEVED _____

SIGNATURE _____ TITLE _____

Subscribed and sworn to me this _____ day of 20____
_____ Notary Public in and for the State of Washington residing
at _____

INSTRUCTIONS:

1. Complete this form in triplicate and have it notarized.
2. This form is required to be updated monthly and provided with each payment request from the General Contractor.

SECTION 01 0100 - SUMMARY OF WORK

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. This Section includes the following:
 - 1. Work covered by the Contract Documents.
 - 2. Type of Contract.
 - 3. Permits, Fees and Bonds.
 - 4. Work sequence
 - 5. Owner's occupancy requirements.
 - 6. Contractor Use of Site and Premises.
 - 7. Work restrictions.
- B. Related Sections include the following:
 - 1. Division 1 Section "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.02 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.

1.03 PROJECT

- A. Project Name: SURC Carpet Replacement
 - 1. Owner's Name: Central Washington University
 - 2. Architect's Name: N/A (CWU Capital Planning Project Manager)
 - 3. The Project consists of the following:
 - a. Project schedule coordination with CWU Facilities & CPP Project Manager. CWU will move furniture prior to work.
 - b. Removal and disposal of old carpet and base in areas indicated in 09 6813_Tile_Carpeting - Patcraft Walk-off and Experience
 - c. Preparation for new carpet and base installation.
 - d. Installation of new carpet tiles and base where indicated 09 6813_Tile_Carpeting - Patcraft Walk-off and Experience
 - e. Cleaning of area of work.

1.04 CONTRACT DESCRIPTION

- A. Contract Type: Single General Construction Contract based on a single lump-sum price as described in Division 00.

1.05 PERMITS, FEES AND BONDS

- A. The Owner will apply for and obtain a general building permit from the City of Ellensburg, if applicable.
- B. Any other permits and fees necessary for the execution of this work shall be obtained and paid for by the Contractor.

1.06 WORK SEQUENCE

- A. The work will be a single project with installation occurring in phases as necessary for the scope. The Owner will schedule occupancy so that the area of the work in each phase will be available for execution of the work in that area.
- B. The Contractor shall schedule and supervise the work to minimize the time for each phase, to allow for Owner relocations between phases, and to accomplish completion of all phases within the contract time indicated.
- C. The Contractor shall schedule any work that impairs Owner's adjacent facility operations to after hours or weekends and only as approved by Owner.

1.07 OWNER OCCUPANCY

- A. The subject building will be fully occupied during the period established for the work of this contract. The Owner will vacate the area of the work in phases as coordinated with Contractor.

SURC Carpet Replacement

Central Washington University
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Section 01 0100
SUMMARY OF WORK
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- B. Cooperate with Owner to minimize conflict and to facilitate Owner's operations. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
- C. Adjacent work by others: The Owner will be executing other construction work on the campus simultaneous to the work of this contract.

1.08 CONTRACTOR USE OF SITE AND PREMISES

- A. Construction Operations: Limited to areas noted on Drawings.
 - 1. Contractor's use of the premises will not impede or otherwise impact the work of other contractors and/or work adjacent to the project site.
- B. Arrange use of site and premises to allow:
 - 1. Work by Others.
 - 2. Work by Owner.
- C. Provide access to and from site as required by law.
 - 1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
 - 2. Do not obstruct roadways, sidewalks, or other public ways without permit.

1.10 WORK RESTRICTIONS

- A. Hours of Operation: 7:00 am - 6:00 pm, Monday – Friday (5) days per week, unless otherwise agreed upon by CWU Project Manager.
- 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.
 - a. Provide Owner not less than 72 hours' notice in advance of proposed utility interruptions.
 - b. Do not proceed with utility interruptions without Owner's written permission.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 3216 - CONSTRUCTION PROGRESS SCHEDULE

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Preliminary schedule.
- B. Construction progress schedule

1.02 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 1 specification sections, apply to this section.
- B. Section 01 1400 - Work Restrictions for required Phasing.
- C. Section 01 2000 - Price and Payment Procedures.
- D. Section 01 3000 - Administrative Requirements.

1.03 REFERENCES

- A. AGC (CPSM) - Construction Planning and Scheduling Manual; Associated General Contractors of America; 2004.

1.04 SUBMITTALS

- A. Preliminary Schedule: Within 10 days after date established in Notice to Proceed, submit preliminary schedule defining planned operations for the first 30 days of Work, with a general outline for remainder of Work.
 - 1. If preliminary schedule requires revision after review, submit revised schedule within 7 days.
- C. Construction Progress Schedule: Indicate complete construction sequence from Notice to Proceed through Final Completion. Provide network diagram and required reports.
 - 1. Within 14 days after review and approval of preliminary schedule, submit draft of proposed complete schedule for review.
 - 2. Include written certification that major Subcontractors have reviewed and accepted proposed schedule.
- D. Within 7 days after review and approval, submit complete schedule.
- E. Submit updated schedule with each Application for Payment.

1.05 SCHEDULE FORMAT

- A. Gantt Bar Diagram: With each activity start and completion date in chronological order and graphically linked with critical path activities clearly differentiated

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PRELIMINARY SCHEDULE

- A. Prepare preliminary schedule in the form of a preliminary Gantt Chart diagram.

