

SPECIFICATIONS

(PROJECT MANUAL)

Third Floor Administration Building Roof Replacement

Project No. SC-476

**New Jersey Sports & Exposition Authority
1 DeKorte Park Plaza
Lyndhurst, New Jersey**



September 15th, 2021

TABLE OF CONTENTS

00010	ADVERTISEMENT FOR BIDS	1 to 3
00100	INSTRUCTIONS TO BIDDERS	1 to 25
00300	SAMPLE BID	1 to 5
	Pricing Sheet	
00400	SAMPLE BID FORMS	1 to 2
00410	Bid Bond	1 to 2
00411	Consent of Surety	3
00420	Bidder's Experience Affidavit	4 to 5
00424	Bidder's Disclosure Form	6
00426	Bidder's Affidavit of Authorization	7
00428	Moral Integrity Affidavit	8 to 10
00480	Non-Collusion Affidavit	11
00482	Subcontractor Use Form	12
00484	Proof of Public Works Contractor Registration Act	14
00485	Notice to Bidders of Set - Off for State Tax	15
00486	Corporate Resolution Form	16
00489	Two-year Certification and Disclosure of Political Contributions	17 to 22
00500	SAMPLE CONTRACT	1 to 5
00700	GENERAL CONDITIONS	1 to 17
00800	SPECIFIC PROJECT REQUIREMENTS	1 to 8
00900	ENVIRONMENTAL REQUIREMENTS	1 to 3
01000	GENERAL REQUIREMENTS	1 to 23
02000	TECHNICAL SPECIFICATIONS	
	APPENDIX	
	ADDITIONAL DOCUMENTS	

SECTION 00010
ADVERTISEMENT FOR BIDS

Notice is hereby given that sealed bids will be received by the New Jersey Sports and Exposition Authority (NJSEA), One DeKorte Park Plaza Lyndhurst, NJ, 07071 for the following:

BID CONTRACT:

Administration Building 3rd Floor Roof Replacement

THE WORK to be performed under this Contract will consist of re-roofing of the NJSEA facilities Administration Building. The Work includes but is not limited to the removal of the existing roof assembly down to the metal roof deck and the installation of a new fully adhered 80 mil TPO membrane, 1/8-inch tapered insulation (average R value of 30), crickets, new metal edge and flashings as indicated on the plans.

BIDS will be received at the above address until **3:00 PM** prevailing time, on **October 7th, 2021**. At the termination of the time for receipt of bids, the bids received will be opened. Bids will **not** be accepted after **3:00 PM** on that day. Bids will also be opened at this date and time in a public forum at the above address.

CONTRACT DOCUMENTS (specifications and plans) will be available for review at the NJSEA website beginning on **September 15th, 2021, after 2:00 PM**. Copies of the specifications and the plan set may be downloaded from the NJSEA website at www.NJSEA.com.

A mandatory PRE-BID MEETING will be held on **September 22nd, 2021, at 10:00 AM** at the above address. The pre-bid meeting will consist of a short meeting at the NJSEA offices, followed by a project site visit. Contract Documents may be purchased on the day of the meeting.

THE CONTRACT TIME is 120 consecutive calendar days from the start date given in the Notice-To-Proceed.

A BID DEPOSIT in the amount of five percent of the bid, but not exceeding \$20,000.00, must accompany the Bid. This may be in the form of a bid bond or certified check.

The Contract Documents contain specific requirements for submission of a bid. In conformance with Public Law 1977, Chapter 33, if the bidder is a corporation or partnership, it shall submit with the bid a statement setting forth the names and addresses of all stockholders/partners who have a ten percent or greater interest in the firm.

The attention of all bidders is particularly called to the New Jersey State requirements regarding the conditions of employment to be observed. All bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, regarding Affirmative Action.

In accordance with Public Law 2001, Chapter 134, the NJSEA may only enter into contracts with Bidders who provide proof of valid business registration with the Division of Revenue, in the Department of Treasury, of the State of New Jersey. The Contractor, and all subcontractors, must obtain a valid Division of Revenue Business Registration prior to contract award. Registration information can be obtained on the worldwide web at <http://www.state.nj.us/treasury/revenue/busregcert.shtml> or calling 609-292-9292. Online registration is available, and there is no cost to register.

In accordance with the Public Works Contractor Registration Act, the Contractor, all subcontractors, shall provide proof of registration with NJSA 34:11-56.48 et. seq., with the Bid. The registration form can be located online at:

http://lwd.dol.state.nj.us/labor/forms_pdfs/lse/lse-2.pdf or by calling 609-292-9464. No Contractor may bid on the Work of this Contract unless he/she is registered pursuant to this act at the time the bid is made. No Contractor shall list a subcontractor in the Bid for the Work of this Contract unless the subcontractor is registered pursuant to this act at the time the bid is made.

In order to insulate the award of state contracts from risk of improper influence, the NJSEA shall only enter into a Contract with a Bidder who complies with Public Law 2005, C. 51 and Executive Order 117. The required forms and instructions are available at the Purchase Bureau website at <http://www.state.nj.us/treasury/purchase/forms.htm> and are also included in the appendix.

The successful bidder is also required to complete Division of Purchase and Property Ownership Disclosure Forms including Disclosure of Investigations, Disclosures of Investment Activities in Iran pursuant to Public Law 2012, c. 25 and McBride Principles Form.

If accommodations are needed under the Americans with Disabilities Act, contact Ms. Rosanne Sireci, NJSEA Human Resources Manager, at 201-460-3725. If there are any questions regarding these Contract Documents, contact Mr. John Duffy at (201) 842-5115.

9-14-21
Date


NEW JERSEY SPORTS AND EXPOSITION AUTHORITY
Mr. John Duffy, PE
Senior Vice President of Facilities

SECTION 00100
INSTRUCTIONS TO BIDDERS

1.0 DEFINED TERMS:

- 1.1 The terms used in these Instructions to Bidders have the meanings assigned to them in the General Conditions. The term "Successful Bidder" means the lowest, qualified, responsible Bidder to whom the New Jersey Sports & Exposition Authority (NJSEA) makes the award, based on the NJSEA's evaluation of all bids received.

2.0 COPIES OF CONTRACT DOCUMENTS:

- 2.1 Complete sets of the Contract Documents may be obtained as designated in the ADVERTISEMENT FOR BIDS. These Documents shall be used in preparing the bids. Only firms purchasing the Contract Documents from the NJSEA shall be allowed to submit a Bid. The NJSEA assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Contract Documents.
- 2.2 The NJSEA makes copies of Contract Documents available on the above terms only for the purpose of obtaining bids on the work. The NJSEA does not confer a license or grant for any other use.

3.0 EXAMINATION OF CONTRACT DOCUMENTS AND WORK SITE:

- 3.1 Before submitting a Bid, each Bidder must: (A) examine the Contract Documents thoroughly; (B) attend a pre-bid meeting, at which time the bidder will visit the site to familiarize himself with local conditions that may in any manner affect cost, progress, or performance of the work. Individuals attending the project site visit are expected to have the appropriate personal protective equipment (PPE); (C) familiarize himself with Federal, State, and local laws, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work; and, (D) study and carefully correlate his own observations with the Contract Documents.
- 3.2 On request, the NJSEA will provide each Bidder access to the site to conduct such investigations and tests, as each Bidder deems necessary for submission of a Bid. At least three days notice shall be provided. The Bidder may be required to furnish a bond or certified check, payable to the NJSEA, as security to cover possible damages from the above investigations or tests. The Bidder shall fill-in all holes, cleanup, and restore the site to its former state, upon completion of such investigations. The security shall be returned to the Bidder after the site is restored, to the satisfaction of the NJSEA.
- 3.3 The lands upon which the work shall be performed, rights-of-way for access thereto, and other lands designated for use by the Contractor in performing the work, are identified in the Contract Documents.
- 3.4 The submission of a Bid will constitute an incontrovertible representation by the Bidder that it has complied with every requirement of this Article and that the

Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the work.

- 3.5 It is further agreed and understood that the successful Bidder will not use any of the information made available to it, or obtained in any examination made by it, as a basis or ground of a claim or demand of any nature against the NJSEA, arising from (or by reason of) any variance which may exist between the information offered and the actual materials or structures encountered during the construction work, except as may otherwise be so provided in the Contract Documents.

4.0 INTERPRETATION AND ADDENDA:

- 4.1 Should a Bidder find discrepancies or omissions in any of the Contract Documents, or should it be in doubt as to their meaning, it shall immediately notify the NJSEA in writing, identify the discrepancies or omissions, and request a clarification of the Document's intent. In order to allow the NJSEA sufficient time to address inquiries regarding the Contract Documents, all inquiries must be RECEIVED by the NJSEA no later than eight (8) working days prior to the receipt of bids.
- 4.2 If the question involves equality of use of products or methods it must be accompanied by drawings specifications or other data in sufficient detail to enable the Engineer to determine the equality or suitability of the product or method. In general the Engineer will neither approve nor disapprove particular products prior to opening of the bids such products will be considered when offered by the Contractor for incorporation into the work.
- 4.3 If the Bidder, prior to submission of its Bid, fails to call to the attention of the Engineer the existence of any such patent ambiguity, inconsistency, error, discrepancy, omission or doubt in the Contract Documents, its Bid will be conclusively presumed to have been based upon an interpretation of such ambiguity or inconsistency or the like, or upon any directions correcting such error, which may have been subsequently given by the Director.
- 4.4 Unless such action shall have been taken by the bidder and approval obtained, he agrees to use the product or method designated or described in the specifications as may be amended by addenda
- 4.5 No interpretation of the Contract Documents will be made orally. Only the interpretations and/or corrections issued as a written Addendum to the RFP signed by John J. Duffy P.E., Senior Vice President of Facilities, shall be binding. All interpretation and supplemental instructions will be in the form of written addenda to the Contract Documents. Addenda will be emailed by 4:00 pm six (6) business days before bids are due to all who have obtained copies of the Contract Documents. The receipt of all email messages must be acknowledged by a return email to the

NJSEA from the Bidder. The NJSEA reserves the sole right to determine whether or not an extension of the bid date is necessary due to the nature of the inquiries.

- 4.6 Receipt of addenda must be acknowledged in the space provided for that purpose on the Bid Forms. Should a Bidder not acknowledge receipt of all addenda, it shall still be required to comply with said addenda.
- 4.7 All addenda shall become part of the Contract Documents and shall supersede the original Contract Documents. Subsequent addenda shall supersede previously issued addenda.

5.0 BID FORM AND SUBMISSION:

- 5.1 Bids must be submitted on the prescribed form. Telephone or facsimile bids shall not be accepted. An additional unbound copy of the Bid Forms is provided for that purpose with the Contract Documents. Do not use the Bid Forms bound in the Contract Documents.
- 5.2 The Bid Forms must be completed in ink or by computer. The bid price of each item must be stated in words and numerals. All blank spaces must be completed. Ditto marks shall not be used. Discrepancies between words and numerals will be resolved in favor of the words. Discrepancies in extension of unit prices will be resolved in favor of the unit price. Discrepancies between the indicated sum of a column of figures and the correct sum will be resolved in favor of the correct sum.
- 5.3 All unit prices shall be NET and shall include all incidental work normally required in connection with the particular type of work involved, and shall include (but not necessarily be limited to) the following:
 - a. All engineering, including detailing and shop drawings.
 - b. All material costs, including an allowance for waste.
 - c. The provision of all necessary accessories.
 - d. All fabrication and shop costs.
 - e. All shop and field labor, including supervision and engineering layout costs.
 - f. All temporary utilities required, including safety precautions.
 - g. All costs of standby trades during or beyond normal working hours.
 - h. All charges for transportation, freight, insurance, taxes, overhead, profit and any other item, as well as bonding costs, if applicable.
 - i. If unit prices are not deemed fair and reasonable by the NJSEA, Bids may be rejected.
- 5.4 Bids by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to

sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The name and title of the signator, the corporate address, and the state of incorporation shall be typed below the signature.

- 5.5 Bids by partnerships must be executed in the partnership name by a general partner, whose name, title, and official partnership address must be typed below the signature.
- 5.6 The Bid shall contain an acknowledgment of receipt of all addenda (the numbers of which shall be written on the Bid Forms in the appropriate place).
- 5.7 The address and telephone number, to which communications regarding the Bid will be directed, must also be shown.
- 5.8 Each Bidder who is not chartered under the laws of the State of New Jersey but licensed to do business in the State of New Jersey must submit with its Bid a certificate authorizing it to do business in the State of New Jersey. Also see Article 26 of the INSTRUCTIONS TO BIDDERS.
- 5.9 Each Bidder who is a corporation not organized under the laws of the State of New Jersey or is not authorized to do business in the State of New Jersey must obtain a certificate authorizing it to do business in the State of New Jersey prior to the award of the contract.
- 5.10 Per NJSA 52:25-24.2, if the Bidder is a corporation or partnership, the Bidder shall complete the Section 00424; BIDDERS DISCLOSURE FORM, setting forth the names and addresses of all its owners holding a ten (10) percent or greater interest in the corporation or partnership.
- 5.11 See Article 28 of the INSTRUCTIONS TO BIDDERS for requirements of Executive Order 134.
- 5.12 Any Bid may be withdrawn prior to the time for termination of receipt of bids specified in the ADVERTISEMENT FOR BIDS.
- 5.13 Refer to the SPECIFIC PROJECT REQUIREMENTS for additional information regarding the submission of the Bid.

6.0 RECEIPT AND OPENING OF BIDS:

- 6.1 To be considered valid, Bids must be received prior to the time specified in the ADVERTISEMENT FOR BIDS. All valid Bids will then be opened and read aloud.

- 6.2 All Bidders agree the Bids shall remain open for 90 days after the day of opening, but the NJSEA may at its sole discretion, release any Bid and return the bid security prior to that date.
- 6.3 If, within 24 hours after Bids are opened, any Bidder files a duly signed written notice with NJSEA and promptly thereafter demonstrates to the reasonable satisfaction of NJSEA that there was a material and substantial mistake in the preparation of its Bid, that Bidder may withdraw its Bid and the bid security will be returned. Thereafter, that Bidder will be disqualified from further bidding on the Work.

7.0 BID SECURITY: N/A NOT APPLICABLE

- 7.1 Each Bid must be accompanied by a bid security (in the form of a bid bond, issued by a surety licensed in the State of New Jersey; or a certified check, issued by a national bank or trust company) and payable to the order of the NJSEA, in the amount of five percent of the Bid, but not exceeding \$20,000.00. The bid bond must be executed by a company authorized to do business in the State of New Jersey.
- 7.2 The bid security shall be enclosed in the sealed envelope containing the Bid. The bid security will be held by the NJSEA as security for fulfillment of the Bidder's promises set forth in its Bid; that it will not withdraw its Bid while it is being considered, and will execute the Contract and furnish the required bonds, insurance certificates, and other documents, if its Bid is accepted.
- 7.3 The successful Bidder, upon its failure or refusal to execute and deliver the contract, insurance, bonds, and other documents required within the time limits specified, shall forfeit the bid security deposited with its Bid. The forfeited bid security shall be credited towards the damages suffered; which shall be defined as the difference between the amount specified in the successful Bid and the amount for which the NJSEA may contract with another party to perform the work covered by said Bid (if the latter amount be in excess of the former) together with any additional expenses incurred by the NJSEA as a result of such Bidder's failure to enter into the contract; including, but not limited to, the expense for re-advertisement for bids and the processing of such bids. Any amount in excess of such damages shall be returned to the Bidder.
- 7.4 Except as specified above said bid security shall be returned to the Bidder as hereinafter provided. Bid security will be returned to all except the three lowest Bidders within ten working days after the formal opening of Bids, and to the three lowest Bidders within 5 working days after the successful Bidder and the NJSEA have executed the Contract. In the event that the Contract has not been awarded by the NJSEA within 60 days after the opening of the Bids, bid security will be returned promptly upon the demand of any Bidder whose Bid has not been accepted.

8.0 RIGHT TO REJECT, WAIVE, OR ACCEPT:

- 8.1 The NJSEA reserves the right to reject any and/or all non-conforming, non-responsive, or conditional bids; to waive any informalities in any Bid; and to accept any Bid deemed to be in the best interest of the NJSEA.

9.0 EVALUATION OF BIDS:

- 9.1 The NJSEA may make such investigations as it deems necessary to determine the ability of the Bidder to perform the work; and the Bidder shall furnish all such information and data for this purpose as NJSEA may request. The NJSEA reserves the right to reject any Bid if the evidence submitted by (or the investigation of) such Bidder fails to satisfy it that such Bidder is properly qualified to carry out the obligations of the Contract, and to complete the work contemplated therein.
- 9.2 Bidders shall be experienced in the kind of work to be performed, have the necessary equipment therefore, and possess sufficient capital to properly execute the work within the time allowed. Bids received from Bidders who have previously failed to complete contracts within the time required, or who have previously performed similar work in an unsatisfactory manner, may be rejected. A Bid may be rejected if the Bidder cannot show that it has the necessary ability, plant, and equipment to commence the work at the time prescribed, and thereafter to prosecute and complete the work at the rate or within the time specified. A Bid may also be rejected if the Bidder is already obligated for the performance of other work that would delay the commencement, prosecution, or completion of the Work.
- 9.3 In evaluating the Bids, the NJSEA shall consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements, and alternates and unit prices if requested in the Bid Forms. The NJSEA reserves the right to choose any of the alternates described in the Bid Forms. Final determination will be at the sole discretion of the NJSEA and will be made after receipt of Bids.
- 9.4 The NJSEA may consider the qualifications and experience of subcontractors and other persons and organizations (including those who are to furnish the principal items of material or equipment) proposed for those portions of the work. Operating costs, maintenance considerations, performance data, and guarantees of materials and equipment may also be considered.
- 9.5 The NJSEA reserves the right to reject the Bid of any Bidder who does not pass these investigations to the satisfaction of the NJSEA.
- 9.6 If requested by the NJSEA, the three lowest Bidders shall, within 10 days of such request, submit a financial statement prepared by a Certified Public Accountant.

10.0 AWARD AND SIGNING OF THE CONTRACT:

- 10.1 Award of the Contract, if made, will be to the lowest responsive Bidder whose Bid complies with the requirements stated herein, and whose evaluation indicates to the NJSEA that the award will be in the best interests of the NJSEA.
- 10.2 The NJSEA will award the Contract (or reject all bids) within 60 days from the bid opening date. If the NJSEA requests and the Bidders agree, the Bids may be held open for consideration for such longer time as may be agreed.
- 10.3 The contract shall be extended at the sole discretion of the NJSEA, as deemed to be in its own best interest.
- 10.4 Upon award of the Contract by the NJSEA, three (3) copies of the Contract will be sent to the Successful Bidder. All three copies shall be signed by the Bidder and returned along with the required bonds, insurance certificate and other documents. After acceptance of these documents, the NJSEA will execute the Contract and deliver two (2) fully signed copies of the Contract to the Contractor.

11.0 ESTIMATES OF QUANTITIES OF WORK:

- 11.1 The NJSEA reserves the right to increase or decrease the quantities of any item of Work as may be deemed necessary, or to leave out any item or to add new items, if and when the necessity arises.

12.0 TIME FOR COMPLETING THE WORK:

- 12.1 The number of days within the work is to be completed (the contract time) is set forth in the Contract.
- 12.2 The attention of the Bidder is directed to the SPECIFIC PROJECT REQUIREMENTS regarding damages for failure to complete the work within the time specified.

13.0 SUBSTITUTE MATERIALS AND EQUIPMENT:

- 13.1 The Contract, if awarded, will be on the basis of the materials and equipment described in the Contract Documents without consideration of possible substitute or "or equal" items. The procedure for submittal of any request for such substitution by the Contractor, and consideration by the NJSEA, is set forth in the GENERAL CONDITIONS.

14.0 MATERIALS AND EQUIPMENT:

- 14.1 All materials and equipment for the work shall be furnished by the Contractor unless otherwise specified. They shall conform to the Contract Documents and shall be from an acceptable source.
- 14.2 Where possible, preference shall be given to New Jersey manufacturers and/or suppliers.

14.3 All materials and equipment for the work shall be new, except where the use of existing or previously used materials and equipment is specified.

15.0 BONDS AND INSURANCE:

15.1 The attention of the Bidder is directed to the SPECIFIC PROJECT REQUIREMENTS regarding the requirements for bonds and insurance.

16.0 POWER-OF-ATTORNEY:

16.1 Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified copy of their power-of-attorney to sign said bonds.

17.0 ASSIGNMENTS:

17.1 The Contractor shall not assign the whole or any part of this Contract without prior written notice to and the written consent of the NJSEA. Money due or to become due the Contractor hereunder shall not be assigned for any purposes whatsoever.

18.0 APPLICABLE LAWS AND SAFETY REGULATIONS:

18.1 The attention of the Bidders is especially directed to the provisions of Federal, State, County, and Municipal laws, statutes, and regulations that may apply to the work; including particularly all safety regulations. Such provisions refer to obstruction of streets, open burning, maintaining of signals, storing and handling of explosives, etc. Particular note shall also be taken of those provisions affecting the Contractor or its employees in the prosecution of the work or its relation to any political subdivision or person. All pertinent laws, statutes, ordinances, and regulations shall be obeyed and complied with by the Contractor, its subcontractors, and all of its representatives.