3.02 CONTENT

- A. Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.
- H. Indicate procurement activities for long-lead and major items, including submittal, approval, and fabrication activities. See Section 01 3000 for submittal review durations.

3.03 REVIEW AND EVALUATION OF SCHEDULE

- A. Participate in joint review and evaluation of schedule with Architect at each submittal.
- B. Evaluate project status to determine work behind schedule and work ahead of schedule.

- C. After review, revise as necessary as result of review, and resubmit within 10 days.

3.04 UPDATING SCHEDULE

- A. Maintain schedules to record actual start and finish dates of completed activities.
- B. Indicate progress of each activity to date of revision, with projected completion date of each activity.
- C. Annotate diagrams to graphically depict current status of Work.
- D. Identify activities modified since previous submittal, major changes in Work, and other identifiable changes.
- E. Indicate changes required to maintain Date of Substantial Completion.
- F. Submit reports required to support recommended changes.

END OF SECTION

SECTION 01 5000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Temporary utilities.
- B. Temporary telecommunications services.
- C. Temporary sanitary facilities.
- D. Temporary Controls: barriers, enclosures, fencing, etc.
- E. Security requirements.
- F. Vehicular access and parking.
- G. Waste removal facilities and services.
- H. Storage containers

1.02 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 1 specification sections, apply to this section.

1.03 TEMPORARY UTILITIES

- A. General: Cost or use charges for temporary facilities shall be included in the Contract Sum. Allow other entities to use temporary services and facilities without cost, including but not limited to, Owner's construction forces, Architect, consultants, occupants of the project, testing agencies and authorities having jurisdiction.
- B. Contractor may make use of existing utilities available at the existing sites. This includes electrical power, water. All costs associated with preparing these utilities for use is the sole responsibility of the Contractor.
- C. Usage costs for existing site utilities will be provided by the Owner. Contractors is to take measures to conserve these resources. The Owner reserves the right to rescind this agreement if the Contractor fails to take appropriate conservation measures. The decision to rescind is solely the Owner's.

1.04 TELECOMMUNICATIONS SERVICES

- A. Provide, maintain, and pay for telecommunications services to field office at time of project mobilization.
- B. Telecommunications services shall include:
 - 1. Cellular telephones for Superintendent. Telephones shall be in operation during working hours. GC to provide emergency contact information.

1.05 TEMPORARY SANITARY FACILITIES

- A. Contractor may use toilet room facilities in the building.

1.06 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
- B. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

1.07 FENCING

- A. Provide fencing at location of stored materials, or in a designated locked room.
- B. Construction: Commercial grade chain link fence, if applicable. No orange roll-up type fencing is allowed.

1.08 EXTERIOR ENCLOSURES

- A. Not applicable.

1.09 CONSTRUCTION AIDS

- A. Provide, operate, and maintain a complete plant for fabricating, handling, conveying, installing and erecting all Work required under the Contract. Maintain plant and equipment in safe and efficient operating condition. Contractor shall be responsible for damages due to defective plant and equipment and uses made thereof.
- B. Furnish, install, and maintain for the duration of construction all required scaffolding, lifts, tarpaulins, barricades, canopies, warning signs, steps, bridges, platforms and other temporary construction necessary for proper completion of the work. Maintain in compliance with all pertinent safety and other regulations.

1.11 SECURITY

- A. Provide security and facilities to protect Work, stored material, and Owner's operations from unauthorized entry, vandalism, or theft.
- B. Coordinate with Owner's security program.

1.12 VEHICULAR ACCESS AND PARKING

- A. Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access for emergency vehicles.
- B. Provide and maintain access to fire hydrants, free of obstructions.
- C. Comply with Central Washington University traffic and parking regulations.
- D. Do not allow vehicle parking on any access road outside of the construction limits or designed lay-down area.
- E. Delivery and Storage: Conduct operations in such a manner as to avoid unnecessary interference to existing pedestrian and vehicle traffic. Minimize heavy vehicle traffic to and from site during peak traffic hours (7-9 a.m. and 3-6 p.m.). Do not park vehicles in traffic lanes. Provide flag persons, and traffic control signs and devices as required. Notify Owner in advance of any unusually long or large deliveries. Assemble cranes during off hours. Storage of materials adjacent to the Project site outside of the construction fence is not permitted unless authorized by Owner.

1.13 WASTE REMOVAL

- A. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
- B. Provide containers with lids. Remove trash from site on a regular basis as needed.
- C. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.

1.14 STORAGE CONTAINERS

- A. Provide secure storage containment for all material stored on site but not yet installed in the project. Storage shall be weathertight and lockable, unless in a locked interior room designated by CWU PM.

1.15 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary utilities, equipment, facilities, materials, prior to Substantial Completion inspection.
- B. Remove underground installations to a minimum depth of 2 feet (600 mm). Grade site as indicated.
- C. Clean and repair damage caused by installation or use of temporary work.
- D. Restore existing facilities used during construction to original condition.

1.16 PROJECT CONDITIONS

- A. Conditions of Use:
 - 1. Keep temporary services and facilities clean and neat in appearance. Operate in a safe and efficient manner. Take necessary fire prevention measures.
 - 2. Take necessary fire prevention measures.
 - 3. Do not overload facilities or permit them to interfere with Owner's operations.

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TEMPORARY FACILITIES AND CONTROLS

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4. Do not allow hazardous, dangerous, or unsanitary conditions or public nuisances to develop or persist on the site.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 7419 - CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 GENERAL

1.01 WASTE MANAGEMENT REQUIREMENTS

- A. Owner requires that this project generate the least amount of trash and waste possible.
- B. Employ processes that ensure the generation of as little waste as possible due to error, poor planning, breakage, mishandling, contamination, or other factors.
- C. Minimize trash/waste disposal in landfills; reuse, salvage, or recycle as much waste as economically feasible.
- D. Required Recycling, Salvage, and Reuse: The following may not be disposed of in landfills or by incineration:
 - 1. Aluminum and plastic beverage containers.
 - 2. Corrugated cardboard.
 - 3. Wood pallets.
 - 4. Clean dimensional wood:
 - 5. Metals, including packaging banding, metal studs, sheet metal, structural steel, piping, reinforcing bars, door frames, and other items made of steel, iron, galvanized steel, stainless steel, aluminum, copper, zinc, lead, brass, and bronze.
 - 6. Glass.
 - 7. Gypsum drywall and plaster.
 - 8. Plastic sheeting.
- E. Contractor shall develop and follow a Waste Management Plan designed to implement these requirements.
- F. Regulatory Requirements: Contractor is responsible for knowing and complying with regulatory requirements, including but not limited to Federal, state and local requirements, pertaining to legal disposal of all construction and demolition waste materials.

1.02 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 1 specification sections, apply to this section.
- B. Section 01 3000 - Administrative Requirements: Additional requirements for project meetings, reports, submittal procedures, and project documentation.
- C. Section 01 5000 - Temporary Facilities and Controls: Additional requirements related to trash/waste collection and removal facilities and services.
- D. Section 01 6000 - Product Requirements: Waste prevention requirements related to delivery, storage, and handling.
- E. Section 01 7000 - Execution and Closeout Requirements: Trash/waste prevention procedures related to demolition, cutting and patching, installation, protection, and cleaning.

1.03 DEFINITIONS

- A. Clean: Untreated and unpainted; not contaminated with oils, solvents, caulk, adhesives, glues, or the like.
- B. Construction and Demolition Waste: Solid wastes typically including building materials, packaging, trash, debris, and rubble resulting from construction, remodeling, repair and demolition operations.
- C. Hazardous: Exhibiting the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity or reactivity.
- D. Nonhazardous: Exhibiting none of the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity, or reactivity.
- E. Nontoxic: Neither immediately poisonous to humans nor poisonous after a long period of exposure.
- F. Recyclable: The ability of a product or material to be recovered at the end of its life cycle and remanufactured into a new product for reuse by others.
- G. Recycle: To remove a waste material from the project site to another site for remanufacture into a new product for reuse by others.
- H. Recycling: The process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for the purpose of

using the altered form. Recycling does not include burning, incinerating, or thermally destroying waste.

- I. Return: To give back reusable items or unused products to vendors for credit.
- J. Reuse: To reuse a construction waste material in some manner on the project site.
- K. Salvage: To remove a waste material from the project site to another site for resale or reuse by others.
- L. Sediment: Soil and other debris that has been eroded and transported by storm or well production run-off water.
- M. Source Separation: The act of keeping different types of waste materials separate beginning from the first time they become waste.
- N. Toxic: Poisonous to humans either immediately or after a long period of exposure.
- O. Trash: Any product or material unable to be reused, returned, recycled, or salvaged.
- P. Waste: Extra material or material that has reached the end of its useful life in its intended use. Waste includes salvageable, returnable, recyclable, and reusable material.

1.04 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- C. Waste Management Plan: Include the following information:
 - 1. Analysis of the trash and waste projected to be generated during the entire project construction cycle, including types and quantities.
 - 2. Landfill Options: The name, address, and telephone number of the landfill(s) where trash/waste will be disposed of, the applicable landfill tipping fee(s), and the projected cost of disposing of all project trash/waste in the landfill(s).
 - 3. Landfill Alternatives: List all waste materials that will be diverted from landfills by reuse, salvage, or recycling.
 - 4. Meetings: Describe regular meetings to be held to address waste prevention, reduction, recycling, salvage, reuse, and disposal.
 - 5. Materials Handling Procedures: Describe the means by which materials to be diverted from landfills will be protected from contamination and prepared for acceptance by designated facilities; include separation procedures for recyclables, storage, and packaging.
 - 6. Transportation: Identify the destination and means of transportation of materials to be recycled; i.e. whether materials will be site-separated and self-hauled to designated centers, or whether mixed materials will be collected by a waste hauler.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION

3.01 WASTE MANAGEMENT PLAN IMPLEMENTATION

- A. Manager: Designate an on-site person or persons responsible for instructing workers and overseeing and documenting results of the Waste Management Plan.
- B. Facilities: Provide specific facilities for separation and storage of materials for recycling, salvage, reuse, return, and trash disposal, for use by all contractors and installers.
 - 1. Provide containers as required.
 - 2. Keep recycling and trash/waste bin areas neat and clean and clearly marked in order to avoid contamination of materials.
- C. Hazardous Wastes: Separate, store, and dispose of hazardous wastes according to applicable regulations.
- D. Recycling: Separate, store, protect, and handle at the site identified recyclable waste products in order to prevent contamination of materials and to maximize recyclability of identified materials. Arrange for timely pickups from the site or deliveries to recycling facility in order to prevent contamination of recyclable materials.