18.2 The Contractor shall comply with all provisions of Federal and New Jersey State Labor Laws.

18.3 The Contractor shall comply with all current requirements of the Federal Department of Labor, Safety, and Health Regulations for construction promulgated under the Occupational Safety and Health Act of 1970 (PL 91-596); and under Section 107 of the Contract Work Hours and Safety Standards Act (PL 91-54); and the Superfund Amendments and Reauthorization Act of 1986 (PL 99-499).

18.4 The Contractor shall also comply with all current requirements for construction promulgated under the New Jersey Department of Labor and Industry's Bureau of Engineering and Safety regulations, Title 12 of the NJAC.

18.5 In accordance with generally accepted construction practices, the Contractor shall be solely and completely responsible for conditions in, on, or near the job site; including safety of all persons and property affected directly or indirectly by its operations

during performance of the work. This requirement will apply continuously 24 hours per day until acceptance of the work by the NJSEA. It shall not be limited to normal working hours.

- 18.6 The duty of the NJSEA, or its authorized representative, to conduct construction review of the Contractor's performance does not include review of the adequacy of the Contractor's safety measures, in, on, or near the construction site.

19.0 OFFER OF GRATUITIES:

- 19.1 No vendor shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other item of value of any kind to any State officer or employee or special State officer or employee, as defined by NJSA 52:13D-13b. and e., in the Department of the Treasury or any other agency with which such vend or transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by NJSA 52:13D-13i., of any such officer or employee, or any partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of NJSA 52:13D-13g.
- 19.2 The solicitation of any fee, commission, compensation, gift, gratuity or other item of value by any State officer or employee or special State officer or employee, from any State vendor shall be reported in writing forthwith by the vendor to the Attorney General and the Executive Commission or Ethical Standards.
- 19.3 No vendor may directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such vendor to, any State officer or employee, having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he has an interest within the meaning of NJSA 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.
- 19.4 No vendor shall influence, attempt to influence, or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

- 19.5 No vendor shall cause or influence, or attempt to cause or influence, any State officer or employee, or special State officer or employee, to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the vendor or any other person.
- 19.6 The provisions cited above in paragraph 19.1 through 19.5 shall not be construed to prohibit a State officer or employee, or special State officer or employee, from receiving gifts from or contracting with vendors under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive commission on Ethical Standards may promulgate under paragraph 19.3.

20.0 SUBCONTRACTORS:

- 20.1 A list of proposed subcontractors shall be included with the Bid as required by the Bid Forms. The list shall be accompanied by an experience statement for each subcontractor indicating each subcontractor's qualifications. If the NJSEA, after due investigation, has reasonable objection to any proposed subcontractor, the NJSEA may, before giving the notice of award, request the apparent Successful Bidder to submit an acceptable substitute without an increase in bid price. If the apparent Successful Bidder declines to make any such substitution, the Contract shall not be awarded to said Bidder; but its declining to make such a substitution will not constitute grounds for sacrificing its bid security. Any subcontractor, to whom the NJSEA does not make a written objection prior to the giving of the notice of award, shall be deemed acceptable to the NJSEA.
- 20.2 No Contractor shall be required to employ any subcontractor against whom it has objection.

21.0 PRE- CONSTRUCTION CONFERENCE:

- 21.1 The Contractor shall be prepared to attend a pre-construction conference after execution of the Contract, and prior to the beginning of work, at which representatives of the NJSEA will be present, to discuss performance of the work under this contract. The Contractor's representative must be authorized to speak for the Contractor and to act as an agent of the Contractor.

22.0 CONTRACT DOCUMENTS:

- 22.1 The information and requirements included as the INSTRUCTIONS TO BIDDERS are neither inclusive nor exclusive, and the Bidder or Contractor shall make no claim for lack of notice because information requirements are stated elsewhere in the Contract Documents, but are not repeated herein.
- 22.2 The Table of Contents, titles, headings, running headlines, and notes contained in the Contract Documents are solely to facilitate reference to various provisions of the

Contract Documents; and in no way affect, limit, or cast light on the interpretation of the provisions to which they refer.

23.0 NEW JERSEY AFFIRMATIVE ACTION REQUIREMENTS:

23.1 During the performance of this Contract, the Contractor agrees as follows:

- A. The Contractor or subcontractor where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. The Contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the public agency compliance officer setting forth provisions of this non-discrimination clause.
- B. The Contractor, or subcontractor where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex .
- C. The Contractor, or subcontractor where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be approved by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The Contractor, or subcontractor where applicable, agrees to comply with all regulations promulgated by the Treasurer pursuant to Public Law 1975, Chapter 127, as amended and supplemented from time to time.
- E. When hiring workers in each construction trade, the Contractor or subcontractor agrees to attempt in good faith to employ minority and female workers in each construction trade consistent with the applicable employment goal prescribed by

NJAC 17:27-7.3; provided however, that the affirmative action office may, in its discretion, exempt a Contractor or subcontractor from compliance with the good faith procedures prescribed by the following provisions A, B, and C as long as the affirmative action office is satisfied that the Contractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the affirmative action office, that its percentage of active "card carrying" members who are minority and female workers is equal to or greater than the applicable employment goal prescribed by NJAC 17:27-7.3, promulgated by the Treasurer pursuant to PL 1975, C. 127, as amended and supplemented from time to time.

23.2 The Contractor or subcontractor agrees that a good faith effort shall include compliance with the following procedures:

- A. If the Contractor or subcontractor has a referral agreement or arrangement with a union for a construction trade, the Contractor or subcontractor shall, within three days of the contract award, seek assurances from the union that it will cooperate with the Contractor or subcontractor as it fulfills its affirmative action obligations under this Contract and in accordance with the regulations promulgated by the treasurer pursuant to Public Law 1975, Chapter 127, as it is supplemented and amended from time to time. If the Contractor or subcontractor is unable to obtain said assurances from the construction trade union at least five days prior to the commencement of construction work, the Contractor or subcontractor agrees directly to attempt to hire minority and female workers consistent with the applicable employment goal. If the Contractor's or subcontractor's prior experience with a construction union, regardless of whether the union has provided said assurances, indicates a significant possibility that the trade union will not refer sufficient minority and female workers consistent with the applicable employment goal, the Contractor or subcontractor agrees to be prepared directly to hire minority and female workers consistent with the applicable employment goal, the Contractor or subcontractor agrees to be prepared to directly hire minority and female workers consistent with the applicable employment goal by complying with the following hiring procedures prescribed under (B) below; and the Contractor or subcontractor further agrees immediately to take said action if it determines or is so notified by the affirmative action office that the union is not referring minority and female workers consistent with the applicable employment goal:
- B. If the hiring of a work force consistent with the employment goal has not or cannot be achieved for each construction trade by adhering to the procedures of the preceding provision (A) above, or if the Contractor or subcontractor does not have a referral agreement or arrangement with a union for a construction trade,

the Contractor or subcontractor agrees to take the following actions consistent with the applicable county employment goal:

1. To notify the public agency compliance officer, affirmative action office and at least one minority referral organization of its manpower needs, and request the referral of minority workers.
2. To notify any minority and female workers who have been listed with it as awaiting available vacancies.
3. Prior to commencement of work, to request the local construction trade union, if the Contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, to refer minority and female workers to fill job openings.
4. To leave standing request for additional referral of minority and female workers, with the local construction trade union, if the Contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, the state training employment service and the other approved referral sources until such time as the work force is consistent with the employment goal.
5. If it is necessary to lay off some of the workers in a given trade on the construction site, to assure, consistent with the applicable state and federal statutes and court decisions, that sufficient minority and female employees remain on the site consistent with the employment goal; and to employ any minority and female workers laid off by the Contractor at any other construction site in the area on which its work force composition is not consistent with an employment goal established pursuant to regulations implementing PL 1975, Chapter 127.
6. To adhere to the following procedure when minority and female workers apply or are referred to the Contractor or subcontractor:
 - i. If said individuals have never previously received any document or certification signifying a level of qualification lower than that required, the Contractor or subcontractor shall determine the qualifications of such individuals and if the Contractor's or subcontractor's work force in each construction trade is not consistent with the applicable employment goal, it shall employ such persons which satisfy appropriate qualification standards; provided however, that a Contractor or subcontractor shall determine that the individual at least possesses the skills and experience recognized by any worker's skills

and experience classification determination which may have been made by a public agency compliance officer, union, apprentice program or referral agency, provided the referral agency is acceptable to the Affirmative Action Office and provided further, that if necessary, the Contractor or subcontractor shall hire minority and female workers who qualify as trainees pursuant to these regulations. All of the requirements of this paragraph, however, are limited by the provisions of the paragraph (C) below.

- ii. If the Contractor's or subcontractor's work force is consistent with the applicable employment goal, the name of said female or minority group individual shall be maintained on a waiting list for the first consideration in the event the Contractor's or subcontractor's workforce is no longer consistent with the applicable employment goal.
 - iii. If for any reason said Contractor or subcontractor determines that a minority individual or a female is not qualified or if the individual qualifies as an advance trainee or apprentice, the Contractor or subcontractor shall inform the individual in writing with the reasons for the determination, maintain a copy in its files, and send a copy to the public agency compliance officer and to the affirmative action office.
7. To keep a complete and accurate record of all requests made for the referral of workers in any trade covered by the contract, and on forms made available by the affirmative action office and shall be submitted promptly to that office upon request.
- C. The Contractor or subcontractor agrees that nothing contained in the preceding provisions (B) shall preclude the Contractor or subcontractor from complying with the hiring hall or apprenticeship provisions in any applicable collective bargaining agreement or hiring hall agreement, and, where required by custom or agreement, it shall send journeymen and trainees to the union for referral, or to the apprenticeship program for admission, pursuant to such agreement or arrangement; provided, however, that where the practices of a union or apprenticeship program will result in the exclusion of minorities and females or the failure to refer minorities and females consistent with the county employment goal, the Contractor or subcontractor shall consider for employment persons referred pursuant to said provisions (B) without regard to such agreement or arrangement; provided further, however, that the Contractor or subcontractor shall not be required to employ female and minority advanced trainees and trainees in numbers which result in the employment of advanced trainees and trainees as a percentage of the total workforce for the construction trade, which

percentage significantly exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also the Contractor or subcontractor agrees that, in implementing the procedures of the preceding provision (B), it shall, where practicable, employ minority and female workers residing within the geographical jurisdiction of the union.

- D. The Contractor agrees to complete an Initial Project Manning Report on forms provided by the Affirmative Action Office or in the form prescribed by the Affirmative Action Office and submit a copy of said form no later than three days after signing a construction contract; provided, however, that the public agency may extend in a particular case the allowable time for submitting the form to no more than 14 days; and to submit a copy of the Monthly Project Manning Report once a month (by the seventh work day of each month) thereafter for the duration of this contract to the Affirmative Action Office and to the Public Agency Compliance Officer. The Contractor agrees to cooperate with the public agency in the payment of budgeted funds, as is necessary, for on-the-job and off-the-job programs for outreach and training of minority and female trainees employed on the construction projects.
- E. The Contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the affirmative action office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

24.0 BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTS - DEPARTMENT OF TREASURY - DIVISION OF REVENUE:

24.1 Any Contractor or subcontractor entering into a contract with a State agency shall provide the following:

- A. A Contractor shall provide proof of valid business registration with the Division of Revenue in the Department of the Treasury to any contracting State agency; no contract shall be entered into by any contracting State agency unless the contractor first provides proof of valid business registration.
- B. A subcontractor under any contract with a contracting State agency shall provide proof of valid business registration with the Division of Revenue to any contractor; verification information shall be forwarded by the contractor to the contracting State agency. No subcontract shall be entered into by any contractor under any

contract with a contracting State agency unless the subcontractor first provides proof of valid business registration.

- 24.2 The Contractor and any subcontractor providing goods or performing services under this contract, and each of their affiliates, shall, during the term of the contract, collect and remit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the "Sales and Use Tax Act, P.L. 1966, c.30 (N.J.S.A. 54:32B-1 et seq.) on all their sales of tangible personal property delivered to the State. Any questions can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at

<http://www.state.nj.us/treasury/revenue/busregcert.htm>

- 24.3 A Contractor's Exemption Purchase Certificate, Form ST-13 of the State of New Jersey, Division of Taxation, Sales Tax Bureau, shall be completed by the Bidder and shall, for Sales and Use Tax exemption purposes under N.J.S.A. 54:32B-8.22, be presented to the sellers of materials, supplies or services purchased by the Bidder for exclusive use in connection with this Project only.

25.0 REGISTRATION WITH THE PUBLIC WORKS CONTRACTOR REGISTRATION ACT - DEPARTMENT OF LABOR:

- 25.1 The Contractor and all subcontractors shall provide, with the Bid, proof of registration with the Public Works Contractor Registration Act (NJSA 34:11-56.48 et. seq.). Registration information can be obtained on the worldwide web at <http://www.nj.gov/labor/lse/lspubcon.html> or by calling 609-292-9464.

- 25.2 No Contractor shall bid on the Work of this Contract unless the Contractor is registered pursuant to this act at the time the Bid is made.

- 25.3 No Contractor shall list a subcontractor in the Bid for the Work of this Contract unless the subcontractor is registered pursuant to this act at the time the Bid is made.

- 25.4 Should a subcontractor be named after the Bid, that subcontractor must be registered pursuant to this Act prior to engaging in the Work of this Contract.

26.0 REQUIREMENTS OF PUBLIC LAW 2005, CHAPTER 51: (to be submitted by all bidders)

- 26.1 Public Law 2005, c. 51 supersedes Executive Order 134. The Executive Order, and the subsequent legislation, contain additional restrictions and reporting requirements that will necessitate a thorough review of the provisions. Chapter 51 can be found on the Purchase Bureau website at <http://www.njleg.state.nj.us/2004/Bills/PL05/51-.PDF>

26.2 In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, Executive Order 134 was signed on September 22, 2004 ("EO 134"). Pursuant to the requirements of EO 134, the terms and conditions set forth in this section are material terms of any contract resulting from this Bid.

26.3 Definitions - For the purpose of this section, the following shall be defined as follows:

- A. Contribution – means a contribution reportable as a recipient under "The New Jersey Campaign Contributions and Expenditures Reporting Act." P.L. 1973, c. 83 (C.10:44A-1 et seq.), and implementing regulations set forth at N.J.A.C. 19:25-7 and N.J.A.C. 19:25- 10.1 et seq. Currently, contributions in excess of \$300 during a reporting period are deemed "reportable" under these laws.
- B. Business Entity – means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction. It also includes (i) all principals who own or control more than 10 percent of the profits or assets of a business entity or 10 percent of the stock in the case of a business entity that is a corporation for profit, as appropriate; (ii) any subsidiaries directly or indirectly controlled by the business entity; (iii) any political organization organized under 26 U.S.C.A. 527 that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (iv) if a business entity is a natural person, that person's spouse or child, residing in the same household.

26.4 Breach of Terms of Executive Order 134 Deemed Breach of Contract - It shall be a breach of the terms of the contract for the Business Entity to (i) make or solicit a contribution in violation of this Order, (ii) knowingly conceal or misrepresent a contribution given or received; (iii) make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution; (iv) make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate of holder of the public office of Governor, or to any State or county party committee; (v) engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of EO 134; (vi) fund contributions made by third parties, including consultants, attorneys, family members, and employees; (vii) engage in any exchange of contributions to circumvent the intent of EO 134; or (viii) directly or indirectly

through or by any other person or means, do any act which would subject that entity to the restrictions of EO 134.

26.5 Certification and Disclosure Requirements

- A. The State shall not enter into a contract to procure from any Business Entity services or any material, supplies or equipment, or to acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor, or to any State or county political party committee during certain specified time periods.
- B. Prior to awarding any contract or agreement to any Business Entity, the Business Entity proposed as the intended awardee of the contract shall submit the Certification and Disclosure form, certifying that no contributions prohibited by Executive Order 134 have been made by the Business Entity and reporting all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C.527 of the Internal Revenue Code that also meets the definition of a "continuing political committee" within the mean of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required form and instructions, available for review on the Purchase Bureau website at <http://www.state.nj.us/treasury/purchase/forms.shtml> shall be provided to the intended awardee for completion and submission to the Purchase Bureau with the Notice of Intent to Award. Upon receipt of a Notice of Intent to Award a Contract, the intended awardee shall submit to the Division, in care of the Purchase Bureau Buyer, the Certification and Disclosure(s) within five (5) business days of the State's request. Failure to submit the required forms will preclude award of a contract under this Bid, as well as future contract opportunities. Instructions and sample copies of the required forms are included in the Appendices at the end of these INSTRUCTIONS TO BIDDERS.
- C. Further, the Contractor is required, on a continuing basis, to report any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made. The required form and instructions, available for review on the Purchase Bureau website at <http://www.state.nj.us/treasury/purchase/forms.shtml> shall be provided to the intended awardee with the Notice of Intent to Award.

26.6 State Treasurer Review - The State Treasurer or his designee shall review the Disclosures submitted pursuant to this section, as well as any other pertinent

information concerning the contributions or reports thereof by the intended awardee, prior to award, or during the term of the contract, by the contractor. If the State Treasurer determines that any contribution or action by the contractor constitutes a breach of contract that poses a conflict of interest in the awarding of the contract under this solicitation, the State Treasurer shall disqualify the Business Entity from award of such contract.

27.0 EXECUTIVE ORDER 117:

27.1 Executive Order No. 117 builds on the provisions of P.L. 2005, c. 51 ("Chapter 51"), which limits contributions to certain political candidates and committees by for-profit business entities that are, or seek to become, State government vendors.

Executive Order No. 117 extends the provisions of Chapter 51 in two ways:

- A. The definition of "business entity" is revised and expanded so that contributions by the following individuals also are considered contributions attributable to the business entity:
 - 1. Officers of corporations and professional services corporations, with the term "officer" being defined in the same manner as in the regulations of the Election Law Enforcement Commission regarding vendor disclosure requirements (N.J.A.C. 19:25-26.1), with the exception of officers of non-profit entities;
 - 2. Partners of general partnerships, limited partnerships, and limited liability partnerships and members of limited liability companies (LLCs), with the term "partner" being defined in the same manner as in the regulations of the Election Law Enforcement Commission regarding vendor disclosure requirements (N.J.A.C. 19:25-26.1); and
 - 3. Spouses, civil union partners, and resident children of officers, partners, LLC members and persons owning or controlling 10% or more of a corporation's stock are included within the new definition, except for contributions by spouses, civil union partners, or resident children to a candidate for whom the contributor is eligible to vote or to a political party committee within whose jurisdiction the contributor resides.
- B. Reportable contributions (those over \$300.00 in the aggregate) to legislative leadership committees, municipal political party committees, and candidate committees or election funds for Lieutenant Governor are disqualifying contributions in the same manner as reportable contributions to State and county

political party committees and candidate committees or election funds for Governor have been disqualifying contributions under Chapter 51.

FORMS AND INSTRUCTIONS ARE INCLUDED IN THE APPENDIX

28.0 NOTICE OF SETOFF FOR STATE TAXES:

28.1 Pursuant to N.J.S.A. 54:49-19, if the Contractor is entitled to payment under the Contract at the same time as it is indebted for any State tax (or is otherwise indebted to the State), the NJSEA may set off that payment by the amount owed.

28.2 The Bidder shall certify acknowledgement of this by completing the form contained in the BID FORMS.

29.0 NEW JERSEY PROMPT PAYMENT ACT:

29.1 The New Jersey prompt Payment Act (N.J.S.A. 52:32-32 et seq.) requires state agencies to pay for goods and services within sixty (60) days of the agency's receipt of a properly executed State Payment Voucher or within sixty (60) of receipt and acceptance of goods and services, whichever is later. Properly executed performance security, when required, must be received by the state prior to processing any payments for goods and services accepted by state agencies. Interest will be paid on delinquent accounts at a rate established by the State Treasurer. Interest will not be paid until it exceeds \$5.00 per properly executed invoice.

30.0 CORPORATE RESOLUTION FORM

30.1 Bidders to complete a corporate resolution form per **SECTION 00486**.

31.0 OWNER DISCLOSURE FORM and MacBRIDE PRINCIPLES: (to be completed by successful bidder

31.1 The successful bidder is required to complete Division of Purchase and Property Ownership Disclosure Forms (N.J.S.A. 52:25-24.2 et seq.) including Disclosure of Investigations, Disclosures of Investment Activities in Iran pursuant to Public Law 2012, c. 25 and McBride Principles Form pursuant to Public Law 1995, c. 134.

31.2 Forms and Instructions are included in the Appendix.

32.0 PROOF OF COMPETENCY OF BIDDERS

32.1 Any Bidder may be required to furnish evidence satisfactory to the NJSEA that the Bidder and his proposed Subcontractors have sufficient means and experience in the types of work called for to assure completion of the Contract in a satisfactory manner. In particular, the Contractor must have the appropriate licenses to perform the required remediations.