END OF SECTION

SECTION 01 7800 - CLOSEOUT SUBMITTALS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Project Record Documents.
- B. Operation and Maintenance Data.
- C. Warranties and bonds.

1.02 RELATED REQUIREMENTS

- A. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 1 specification sections, apply to this section.
- B. Section 01 3000 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
- C. Section 01 7000 - Execution and Closeout Requirements: Contract closeout procedures.
- D. Individual Product Sections: Specific requirements for operation and maintenance data.
- E. Individual Product Sections: Warranties required for specific products or Work.

1.03 SUBMITTALS

- A. Project Record Documents: Submit documents to Architect with claim for final Application for Payment.
- B. Operation and Maintenance Data:
 - 1. Submit two copies of preliminary draft or proposed formats and outlines of contents at least 10 days before requesting inspection for Substantial Completion. Architect will review draft and return one copy with comments.
 - 2. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect comments. Revise content of all document sets as required prior to final submission.
 - 3. Submit two sets of revised final documents in final form within 10 days after final inspection.
- C. Warranties and Bonds:
 - 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within 10 days after acceptance.
 - 2. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
 - 3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 RECORD DRAWINGS

- A. Record Prints: Maintain one full-size set of blue- or black-line white prints of the Contract Drawings and Shop Drawings.
 - 1. Identification: In red ink and block letters, label each Record Drawing, including cover sheets, "PROJECT RECORD DRAWING" in a prominent location on title block.
 - 2. Preparation: Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
 - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - b. Accurately record information in an understandable drawing technique.
 - c. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
 - 3. Content: Types of items requiring marking include, but are not limited to, the following:
 - a. Dimensional changes to Drawings.

- b. Revisions to details shown on Drawings.
 - c. Changes made by Change Order.
 - d. Changes made by Supplemental Instruction.
 - e. Details not on the original Contract Drawings.
 - f. Field records for variable and concealed conditions.
 - g. Record information on the Work that is shown only schematically.
4. Mark the Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. If Shop Drawings are marked, show cross-reference on the Contract Drawings.
 5. Mark record sets with erasable, red-colored pencil. Use other reproducible colors to distinguish between changes for different categories of the Work at same location.
 6. Mark important additional information that was either shown schematically or omitted from original Drawings.
 7. Note alternate numbers, Change Order numbers, Supplemental Instruction numbers, and similar identification, where applicable.
- B. Newly Prepared Record Drawings: Prepare new Drawings instead of preparing Record Drawings where Architect determines that neither the original Contract Drawings nor Shop Drawings are suitable to show actual installation.
1. New Drawings may be required when a Change Order is issued as a result of accepting an alternate, substitution, or other modification.
 2. Consult Architect for proper scale and scope of detailing and notations required to record the actual physical installation and its relation to other construction. Integrate newly prepared Record Drawings into Record Drawing sets; comply with procedures for formatting, organizing, copying, binding, and submitting. Include title blocks matching original drawings and assign appropriate sheet numbers.
- C. Binding: Organize Record Prints and newly prepared Record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
- D. Electronic Copies – One set in pdf format.
- 3.02 MISCELLANEOUS RECORD SUBMITTALS
- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.
- 3.03 O&M MANUALS, GENERAL
- A. Provide manuals of consistent appearance and quality. Where operation and maintenance documentation includes information furnished by multiple sources, assemble and coordinate information into a comprehensive whole. Eliminate all redundant, inapplicable, or unnecessary information so that submitted documentation reflects only actual installation.
- 3.04 PRODUCT MAINTENANCE COMPONENT OF O&M MANUALS
- A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- B. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.
- C. Product Information: Include the following, as applicable:
1. Product name and model number.
 2. Manufacturer's name.
 3. Color, pattern, and texture.
 4. Material and chemical composition.
 5. Reordering information for specially manufactured products.
- D. Maintenance Procedures: Include manufacturer's written recommendations and the following:

SURC Carpet Replacement

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Section 01 7800
CLOSEOUT SUBMITTALS
3 of 3

1. Inspection procedures.
2. Types of cleaning agents to be used and methods of cleaning.
3. List of cleaning agents and methods of cleaning detrimental to product.
4. Schedule for routine cleaning and maintenance.
5. Repair instructions.

E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.

F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

1. Include procedures to follow and required notifications for warranty claims.

3.09 WARRANTIES AND BONDS

- A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittals when required.
- D. Retain warranties and bonds until time specified for submittal.
- E. Manual: Bind in commercial quality 8-1/2 by 11 inch (216 by 279 mm) three D side ring binders with durable plastic no-print-transfer-type covers.
- F. Cover: Identify each binder with typed or printed title WARRANTIES AND BONDS, with title of Project; name, address and telephone number of Contractor and equipment supplier; and name of responsible company principal.
- G. Table of Contents: Neatly typed, in the sequence of the Table of Contents of the Project Manual, with each item identified with the number and title of the specification section in which specified, and the name of product or work item.
- H. Separate each warranty or bond with index tab sheets keyed to the Table of Contents listing. Provide full information, using separate typed sheets as necessary. List Subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.

END OF SECTION

SECTION 02 4100 - DEMOLITION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Selective demolition of building elements for alteration purposes.

1.02 RELATED REQUIREMENTS

- A. Drawings and General Provisions of the Contract, including General and Supplemental Conditions and Division 1 specification sections, apply to this Section.

1.03 REFERENCE STANDARDS

- A. 29 CFR 1926 - U.S. Occupational Safety and Health Standards; current edition.
- B. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations; 2019.

1.04 MATERIALS OWNERSHIP

- A. Except for items or materials indicated as existing, for salvage, or otherwise indicated to remain the Owner's property, demolished materials shall become the Contractor's property and shall be removed from the site with further disposition at the Contractor's option.

1.05 SUBMITTALS

- A. Demolition Plan: Indicate extent of demolition, removal sequence, and temporary controls.

PART 2 PRODUCTS -- NOT USED

PART 3 EXECUTION

3.01 SCOPE

- A. Demolish and remove portions of the existing building as indicated in Drawings and as required to perform new work.

3.02 GENERAL PROCEDURES AND PROJECT CONDITIONS

- A. Comply with other requirements specified in Section 01 7000.
- B. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.
 - 1. Obtain required permits.
 - 2. Comply with applicable requirements of NFPA 241.
 - 3. Take precautions to prevent catastrophic or uncontrolled collapse of structures to be removed; do not allow worker or public access within range of potential collapse of unstable structures.
 - 4. Provide, erect, and maintain temporary barriers and security devices.
 - 5. Conduct operations to minimize effects on and interference with adjacent structures and occupants.
 - 6. Do not close or obstruct driveways, parking areas, fire lanes, or sidewalks without coordination with Owner.
 - 7. Conduct operations to minimize obstruction of public and private entrances and exits; do not obstruct required exits at any time; protect persons using entrances and exits from removal operations.
- C. Do not begin removal until receipt of notification to proceed from Owner.
- D. Protect existing structures and other elements that are not to be removed.
 - 1. Provide bracing and shoring as necessary to prevent damage to elements left in place.
- E. If hazardous materials are discovered during removal operations, stop work and notify Architect and Owner; hazardous materials include regulated asbestos containing materials, lead, PCB's, and mercury.
- F. Perform demolition in a manner that maximizes salvage and recycling of materials.

3.03 SELECTIVE DEMOLITION FOR ALTERATIONS

- A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.
 - 1. Verify that construction and utility arrangements are as shown.
 - 2. Report discrepancies to Architect before disturbing existing installation.
 - 3. Beginning of demolition work constitutes acceptance of existing conditions that would be apparent upon examination prior to starting demolition.
- C. Remove existing work as indicated and as required to accomplish new work.

1. Remove items indicated on drawings.
- D. Protect existing work to remain.
 1. Maintain existing active systems (HVAC, Plumbing, Fire Protection, Electrical, and Telecommunications) that are to remain in operation; maintain access to equipment and operational components.
 2. Prevent movement of structure; provide shoring and bracing if necessary.
 3. Perform cutting to accomplish removals neatly and as specified for cutting new work.
 4. Repair adjacent construction and finishes damaged during removal work.
 5. Patch as specified for patching new work.

3.04 DEBRIS AND WASTE REMOVAL

- A. Remove debris, junk, and trash from site.
- B. Remove from site all materials not to be reused on site; comply with requirements of Section 01 7419 - Waste Management.
- C. Leave site in clean condition, ready for subsequent work.
- D. Clean up spillage and wind-blown debris from public and private lands.

END OF SECTION

SECTION 09 6500 - RESILIENT FLOORING, EDGE STRIPS, AND BASE

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Resilient sheet flooring. **(NOT USED)**
- B. Resilient base.
- C. Installation accessories.

1.02 RELATED REQUIREMENTS

- A. Drawings and general provisions of the Contract, including the General Conditions for Washington State Facilities Construction and Division 1 specification sections, apply to this section.

1.03 REFERENCE STANDARDS

- A. ASTM F1861 - Standard Specification for Resilient Wall Base 2021.
- B. ASTM F2034 - Standard Specification for Sheet Linoleum Floor Covering 2018.

1.04 SUBMITTALS

- A. Product Data: Provide data on specified products, describing physical and performance characteristics; including sizes, patterns and colors available; and installation instructions.
- B. Selection Samples: Submit manufacturer's complete set of color samples for Architect's initial selection.
- C. Sustainable Design Submittal: Submit VOC content documentation for flooring and adhesives.
- D. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
 - 1. See Section 01 6000 - Product Requirements, for additional provisions.
 - 2. Extra Wall Base: 25 linear feet of each type and color.