32.2 The NJSEA reserves the right to reject any Bid if the evidence submitted fails to satisfy the NJSEA that the Bidder and/or Bidder's proposed Subcontractors are qualified to carry out and complete the Contract.

33.0 ANTI-KICKBACK ACT

33.1 The Contractor shall comply with the applicable regulations of the Secretary of Labor, United States Department of Labor, promulgated pursuant to the so-called "Anti-Kickback Act" of June 13, 1934 (48 Stat. 863: Title 18 U.S.C., Sec. 874, and Title 40 U.S.C., Sec. 276c), and any amendments or modifications thereof, and shall cause appropriate provisions to be inserted in Subcontracts to insure compliance therewith by all Subcontractors.

34.0 BUY AMERICAN

34.1 Only manufactured and farm products of the United States, wherever available, shall be used under this Contract, pursuant to N.J.S.A. 40A:11-18.

35.0 LAWS, ORDINANCES, CODES AND REGULATIONS

35.1 All "work" to be provided for this project shall conform to the following and subsequent revisions thereto:

- A. The State Uniform Construction Code Act (N.J.S.A. 52:27D-119 et seq.); and the Uniform Construction Code and all applicable Subcodes thereof.
- B. All applicable published communications by the Department of Community Affairs (DCA) including but not limited to the following:
 - 1. DCA Interpretations
 - 2. DCA Formal Technical Opinions
 - 3. DCA Bulletins
 - 4. Related Regulations
 - 5. Miscellaneous
- C. The Americans with Disabilities Act of 1990.
- D. NJDOT Standard Specifications and details except as outlined otherwise.

35.2 The Specifications make reference to certain laws, ordinances, codes and regulations, whether they be by Federal, State, County and/or Municipal Governments. This is done to alert those involved with the Project of unique requirements that pertain to building construction work for the NJSEA. This is not intended as a limitation of the Contractor's responsibility to comply with any and all other Federal, State and Local building codes and ordinances that relate to this project.

36.0 WITHDRAWAL OF BIDS

36.1 Upon proper request and identification a bidder may withdraw his bid prior to the scheduled time for the opening thereof. However, no bid may be withdrawn after the first bid has been opened and thereafter not for a period of 60 days after the date of the opening thereof.

37.0 LIQUIDATED DAMAGES FOR FAILURE TO ENTER INTO CONTRACT

37.1 The successful bidder upon his failure or refusal to execute and deliver the Contract and Contract Bond required within 5 days after he has received notice of the acceptance of his bid shall forfeit to the Owner as liquidated damages for such failure or refusal the security deposited with his bid.

38.0 PENALTIES FOR FALSE STATEMENTS

38.1 Any person who makes or causes to be made a false deceptive or fraudulent statement in the statement or answers in response to the questionnaire, or in the course of any hearing hereunder, shall be guilty of a misdemeanor, and upon conviction shall be punishable by a fine of not less than \$ 100.00 no more than \$1,000.00, and shall be permanently disqualified from bidding all public work or contracts of the contracting unit which submitted the questionnaire; or in the case of an individual or an officer or employee charged with the duty of responding to the questionnaire for a person, firm, co partnership, association or corporation, by such fine or by imprisonment, not exceeding-6 months, or both (40A: 11-34).

END OF SECTION 00100

SECTION 00300

STATE OF NEW JERSEY
NEW JERSEY SPORTS AND EXPOSITION AUTHORITY

BID SHEET: PROJECT SC-476

TO: The New Jersey Sports and Exposition Authority (NJSEA)

RE: **Third Floor Administration Building Roof Replacement**

This bid will not be accepted after 3:00 PM prevailing local time on, October 7th, 2021 at which time all bids will be publicly opened and read. The bidder agrees that this bid will not be withdrawn for a period of 60 calendar days after the closing time for receipt of bids.

(Name of Firm Submitting Bid)

The undersigned hereby acknowledges receipt of the following addenda:

ADDENDUM NO.

DATE

The following documents are included with this bid:

1. Bid Security (including Power of Attorney if bid security is in the form of a bond)
2. Consent of Surety
3. Bidder's Experience Affidavit
4. Bidder's Disclosure Form
5. Bidder's Affidavit of Authorization
6. Moral Integrity Affidavit
7. Non-Collusion Affidavit
8. Subcontractor Use Form
9. Proof of Registration in accordance with the Public Works Contractor Registration Act (For Contractor and all listed subcontractors)
10. Notice to All Bidders of Set-Off for State Tax
11. Corporate Resolution Form
12. Two-Year Chapter 51/Executive Order 117 Vendor Certification And Disclosure Of Political Contributions
13. Iran Certification Form

14. Certification Of Non-Debarment For Federal Government Contracts [N.J.S.A.
52:32-44.1 (P.L. 2019, C.406)]

The following Bid is hereby made to the New Jersey Sports and Exposition Authority.

The undersigned hereby proposes and agrees to furnish all the labor, materials, equipment, tools, and services necessary for the work specified for the above referenced Contract.

The undersigned has examined the location of the proposed Work, the Drawings, Specifications and all other Contract Documents, and is familiar with the local conditions at the place where the work is to be performed. The bidder understands that information relative to any existing structures, apparent and latent conditions, and natural phenomena as furnished in the Contract Documents or by the NJSEA, carries no guarantee expressed or implied as to its completeness or accuracy, and has made all due allowances therefore.

The undersigned Bidder declares that this Bid is made without connection to any other person or persons making Bids for the same work and is in all respects fair and without collusion or fraud.

The undersigned Bidder has determined the quantity and quality of equipment and materials required; has investigated the location and determined the sources of supply of the materials required; has investigated labor conditions; and has arranged for the continuous prosecution of the work herein described.

The undersigned Bidder agrees that the price bid shall apply to actual quantities required, approved and used during construction of the work, including Addenda. It further agrees to complete the entire work of the Contract within the time specified, starting on the date specified in the Notice-to-Proceed.

The undersigned Bidder hereby agrees to be bound by the award of the Contract, and if awarded the Contract on this Bid, to execute the Contract, to furnish the required Bonds and Insurance Certificates and Affirmative Action documentation, and to furnish all other information required by the Contract Documents within the time limits specified.

The undersigned understands that the NJSEA reserves the right to reject any or all Bids or to waive any informality or technicality of any Bid in the interest of the NJSEA. The Bidder agrees to perform all the work described in the Contract Documents, provide all plant, labor, equipment, materials, tools, and services necessary for the completion of the Contract all as specified and shown complete to a fully acceptable condition for the prices shown. The prices shall be printed and written on the following Schedule of Bid

SCHEDULE OF BID PRICES

Third Floor Administration Building Roof Replacement

I (we) here in propose to furnish and install all work associated with the work described in these Bid Documents for the **Third Floor Administration Building Roof Replacement**

(\$ _____)
Lump Sum - *in words*

(\$ _____)
Lump Sum - *in figures*

I, or We, hereby commit to complete this **Project within:**

Number of Calendar Days to Complete

Contractor Signature

If this Bid shall be accepted by the NJSEA, and the undersigned shall fail to contract as aforesaid, the NJSEA shall be entitled to recover from the Bidder those moneys as specified in Article 7.0 of the **INSTRUCTIONS TO BIDDERS**.

If a Corporation:

Name of Company _____

Business Address _____

Business Telephone Number _____

Incorporated under the laws of the State of _____

Signature and Title of Bidder _____
(Signature)

ADMINISTRATION BUILDING 3rd FLOOR ROOF REPLACEMENT
PROJECT SC-476

(Typed Name)

(Typed Title)

Name of President _____

Name of Secretary _____

Name of Treasurer _____

Date _____

(Affix Corporate Seal Here)

SECTION 00410
STATE OF NEW JERSEY
NEW JERSEY SPORTS AND EXPOSITION AUTHORITY

BID BOND FOR PROJECT SC-476 N/A NOT APPLICABLE

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned _____ as Principal, and _____ as Surety, are hereby held and firmly bound unto the NEW JERSEY SPORTS AND EXPOSITION AUTHORITY (NJSEA) for the penal sum of \$_____ for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns; effective on the latest date of signature at the end of the above referenced Contract.

The condition of the above obligations is such that whereas the Principal attached hereto and hereby made a part hereof to enter into the above referenced Contract.

NOW THEREFORE:

- If said Bid shall be rejected; or in the alternate,
- If said Bid shall be accepted and the Principal shall execute and deliver a contract on the Form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a bond for the faithful performance of said Contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by an extension of the time within which the NJSEA may accept such Bid; and said Surety does hereby waive notice of any such extension.

SECTION 00411

STATE OF NEW JERSEY
NEW JERSEY SPORTS AND EXPOSITION AUTHORITY

CONSENT OF SURETY FOR PROJECT SC-476

KNOW ALL MEN BY THESE PRESENTS, that for and in consideration of the sum of \$1.00, lawful money of the United States, the receipt whereof is hereby acknowledged, paid the undersigned corporation, and for other valuable consideration, _____
_____ (Name of Surety Company), a corporation organized and existing under the laws of the State of _____ and licensed to do business in the State of New Jersey, certifies and agrees, that if this Contract is awarded to _____ (Name of Bidder) the undersigned corporation will execute the bond or bonds as required by the Contract Documents, and will become Surety in the full amounts set forth in the Contract Documents, for the faithful performance of all obligations of the Contractor.

(Surety)

(Must be accompanied by the usual proof of authority of surety company officers to execute the same).

END OF SECTION 00411

SECTION 00420
STATE OF NEW JERSEY
NEW JERSEY SPORTS AND EXPOSTION AUTHORITY

BIDDERS EXPERIENCE AFFIDAVIT: PROJECT SC-476

Any businesses incorporated outside the State of New Jersey shall furnish a certificate proving they are authorized by the Secretary of the State of New Jersey to do business in the State of New Jersey prior to contract award.

The **BIDDER** shall document their experience by completing the form below, or on sheets to be attached. The list shall include **AT LEAST THREE PROJECTS COMPLETED WITHIN THE LAST FIVE YEARS**, which are similar in scope and size to that proposed in this Contract.

All listed subcontractors refer to the individual specifications for qualification requirements to be submitted.

<u>Project Name & Address</u>	<u>Name and # of Contact</u>	<u>Completion Date</u>	<u>Description of Work</u>	<u>Contract Amount</u>
<u>1.</u>				
<u>2.</u>				
<u>3.</u>				

ADMINISTRATION BUILDING 3rd FLOOR ROOF REPLACEMENT
PROJECT SC-476

This information will assist the NJSEA to judge the bidder's experience, skill, and business standing. **Bidders failing to furnish all the required information may be disqualified.**

The undersigned is (an Individual) (a Partnership) (a Corporation) under the laws of the State of _____, having principal offices at _____

_____.

(Signature)

(Typed Name)

Date: _____

(Typed Address)

END OF SECTION 00420

BIDDER'S DISCLOSURE FORM: PROJECT SC-476

Each Bidder shall furnish below the names and home address of all stockholders of the corporation who own 10% or more of the stock of said corporation; or in case of a partnership, the Bidder is to furnish the names and addresses of all partners who have a 10% or greater interest in the partnership.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

BID DOCUMENTS - Section 00400 - 6

SECTION 00426
STATE OF NEW JERSEY
NEW JERSEY SPORTS AND EXPOSITION AUTHORITY

BIDDER'S AFFIDAVIT OF AUTHORIZATION: PROJECT SC-476

State of _____

ss:

County of _____

_____ (Name of Bidder), being duly sworn, deposes and says that:

- he/she resides at _____;
- he/she is the _____ (Title) who signed the Bid Forms for this Contract;
- he/she is duly authorized to sign, and that the Bid is a true offer of the Bidder, and the seal attached is the seal of the Bidder; and,
- all the declarations and statements contained in the Bid are true to the best of his/her knowledge and belief.

(Signature)

(Typed Name)

Subscribed and sworn to
before me this _____ day

of _____ 20_____.

(Notary Public)

My commission expires _____, 20_____

END OF SECTION 00426

SECTION 00427
STATE OF NEW JERSEY
NEW JERSEY SPORTS AND EXPOSITION AUTHORITY

CORPORATE RESOLUTION FORM FOR PROJECT SC-476

BE IT RESOLVED, By the Board of Directors of _____
that the president (_____) be and hereby is authorized to make,
execute and deliver a contract for _____
with the New Jersey Sports & Exposition Authority; and that the Secretary
(_____) be and hereby is authorized to attest to the execution of
the same and affix the corporate seal thereto.

BOARD OF DIRECTORS

SECRETARY

(SEAL)

I HEREBY CERTIFY that the foregoing is an exact copy of a Resolution by the BOARD
of Directors of

(_____) adopted at a (_____) , meeting held
on _____
_____ at which quorum was present.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of

(_____)

this _____ day of _____ 20____.

SECRETARY

(SEAL)

END OF SECTION 00427

SECTION 00428
STATE OF NEW JERSEY
NEW JERSEY SPORTS AND EXPOSITION AUTHORITY

MORAL INTEGRITY AFFIDAVIT: PROJECT SC-476

State of _____

ss:

County of _____

I, _____ (Name), the _____ (Title)

of _____ (Company), being first duly sworn, depose
and say that:

1. the above named company has submitted a bid regarding this Contract to the New Jersey Sports and Exposition Authority;
2. the above named company wishes to demonstrate moral integrity to the satisfaction of the New Jersey Sports and Exposition Authority;
3. as of the day of signing this Affidavit, neither the above named company nor any of its owners, officers, or directors are involved in any Federal, State, or other governmental investigations concerning criminal or quasi-criminal violations, except as follows (If none, so state): _____
4. neither the Company nor any of its owners, officers, or directors have ever committed any violation of a Federal or State criminal or quasi-criminal statute, except as follows (If none, so state): _____
5. neither the Company nor any of its owners, officers or directors have ever been suspended, disbarred or otherwise declared ineligible by any agency or government from bidding or contracting to provide services, labor, material or supplies except as follows (If none, so state): _____
6. neither the Company nor any of its owners, officers or directors have ever been involved in any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five years except as follows (if applicable set forth the nature and status of the investigation and, for any litigation, the caption of the action, a brief description of the action, date of inception, current status and, if applicable, disposition (If none, so state): _____

ADMINISTRATION BUILDING 3rd FLOOR ROOF REPLACEMENT
PROJECT SC-476

7. the company is incorporation in the State of: _____
8. if the answer to the above question is a state other than New Jersey, that the company has received from the Secretary of State of New Jersey a certificate authorizing it to conduct business in New Jersey, and a copy of the certificate is enclosed with the Bid.
9. he/she is personally acquainted with the operations of the company, has full knowledge of the factual basis comprising the contents of this Affidavit, and that the contents are true.
10. the names and home addresses of the principals, shareholders, and officers of the company and their ownership interest (shares owned or % of partnership) are as follows:

(Use additional sheet if required)

11. this Affidavit is made to the New Jersey Sports and Exposition Authority to accept the bid for the above referenced Contract, knowing that the New Jersey Sports and Exposition Authority relies upon the truth of the statements contained herein.

The undersigned acknowledges that there is a continuing obligation from the date of this affidavit to notify the NJSEA of any changes to the answers or information contained herein.

I acknowledge that I am aware that it is a criminal offense to make a false statement in this Affidavit, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement with the NJSEA and that the NJSEA may declare any contract(s) resulting from this certification void and unenforceable.

(Signature)

(Typed Name)

Subscribed and sworn to
before me this ____ day
of _____ 20_____.

(Notary Public)

My commission expires _____, 20_____

END OF SECTION 00428

SECTION 00480
STATE OF NEW JERSEY
NEW JERSEY SPORTS AND EXPOSITION AUTHORITY

NON-COLLUSION AFFIDAVIT: PROJECT SC-476

State of _____

ss:

County of _____

I, _____ (Name), of the municipality of _____
in the County of _____ and the State of _____ being
first duly sworn, depose and say that:

- I am the _____ (Title) of the firm _____
the Bidder making the Bid for this Contract.
- I execute the Bid with the full authority to do so.
- Said Bidder has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named Project.
- All statements contained in said Bid and in this affidavit are true and correct, and made with full knowledge that the New Jersey Sport and Exposition Authority relies upon the truth of the statements contained in the Bid and this affidavit in awarding this Contract.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees, or commercial or selling agencies maintained by the Bidder.

Subscribed and sworn to
before me this _____ day
of _____ 20__.

(Type or print name under signature)

(Notary Public)

My commission expires _____, 20_____

END OF SECTION 00480

SUBCONTRACTOR USE FORM: PROJECT SC-476

NOTE: If no work will be subcontracted, indicate NONE.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

BID DOCUMENTS – Section 00400 - 12

SECTION 00483
STATE OF NEW JERSEY
NEW JERSEY SPORTS AND EXPOSITION AUTHORITY

PROOF OF VALID BUSINESS REGISTRATION CERTIFICATE FOR STATE
AGENCY AND CASINO SERVICE CONTRACTS - DEPARTMENT OF TREASURY
DIVISION OF REVENUE: PROJECT SC-476

The Bidder shall provide proof of valid business registration with the Division of Revenue. A copy of the registration for the Bidder and for all listed subcontractors shall be attached to this form.

END OF SECTION 00483

SECTION 00484
STATE OF NEW JERSEY
NEW JERSEY SPORTS AND EXPOSITION AUTHORITY

PROOF OF REGISTRATION WITH THE PUBLIC WORKS CONTRACTOR
REGISTRATION ACT - DEPARTMENT OF LABOR - PROJECT SC-476

The Bidder shall provide proof of valid registration with the Public Works Contractor Registration Act. A copy of the registration for the Bidder and for all listed subcontractors shall be attached to this form.

END OF SECTION 00484

SECTION 00485
STATE OF NEW JERSEY
NEW JERSEY SPORTS AND EXPOSITION AUTHORITY

NOTICE TO ALL BIDDERS OF SET-OFF FOR STATE TAX: PROJECT SC-476

Please be advised that, pursuant to L. 1995, c. 159, effective January 1, 1996, and codified at N.J.S.A. 59:49-19 and N.J.S.A. 59:49-20, and notwithstanding any provision of the law to the contrary, whenever any taxpayer, partnership of S corporation under contract to provide goods or services or construction projects to the state of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods and services or construction projects, at the same time a taxpayer, partner or shareholder of that entity is indebted for any State tax, the Director of the Division of Taxation shall seek to set off that taxpayer's, partner's or shareholder's share of the payment of that indebtedness. The amount set off shall not allow for the deduction of any expenses or other deductions which might be attributable to the taxpayer, partner or shareholder subject to set-off.

The Division of Taxation may initiate procedures to set off the tax debt of a specific vendor upon the expiration of ninety (90) days after either the issuance by the Division of a notice and demand for payment of any state tax owed by the taxpayer or the issuance by the Division of a final determination on any protest filed by the taxpayer against an assessment or final audit determination. A set-off reduces the contract payment due to a vendor by the amount of that vendor's state tax indebtedness or, in the case of a vendor-partnership or vendor-S corporation, by the amount of state tax indebtedness of any member-partner or shareholder of the partnership or S-corporation, respectively. N.J.A.C. 18:2-8.3.

The Director of the Division of Taxation shall give notice of the set-off to the taxpayer, partner or shareholder and shall provide an opportunity for a hearing within 30 days of such notice under the procedures for protest established under N.J.S.A. 54:49-18. No requests for conference, protest, or subsequent appeal to the Tax Court from any protest under N.J.S.A. 59:49-19 shall stay the collection of the indebtedness. Interest that may be payable by the State to the taxpayer, pursuant to L. 1987, c. 184 (N.J.S.A. 52:32-35) shall be stayed.

"I HAVE BEEN ADVISED OF THIS NOTICE"

Company: _____

Signature: _____

Print or Type Name of Signer: _____

Print or Type Title of Signer: _____

Date: _____

END OF SECTION 00485

SECTION 00486
STATE OF NEW JERSEY
NEW JERSEY SPORTS AND EXPOSITION AUTHORITY

CORPORATE RESOLUTION FORM FOR CONTRACT: PROJECT SC-476

BE IT RESOLVED, By the Board of Directors of _____

that the president (_____) be and hereby is authorized to make,

execute and deliver a contract FOR: with the New Jersey Sports and Exposition
Authority

and that the Secretary (_____)

be and hereby is authorized to attest to the execution of the same and affix the corporate
seal thereto.

BOARD OF DIRECTORS

SECRETARY

(SEAL)

I HEREBY CERTIFY that the foregoing is an exact copy of a Resolution by the BOARD
of Directors of

(_____) adopted at a (_____) , meeting held
on

_____ at which quorum was present.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of

(_____)

this _____ day of _____ 20____.