1.05 QUALITY ASSURANCE

- A. Installer Qualifications: Company specializing in installing specified flooring with minimum three years documented experience.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Upon receipt, immediately remove any shrink-wrap and check materials for damage and the correct style, color, quantity and run numbers.
- B. Maintain temperature in storage area between 55 degrees F and 90 degrees F.
- C. Protect roll materials from damage by storing on end.

1.07 FIELD CONDITIONS

- A. Store materials for not less than 48 hours prior to installation in area of installation at a temperature of 70 degrees F to achieve temperature stability. Thereafter, maintain conditions above 55 degrees F.

PART 2 PRODUCTS

2.01 SHEET FLOORING (NOT USED)

- A. Vinyl Sheet Flooring: Homogeneous, with color extending throughout thickness.
 - 1. Manufacturers:
 - a. Armstrong Flooring, Inc; Natralis: www.armstrongflooring.com.
 - b. Johnsonite, a Tarkett Company; Azrock Standard Collection : www.johnsonite.com
 - c. Substitutions: See Section 01 6000 - Product Requirements.
 - 2. Minimum Requirements: Comply with ASTM F1066, of Class corresponding to type specified.
 - 3. Size: 6' wide roll
 - 4. Thickness: 0.125 inch.
 - 5. Color: To be selected by Architect from manufacturer's full range.
 - 6. Layout to minimize seams. Provide seaming plan to Architect for review prior to install.

- B. Welding Rod: Solid bead in material compatible with flooring, produced by flooring manufacturer for heat welding seams, and in color matching field color.

2.02 RESILIENT BASE

- A. Resilient Base: ASTM F1861, Type TS rubber, vulcanized thermoset; style as scheduled.
 - 1. Manufacturers:
 - a. Burke Flooring: www.burkeflooring.com.
 - b. Johnsonite, a Tarkett Company: www.johnsonite.com/#sle.
 - c. Roppe Corporation: www.roppe.com/#sle.
 - d. Substitutions: See Section 01 6000 - Product Requirements.
 - 2. Height: 4-inch.
 - 3. Thickness: 0.125 inch.
 - 4. Finish: Satin.
 - 5. Length: Roll.
 - 6. Color: To be selected by Architect from manufacturer's full range.
 - 7. Accessories: Premolded external corners and internal corners, and edge strips.

2.03 ACCESSORIES

- A. Subfloor Filler: White premix latex; type recommended by adhesive material manufacturer.
- B. Primers, Adhesives, and Seam Sealer: Waterproof; types recommended by flooring manufacturer.
- C. Sealer and Wax: Types recommended by flooring manufacturer.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that surfaces are flat to tolerances acceptable to flooring manufacturer, free of cracks that might telegraph through flooring, clean, dry, and free of curing compounds, surface hardeners, and other chemicals that might interfere with bonding of flooring to substrate.
- B. Verify that required floor-mounted utilities are in correct location.

3.02 PREPARATION

- A. Remove subfloor ridges and bumps. Fill minor low spots, cracks, joints, holes, and other defects with subfloor filler to achieve smooth, flat, hard surface.
- B. Prohibit traffic until filler is fully cured.
- C. Clean substrate.
- D. Apply primer as required to prevent "bleed-through" or interference with adhesion by substances that cannot be removed.

3.03 INSTALLATION - GENERAL

- A. Starting installation constitutes acceptance of subfloor conditions.
- B. Install in accordance with manufacturer's written instructions.
- C. Adhesive-Applied Installation:
 - 1. Spread only enough adhesive to permit installation of materials before initial set.
 - 2. Fit joints and butt seams tightly.
 - 3. Set flooring in place, press with heavy roller to attain full adhesion.
- D. Where type of floor finish, pattern, or color are different on opposite sides of door, terminate flooring under centerline of door.
- E. Install edge strips at unprotected or exposed edges, where flooring terminates, and where indicated.
 - 1. Resilient Strips: Attach to substrate using adhesive.
- F. Scribe flooring to walls, columns, cabinets, floor outlets, and other appurtenances to produce tight joints.

SECTION 09 6813 – TILE CARPETING – PATCRAFT WALK-OFF AND EXPERIENCE

PART 1 GENERAL

1. RELATED DOCUMENTS
 - a. Division 01 Specification Sections
2. SUMMARY
 - a. This section relates to carpet tile.
3. PREINSTALLATION MEETINGS
 - a. Conducted at (insert time, location and key contact).
4. SUBMITTALS
 - a. Product Specification
 - b. Specification for Adhesive
 - c. Schedule
5. CLOSEOUT SUBMITTALS
 - a. Maintenance Instructions
 - b. Warranty Documents
6. QUALITY ASSURANCE
 - a. Environmental:
 - i. Green Label Plus Certified
 - ii. Cradle to Cradle Certified Gold
 - iii. NSF 140 Gold
 - iv. Health Product Declaration
 - v. Declare Label, red list compliant
 - vi. No PVC components
 - b. Installer Qualifications: Installer who has been trained in the installation of carpet tile.
7. MATERIAL STORAGE AND HANDLING
 - a. Store rolls on a flat surface, away from vents and direct sunlight.
 - b. Store in protected dry conditions between 65 and 85 degrees.
8. SITE CONDITIONS

The following conditions must be maintained for 24 hours prior to, during and permanently after installation:

 - a. HVAC System must be operational.
 - b. The installation site, carpet and adhesive must be between 50°F and 95°F.
 - c. The installation site's ambient relative humidity must not fall below 40%.
 - d. Conduct relative humidity or Anhydrous Calcium Chloride testing. Results must be within the proper range for Patcraft recommended adhesive.