SECRETARY

(SEAL)

END OF SECTION 00486

SECTION 00489
INFORMATION AND INSTRUCTIONS FOR COMPLETING "TWO-YEAR CERTIFICATION
AND DISCLOSURE OF POLITICAL CONTRIBUTIONS" FORMS

INFORMATION AND INSTRUCTIONS
For Completing the "Two-Year Vendor Certification and Disclosure of
Political Contributions" Chapter 51 Form

Background Information

On September 22, 2004, then-Governor James E. McGreevey issued E.O. 134, the purpose of which was to insulate the negotiation and award of State contracts from political contributions that posed a risk of improper influence, purchase of access or the appearance thereof. To this end, E.O. 134 prohibited State departments, agencies and authorities from entering into contracts exceeding \$17,500 with individuals or entities that made certain political contributions. E.O. 134 was superseded by Public Law 2005, c. 51, signed into law on March 22, 2005 ("Chapter 51").

On September 24, 2008, Governor Jon S. Corzine issued E.O. 117 which is designed to enhance New Jersey's efforts to protect the integrity of procurement decisions and increase the public's confidence in government. The Executive Order builds upon the provisions of Chapter 51.

Two-Year Certification Process

Upon approval by the State Chapter 51 Review Unit, the Certification and Disclosure of Political Contributions form is valid for a two (2) year period. Thus, if a vendor receives approval on January 1, 2014, the certification expiration date would be December 31, 2015. Any change in the vendor's ownership status and/or political contributions during the two-year period will require the submission of new Chapter 51/Executive Order 117 forms to the State Review Unit. **Please note that it is the vendor's responsibility to file new forms with the State should these changes occur.**

State Agency Instructions: Prior to the awarding of a contract, the State Agency should first use NJSTART (<https://www.njstart.gov/bso/>) to check the status of a vendor's Chapter 51 certification before contacting the Review Unit's mailbox at CD134@treas.nj.gov. If the State Agency does not find any Chapter 51 Certification information in NJSTART and/or the vendor is not registered in NJSTART, then the State Agency should send an e-mail to CD134@treas.nj.gov to verify the certification status of the vendor. If the response is that the vendor is NOT within an approved two-year period, then forms must be obtained from the vendor and forwarded for review. If the response is that the vendor is within an approved two-year period, then the response so stating should be placed with the bid/contract documentation for the subject project.

Instructions for Completing the Form

Part 1: BUSINESS ENTITY INFORMATION

Business Name – Enter the full legal name of the vendor, including trade name if applicable.

Address, City, State, Zip and Phone Number -- Enter the vendor's street address, city, state, zip code and telephone number.

Vendor Email – Enter the vendor's primary email address.

Vendor FEIN – Please enter the vendor's Federal Employment Identification Number.

Business Type - Check the appropriate box that represents the vendor's type of business formation.

Listing of officers, shareholders, partners or members - Based on the box checked for the business type, provide the corresponding information. (A complete list must be provided.)

Part 2: DISCLOSURE OF CONTRIBUTIONS

Read the three types of political contributions that require disclosure and, if applicable, provide the recipient's information. The definition of "Business Entity/Vendor" and "Contribution" can be found on pages 3 and 4 of this form.

Name of Recipient - Enter the full legal name of the recipient.

Address of Recipient - Enter the recipient's street address.

Date of Contribution - Indicate the date the contribution was given.

Amount of Contribution - Enter the dollar amount of the contribution.

Type of Contribution - Select the type of contribution from the examples given.

Contributor's Name - Enter the full name of the contributor.

Relationship of the Contributor to the Vendor - Indicate the relationship of the contributor to the vendor. (e.g. officer or shareholder of the company, partner, member, parent company of the vendor, subsidiary of the vendor, etc.)

NOTE: If form is being completed electronically, click "Add a Contribution" to enter additional contributions. Otherwise, please attach additional pages as necessary.

Check the box under the recipient information if no reportable contributions have been solicited or made by the business entity. **This box must be checked if there are no contributions to report.**

Part 3: CERTIFICATION

Check Box A if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity. **(No additional Certification and Disclosure forms are required if BOX A is checked.)**

Check Box B if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity with the exception of those individuals and/or entities that submit their own separate form. For example, the representative is not signing on behalf of the vice president of a corporation, but all others. The vice president completes a separate Certification and Disclosure form. **(Additional Certification and Disclosure forms are required from those individuals and/or entities that the representative is not signing on behalf of and are included with the business entity's submittal.)**

Check Box C if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity only. **(Additional Certification and Disclosure forms are required from all individuals and/or entities whose contributions are attributable to the business entity and must be included with the business entity submittal.)**

Check Box D when a sole proprietor is completing the Certification and Disclosure form or when an individual or entity whose contributions are attributable to the business entity is completing a separate Certification and Disclosure form.

Read the five statements of certification prior to signing.

The representative authorized to complete the Certification and Disclosure form must sign and print her/his name, title or position and enter the date.

ADMINISTRATION BUILDING 3rd FLOOR ROOF REPLACEMENT
PROJECT SC-476

State Agency Procedure for Submitting Form(s)

The State Agency should submit the completed and signed Two-Year Vendor Certification and Disclosure forms either electronically to: cd134@treas.nj.gov or regular mail at: Chapter 51 Review Unit, P.O. Box 230, 33 West State Street, Trenton, NJ 08625-0230. Original forms should remain with the State Agency and copies should be sent to the Chapter 51 Review Unit.

Business Entity Procedure for Submitting Form(s)

The business entity should return this form to the contracting State Agency.
The business entity can submit the Certification and Disclosure form directly to the Chapter 51 Review Unit only when:

- The business entity is approaching its two-year certification expiration date and is seeking certification renewal;
- The business entity had a change in its ownership structure; OR
- The business entity made any contributions during the period in which its last two-year certification was in effect, or during the term of a contract with a State Agency.

Questions & Information

Questions regarding Public Law 2005, Chapter 51 (N.J.S.A. 19:44A-20.13) or E.O. 117 (2008) may be submitted electronically through the Division of Purchase and Property website at: <https://www.state.nj.us/treas/purchase/eo134questions.shtml>.

Reference materials and forms are posted on the Political Contributions Compliance website at: <http://www.state.nj.us/treasury/purchase/execorder134.shtml>.

ADMINISTRATION BUILDING 3rd FLOOR ROOF REPLACEMENT
PROJECT SC-476



State of New Jersey
Department of the Treasury

Division of Purchase and Property

Two-Year Chapter 51/Executive Order 117 Vendor Certification and
Disclosure of Political Contributions

FOR STATE USE ONLY

Solicitation, RFP, or Contract No. _____ Award Amount _____

Description of Services _____

State Agency Name _____ Contact Person _____

Phone Number _____ Contact Email _____

☐ Check if the Contract / Agreement is Being Funded Using FHWA Funds

Please check if requesting
recertification ☐

Part 1: Business Entity Information

Full Legal Business Name _____
(Including trade name if applicable)

Address _____

City _____ State _____ Zip _____ Phone _____

Vendor Email _____ Vendor FEIN (SS# if sole proprietor/natural person) _____

**Check off the business type and list below the required information for the type of business selected.
MUST BE COMPLETED IN FULL**

- ☐ Corporation: LIST ALL OFFICERS and any 10% and greater shareholder (If the corporation only has one officer, please write "sole officer" after the officer's name.)
- ☐ Professional Corporation: LIST ALL OFFICERS and ALL SHAREHOLDERS
- ☐ Partnership: LIST ALL PARTNERS with any equity interest
- ☐ Limited Liability Company: LIST ALL MEMBERS with any equity interest
- ☐ Sole Proprietor

Note: "Officers" means President, Vice President with senior management responsibility, Secretary, Treasurer, Chief Executive Officer or Chief Financial Officer of a corporation, or any person routinely performing such functions for a corporation.

Also Note: "N/A will not be accepted as a valid response. Where applicable, indicate "None."

All Officers of a Corporation or PC

**10% and greater shareholders of a corporation
or all shareholders of a PC**

All Equity partners of a Partnership

All Equity members of a LLC

If you need additional space for listing of Officers, Shareholders, Partners or Members, please attach separate page.

ADMINISTRATION BUILDING 3rd FLOOR ROOF REPLACEMENT
PROJECT SC-476

Part 2: Disclosure of Contributions by the business entity or any person or entity whose contributions are attributable to the business entity.

1. Report below all contributions solicited or made during the 4 years immediately preceding the commencement of negotiations or submission of a proposal to any:

Political organization organized under Section 527 of the Internal Revenue Code and which also meets the definition of a continuing political committee as defined in N.J.S.A. 19:44A-3(n)

2. Report below all contributions solicited or made during the 5 ½ years immediately preceding the commencement of negotiations or submission of a proposal to any:

Candidate Committee for or Election Fund of any Gubernatorial or Lieutenant Gubernatorial candidate
State Political Party Committee
County Political Party Committee

3. Report below all contributions solicited or made during the 18 months immediately preceding the commencement of negotiations or submission of a proposal to any:

Municipal Political Party Committee
Legislative Leadership Committee

Full Legal Name of Recipient _____	
Address of Recipient _____	
Date of Contribution _____	Amount of Contribution _____
Type of Contribution (i.e. currency, check, loan, in-kind) _____	
Contributor Name _____	
Relationship of Contributor to the Vendor _____	
If this form is not being completed electronically, please attach additional contributions on separate page. Click the "Add a Contribution" tab to enter additional contributions.	
<div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin: 2px;">Remove Contribution</div>	
<div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin: 2px;">Add a Contribution</div>	

☐ Check this box only if no political contributions have been solicited or made by the business entity or any person or entity whose contributions are attributable to the business entity.

Part 3: Certification (Check one box only)

- (A) ☐ I am certifying on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity as listed on Page 1 under **Part 1: Vendor Information**.
- (B) ☐ I am certifying on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity as listed on Page 1 under **Part 1: Vendor Information**, except for the individuals and/or entities who are submitting separate Certification and Disclosure forms which are included with this submittal.
- (C) ☐ I am certifying on behalf of the business entity only; any remaining persons or entities whose contributions are attributable to the business entity (as listed on Page 1) have completed separate Certification and Disclosure forms which are included with this submittal.
- (D) ☐ I am certifying as an individual or entity whose contributions are attributable to the business entity.

I hereby certify as follows:

1. I have read the Information and Instructions accompanying this form prior to completing the certification on behalf of the business entity.
2. All reportable contributions made by or attributable to the business entity have been listed above.

ADMINISTRATION BUILDING 3rd FLOOR ROOF REPLACEMENT
PROJECT SC-476

3. The business entity has not knowingly solicited or made any contribution of money, pledge of contribution, including in-kind contributions, that would bar the award of a contract to the business entity unless otherwise disclosed above:

- a) Within the 18 months immediately preceding the commencement of negotiations or submission of a proposal for the contract or agreement to:
- (i) A candidate committee or election fund of any candidate for the public office of Governor or Lieutenant Governor or to a campaign committee or election fund of holder of public office of Governor or Lieutenant Governor; OR
 - (ii) Any State, County or Municipal political party committee; OR
 - (iii) Any Legislative Leadership committee.
- b) During the term of office of the current Governor or Lieutenant Governor to:
- (i) A candidate committee or election fund of a holder of the public office of Governor or Lieutenant Governor; OR
 - (ii) Any State or County political party committee of the political party that nominated the sitting Governor or Lieutenant Governor in the last gubernatorial election.
- c) Within the 18 months immediately preceding the last day of the sitting Governor or Lieutenant Governor's first term of office to:
- (i) A candidate committee or election fund of the incumbent Governor or Lieutenant Governor; OR
 - (ii) Any State or County political party committee of the political party that nominated the sitting Governor or Lieutenant Governor in the last gubernatorial election.

4. During the term of the contract/agreement the business entity has a continuing responsibility to report, by submitting a new Certification and Disclosure form, any contribution it solicits or makes to:

- (a) Any candidate committee or election fund of any candidate or holder of the public office of Governor or Lieutenant Governor; OR
- (b) Any State, County or Municipal political party committee; OR
- (c) Any Legislative Leadership committee.

The business entity further acknowledges that contributions solicited or made during the term of the contract/agreement may be determined to be a material breach of the contract/agreement.

5. During the two-year certification period the business entity will report any changes in its ownership structure (including the appointment of an officer within a corporation) by submitting a new Certification and Disclosure form indicating the new owner(s) and reporting said owner(s) contributions.

I certify that the foregoing statements in Parts 1, 2 and 3 are true. I am aware that if any of the statements are willfully false, I may be subject to punishment.

Signed Name _____ Print Name _____

Title/Position _____ Date _____

Procedure for Submitting Form(s)

The contracting State Agency should submit this form to the Chapter 51 Review Unit when it has been required as part of a contracting process. The contracting State Agency should submit a copy of the completed and signed form(s), to the Chapter 51 Unit and retain the original for their records.

The business entity should return this form to the contracting State Agency. The business entity can submit this form directly to the Chapter 51 Review Unit only when it -

- Is approaching its two-year certification expiration date and wishes to renew certification;
- Had a change in its ownership structure; OR
- Made any contributions during the period in which its last two-year certification was in effect, or during the term of a contract with a State Agency.

Forms should be submitted either electronically to: cd134@treas.nj.gov, or regular mail at: Chapter 51 Review Unit, P.O. Box 230, 33 West State Street, Trenton, NJ 08625.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

OPS Number: _____ Proposer: _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal:

- ☐ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,
AND
- ☐ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the New Jersey Turnpike Authority under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: _____	Relationship to Proposer: _____
Description of Activities: _____ _____	
Duration of Engagement: _____	Anticipated Cessation Date: _____
Proposer Contact Name: _____	Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

FEDERAL NON-DEBARMENT CERTIFICATION

STANDARD BID DOCUMENT REFERENCE	
Name of Form:	FEDERAL NON-DEBARMENT CERTIFICATION
Statutory Reference:	N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)
Description:	Meets statutory criteria for certification of non-debarment by a federal government agency.

Summary of the Certification Requirements under N.J.S.A. 52:32-44.1

Pursuant to state law any natural person, company, firm, association, corporation, or other entity prohibited, or “debarred,” from contracting with the federal government agencies, shall also be prohibited from contracting for public work in the state of New Jersey. This prohibition also extends to any affiliate organization(s) held by or subject to the control of an entity of that prohibited person or entity.

Prior to awarding a contract for public work a local units must obtain written certification from the contracting person or entity through the form below, attesting to their non-debarment from contracting with federal government agencies. Contracting units are reminded that they must fill-in the boilerplate information in the certification sections of Parts II through IV regarding their name and type of contracting unit before using the form.

**CERTIFICATION OF NON-DEBARMENT
FOR FEDERAL GOVERNMENT CONTRACTS**

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.

PART I: VENDOR INFORMATION	
Individual or Organization Name	
Address of Individual or Organization	
DUNS Code (if applicable)	
CAGE Code (if applicable)	
Check the box that represents the type of business organization:	

- ☐ Sole Proprietorship (skip Parts III and IV) ☐ Non-Profit Corporation (skip Parts III and IV)
☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC) ☐ Partnership
☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
☐ Other (be specific): _____

PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization			
I hereby certify that the individual or organization listed above in Part I is not debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the Borough of Woodcliff Lake is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the municipality to notify the municipality in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the municipality , permitting the municipality to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization	
Section A (Check the Box that applies)	
<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
Name of Individual or Organization	
Home Address (for Individual) or Business Address	
OR	
<input type="checkbox"/>	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.
Section B (Skip if no Business entity is listed in Section A above)	
<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization's parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization's parent entity, or of the member of the limited liability company owning more than 50 percent interest in organization's parent entity, as the case may be.
Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity	
Home Address (for Individual) or Business Address	
OR	
<input type="checkbox"/>	No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.
Section C – Part III Certification	

ADMINISTRATION BUILDING 3rd FLOOR ROOF REPLACEMENT
PROJECT SC-476

I hereby certify that no individual or organization that is debarred by the federal government from contracting with a federal agency owns greater than 50 percent of the **Organization listed above in Part I** or, if applicable, owns greater than 50 percent of a parent entity of _____. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the **Borough of Woodcliff Lake** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award **the municipality** to notify the **municipality** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the **municipality**, permitting the **municipality** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities

Section A

☐

Below is the name and address of the corporation(s) in which the **Organization listed in Part I** owns more than 50 percent of voting stock, or of the partnership(s) in which the **Organization listed in Part I** owns more than 50 percent interest therein, or of the limited liability company or companies in which the **Organization listed above in Part I** owns more than 50 percent interest therein, as the case may be.

Name of Business Entity

Business Address

****Add additional sheets if necessary****

OR

☐

The **Organization listed above in Part I** does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.

ADMINISTRATION BUILDING 3rd FLOOR ROOF REPLACEMENT
PROJECT SC-476

Section B (skip if no business entities are listed in Section A of Part IV)			
<input type="checkbox"/>	Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).		
Name of Business Entity Controlled by Entity Listed in Section A of Part IV		Business Address	
Add additional Sheets if necessary			
OR			
<input type="checkbox"/>	No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.		
Section C – Part IV Certification			
I hereby certify that the Organization listed above in Part I does not own greater than 50 percent of any entity that that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turns owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the Borough of Woodcliff Lake is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the municipality to notify the municipality in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the municipality , permitting the municipality to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

SECTION 00500

STATE OF NEW JERSEY
NEW JERSEY SPORTS & EXPOSITION AUTHORITY

CONTRACT for PROJECT SC-476

This Contract, effective on the latest date of signature at the last page, by and between the New Jersey Sports & Exposition Authority, One DeKorte Park Plaza, Lyndhurst, New Jersey, 07071, hereinafter called the NJSEA, the party of the first part, and:

hereinafter called the Contractor, the party of the second part.

WITNESSETH, that whereas the NJSEA intends to execute the Contract for NJSEA Third Floor Administration Building Roof Replacement hereinafter called the Project or the Work, in accordance with Specifications, and other Contract Documents.

1.0 PARTS OF CONTRACT:

1.1 The parties agree that the conditions contained in the following documents which comprise and are hereinafter called the Contract Documents are made part of this Contract and are binding on both parties as if all conditions contained in the Contract Documents were set forth in this Contract:

- 00010 Advertisement for Bids
- 00100 Instructions to Bidders
- 00300 Bid
- 00400 Bid Forms
- 00500 Contract
- 00700 General Conditions
- 00800 Specific Project Requirements
- 00900 Environmental Requirements
- 01000 General Requirements
- 02000 Technical Specifications
 - Photos and Drawings
 - Drawing CS Cover Sheet
 - Drawing R1 Roof Plans
 - Drawing R2 Details
 - Approved Crane Setup Locations
 - Tapered Design Group – tapered insulation design concept
 - Project Wind Calculation Letter
 - Addenda
 - Change Orders

2.0 TIME FOR COMPLETION:

2.1 Work under this Contract shall be completed within 120 consecutive calendar days from the date specified from the Notice-To-Proceed

2.2 **The Contractor shall pay to the NJSEA for each and every calendar day that they shall be in default in completing the work within the time stipulated, liquidated damages in the sum of five hundred (\$500) per day. Please note that there is no substantial completion for this work. All final submittals (as built, subcontractor releases) as well as all work must be completed within the 120 days.**

WITNESSETH, that the said CONTRACTOR, for and in consideration of the payments specified hereinafter and agreed to be made by the NJSEA, hereby covenants and agrees to furnish and deliver all the materials and perform all the work required to be furnished in and about the described premises in strict and entire conformance with all of the Contract Documents.

3.0 SUBCONTRACTORS:

3.1 The Contractor agrees to bind every subcontractor by the terms of the Contract Documents. The Contract Documents shall not be construed as creating any contractual relations between any subcontractor and the NJSEA. Relations between the Contractor and subcontractors are further defined in the GENERAL CONDITIONS.

4.0 WORK:

4.1 The Contractor agrees to furnish all the necessary labor, materials, equipment, tools, and services necessary to perform and complete all work required for the construction of the Project, in strict compliance with the Contract Documents herein mentioned, which are hereby made a part of the Contract, including the following Addenda:

<u>ADDENDUM No.</u>	<u>DATE</u>
_____	_____
_____	_____

5.0 PRICES FOR WORK:

5.1 The NJSEA shall pay based on the prices in the bid, and the Contractor shall receive the prices stipulated in the bid as full compensation for everything furnished and performed by the Contractor under this Contract, including all work required but not specifically mentioned, and also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the

elements, or from any unforeseen obstruction or difficulty encountered in the prosecution of the work, and for all risks of every description connected with the work, and for all expenses incurred by or in consequence of the suspension or discontinuance of the work as herein specified, and for well and faithfully completing the work and the whole thereof, as herein provided.

6.0 PAYMENTS:

6.1 Payments will be made in accordance with the GENERAL CONDITIONS

6.2 In consideration of the covenants contained herein, the NJSEA hereby agrees to pay the CONTRACTOR for said work.

The cost for the Work of this Contract shall not exceed \$_____.

\$_____

(Amount in Words)

7.0 WAIVERS:

7.1 Neither the inspection by the NJSEA nor any of its agents, nor any orders, measurements of certificate by the Project Representative, nor any order by the NJSEA for the payment of money nor payment for, nor acceptance of, the whole nor any part of the work by the NJSEA nor any extension of time nor any possession taken by the NJSEA or its employees, shall operate as a waiver of any provision of this Contract, or of any power herein reserved to the NJSEA, or any right to damages herein provided, nor shall any waiver of any breach of this Contract be held to be a waiver of any other or subsequent breach. Any remedy provided in this Contract shall be taken and construed as cumulative, that is, in addition to each and every other remedy herein provided, and in addition to all other suits, actions, or legal proceedings, the NJSEA shall also be entitled as of right to writ of injunction against any breach of any of the provisions of this Contract.

8.0 INDEMNIFICATION:

8.1 The Contractor shall assume all risk of, and responsibility for, and agrees to indemnify, defend, and save harmless the NJSEA, the project Representative and their employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property, injury, or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this Contract. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this Contract.

9.0 PROJECT REPRESENTATIVE'S STATUS DURING THE PROJECT:

- 9.1 All work under this Contract shall be done under the observation of the Project Representative. The Project Representative shall decide any and all questions that may arise as to the quality and acceptability of materials furnished, work performed, rate of progress of work, interpretation of Plans and Specifications, and all questions as to the acceptable fulfillment of the Contract on the part of the Contractor.
- 9.2 The Project Representative shall be an employee or agent of NJSEA. In addition, the Project Representative may designate additional individuals to act on his/her behalf on a temporary basis, depending on the type of work occurring at the Project Site. At all times, these individuals shall have the same responsibilities and authority as the Project Representative. In addition, throughout the Contract Documents, the term "Project Representative" refers to the Project Representative and his/her designates.
- 9.3 The Project Representative shall make visits to the site to observe the progress and quality of the executed Work and to determine if it is proceeding in accordance with the Contract Documents. On the basis of such visits and observations, the Project Representative will keep the NJSEA informed of the quality and progress of the Work.
- 9.4 The Project Representative may authorize minor variations in the Work, which do not involve an adjustment in the Contract Price or the Contract Time and are consistent with the overall intent of the Contract Documents. If the Contractor believes that a variation issued as minor justifies an increase in the Contract Price and/or an extension of the Contract Time, the Contractor may make a claim therefore.
- 9.5 The Project Representative may reject Work believed to be defective. The Project Representative also has the authority to require special inspection and testing of the Work, whether or not it has been fabricated, installed or completed.
- 9.6 The Project Representative shall not be responsible for the means, methods, techniques, sequences or procedures of the Contractor's performance of the Work, or the safety programs and precautions incident thereto. The Project Representative will not be responsible for the failure of the Contractor to furnish or perform the Work in accordance with the Contract Documents.
- 9.7 The Project Representative will not be responsible for acts of omission by the Contractor or any of his subcontractors or suppliers furnishing or performing any of the Work.

10.0 CONTRACTOR'S BANKRUPTCY:

10.1 In the event of bankruptcy of the Contractor, the NJSEA shall use the Performance and Payment Bond to complete the project. The Performance and Payment Bond shall specifically include coverage and protection against bankruptcy of the Contractor.

11.0 SUCCESSORS AND ASSIGNS:

11.1 This Contract and all of the covenants hereof shall inure to the benefit of and be binding upon the NJSEA and the Contractor respectively and partners, successors, assigns and legal representatives. Neither the NJSEA nor the Contractor shall have the right to assign, transfer or sublet his interests or obligations hereunder without notice to and written consent of the other party.

IN WITNESS THEREOF, _____
and the NJSEA have executed this Contract at the place and on the date immediately adjacent to their respective signatures.

FOR THE CONTRACTOR:

(Witness)

(Typed Name of Firm)

(Date)

(Signature of Bidder)

(Typed Name of Bidder)

(Typed Title of Bidder)

FOR THE NJSEA:

(Witness)

Vincent Prieto,
President and Chief Executive Officer

(Date)

END OF SECTION 00500

SECTION 00700

GENERAL CONDITIONS

1.0 DEFINITIONS:

- 1.1 Whenever used in these Contract Documents, the following terms and abbreviations have the meanings indicated, which are applicable to both the singular and plural thereof:

Addendum(a) - Written instructions issued prior to the opening of Bids which clarify, correct or change the bidding requirements or the Contract Documents.

Bid - The proposal of the Bidder submitted on the prescribed form setting forth the prices for the Work to be performed.

Bidder - Any corporation, partnership, or individual who submits a bid for the Work.

Change Order - A document recommended by the Project Representative, signed by the Contractor and the NJSEA, authorizing an addition, deletion or revision in the Work, an adjustment in the Contract Price, Time, and/or Conditions, and issued on or after the Effective Date of the Contract.

Contract - The written Contract between the NJSEA and the Contractor covering the Work to be performed. Other Contract Documents are attached to it and made a part thereof, as provided in the Contract.

Contractor - The company to whom the Contract has been awarded and who is responsible for performing the Work.

Day - A calendar period of twenty-four (24) hours, beginning with midnight and ending just before the following midnight, shall constitute a day. When unmodified, it shall mean a calendar day, and not a working day.

NJSEA - The New Jersey Sports & Exposition Authority.

NJDEP or DEP - New Jersey Department of Environmental Protection

Project - The total construction or obligation under the Contract, of which the Work to be provided may be the whole or a part, as indicated elsewhere in the Contract Documents.

Project Representative - The person, firm, or corporation named by the NJSEA to be its representative for the Project.

Successful Bidder - The Contractor, the lowest qualified, responsible bidder to whom the NJSEA awarded the Contract.

Work - The entire completed construction, or the various separately identifiable parts thereof required to be furnished under the Contract Documents. Work is the result of performing services, furnishing labor, and furnishing and incorporating materials and equipment into the construction, all as required by the Contract Documents.

Working Day - A day on which the NJSEA is open for business.

The NJSEA will be closed the following days

SCHEDULED HOLIDAYS

Friday, January 1, 2021	New Year's Day
Monday, January 18, 2021	Martin Luther King, Jr. Day
Monday, February 15, 2021	President's Day
Friday, April 2, 2021	Good Friday
Monday, May 31, 2021	Memorial Day
Friday, June 18, 2021	Juneteenth
Monday, July 5, 2021 (Observed)	Independence Day
Monday, September 6, 2021	Labor Day
Monday, October 11, 2021	Columbus Day
Tuesday, November 3, 2020	Election Day
Thursday, November 11, 2021	Veteran's Day
Thursday, November 25, 2021	Thanksgiving Day
Friday, December 24, 2021 (Observed)	Christmas Day

2.0 PRELIMINARY MATTERS:

- 2.1 The Contractor shall deliver the executed Contracts bonds, insurance certificates, and other documents as the Contractor may be required to furnish at the times required by the Contract Documents.
- 2.2 The NJSEA shall furnish the Contractor a maximum of six copies of the Contract Documents for his use in the execution of the Work. Additional copies will be furnished, upon request, at the cost of reproduction.
- 2.3 The Contract Time will commence to run on the starting date given in the Notice-To-Proceed. A Notice-To-Proceed may be issued any time within thirty (30) days after the Contract is fully executed.

- 2.4 The Contractor shall start to perform the Work on the date when the Contract Time commences to run. No Work shall be performed at the site prior to that date.
- 2.5 Before undertaking each part of the Work, the Contractor shall carefully study and compare the Contract Documents and the field conditions, checking and verifying pertinent figures shown in the Documents with applicable field measurements. The Contractor shall promptly report in writing to the Project Representative any conflict, error, or discrepancy that he may discover; and shall obtain a written interpretation or clarification from the Project Representative before proceeding with any Work affected thereby. However, the Contractor shall not be liable to the NJSEA or the Project Representative for failure to report any conflict, error, or discrepancy in the Contract Documents; unless the Contractor had actual knowledge, or should reasonably have known thereof.
- 2.6 The progress schedule will be accepted by the Project Representative as providing an orderly progression of the Work to completion, and a workable arrangement for reviewing and processing the required submittals. Such acceptance will not impose on the Project Representative any responsibility for the sequencing, scheduling, or progress of the Work; or relieve the Contractor of his full responsibility therefore.
- 2.7 Except where the Contract Documents specifically allow the reuse of existing materials, all materials and equipment provided by the Contractor shall be new and of good quality. They shall be applied, erected, installed, connected, tested, cleaned, and conditioned in accordance with the instructions of the applicable suppliers, unless otherwise specified in the Contract Documents.
- 2.8 Whenever materials or equipment are specified by using the name of a particular manufacturer, supplier, or proprietary item; the naming is intended to establish the type, function, and quality required. Unless the name is followed by words indicating no substitution will be permitted, substitute materials or equipment may be acceptable. If the Contractor wishes to furnish or use substitute materials or equipment, he shall make a written application to the Project Representative for acceptance thereof; certifying that the proposed substitutes will perform their functions adequately and achieve the results desired by the Contract Documents. The application shall also state that the evaluation and acceptance of the proposed substitutes will not prejudice the Contractor's achievement of on-time completion of the Work; regardless of any needed changes to the Contract Documents, or any other problems directly or indirectly associated with acceptance of the substitutes (including payment of any license fee or royalty). All variations from the Contract Documents must be identified in the application, along with the availability of spare parts, maintenance, repair, and

replacement services. The application shall also contain an itemized list of all additional direct and indirect costs due to the acceptance of such substitutes. All of the above will be considered by the Project Representative in evaluating each application. The Project Representative may require the Contractor to furnish additional data about the proposed substitutes at the Contractor's expense.

- 2.9 Except in connection with safety or protection of the Work, property, or persons at the site or adjacent thereto; all work shall be performed during regular working hours. The Contractor shall not permit overtime work, or the performance of work on Saturdays, Sundays, or any NJSEA holidays without written approval from the NJSEA.
- 2.10 Although it is understood that the Contractor must be permitted to select the equipment that will provide him with the most economical rate of production, and to devise his work methods and schedules to expedite the completion of the Work; it is not intended that the Contractor will be permitted to use equipment or methods which may damage any part of the site or nearby properties, or conflict with any state or local laws.
- 2.11 The duties and obligations imposed by this Section (and the rights and remedies available hereunder to the parties hereto) are in addition to any rights and remedies available to the parties; whether imposed or available by applicable regulations or laws, or by special warranties, guarantees, or other provisions of the Contract Documents. This Section is not to be construed as limiting in any way the other rights and remedies outlined above. The provisions of this paragraph will be as effective as if repeated specifically in the Contract Documents in connection with each particular duty, obligation, right, and remedy to which they apply. All representations, warranties, and guarantees made in the Contract Documents will survive completion, final payment, and termination of the Contract.

3.0 CONTRACT DOCUMENTS: INTENT, AMENDMENT, AND RE-USE:

- 3.1 The Contract Documents comprise the entire Contract between the NJSEA and the Contractor concerning the Work. The Contract Documents are complementary (what is called for by one is as binding as if called for by all). The Contract Documents will be construed in accordance with the law of the place of the Project.
- 3.2 It is the intent of the Contract Documents to describe a functionally complete Project to be performed in accordance with the Contract Documents. Any Work, materials, or equipment that may reasonably be inferred as being necessary to produce the intended result shall be supplied, whether or not specifically mentioned in the Documents. When words or phrases having a well-known

technical or trade meaning are used to describe work, materials, or equipment; such words shall be interpreted in accordance with that meaning. Clarifications and interpretations of the Contract Documents shall be issued by the Project Representative as needed, in accordance with paragraph 8.3.

- 3.3 Reference to standards, specifications, manuals, and/or codes of any technical society, organization, or association, or to the laws or regulations of any governmental authority (whether such reference be specific or implied), shall mean the latest standards, specifications, manuals, codes, laws, or regulations in effect at the time of bid opening, unless specifically stated otherwise in the Contract Documents. If the Contractor finds a conflict, error, ambiguity, or discrepancy within the Contract Documents or between the Contract Documents and any of the above references, during the performance of the Work; he shall immediately report it to the Project Representative in writing. Before proceeding with affected work, the Contractor shall obtain a written interpretation or clarification from the Project Representative (except for an emergency authorized in accordance with paragraph 6.16). The Contractor shall not be liable to the NJSEA or the Project Representative for failure to report any such conflict, error, ambiguity, or discrepancy; unless he knew or should reasonably have known thereof.
- 3.4 Except as otherwise specifically stated therein, the provisions of the Contract Documents shall take precedence in resolving any conflict, error, ambiguity, or discrepancy between the provisions of the Contract Documents and:
- A. The provision of any such standard, specification, manual or code.
 - B. The provision of any such laws or regulations applicable to the performance of the Work (unless such an interpretation would result in a violation of such law or regulation).
- 3.5 No provision of any such standard, specification, manual or code shall change the duties and responsibilities of the NJSEA, the Contractor, or the Project Representative, or any of their subcontractors, consultants, agents, or employees from those set forth in the Contract Documents. No such provision shall be effective to assign to the NJSEA, the Project Representative, or any of the Project Representative's consultants, agents, or employees any duty or authority to supervise or direct the furnishing or performance of the Work, or any duty or authority to undertake responsibilities inconsistent with any other provision of the Contract Documents.
- 3.6 Whenever in the Contract Documents the terms "as ordered," "as directed," "as required," "as allowed," "as approved" or terms of like effect or import, or the adjectives "reasonable," "suitable," "acceptable," "proper," "satisfactory" or

adjectives of like effect or import, are used to describe a requirement, direction, review, or judgment of the Project Representative regarding the Work; it is intended that such requirement, direction, review or judgment will be solely to generally evaluate the completed Work for compliance with the Contract Documents and conformance with the design concept of the completed Project. The use of any such terms or adjectives shall not assign to the Project Representative any duty or authority to supervise or direct the furnishing or performance of the Work; or any duty or authority to undertake responsibilities contrary to any other provision of the Contract Documents.

- 3.7 The Contract Documents may be amended to provide for additions, deletions, and revisions in the Work, or to modify the terms and conditions thereof, by a Change Order.
- 3.8 Neither the Contractor, nor any subcontractor, supplier, organization, or other person performing or furnishing any of the Work, shall have or acquire any title to, or ownership rights in, any of the Contract Documents or copies thereof. They shall not reuse them on extensions of this, or any other project without the written consent of the NJSEA and the Project Representative, and without the specific written verification or adaptation by the Project Representative.
- 4.0 AVAILABILITY OF LANDS, REFERENCE POINTS, SUBSURFACE AND PHYSICAL CONDITIONS:**
- 4.1 The NJSEA shall furnish, as indicated in the Contract Documents, the lands upon which the Work shall be performed, rights-of-way and easements for access thereto, and such other lands designated for the use of the Contractor. Easements for permanent structures or permanent changes to the existing facilities will be obtained and paid for by the NJSEA, unless otherwise noted in the Contract Documents. The Contractor shall provide for all additional lands, and access thereto, that may be required for any temporary construction facilities, or the storage of materials and equipment.
- 4.2 The NJSEA shall furnish, as indicated on the Contract Drawings, reference points so the Contractor can properly proceed with the Work. The Contractor shall be responsible for laying out the Work. The Contractor shall protect and preserve the established reference points and shall not change or relocate the reference points without written approval of the NJSEA. The Contractor shall report to the Project Representative whenever any reference point is lost, damaged or destroyed and shall pay for the reestablishment of all lost, damaged or destroyed reference points. The reference points shall be reestablished by a surveyor licensed in the State of New Jersey.
- 4.3 The information shown and/or described in the Contract Documents with respect to existing underground facilities at or contiguous to the site is based on

the best available data. The NJSEA and the Project Representative shall not be responsible for the accuracy or completeness of any such information. The Contractor shall review and check all such information, and determine the exact location of all underground facilities in the field. The Contractor shall be responsible for the safety and protection of underground facilities during construction, and shall repair any damage thereto resulting from the Work.

- 4.4 If an underground facility, which was not shown in the Contract Documents, is uncovered or revealed at or contiguous to the site; the Contractor shall promptly identify the owner of the facility, and give written notice to the owner of that facility, the NJSEA, and the Project Representative. The Contractor will cease work in the area, except in the case of an emergency. The Project Representative shall promptly review the location of the underground facility in relation to the contractual work in the area, and determine what change, if any, is required to the Contract Documents.
- 4.5 If the Contractor believes that any physical condition uncovered or revealed at the site differs materially from that shown in the Contract Documents; he shall immediately notify the Project Representative in writing. Before proceeding with affected work, the Contractor shall obtain a written interpretation or clarification from the Project Representative.
- 4.6 The Project Representative will review the Contractor's findings, determine the necessity of obtaining any additional explorations or tests with respect thereto; and advise the NJSEA and the Contractor of the Project Representative's conclusions in writing within a reasonable amount of time.
- 4.7 If the Project Representative concludes that there is a material difference between the conditions shown in the Contract Documents and those in the field; a Change Order will be issued to document the increase or decrease in the Contract Price, and/or an extension or reduction of the Contract Time, attributable to the difference in the conditions.

5.0 BONDS AND INSURANCE:

- 5.1 Refer to the SPECIFIC PROJECT REQUIREMENTS for information regarding bonds and insurance.

6.0 CONTRACTOR'S RESPONSIBILITIES:

- 6.1 The Contractor shall be responsible for obtaining and paying all construction permits and licenses; and shall pay all inspection fees associated with the prosecution of the Work. The Contractor shall also schedule and pay for all utility connections required for the Work.

- 6.2 The Contractor shall perform the Work in accordance with the Contract Documents. The Contractor shall be solely responsible for the means, methods, techniques, sequences, and procedures of his work. The Contractor shall be responsible for the finished Work complying accurately with the Contract Documents.
- 6.3 The Contractor shall provide someone on staff that is available to the NJSEA to resolve contractual items that the foreman cannot, for example, scheduling of equipment or crew. There is no separate pay for any other personnel.
- 6.4 The Contractor shall be responsible for providing competent, suitably qualified personnel to survey, layout, and perform the Work required by the Contract Documents. The Contractor shall maintain good discipline and order at the site. The Contractor shall be responsible for removing any person from the site who appears to be incompetent, unfaithful, disorderly, or otherwise unsatisfactory. Said person shall not again be employed at the site without the written consent of the NJSEA.
- 6.5 The Contractor shall be responsible for compliance with the provisions of the Contract Work Hours and Safety Standards Act, Public Law 87-581.
- 6.6 The Contractor and his subcontractors shall give preference in the hiring of workers to qualified local residents, with first preference being given to citizens of the United States who have served in the armed forces of the United States, and have been honorably discharged and from active duty.
- 6.7 The Contractor shall be responsible for the proper and timely submittal of the required documents for all equipment and materials so as to not delay the progress of the Work. The Contractor shall determine delivery availability for all items to be furnished and shall order all long-lead items as soon as possible after the award of the contract, to ensure delivery in time to complete the work in the time available.
- 6.8 The Contractor shall be fully responsible to the NJSEA and the Project Representative for all acts and omissions of his subcontractors, suppliers, organizations, and other persons performing or furnishing any of the Work. Nothing in the Contract Documents shall create any contractual relationship between the NJSEA or the Project Representative, and any such subcontractor, supplier, organization, or other person.
- 6.9 The Contractor shall give all notices and comply with all laws and regulations applicable to furnishing and performing the Work. If the Contractor performs any work that is contrary to such laws and/or regulations, he shall be

- responsible for all costs arising there from. If the Contractor observes that the Contract Documents are at variance with these laws and/or regulations, he shall promptly notify the Project Representative, in writing. Any necessary changes to the Work will be authorized by a Change Order.
- 6.10 If the Contractor elects to remove, replace, or relocate any poles, utilities, or structures during the performance of the Work; he shall be responsible for making all the necessary arrangements and obtaining all the necessary permits and approvals without the involvement of the NJSEA or the Project Representative.
- 6.11 The Contractor shall be responsible for all damages resulting from the performance of the Work. Should any claim be made against the NJSEA and/or the Project Representative as a result of the performance of the Work; the Contractor shall attempt to promptly settle with such other party.
- 6.12 The Contractor shall not load any part of the Work in a manner that will endanger the Work. The Contractor shall be responsible for damage caused to the Work and to adjacent property, subject to said dangerous stresses or pressures.
- 6.13 The Contractor shall be responsible for initiating, maintaining, and supervising all safety programs and precautions regarding the Work. The Contractor shall comply with all applicable laws and regulations for the safety and protection of persons and property; and shall erect and maintain all necessary safeguards for such safety and protection. The Contractor shall remedy all damage, injury, or loss to any persons or property caused by the Contractor, or any of his subcontractors, suppliers, organizations, or other persons directly or indirectly employed by any of them. The Contractor's duties and responsibilities for safety and protection shall continue until the Project Representative has issued a notice to the NJSEA and the Contractor that the Work has been completed and is acceptable.
- 6.14 The Contractor shall be responsible for repairing any damage caused by his operations that could affect public health and safety, within four hours; or the NJSEA may have the repairs made by others at the expense of the Contractor. The Contractor shall repair all other damage expeditiously. Until such time as said other damage is repaired by the Contractor and approved by the NJSEA, twice the amount of the Project Representative's cost estimate for the repairs will be withheld from the Contractor's progress payment.
- 6.15 In the event of an emergency affecting the safety or protection of persons, the Work, the site, or adjacent property; the Contractor shall be responsible to act to

- prevent threatened damage, injury, or loss without special instruction or approval from the Project Representative or the NJSEA.
- 6.16 The Contractor and his subcontractors shall protect the Work against any damage caused by the weather. If the Project Representative determines that any portion of Work has been damaged or injured by a failure on the part of the Contractor or his subcontractors to protect the Work; it shall be repaired, or removed and replaced, at the expense of the Contractor.
- 6.17 The Contractor shall be responsible for proceeding with the Work and adhering to the progress schedule during all disputes or disagreements with the NJSEA. No Work shall be delayed or postponed pending resolution of any disputes or disagreements.
- 6.18 If the Work is defective, or the Contractor fails to supply sufficiently skilled workers, suitable materials or equipment, or fails to furnish or perform the Work in a manner, which will guarantee conformance with the Contract Documents; the NJSEA or the Project Representative may order the Contractor to stop the Work until the cause for such order has been eliminated. However, this right of the NJSEA and the Project Representative to stop the Work shall not give rise to any duty on the part of either to exercise this right for the benefit of the Contractor, or any other party.
- 6.19 The Contractor and his subcontractors shall comply with the New Jersey Prevailing Wage Act and all amendments thereto. This Act is hereby made part of these Contract Documents as if it were included herein, in its entirety.
- 6.20 The Contractor shall maintain books, records, and other documents pertinent to the performance of the Work, in accordance with accepted accounting procedures and practices. The New Jersey Department of Labor, the NJSEA, and/or any of their duly authorized representatives shall have access to such books, records, and other documents for the purpose of inspection, auditing, and copying. The Contractor shall provide proper facilities for such access and inspection, and agrees to the disclosure of all information and reports resulting from access of the above records to any of the above agencies. Records shall be maintained and made available until three years from the date of final payment for the Project. Records which relate to any dispute, appeal, litigation, or settlement of claims arising out of such performance (or costs or items to which an audit exception has been taken); shall be maintained and made available until three years after the date of the resolution of each dispute, appeal, litigation, claim, or exception.