PART 2 – PRODUCTS

9. TESTING REQUIREMENTS
 - a. Pill Test CPSC FF 1 70: Pass
 - b. Radiant Panel ASTM E648: Class I
 - c. NBS smoke ASTM E662 NF: <450
 - d. Static AATCC 134: <3.5 kv
 - e. Coefficient of Friction: 0.6 (Meets ADA requirements)
10. TILE CARPETING
 - a. Manufacturer: Patcraft
 - b. Product: Access 24" x 24", I0533, Color: Trek 00590
 - c. Construction: Multi-Level Pattern Loop

- d. Fiber: ecosolution q100™ nylon
- e. Dye Method: 100% solution dyed
- f. Backing: ecoworx® tile
- g. Protective Treatment: SSP® Shaw Soil Protection
- h. Size: 24 in x 24 in
- i. Gauge: 1/12 inches
- j. Stitches: 10 per inches
- k. Finished Pile Thickness: Finished 0.085 inches
- l. Average Density: 11012 oz/yd³
- m. Total Thickness: 0.259 inches
- n. Tufted Weight: 0

11. INSTALLATION MATERIALS

a. High Moisture Management Solutions (10 Year Warranty)

i. **Concrete with %RH <99%, MVER <=10, pH < 11**

1. Apply USG Advanced skim coat as necessary for patch/skim coat.
2. Install flooring with Shaw 4151* adhesive.

ii. **Concrete with %RH >= 99%, MVER <=12, pH <= 12**

1. Apply Shaw Surface Prep EXT followed by Shaw Moisture Shield.
2. Apply USG Advanced skim coat as necessary for patch/skim coat.
3. Install flooring with Shaw 4151* adhesive.

iii. **Concrete with %RH >= 99%, MVER <= 17, pH > 12**

1. Apply Surface Prep
2. Apply Shaw Moisture Shield.
3. Apply MRP
4. Apply USG Advanced Skim Coat as necessary for patch/skim coat.
5. Install flooring with Shaw 4151* adhesive

iv. **Concrete with %RH >= 99%, MVER >17, pH > 12**

1. Apply Shaw Surface Prep EXT followed by Shaw MoistureTek.
2. Apply USG Advanced skim coat as necessary for patch/skim coat.
3. Install flooring with Shaw 4151* adhesive.

b. Adhesives:

i. For EcoWorx (fiberglass reinforced):

- | | | |
|----------------------------------|---------------------|---------|
| 1. Lokworx+ Carpet Tile Adhesive | 15 lbs. 97% RH | pH 5-11 |
| 2. Lokworx Carpet Tile Adhesive | 10 lbs. 95% RH | pH 5-11 |
| 3. Shaw 3800 indoor/outdoor: | 8 lbs. 90% RH | pH 5-9 |
| 4. Shaw 4151 high moisture: | 10 lbs. 99% RH | pH 12 |
| 5. LokDots dry adhesive: | No visible moisture | pH 12 |
| 6. LokWorx tabs: | 10 lbs. 85 RH | pH 12 |
| 7. Mill-applied ES: | No visible moisture | |

ii. For EcoLogix (attached cushion): All, excluding LokDots and LokWorx.

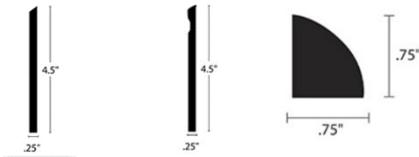
iii. For StrataWorx (light weight tile alternative to broadloom)

- | | | |
|----------------------------------|---------------------|---------|
| 1. Lokworx+ Carpet Tile Adhesive | 15 lbs. 97% RH | pH 5-11 |
| 2. Lokworx Carpet Tile Adhesive | 10 lbs. 95% RH | pH 5-11 |
| 3. Shaw 3800 indoor/outdoor: | 8 lbs. 90% RH | pH 5-9 |
| 4. Shaw 4151 high moisture: | 10 lbs. 99% RH | pH 12 |
| 5. LokDots dry adhesive: | No visible moisture | pH 12 |
| 6. LokWorx tabs: | 10 lbs. 85 RH | pH 12 |

- c. Primer (if needed): 9050 is an acrylic solution made to neutralize excess alkali that is also recommend as a primer coat to prevent over absorption of adhesive and to ensure a better bond. Formulated with an antimicrobial agent, it provides protection against bacteria, fungi, and mildew in the wet or dry state. Contains no solvent, alcohol, or other hazardous materials per OSHA 29 CFR 1910.1200. Non-photo chemically reactive per rule #102. Available in 4-gallon pails.