- 6.21 The Contractor shall constantly give his personal attention to the faithful prosecution of the Work; and shall keep the Work under his personal control. The Contractor shall not sublet the Work as a whole or substantial part of the whole, without the previous written consent of the NJSEA. The Contractor shall not assign any of the Work, or any monies payable under this Contract (or his claim thereto), without the written consent of the NJSEA and the surety on the bond.
- 6.22 The Contractor shall pay to the NJSEA, and the NJSEA shall have the right to deduct the full amount of all expenses, losses, damages and costs from all monies due, or to become due, the Contractor as detailed in the SPECIFIC PROJECT REQUIREMENTS.
- 6.23 The Contractor shall take all necessary precautions to protect and preserve existing utilities, and improvements during all phases of the Work. The Contractor shall be solely responsible for any damage or disturbance of any existing utilities and improvements, and shall restore them to their original condition, at no cost to the NJSEA.
- 6.24 While performing the Work, the Contractor shall not encumber the premises with materials or equipment; and shall keep the premises free from accumulations of waste materials. At the completion of the Work, the Contractor shall remove all waste and surplus materials, tools, equipment, and machinery; and shall restore to original condition all property not designated for alteration by the Contract Documents.
- 6.25 The Contractor warrants and guarantees to the NJSEA and the Project Representative that all Work will be performed in accordance with the Contract Documents; and that the completed Project will not be defectively or improperly installed. The Contractor agrees that all work improperly performed shall be remedied, all defective Work shall be repaired or replaced, and all improperly installed Work shall be reinstalled correctly in accordance with the Contract Documents.
- 7.0 OTHER WORK:**
- 7.1 The NJSEA may perform other work by its own forces, have other work performed by utility owners, or let other direct contracts for other work at the site.
- 7.2 The Contractor shall afford the NJSEA, each utility owner, and other contractors, a reasonable opportunity for the introduction and storage of materials and equipment, and proper and safe access to the site for execution of such work. The Contractor shall properly connect and coordinate the work of others with

the Work, as necessary. The Contractor shall not endanger any work of others; and will only alter the work of others with the written consent of the Project Representative and those who performed the work.

8.0 PROJECT REPRESENTATIVE'S STATUS DURING THE PROJECT:

- 8.1 The Project Representative shall be the NJSEA's representative for this Project. The Project Representative shall be the initial interpreter of the Contract Document requirements and judge of the acceptability of the Work thereunder. Any claims, disputes, and/or other matters relating to the above, or to changes in the Contract Price or Time, will initially be referred to the Project Representative, in writing. The Project Representative will render a decision, in writing, within a reasonable period of time.
- 8.2 The Project Representative shall make visits to the site to observe the progress and quality of the executed Work and to determine if it is proceeding in accordance with the Contract Documents. On the basis of such visits and observations, the Project Representative will keep the NJSEA informed of the quality and progress of the Work.
- 8.3 The Project Representative will issue with reasonable promptness such written clarifications or interpretations of the Contract Documents as are determined necessary. If the Contractor believes that a written clarification or interpretation justifies an increase in the Contract Price, and/or an extension of the Contract Time, the Contractor may make a claim therefore.
- 8.4 The Project Representative may authorize minor variations in the Work, which do not involve an adjustment in the Contract Price or the Contract Time and are consistent with the overall intent of the Contract Documents. If the Contractor believes that a variation issued as minor justifies an increase in the Contract Price and/or an extension of the Contract Time, the Contractor may make a claim therefore.
- 8.5 The Project Representative may reject Work believed to be defective. The Project Representative also has the authority to require special inspection and testing of the Work, whether or not it has been fabricated, installed, or completed.
- 8.6 The Project Representative shall not be responsible for the means, methods, techniques, sequences, or procedures of the Contractor's performance of the Work, or the safety programs and precautions incident thereto. The Project Representative will not be responsible for the failure of the Contractor to furnish or perform the Work in accordance with the Contract Documents.

- 8.7 The Project Representative will not be responsible for acts of omission by the Contractor, or any of his subcontractors or suppliers furnishing or performing any of the Work.
- 9.0 CHANGES IN THE WORK:**
- 9.1 Without invalidating the Contract, and without notice to any surety, the NJSEA may order revisions in the Work. These revisions shall be authorized by Change Orders. Upon receipt of such a document, the Contractor shall promptly proceed with the work involved, in accordance with the applicable conditions of the Contract Documents.
- 9.2 The Contractor shall not be entitled to an increase in the Contract Price, or an extension of the Contract Time, for any work not required by the Contract Documents and performed without a Change Order, except for an emergency.
- 10.0 CHANGE OF CONTRACT PRICE:**
- 10.1 The Contract Price may only be changed by a Change Order. Any claim for a change in the Contract Price shall be based on written notice delivered by the party making the claim, to the other party and the Project Representative, no later than ten days after the occurrence of the event giving rise to the claim. The amount of the claim, with supporting data, shall be delivered within twenty days of such notice; and shall be accompanied by a written statement that the amount claimed covers all known costs to which the claimant is entitled. The validity of all claims shall be determined by the Project Representative.
- 10.2 Where the Contract Documents provide that all or part of the Work shall be on a unit price basis, the initial Contract Price will be deemed to include an amount equal to the sum of each unit price, multiplied by the estimated quantity of each item, as indicated in the Bid Forms. Each unit price will be deemed to include an amount adequate to cover the Contractor's overhead and profit for each separately identified item. The estimated quantities of unit price items of work are not guaranteed, but are solely for the purposes of bid comparison and determining the initial Contract Price. Classification of the unit price Work, and the actual quantity determinations, shall be made by the Project Representative. Incorporation of the actual classified quantities into the Contract Price, if different than the amount given with the Bid, shall be accomplished by Change Order(s).
- 10.3 The value of a Change Order shall be determined in one of the following ways:
- A. Where the Work involved is covered by unit prices contained in the Contract Documents, by application of said unit prices to the additional or reduced quantities of the items involved.

B. By mutual acceptance of a lump sum.

11.0 CHANGE OF CONTRACT TIME:

- 11.1 The Contract Time may only be changed by a Change Order. Any claim for a change to the Contract Time shall be based on written notice delivered by the party making the claim, to the other party and to the Project Representative no later than ten days after the occurrence of the event giving rise to the claim. The extent of the claim with supporting data shall be delivered within ten days of the notice, and shall be accompanied by a written statement that the time claimed is the total time to which the claimant is entitled. The Project Representative shall determine the validity of all claims for adjustment to the Contract Time.
- 11.2 The Contract Time shall be extended an amount equal to the time lost due to delays beyond the control of the Contractor, if a claim is made therefore. Said delays shall include, but not be limited to; labor disputes, fires, floods, epidemics, abnormal weather conditions, other acts of God, and acts of NJSEA neglect.
- 11.3 All time limits stated in the Contract Documents are of the essence of the Contract. The provisions of this Article shall not exclude the recovery of damages by either party due to delay.

12.0 PAYMENTS TO CONTRACTOR; INSPECTION AND COMPLETION:

- 12.1 Payment Schedule: Please refer to Technical Specifications
- 12.2 It is agreed that this Project is one contract for the whole and complete Work. No partial payments on account by the NJSEA, or its use of parts of the Project; shall constitute the acceptance of any part of the Work before final inspection, acceptance, and final payment.
- 12.3 The Total Contract Amount shall be the total compensation paid to the Contractor for performing the Work. All duties, responsibilities, and obligations assigned to, or undertaken by the Contractor in the performance of the Work, shall be at his own expense, without change to the Total Contract Amount.
- 12.4 The Project Representative may refuse to recommend payment of the whole or any part of any application, if in Project Representative's opinion; it would be incorrect to make such representations to the NJSEA. The Project Representative may also refuse to recommend any such payment (or because of subsequently discovered evidence or the results of subsequent inspections or tests, nullify any such payment previously recommended) to such extent as may be necessary, in the Project Representative's opinion, to protect the NJSEA from loss. Reasons for refusing to recommend payment, or for nullifying payments previously made, include but are not limited to the following:

- A. Unacceptable Work not remedied.
- B. Failure of the Contractor to make payments properly to subcontractors, manufacturers, or suppliers.
- C. A reasonable doubt that the Contract can be completed for the balance unpaid.
- D. Damage to another contractor.
- E. Failure of the Contractor to keep his work progressing in accordance with his progress schedule.
- F. Failure to submit certified payrolls (including subcontractor's payrolls) corresponding to the time period covered by the payment application.
- G. Failure to satisfactorily prosecute the Work in accordance with the Contract Documents.
- H. Failure to comply with Affirmative Action goals and objectives in accordance with PL1975, c127.
- I. Failure to submit any items required by the Contract Documents in the time frame specified.
- J. Failure to maintain insurance and/or to provide proof of insurance.

13.0 SUSPENSION OF WORK AND TERMINATION:

- 13.1 The NJSEA may, at any time and without cause, suspend the Work, or any portion thereof, for a period of not more than ninety (90) days by notice in writing to the Contractor and the Project Representative. The written notice shall establish the date on which the Work will be resumed. The Contractor shall resume work on the established date. The Contractor shall be allowed an increase in the Contract Price and/or an extension of the Contract Time attributable to the suspension; if the Contractor makes a claim therefore, and it is approved.
- 13.2 The NJSEA may terminate the services of the Contractor after giving him and the surety seven days written notice, upon the occurrence of any one or more of the following events. In such case, the Contractor shall not be entitled to receive any further payment. Where the Contractor's services have been so terminated by the NJSEA, said termination shall not affect any rights or remedies of the NJSEA against the Contractor existing at the time, or which may thereafter accrue.
- A. If the Contractor commences a voluntary case under any chapter of the Bankruptcy Code (Title 11, United States Code) now or hereafter in effect.
 - B. If the Contractor takes any equivalent or similar action by filing a petition or other notice under any other federal or state law in effect at such time relating to bankruptcy or insolvency.
 - C. If a petition is filed against the Contractor under any chapter of the Bankruptcy Code now or hereafter in effect at the time of filing.

- D. If a petition is filed seeking any such equivalent or similar relief against the Contractor under any other federal or state law in effect at the time relating to bankruptcy or insolvency.
- E. If the Contractor makes a general assignment for the benefit of creditors.
- F. If a trustee, receiver, custodian, or agent of the Contractor is appointed under applicable law or contract, whose appointment or authority to take charge of the Contractor's property is for the purpose of enforcing a lien against such property, or for the purpose of general administration of such property for the benefit of the Contractor's creditors.
- G. If the Contractor admits in writing an inability to pay his debts as they become due.
- H. If the Contractor persistently fails to perform the Work in accordance with the Contract Documents: including but not limited to, failure to supply sufficiently skilled workers, suitable materials, or equipment, or the failure to adhere to the progress schedule.
- I. If the Contractor disregards any applicable laws or regulations.
- J. If the Work to be performed under this Contract shall be abandoned by the Contractor. Abandonment shall mean that the Contractor has failed to perform any work on the Contract for a period of thirty consecutive calendar days.
- K. If this Contract or any part thereof shall be assigned, transferred, or sublet without the previous notice to and written consent of the NJSEA.
- L. If the Contract or any claim thereunder shall be assigned by the Contractor other than as herein specified.
- M. If the Contractor fails to maintain insurance during the entire Contract term and until the NJSEA accepts the Contract Work and the Contract is ended or fails to provide the NJSEA with proof of insurance upon request of the NJSEA.
- N. If the Contractor otherwise violates in any substantial way any provisions of the Contract Documents.

13.3 Upon seven days written notice to the Contractor, the NJSEA may elect to abandon the Work and terminate the Contract without cause and without prejudice to any other right or remedy. In such case, the Contractor shall be paid for all completed Work, plus reasonable termination expenses.

14.0 MISCELLANEOUS ITEMS:

14.1 The address given on the Bid Form upon which this Contract is founded is hereby designated as the place to which notices, letters, and other communications to the Contractor shall be certified, mailed, or delivered. The delivering to said address or the depositing (in a postpaid wrapper with said address) in any mail box regularly maintained by the United States Postal Service of any notice, letter, or other communication to the Contractor shall be deemed

sufficient service thereof upon the Contractor. The date of said service shall be the date of such delivery or mailing. The above-named address may be changed at any time by a written notice delivered to the NJSEA and the Project Representative. Nothing herein contained shall be deemed to preclude or render inoperative, the service of any notice, letter, or other written communication upon the Contractor personally.

- 14.2 When any period of time is referenced in the Contract Documents by days, it will be computed to exclude the first, and include the last day of said period. If the last day of said period falls on a Saturday, Sunday, or a legal holiday observed by the NJSEA, it shall be omitted from the computation.
- 14.3 Should the NJSEA or the Contractor suffer injury or damage to persons or property, respectively, because of any error, omission, or act of the other party (or others for whose acts the other party is legally liable), a claim shall be made in writing to the other party within a reasonable time of the first observance of said injury or damage.

END OF SECTION 00700

SECTION 00800
SPECIFIC PROJECT REQUIREMENTS

1.0 LOCATION OF THE WORK:

- 1.1 The Work of this Contract shall be performed at the NJSEA Facilities, known as #1 (Administration) DeKorte Park Plaza, Lyndhurst, Bergen County, New Jersey.

2.0 SUMMARY OF WORK:

- 2.1 The services described herein shall be provided for New Jersey Sports and Exposition Authority's Facility.
- 2.2 Contractor shall perform all work as outlined in these specifications unless otherwise directed by the Project Representative. NJSEA reserves the right to redirect the efforts of the Contractor in response to current circumstances. All work shall be done under the direction of the Project Representative.

3.0 ADDENDA:

- 3.1 Only addenda signed by John J. Duffy, P.E., Senior Vice President of Facilities, are valid addenda for this Project.

4.0 PRE-BID MEETING:

- 4.1 A pre-bid meeting will be held at 10:00 AM on September 22nd. The meeting will be held at the NJSEA Administration building and will include a tour of the site specified in the Contract Documents.
- 4.2 Contract Documents may be obtained at the pre-bid meeting.

5.0 BID SUBMISSION:

- 5.1 Each Bid must be submitted in a sealed envelope with the Bidder's name, address, and telephone number clearly indicated on the outside of the envelope.
- 5.2 The envelope shall also be clearly marked, in large letters, as follows:

BID DOCUMENTS - PROJECT SC-476
THIRD FLOOR ADMINISTRATION BUILDING ROOF REPLACEMENT
For New Jersey Sports and Exposition Authority Facility
DO NOT OPEN
DELIVER TO JOHN J. DUFFY

- 5.3 All the documents listed in the Bid Forms shall be enclosed in the sealed envelope with the Bid.
- 5.4 If a carrier service (such as Federal Express) is used to deliver the Bid; the sealed envelope containing the Bid shall be completed as noted above, and shall be

placed into the carrier's envelope.

6.0 BONDS AND INSURANCE:

- 6.1 BONDS: A performance and payment bond will be required for the faithful performance of the Contract, for payment of all labor and materials, and for the guarantee and maintenance of the Work. The bonds shall be duly executed by the Contractor, as Principal, and by a surety company satisfactory to the NJSEA and licensed to do business under the laws of the State of New Jersey.
- 6.2 All bonds shall be executed by such sureties as are named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as Published in circular 570 (amended) by the Audit Staff, Bureau of Government Financial Operations, United States Treasury Department. All bonds signed by an agent must be accompanied by a certified copy of such agent's authority to act.
- 6.3 If the surety on any bond furnished by the Contractor is declared bankrupt, becomes insolvent, its right to do business is terminated, or it ceases to meet the requirements of paragraph 5.1; the Contractor shall substitute another bond and surety acceptable to the NJSEA within ten working days of such declaration of insolvency, termination, or failure to meet the requirements of paragraph 5.1.
- 6.4 The performance and payment bond shall be for the full one - year Contract amount. It must be furnished with the executed Contract(s) and shall remain in effect until completion and acceptance of the Project. The bond shall specifically protect the NJSEA should the Contractor go bankrupt or be declared insolvent. Each year the Contractor shall resubmit to NJSEA a new performance bond in the amount of the single year contracted price for the specific year. (See Section 00300)
- 6.5 INSURANCE: The Contractor shall furnish the NJSEA with satisfactory proof that he has obtained the insurance described below from insurance companies or underwriters satisfactory to the NJSEA. The Contractor shall keep such insurance in force until each and every obligation assumed under the Contract shall be fully and satisfactorily performed. The NJSEA and the Project Representative shall be named as additional insured under all the policies, except the Compensation Insurance.
- 6.6 The Contractor shall furnish to the NJSEA certificates for the following types of insurance showing the type, amount, and class of operations insured, and the effective and expiration dates of the policies. The certificates shall be submitted with the executed Contract(s). Work on the Contract will not be permitted to proceed until the certificate has been received and verified. Specific reference to

the Contract shall be made in all policies.

- A. CONTRACTOR'S PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE, including Independent Contractor's Completed Operations and Contractual Liability Insurance with combined single limits of not less than one million dollars (\$1,000,000) each occurrence and with an annual aggregate of three million dollars (\$3,000,000) with respect to bodily/personal injury and property damage. Said policies of insurance shall contain a provision or endorsement providing insurance protection against property damage caused by explosion or collapse; and against damage to or interference with other facilities.
 - B. CONTRACTOR'S VEHICLE LIABILITY INSURANCE, for "any auto/vehicle" for the duration of the contract for bodily injury/property damage with a combined single limit of one million dollars (\$1,000,000).
 - C. EXCESS LIABILITY INSURANCE, in the amount of five million dollars (\$5,000,000) is to be provided in addition to the above requirements.
 - D. COMPENSATION INSURANCE, coverage "B", as required by state law for all employees who will be engaged in the work associated with this Contract. The Contractor shall require all subcontractors to provide similar workmen's compensation insurance for all of their employees, unless those employees are covered under the Contractor's insurance. If any employees engaged in hazardous work under this Contract are not protected under the workmen's compensation statute; the Contractor (and any subcontractors) shall also provide adequate employer's liability insurance for the protection of these employees.
 - E. ENVIRONMENTAL LIABILITY INSURANCE - in the amount of one million dollars (\$1,000,000) for bodily injury/property damage. The policy form must accompany the certificate of insurance and the contract documents.
- 6.7 SUBCONTRACTORS: The Contractor shall not permit any Subcontractor to commence work on his subcontract until all similar insurance (as listed above) required of the subcontractor has been obtained and approved. Copies of all Subcontractors certificates shall be forwarded to the NJSEA.
- 6.8 All insurance certificates shall stipulate that the insurance will not be changed or canceled without giving at least 30 days written notice to the NJSEA and the Project Representative by certified mail.
- 6.9 The insurance required above shall be written for not less than the limits of liability specified therein. Coverages, whether written or an occurrence or claims-made basis, shall be maintained without interpretation from date of

commencement of the Work until the date of final payment and the termination of any coverage required to be maintained after final payment.

The forms and/or amounts of insurance to be furnished by the Contractor and each of its Subcontractors shall not in any way operate to relieve or limit the liability of the Contractor or any Subcontractor under the Contract or any other of the Contract Documents.

The Contractor shall not commence work under the Contract until all insurance required of the Contractor has been obtained and has been approved by the Owner, nor shall the Contractor allow any Subcontractor to commence work on its subcontract until all similar insurance required of the Subcontractor has been obtained and approved by the Owner. Approval of such insurance by the Owner shall not relieve or decrease the liability of the Contractor under the Contract or the Contract Documents.