- d. Leveling and Patching Compounds: Use a cementitious patching/leveling compound that meets or exceeds the required moisture level and pH requirements. Use of gypsum-based patching and/or leveling compounds which contain Portland or high alumina cement and meet or exceed the compressive strength of 3,000 psi are acceptable.
- e. FinishWorx Transition Strips (Micro Transition, Metal TrimMaster)
- f. FinishWorx Wall Base Accessories
- g. FinishWorx Cove Base Accessories:

- i. Angle Profile
- ii. Detail Profile
- iii. Quarter Round Profile



PART 3 – EXECUTION

12. EXAMINATION

- a. Examine substrates, with Installer present, for compliance with requirements for maximum moisture content, pH, smoothness and level.
- b. If dusting or powdering exists, seal the floor with a latex primer per manufacturer's recommendations.

13. PREPARATION

- a. Substrates shall be smooth, structurally sound, permanently dry, clean and free of all foreign material such as dust, wax, solvents, paint, grease, oils, old adhesive residue, curing and hardening/ curing compounds, sealers and other foreign material that might prevent adhesive bond.
- b. Pre-existing Adhesive
 - i. Remove existing adhesives to prevent adhesive incompatibility /reactions and bonding issues.
 - ii. Cutback Adhesive: Wet scrape the adhesive, reduce to a well bonded residue and encapsulate if necessary.
 - iii. Do not use adhesive removers, they will adversely affect the new adhesive and product installed.
- c. Fill depressions or cracks with a cementitious patching/leveling compound that meets or exceeds the required moisture level and pH requirements. Use of gypsum-based patching and/or leveling compounds which contain Portland or high alumina cement and meet or exceed the compressive strength of 3,000 psi are acceptable.

14. LAYOUT AND INSTALLATION

- a. Provide a Quarter Turn pattern installation.
- b. Start the tile installation as near to the center of the room as possible and position it to use the largest perimeter cut tile size.
- c. Snap a chalk line parallel to one major wall bisecting the starting point. It may be necessary to offset the center chalk line to assure perimeter tiles will be at least half size.
- d. Snap a second chalk line from the starting point at 90° to the first line. Use a 3-4-5, 6-8-10, or larger triangle depending on the room size. Meters or feet may be used to lay out the triangle in these proportions.
- e. Use a full spread of adhesive applied with a 3/8" foam paint roller or 1/16 x 1/32 x 5/64 u-notch trowel. The adhesive must be allowed to dry completely before installing the carpet. Installing into wet adhesive will result into a permanent bond and may cause the carpet to bubble. Trowel application of adhesive is recommended for EcoLogix. EcoWorx ES / EcoLogix ES no adhesive required. Approximate coverage rates are 35-40 yards per gallon when applied with a roller, and 28 -33* yards per gallon when applied with a trowel.
- f. Install each full carton and complete an entire pallet before starting another pallet to minimize product variation. Each tile has directional arrows on the back. These arrows allow for one-directional or multi-directional installation. Some styles may be large scale or linear in design and require quarter turning. If you are unsure about whether or not your product requires a quarter turned installation, please contact

1.877.502.7429. Numbers within the arrows are for manufacturing purposes and are not related to installation.

- g. Begin installation at the intersection of two chalk lines. Continue until you complete one quadrant. Proceed to an adjoining quadrant until all four quadrants are completed. Larger areas may require chalk lines bisecting the original four quadrants.
 - h. Install tiles using the pyramid technique. This gives you multiple alignment checks. If the edges do not align and the misalignment increases with progression of the installation, find and correct the source of the problem.
 - i. Carpet tiles come in various sizes. All Shaw tiles have directional arrows on the back of the tile. Slide tiles into position to prevent yarn from being trapped between the tiles. Trapped yarn will adversely affect the appearance of the installation and will cause alignment problems.
 - j. EcoWorx ES /EcoLogix ES are manufactured with the adhesive already applied. Once the tile is ready to install, simply peel the liner from the back and position snugly to the adjacent tile.
 - k. Tiles must fit snugly, but not be compressed. Press the entire surface of the tile to ensure adhesion. Check for fit by measuring the length of ten full tiles after installation. The measurement must not be less than, or exceed by more than 1/4 inch, the length of the tiles being multiplied by ten. For example: if 24" X 24" tiles are being installed, the measurement should be between 240 and 240 1/4 inches.
 - l. Measure and cut tiles from the back using a straight edge. Be sure the arrows are pointing in the correct direction.
 - m. Roll the entire installation with a 75 lb. or greater roller to assure the proper adhesion to the substrate.
15. MAINTENANCE

- a. Post-installation Care
 - i. Place plywood over the carpet when heavy objects will be moved within 24 hours after installation.
- b. Preventative Floor Care
 - i. Use protective chair mats under chairs with casters.
 - ii. Use soil removal mats at exterior entrances.
 - iii. Use absorbent mats in areas where moisture, oil and grease are present.

END OF SECTION 09 6813