The Contractor and each of its Subcontractors shall purchase from and maintain insurance with companies which, as of the time of the Bid (in the case of the Contractor) and as of the time of the purchase (in the case of the Subcontractor), have at the very least an A Minus rating by A.M. Best & Company.

All of the insurance to be provided shall be considered to be primary insurance as respects the Owner, the Engineer and the municipalities in which the on-site Work is to be performed. The Contractor will save harmless, indemnify and defend the Owner, the Engineer and the municipalities in which the on-site Work is to be performed, as well as their respective agents, officers and employees, from any and all claims arising out of the Contractor's performance.

7.0 NJSEA RIGHT TO DEDUCT MONIES:

7.1 The Contractor shall pay to the NJSEA, and the NJSEA shall have the right to deduct the full amount of all expenses, losses, damages and costs from all monies due, or to become due, the Contractor under this Contract for any of the following reasons:

- A. Any defect, omission, or mistake of the Contractor or his employees, and the repairs of same, as determined by the Project Representative.
- B. All costs incurred by the NJSEA for overtime payments to the Project Representative caused by the Contractor's overtime work (Overtime is considered to be all hours worked in excess of eight hours per day or 40 hours per week, all hours worked on Saturdays and Sundays, and all hours worked on legal holidays observed by the NJSEA). All such inspection costs shall be at a rate of \$100.00 per hour.

8.0 SANITARY FACILITIES:

8.1 The Contractor MUST provide sanitary facilities for their employees

9.0 WATER:

9.1 The Contractor may use potable outdoor drinking fountain. The Contractor may use outdoor spigot for water and washing from the NJSEA facilities.

10.0 ELECTRICAL SERVICE:

10.1 The Contractor may use electrical service from the NJSEA facilities.

11.0 TELEPHONE SERVICE:

11.1 The Contractor is responsible for providing telephone service for use of its personnel working on the Project.

12.0 CONTRACTOR'S STORAGE AREA:

12.1 The contractor may use the area designated to store equipment and material upon the approval of the Project Representative.

13.0 COORDINATION WITH NJSEA OPERATIONS: HOURS OF OPERATION

13.1 The NJSEA Facilities will be open for normal business during the course of the Contract. The Contractor shall not interfere with the NJSEA operations in any manner. Should conflicts arise; the NJSEA operations will take precedence over the Contractor's operations.

13.2 All work shall be executed Monday-Friday 7:00 AM - 4:00 PM.
No work shall be performed outside these hours unless prior approval is obtained through the Project Representative. The contractor must report to the Project Representative before starting work, and also at the end of each work day. Work will be done under the term of contract at no additional cost.

13.3 The Contractor shall not schedule work on days when the NJSEA is closed without advance approval of the Project Representative.

13.4 All work schedules shall be coordinated through the Project Representative in order to minimize interference with normal operations of the NJSEA.

13.5 At the end of each day's work, all equipment that the contractor has been servicing must be put back in service in order to maintain operation of NJSEA Facilities.

13.6 During the servicing procedure, should contractor discover any code violations or other conditions contrary to reliability or safe operation, a report shall be

made at once directly to the Project Representative.

- 13.7 Under no circumstances will equipment be shut down, repairs or adjustments made without first securing the approval of Project Representative.
- 13.8 In the event replacement parts are required to place air conditioners in efficient operation and delivery will be unreasonably extended, the contractor shall provide complete information such as, but not limited to, manufacturer, plant location, part number and description to enable the NJSEA to search the marketplace to secure required parts to prevent shut down or inefficient operation of air conditioning system.
- 13.9 Any work that disrupts or interferes with the operations of the NJSEA shall be terminated immediately and rescheduled at the direction of the Project Representative.

14.0 MATERIALS:

- 14.1 All materials furnished by the Contractor shall be compatible with those specified herein. Any substitutions shall be subject to the approval of the Project Representative.
- 14.2 Where materials are not specified, Contractor shall submit Manufacturer's Data sheets for all products proposed for use under this contract and shall obtain approval of Project Representative prior to their application.
- 14.3 Contractor shall supply labels of all products proposed for use under this contract to the Project Representative for approval prior to any application of these chemicals.
 - A. In accordance with the New Jersey Right to Know Act, the Contractor shall supply Material Safety Data Sheets (MSDS) for chemical cleaners, solutions, cleaners and chemicals proposed for use under this contract.

15.0 QUALITY ASSURANCE:

- 15.1 One to Three experienced personnel must be designated by the Contractor to oversee this work. They must have knowledge of standard industry practices relating to the scope of work.
- 15.2 Only experienced workmen shall perform the Work. In the acceptance of the Work, no allowance will be made for lack of skill or experience on the part of workmen.

15.2 Contractor shall have all equipment available and tools necessary to properly perform all parts of the work described herein.

15.3 Contractor shall supply the proper equipment required to each job described herein.

A. The NJSEA reserves the right to withhold or reduce payment up to one hundred percent in the event that, the right equipment is not on site, equipment is not working properly, a full day is not completed, or scheduled work has not been completed according to these specifications to the satisfaction of the Project Representative. (Example: Payments may be reduced if contractor doesn't show up for the scheduled day/week are not consistent, and or certain task don't get completed, proper equipment is not on site. Work order reports are not emailed or faxed to the Project Representative). This will be determined by the Project Representative.

16.0 STAFFING

16.1 The Project Representative may assign additional tasks to expend any hours remaining after the work of Section 02000, outlined herein, and is completed.

16.2 While doing the work specified in Section 02000, the Contractor shall be required to sign in upon arrival at the site and to sign out upon departure.

A. The Sign in book is at the NJSEA Administration main front desk. The Contractor shall sign in and out when working at the NJSEA facility.

B. Contractor shall supply daily Service Reports/ Work order reports - on date of work - the names of all workers, hours worked; tasks accomplished and any chemical cleaners, solutions, and chemicals used and or major work completed or required. In addition to a written report - the reports shall be emailed and or faxed to the Project Representative after the completion of any service.

C. The Contractor shall maintain records for services rendered against the contract for a period of three (3) years from the date of final payment. Such records shall be made available to the NJSEA upon request for purposes of conducting an audit, or for ascertaining information regarding dollar volume or number of transactions.

D. The Foreman shall be the Contractor's Representative at the site and shall have the authority to act on behalf of the Contractor.

E. All communications given to the Foreman shall be binding as if given to the Contractor.

16.3 The Contractor shall provide consistency in staff so that individuals become familiar with the requirements of the site.

17.0 GUARANTEE

17.1 All Contractors shall guarantee their labor and all materials for a period of two (2) years from date of Substantial Completion, unless otherwise specified in writing and approved by the Owner.

END OF SECTION 00800

SECTION 00900

GENERAL REQUIREMENTS

1.0 ABBREVIATIONS, SYMBOLS, AND STANDARDS:

1.1 The following abbreviations may appear in the Contract Documents:

C.	degrees Centigrade
cu. ft.	cubic foot (feet)
cu. in.	cubic inch(es)
C.Y.	cubic yard(s)
USEPA (EPA)	United States Environmental Protection Agency
F.	degrees Fahrenheit
ft.	foot (feet)
gpm	gallons per minute
in.	inch(es)
lb.	pound(s)
NJAC	New Jersey Administrative Code
NJDEP (DEP)	New Jersey Department of Environmental Protection
NJSA	New Jersey Statutes Annotated
No.	number
OSHA	Occupational Safety and Health Administration
psi	pounds per square inch
psf	pounds per square foot
rpm	revolutions per minute
sq. ft.	square foot(feet)
sq. in.	square inch(es)

2.0 REFERENCE SPECIFICATIONS AND STANDARDS:

The following current standards and publications of the issues currently in effect form a part of this specification to the extent indicated by any reference thereto:

2.1 Underwriters' Laboratories (UL): UL Standard 181.

3.0 SUBMITTALS:

3.1 Submittals that are required in the performance of work of this Contract are as follows:

- A. It shall be the Contractor's ultimate responsibility to ensure the health and safety of all his employees and subcontractor personnel. The Contractor shall develop a pollution control system which will be in compliance with all USEPA, NJDEPE, OSHA, USCG, etc. rules, regulations, standards, and guidelines in effect at the time the Work is in progress. All references to workers and employees shall

mean the Contractor's employees and subcontractor personnel.

- B. Material Safety Data Sheets (MSDS): Submit MSDS sheets for all chemicals, cleaners, solutions, refrigerants, and oils used on the facility.
- C. Certificates: Submit labels from the manufacturer's or supplier's container certifying that the following products meet the specified requirements: chemicals, cleaners and solutions, used on the facility.

4.0 RESPONSIBILITY FOR PROPERTY DAMAGE:

- 4.1 The Contractor assumes full responsibility for the equipment employed in the execution of the work described herein and agrees to make no claims whatsoever against the NJSEA for any damages to such equipment, or injuries caused by the equipment.
 - 4.2 All property of the Contractor, its employees or agents which is brought, kept, used, and or left on NJSEA property shall be at the sole risk of the Contractor who shall be responsible for all loss or damage to such equipment and property.
 - 4.3 The Contractor shall be responsible for any damage to NJSEA property in excess (cumulatively) of \$50 caused by its negligence in the performance of work under this Contract.
 - 4.4 In the event of damage to NJSEA property in excess (cumulatively) of \$50, NJSEA reserves the right to immediately effect both temporary and permanent repairs at the expense of the Contractor. The Contractor agrees that, in such event, NJSEA may deduct the cost of such repairs and related expenses incurred by the NJSEA from any moneys due to the Contractor under this Contract or to charge the Contractor accordingly. Any repairs made by the Contractor shall be "in kind", i.e. match existing conditions.
 - 4.5 The Contractor will work closely with NJSEA personnel to establish all necessary safeguards or safety devices to protect equipment and safety of workmen and other personnel while work is being performed.
 - 4.6 Use all means necessary to protect all NJSEA Facilities.
- #### **5.0 CLEANUP - SAFETY:**
- 5.1 It shall be the responsibility of the Contractor to leave the job sites in a clean and safe condition at the end of each workday.
 - 5.2 The Contractor shall properly remove and/or store all tools, equipment and materials and shall clean debris from the job sites at the end of each workday.

- 5.3 The Contractor shall wear proper safety gear while operating machinery or applying chemicals, including but not limited to eye and ear protection.
- 5.4 The Contractor shall promptly notify the Project Representative of any damage resulting from weather, vandalism, etc. observed during the performance the work of this Contract. This will allow for the prompt remediation of potential safety hazards.
- 5.5 All employees of the Contractor shall be trained to properly perform the work assigned to them.

6.0 PROHIBITED ACTIVITIES:

- 6.1 The Contractor shall not use procedures, activities or operations that may adversely impact the natural environment, or the public health and safety of the area. Prohibited activities include, but are not limited to, the following:
 - A. Dumping or disposing of materials into any stream corridors, wetlands, or surface waters or on public or private property not specified for said purpose.
 - B. Indiscriminate, arbitrary, or capricious operation of equipment in any wetlands or surface waters.
 - C. Indiscriminate damaging of vegetation.
 - D. Disposal of trees, brush, and other debris in any wetlands, surface waters, or unspecified locations.
 - E. Discharging injurious silica dust concentrations into the atmosphere closer than 200 feet to areas of human occupation.
 - F. Closing off clear access to the site without the prior the consent of the Project Representative and the NJSEA.
 - G. Operation of equipment outside the boundaries of the working area.

7.0 ACCIDENT REPORTS

- 7.1 The Contractor shall promptly report, in writing within 24 hours to the Project Representative, all accidents whatsoever arising out of, and in conjunction with the performance of work, whether on or adjacent to the working site, which cause death, personal injury or property damage, giving details and statements of witnesses.

- 7.2 In addition, if death or serious personal injury is caused, the accident shall be reported immediately, by telephone, to the Project Representative.
- 7.3 If any claim is made by a third person against the Contractor on account of any accident, the Contractor shall promptly report the matter in writing, within 24 hours to the Project Representative, giving full details of the claim.
- 8.0 WASTE DISPOSAL:**
- 8.1 All debris and waste materials shall be removed from the site by vehicles designed for the transport of the various materials being removed.

END SECTION 00900

SECTION 01070

ABBREVIATIONS, SYMBOLS, AND STANDARDS

1.0 ABBREVIATIONS:

1.1 The following abbreviations may appear in the Contract Documents:

AASHTO	American Association of State Highway and Transportation Officials
ACI	American Concrete Institute
AISC	American Institute of Steel Construction
AISI	American Iron and Steel Institute
ANSI	American National Standards Institute
ASTM	American Society of Testing and Materials
AWG	American (or Brown and Sharpe) Wire Gauge
AWS	American Welding Society
AWWA	American Water Works Association
C.	degrees Centigrade
cfs	cubic feet per second
cu. ft.	cubic foot (feet)
cu. in.	cubic inch(es)
C.Y.	cubic yard(s)
USEPA (EPA)	United States Environmental Protection Agency
F.	degrees Fahrenheit
ft.	foot (feet)
gpm	gallons per minute
in.	inch(es)
ISO	International Organization for Standardization
lb.	pound(s)
LF	linear foot
MSDS	Material Safety Data Sheet
NAVD88	North American Vertical Datum of 1988
NGVD29	National Geodetic Vertical Datum of 1929
NIST	National Institute of Standards and Technology
NJAC	New Jersey Administrative Code
NJDEP (DEP)	New Jersey Department of Environmental Protection
NJDOT	New Jersey Department of Transportation
NJSEA	New Jersey Sports and Exposition Authority
NJSA	New Jersey Statutes Annotated
NJTA	New Jersey Turnpike Authority
No.	number
NOAA	National Oceanic and Atmospheric Administration
OSHA	Occupational Safety and Health Administration
psi	pounds per square inch
psf	pounds per square foot

ADMINISTRATION BUILDING 3rd FLOOR ROOF REPLACEMENT
PROJECT SC-476

PVC	Polyvinyl Chloride
QPL	Qualified Product List
RCP	Reinforced Concrete Pipe
ROW	Right-of-Way
rpm	revolutions per minute
SESC	Soil Erosion and Sediment Control
SI	International System of Units
sq. ft.	square foot(feet)
sq. in.	square inch(es)
USACE	United States Army Corps of Engineers
USEPA (EPA)	United States Environmental Protection Agency
USGS	United States Geodetic Survey

2.0 REFERENCE SPECIFICATIONS AND STANDARDS:

- 2.1 Standard specifications, such as those published by ASTM, ACI, NEMA, ANSI, and others that are referenced herein shall be the latest revisions thereof and shall include all amendments and revisions that are in effect on the date bids are received unless otherwise specified.
- 2.2 Reference to New Jersey Department of Transportation (NJDOTSS) shall refer to Standard Specifications for Road and Bridge Construction (dated 2007)

END OF SECTION 01070

SECTION 01200

PROJECT MEETINGS AND CORRESPONDENCE

1.0 MEETINGS:

- 1.1 Project meetings shall be where necessary to discuss the progress and prosecution of the Work. The meetings will be held at the time and place designated by the Project Representative. The Project Representative will prepare minutes of these meetings. The Contractor shall be provided a copy of the minutes for his records. Meeting minutes shall be read and accepted, either as read or as amended, at the following meeting.
- 1.2 The Contractor or the NJSEA may request additional meetings when they believe such are necessary. A minimum of forty-eight (48) hours notice shall be given, though each request will be treated on an individual basis.

2.0 CORRESPONDENCE:

- 2.1 Any request in writing by the NJSEA to the Contractor must be answered in writing, in sufficient detail and within a reasonable period of time, by the Contractor.

3.0 PAYMENT:

- 3.1 Payment for the above work shall not be made under any specific item. The Contractor shall include all costs for the above work in the bid prices for the various items scheduled in the Bid Forms.

END OF SECTION 01200

SECTION 01340

SUBMITTALS AND SAMPLES

1.0 GENERAL:

- 1.1 All equipment and materials to be incorporated in the Work shall be submitted to the Project Representative for review and acceptance. No equipment or materials shall be processed, fabricated, or delivered to the site without the prior review of submittals and/or samples; and acceptance of same by the Project Representative, except at the sole risk of the Contractor. The Contractor shall be responsible for prompt submission of all submittals and samples to insure there will be no delay to the Work. All material must have certifications that they meet the requirements of the Contract Specifications and Drawings.

2.0 SUBMITTALS:

- 2.1 All submittals shall be properly referenced to clearly indicate the Contract number, the particular Specification Section, and the Work location, service, and function of each particular item. Inadequate or improperly identified submittals shall be returned to the Contractor without the Project Representative's review.
- 2.2 Each submittal by the Contractor shall have his signature indicating approval of the information contained therein. By approving and submitting the information to the Project Representative, the Contractor represents that he has determined and verified all field measurements, quantities, dimensions, field construction criteria, materials, catalog numbers, and other related data; and that he has reviewed and coordinated each submittal and submittal item with any related approved submittals and the Contract Documents. Any fabrication, erection, setting of equipment, or other work performed in advance of the receipt by the Contractor of submittal(s) returned by the Project Representative and noted as "NO EXCEPTIONS TAKEN" or "MAKE CORRECTIONS NOTED", shall be entirely at the Contractor's own risk. The Contractor is not required to resubmit submittals returned by the Project Representative noted "MAKE CORRECTIONS NOTED". However, the Contractor shall be responsible for making the noted corrections, unless a resubmittal is made.
- 2.3 The notation "NO EXCEPTIONS TAKEN" of a separate item shall not indicate acceptance of the assembly in which the separate item is included. Where manufacturers' publications (in the form of catalogs, pamphlets, or other data sheets) are submitted in lieu of prepared Shop Drawings; such submittals shall specifically indicate the item for which a review is requested. Identification of items shall be made in ink; and sufficient space on the submittals shall be provided for review stamps and comments.
- 2.4 Submittals, and any resubmittals, shall be designated in the following manner:

- A. Each original submittal shall be identified by the Contract Number, the applicable Specification Section Number, and the applicable Article Number(s).
 - B. The first resubmittal shall have the letter "A" added to the above number. All items changed shall be noted in a revision box under "A" and dated, or marked with an "A" at the changed area.
 - C. Subsequent resubmittals shall be noted as above with the letters "B", "C", "D", etc., as necessary.
 - D. A revision box shall be included on all drawings detailing where the changes have been made. All changes shall be referenced as noted in "B." above.
- 2.5 Sufficient sets of all submittals shall be submitted to the Project Representative by the Contractor. The Project Representative will retain two sets. The other sets will be returned to the Contractor.
- 2.6 All submittals shall be either 8-1/2" by 11", 11" by 17", or 24" by 36", in size.
- 2.7 The Contractor agrees that submittals processed by the Project Representative are not Change Orders; that the purpose of submittals by the Contractor is to demonstrate to the Project Representative that the Contractor understands the design concept. The Contractor demonstrates his understanding by indicating which equipment and material he intends to furnish and install, and by detailing the fabrication and installation methods he intends to use. The Contractor further agrees that if deviations, discrepancies, or conflicts occur between the submittals and the Contract Documents that were not identified in accordance with paragraph 2.7 herein, the Contract Documents shall control and shall be followed at no extra cost.
- 2.8 If the submittals contain any deviations from the Contract Documents, the deviations must be specifically mentioned in the Contractor's submission and letter of transmittal. The Contractor is fully responsible for all required changes to the Work resulting from the deviations. Where such deviations require revisions to layouts or structural changes in the specified Work, the Contractor shall, at his own expense, prepare and submit a revised layout drawing for review. Revision drawings shall include design calculations prepared, signed, and sealed by a licensed New Jersey Professional Engineer/Land Surveyor as needed. Such drawings shall be the same size as the Contract Drawings. The Contractor will not be relieved of his responsibilities for any deviations from the Contract Documents, unless the Project Representative has given written concurrence to the specific deviations. Concurrence by the Project Representative shall not relieve the Contractor from his responsibility for errors and omissions in the submittals.

- 2.9 The Project Representative will review and comment on submittals with reasonable promptness provided the submissions are complete. The Project Representative's review shall only be for conformance with design concepts of the Project and for compliance with the information given in the Contract Documents. It shall not extend to means, methods, sequences, techniques, and procedures of construction, or to safety precautions or programs incident thereto. The Project Representative's review shall be confined to general arrangements in compliance with the Contract Documents, and will not be for the purpose of checking dimensions, weights, interferences, clearances, tolerances, or fittings; or coordination of trades.

3.0 SAMPLES:

- 3.1 Where required by the Contract Documents, the Contractor shall submit samples of materials to demonstrate that the materials conform to the Contract Documents. Such samples shall be furnished, taken, stored, packed, and shipped as directed, at the expense of the Contractor. Samples shall be packed to reach their destination in good condition.
- 3.2 Each sample shall be identified by the Contract Number, the applicable Specification Section Number, and the applicable Article Number(s).
- 3.3 To ensure consideration of the samples, the Contractor shall give the Project Representative prior notice by letter that the samples have been shipped, and shall describe the samples in the letter. In no case shall the notification letter be enclosed with the sample.

4.0 PAYMENT:

- 4.1 Payment for the above work shall not be made under any specific item. The Contractor shall include all costs for the above work in the bid prices for the various items scheduled in the Bid Forms.

END OF SECTION 01340

SECTION 01410
FIELD AND LABORATORY TESTING SERVICES

1.0 REQUIREMENTS:

- 1.1 The Contractor shall submit samples of all materials and products, as required. Certified reports of results of tests and analyses shall be furnished, either prior to beginning or during the progress of the work, as may be necessary to demonstrate that they conform to the Specifications. The Contractor shall engage the services of independent, qualified testing agencies to perform all laboratory and field tests and analyses on all materials and products used during construction, as specified in the relevant sections of these specifications. Materials requiring testing, either prior to and/or during use, include, but are not limited to, fill and backfill materials, aggregates, mixed and placed concrete, geotextiles, slurry wall materials, and other materials specified herein. Tests shall be performed at the minimum frequencies specified. Results of all tests shall be submitted to the Project Representative for review in a timely manner. Samples shall be furnished, taken, stored, packed, shipped and tested, at the expense of the Contractor.

The Contractor shall submit data and samples, or place his orders, sufficiently early to permit consideration, inspection, testing and approval before the materials are necessary for incorporation in the work. Any delays resulting from his failure to do so shall not be used as a basis of a claim against NJSEA or the Project Representative

The NJSEA and the Project Representative reserve the right to perform tests on any materials or products, in addition to those performed by the Contractor. If the Project Representative orders additional sampling and analyses or test of materials which are usually accepted on certification of the manufacturer or which appear defective or not conforming to the requirements of the Specifications, such sampling and analyses or tests will be performed by a laboratory selected by NJSEA. The NJSEA will bear the costs of tests and analyses, if the materials are found to be sound and conforming to the Specifications; if the materials are found defective or not conforming to the Specifications, the Contractor shall bear all of the costs.

- 1.2 Tests required by NJSEA shall not relieve the Contractor from the responsibility of supplying certificates from manufacturers or suppliers to demonstrate conformance with the Specifications.

Certificate of Manufacturers – For pipe, cement, steel reinforcement, and similar materials that are normally tested in the shop by the manufacturer, the Contractor shall furnish the Project Representative certified records of physical, chemical and other pertinent tests, and/or certified statements from the manufacturer that the materials have been manufactured and tested in conformity with the Specifications. Where such a small quantity of material is required as to make physical tests or

chemical analyses impractical, a certificate from the manufacturer stating the results of such tests or analyses of similar materials, which were concurrently produced, may, at the discretion of the Project Representative, be considered as the basis for the acceptance of such materials.

END OF SECTION 01410

SECTION 01500

GENERAL REQUIREMENTS - Sections 00900 to 01740 - 12

TEMPORARY CONTROLS

1.0 TRAFFIC CONTROL:

- 1.1 The Contractor shall maintain traffic and protect persons and property within the limits of the Contract from any harm, for the duration of the Contract. Traffic shall be maintained by signs, delineations, or other methods so a person who has no knowledge of conditions can safely, and with a minimum of discomfort and inconvenience, drive or walk over any portion of the Contract area where traffic is to be maintained.
- 1.2 Any restriction or diversion of traffic at any time shall be subject to review by the Project Representative.
- 1.3 Review by the Project Representative of the Contractor's traffic control system shall in no way relieve the Contractor from his full responsibility for the maintenance and protection of traffic.
- 1.4 The Contractor shall allow access for emergency vehicles at all times to all areas in which he is working.
- 1.5 The Contractor shall provide a safe means of access for pedestrian and vehicular traffic, to all roadways and occupied buildings affected by the Work. Access means shall be subject to the approval of the Project Representative.
- 1.6 Except as necessary during actual working hours (and then only with the specific approval of the Project Representative), the Contractor shall not occupy any public area with his equipment, materials, or personnel within or adjacent to the Project.
- 1.7 No equipment or machinery having caterpillar or other heavy treads (that can mar or damage pavements) shall be permitted to move over or operate from existing pavements unless it is moved on suitable pontoons or trailers. Any damage to existing pavements caused by the Contractor's operations shall be repaired by the Contractor at his own expense, or the repairs will be made by others and the cost for same will be charged to the Contractor.
- 1.8 The Contractor shall be responsible for the repair of any damage to roads caused by construction operations.

2.0 BARRICADES AND GUARDRAILS:

- 2.1 The Contractor shall adequately barricade all excavations and obstructions, and any other hazards to traffic flow as required by all applicable codes and laws, to provide safe conditions satisfactory to the Project Representative.

3.0 PERMITS AND LIABILITY

- 3.1 The Contractor is responsible for obtaining all permits, if required, from appropriate utilities prior to commencement of work. The Contractor shall coordinate work per the town requirements and shall prepare a maintenance and protection of traffic plan if so required by same. Review Specific Project Requirements for additional permit information.
- 3.2 The Contractor shall comply with all laws or ordinances applicable to the work under this Contract. The Contractor shall coordinate with the town Police Department prior to initiating haul routes. All service charges and permits shall be obtained at the Contractor's own expense.
- 3.3 The Contractor shall cooperate in every respect with other agencies of the state, town, and private agencies engaged in construction work in the vicinity. Lighting and other methods of protection shall be changed from time to time as conditions change and as ordered by the Project Representative.
- 3.4 Any method or clause under this section is intended to be the minimum requirement. The Contractor shall provide any other facilities that may be required.
- 3.5 The Contractor agrees to assume all responsibility for damage to persons or property that may accrue during the prosecution of the work, due to negligence of the Contractor, the Contractor's agents or employees, in failing to comply with the requirements of the specifications or other necessary precautions for the protection and safety of traffic.
- 3.6 The Contractor shall have no claim against the town, county, state or NJSEA for the extension of the time of completion of this contract nor for damages due to delay, inconvenience or expense caused by the provisions of this section.

4.0 RESTORATION AND CLEAN-UP

- 4.1 Upon completion of the Contract, all signs, barricades, and temporary controls shall be removed from the Project Site and shall become the property of the Contractor. The Contractor shall remove damaged, excess, and waste materials from the Project Site and dispose of the materials properly.

5.0 SITE SECURITY

- 5.1 The Contractor shall provide adequate security at the site, to protect work and materials, and to prevent un-authorized personnel from entering the site throughout the duration of the Project. This may include nighttime and weekend watchmen if necessary, temporary site lighting, and installing perimeter fencing and gates. All costs in connection with the providing of the site security shall be borne by the contractor.

6.0 PAYMENT:

- 6.1 Separate payment will not be made for the work of this Section. The cost shall be included in the prices bid for the various items of work scheduled in the Bid.

END OF SECTION 01500

SECTION 01550

HEALTH AND SAFETY PROVISIONS

1.0 GENERAL REQUIREMENTS:

- 1.1 The following personal protective equipment (PPE) will be required for the work to be performed within a specific area:
 - A. Hard hat, safety glasses, steel toe/shank work boots, traffic safety vest.
 - B. Personal floatation device when working within 10 feet of the impoundment.
- 1.2 The Contractor is responsible to monitor working conditions at all times during construction and, if it is found to be necessary, to provide appropriate protective clothing, equipment and facilities for its personnel, and/or to establish workplace procedures to ensure their safety, and to enforce the use of these procedures, equipment and/or facilities.
- 1.3 The Contractor shall prepare and implement a Health and Safety protection program which shall be described in detail in a site-specific health and safety plan (HASP). The HASP shall require the Contractor to have a Site Health and Safety Coordinator (SHSC).
- 1.4 The Contractor shall engage an independent, qualified health and safety expert to monitor Site conditions during construction activities and recommend all necessary health and safety protection. The Contractor shall follow such recommendations and shall provide such protection to his personnel and personnel of the Owner and Project Representative, as may be affected.
- 1.5 The Contractor shall comply with all Federal, State, and local safety and health requirements related to the presence of combustible gases, nausea-inducing gases, hazardous substances, and physical hazards, as well as the specific requirements stated in this Section and else in the Specifications.
- 1.6 In addition to the above requirements, the Contractor shall comply with the following requirements:
 - A. All construction equipment on the Site shall be equipped with vertical exhaust pipes or spark-proof exhausts.

- B. Smoking shall not be permitted in any area where gases can accumulate, or in the vicinity of any combustible material, such as a wood, paper, brush, etc.

2.0 APPLICABLE REGULATIONS

- 2.1 The Contractor and his subcontractors shall comply with all applicable Federal, State, and local laws and regulations concerning worker health and safety. All work shall be in accordance with safety and health regulations promulgated by the U.S. Department of Labor OSHA at 29 CFR 1910: Occupational Safety and Health Standards and at 29 CFR 1926: Safety and Health Regulations for Construction.

3.0 SUBMITTALS

- 3.1 Site-Specific Health and Safety Plan – Prior to commencement of the work, the Contractor shall:

- A. Submit in writing a site-specific health and safety plan (HASP); and
- B. Meet with the Project Representative to develop mutual understandings relative to the compliance with the provisions of this Section and implementation of the HASP.

4.0 EXECUTION

- 4.1 The Contractor shall implement the Health and Safety protection program, as prepared by his independent, qualified health and safety expert. The HASP shall require the Contractor to have a Site Health and Safety Coordinator (SHSC) present at all times during construction activities.

END OF SECTION 01550

SECTION 01600

EQUIPMENT AND MATERIALS

1.0 TRANSPORTATION AND HANDLING:

- 1.1 The Contractor shall be responsible to insure that all equipment and materials are delivered to the project site in good condition. The Contractor shall coordinate with his suppliers to insure that deliveries are made in a timely manner and do not delay the Work.
- 1.2 The Contractor shall take whatever measures are necessary to provide for the proper handling of all equipment and materials.

2.0 STORAGE AND PROTECTION:

- 2.1 The Contractor expressly agrees that he is responsible for the following as part of the Work:
 - A. Taking every precaution against injuries to persons or damage to property.
 - B. Storing his equipment, materials, and supplies in an orderly fashion at the site, so as not to interfere with the progress of the Work, or the work of others.
 - C. Maintaining the site in a neat, orderly, and workmanlike manner at all times.
 - D. Removing all surplus materials, temporary structures, and debris of any nature resulting from his operations before final payment.
 - E. Placing upon the site, or any part thereof, only such loads as are consistent with the safety of that portion of the site.
- 2.2 The Contractor shall insure that all materials shall be stored to cause the least inconvenience to the NJSEA and the public. All fire hydrants shall be kept free and unobstructed at all times. Water and gas shutoff boxes, and underground power and telephone manholes shall not be covered or otherwise obstructed.
- 2.3 It shall be understood that the responsibility for the protection and safekeeping of all equipment and materials on or near the site shall be entirely that of the Contractor, and no claim shall be made against the NJSEA or Project Representative because of an act by an employee or a trespasser.
- 2.4 During adverse weather, the Contractor shall take all necessary precautions to properly prosecute the Work. When necessary, protection shall be provided by use of tarpaulins, temporary structures, and/or other approved means.

- 2.5 The performance of the Work may be suspended at any time when, in the judgment of the Project Representative, the conditions are unsuitable, or the necessary precautions are not being taken.

3.0 CLEANING:

- 3.1 Before final acceptance by the NJSEA, the Contractor shall remove from the site all equipment, temporary work, unused and useless materials and rubbish. The Contractor shall repair or replace in an acceptable manner all private and/or public property which may have been damaged or destroyed because of the prosecution of the Work, and shall fill all depressions and water pockets on the property caused by his operations. The Contractor shall clean all drains and ditches within and adjacent to the site, which have been obstructed by his operations, and shall leave the site and adjacent properties in a neat and presentable condition.

4.0 PAYMENT:

- 4.1 Separate payment will not be made for the work of this Section. The cost shall be included in the prices bid for the various items of work scheduled in the Bid.

END OF SECTION 01600

SECTION 01720

PROJECT RECORD DOCUMENTS

1.0 PROJECT RECORD DOCUMENTS:

- 1.1 The purpose of the Project Record Documents is to record the actual location of the Work in place and to record changes in the Work.
- 1.2 In addition to the sets of Contract Documents that are required by the Contractor to perform the Work, Contractor shall maintain, at the Site, 1 copy of all Drawings, Specifications, and Addenda, that are part of the Contract as awarded, and also Change Orders, Modifications, approved Shop Drawings, and other approved changes. Each of these documents shall be clearly marked "Project Record Copy" as indicated below, maintained in a clean and neat condition available at all times for inspection by the Project Representative and shall not be used for any other purpose during the progress of the Work.
- A. Each record copy shall bear the legend "PROJECT RECORD COPY" in heavy block lettering, 1/4" high and contain the following data:

PROJECT RECORD COPY

Contractor's Name _____
Contractor's Address _____
Made by _____ Date _____
Checked by _____ Date _____

- B. Where possible, changes from the Contract as awarded Documents shall be conspicuously encircled.
- 1.3 Project Record Requirements
- A. The Contractor shall mark-up the "Project Record Documents" to show:
- a. Approved changes in the Work.
 - b. Details not shown in the original Contract Documents.
 - c. All relocations of Work.
 - e. All changes in dimensions.
- B. As applicable for the project, such information shall include, but shall not be limited to:
- a. All approved structural changes.
 - b. All approved substitutions.

- c. Elevations and locations of all features referenced to permanent above-ground structures or monuments.
 - d. All approved Change Orders.
- 1.4 Contractor shall keep the Project Record Documents up-to-date from day to day as the Work progresses. Appropriate documents shall be updated promptly and accurately; no Work shall be permanently concealed until all required information has been recorded.
- 1.5 Each month these record drawings will be examined by the Project Representative prior to recommending the approval of the partial payment request to ascertain that the record prints reflect the changes to date.
- 1.6 Record Shop Drawings: If installed equipment is at variance with the respective approved Shop Drawings, Contractor shall furnish to the Project Representative revised Shop Drawings indicating the actual completed installation.
- 1.7 As-Built Drawings: At the conclusion of the job, the Contractor shall transfer all the changes appearing on the Record Document Prints to the as-built drawings. The as-built drawings shall be completed in accordance with SURVEYING SECTION. The title block for the as-built drawings shall include the name of Contractor.
- 1.8 Shop Drawings for Permanent Records - In addition to the drawings required as above mentioned, Contractor shall submit a list of all approved Shop Drawings of the Work as installed. From this list the Project Representative will select the drawings desired for permanent records. Contractor shall furnish these in a bound set to the Project Representative.
- 1.9 The Project Record Documents shall be submitted by Contractor to the Project Representative when all the Work is completed and shall be approved by the Project Representative before Contractor may request final payment.
- 1.10 Final payment shall be contingent on completion of the above listed requirements in this Section.
- 2.0 PAYMENT:**
- 2.1 Separate payment will not be made for the work of this Section. The cost shall be included in the prices bid for the various items of work scheduled in the Bid.

END OF SECTION 01720

SECTION 01740

GUARANTEES, WARRANTIES & BONDS

1.0 CONTRACTOR'S GUARANTEE:

1.1 The Contractor shall furnish a written guarantee in the following form:

"GUARANTEE"

PROJECT _____

CONTRACT NO. _____

The Contractor hereby guarantees that the Work specified for the aforesaid Contract will be free from defects of material and workmanship for a period as specified in SECTION 800 SPECIFIC PROJECT REQUIREMENTS.

The Contractor also guarantees that it will repair or replace, whichever may be deemed necessary by the Project Representative, all defective material or workmanship of the Work that may appear within the guarantee period, to the satisfaction of the Project Representative and without any cost or expense to the Project Representative.

Contractor

By _____

Date _____

Sworn to me before this

_____ day of _____, 20__

_____ Notary Public

1.2 Scheduling of corrective Work will be determined by the Project Representative. Work required to correct defective material or workmanship during the guarantee periods shall be done by the Contractor without cost to the NJSEA.

1.3 Should the Contractor fail to remedy defects immediately, the Project Representative may furnish such materials and labor as are necessary to bring the

Work to the standard called for and the Contractor shall reimburse the Project Representative in full immediately.

2.0 WARRANTIES AND GUARANTEES (OTHER THAN CONTRACTOR'S):

- 2.1 Warranties and guarantees as specified in the respective Sections for products and systems shall be in addition to the Contractor's guarantee, and shall be for such periods and with such conditions as stipulated.

3.0 BONDS:

- 3.1 The Contractor shall provide bonds as stipulated in SPECIFIC PROJECT REQUIREMENTS.

4.0 PAYMENT:

- 4.1 Separate payment will not be made for the work of this Section. The cost shall be included in the prices bid for the various items of work scheduled in the Bid.

END OF SECTION 01740

SECTION 02000
TECHNICAL SPECIFICATIONS

1.0 GENERAL INSTRUCTIONS

PART -1 GENERAL

1.1 DESCRIPTION

- A. Material and equipment shall be installed in strict accordance with the manufacturer's instructions for type, capacity and suitability of each piece of equipment used.
- B. The Contractor shall obtain and submit the manufacturer's instructions, which shall be considered a part of these specifications.
- C. All equipment and systems will be functionally tested to the Owner's satisfaction before the work will be considered complete and acceptable.
- D. No substitutes of any material shall be permitted whatsoever without the written permission of the Consultant.

1.2 INTENT

- A. The drawings and specifications are intended to be complementary. Any work or materials shown on the drawings and not specified, or specified and not shown on the drawings, or that is reasonably implied, usually included or necessary for the proper execution and completion of the work, shall be furnished and performed as if they were both shown and specified.

1.3 EXAMINATION OF DOCUMENTS AND SITE

- A. Before submitting his proposal, each bidder shall visit the site and make all necessary inquiries in connection with existing conditions, standard practices and ordinances pertaining to this contract work. Do not attempt to gain admittance to the building without making arrangements with the Owners' Representative. Also prior to submitting his proposal, each bidder shall examine the drawings and specifications and note all conditions of work by others and their relation to his own work, and shall become fully informed as to the extent and character of the work required.

No allowance shall be made because of the Contractor's ignorance of existing conditions and items, which he claims will interfere with or require additional work to complete all work satisfactory to the owner and all authorities having jurisdiction.

1.4 SUBMITTALS

- A. Submit manufacturer's MSDS, technical product data, installation instructions and recommendations for each type of product required for the project. Include data substantiating that the materials comply with the requirements.

1.5 CODES, PERMITS AND FEES

- A. All materials and equipment supplied, and work performed shall comply with all rules and regulations of any public authority, insurance agency, union or public utility having jurisdiction including OSHA regulations for the construction industry (29 CFR Part 1926).
- B. Anything shown on the drawing and/or specified herein, which is in conflict with such rules or regulations, shall be brought to the attention of the Consultant prior to submission of bid.
- C. Changes made in such rules and regulations subsequent to submission of bid, but prior to installation of work, shall be brought to the attention of the Consultant for his decision and appropriate adjustment in contract price.
- D. Contractor is charged with responsibility of adhering to governing rules and regulations. Work or equipment installed in violation of such rules and disregarding the above, shall be at the Contractor's risk, and such work or equipment shall if necessary, be removed and replaced at no expense to the Owner.
- E. The Contractor and Subcontractors shall pay all permit fees in connection with their work including such fees as may be required by public utilities.
- F. The Contractor and any Subcontractors shall pay all taxes on their respective portions of the work. These taxes include State and Federal taxes and all other levies, including Social Security, and Old Age Benefit Contributions, but not including taxes and assessments on real property.
- G. This is to advise you of requirements in New Jersey law that affect construction projects involving public utility facilities located in New Jersey. The statute (L.2007, c.343) and regulations (N.J.A.C. 12:66-1.1 – 4.6) require that contractors working on public utility construction projects: (1) pay their workers employed on the site of such projects wages and benefits determined by the New Jersey Department of Labor and Workforce Development (“NJDOLEWD”) in accordance with the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25, et seq.; and (2) employ on the site only employees who have successfully completed any OSHA-certified safety training required for work to be performed on that site. N.J.S.A. 34:13B-2.1.

1.6 INSURANCE REQUIREMENTS

- A. Current certifications of insurance covering the following requirements must be on file with the Owner prior to the start of work including any updates required by Owner: As required by NJSEA.
- B. The Owner and the Consultant will not in any manner be answerable or accountable for any loss on damage that shall or may happen to the work or any part or parts thereof respectively, or any of the materials or other things used or employed in the finishing or completing of the Contractor's work. Each Subcontractor and the Contractor shall indemnify and hold the Owner and the

Consultant harmless from all liability, loss, cost or damage by reason of claims of any person or persons for injuries to property, patent infringement or persons including death, from any cause occasioned in whole or in part by any act or omission of the Contractor its representatives, employees, Subcontractors or suppliers and whether or not it is contended that the Owner or the Consultant contributed thereto in whole or in part or was responsible therefore by reason of a non-delegable duty. The owner, without restricting its rights hereunder, may retain from any money due or to become due, sufficient sums to indemnify it against such injuries, claims, suits, actions and costs for damages should any arise.

- C. All certificates of insurance must contain the following endorsement:
1. "That policies represented by this Certificate will not be canceled or changed without ten (10) days written notice by Registered Mail to the owner with a copy to the Consultant."
 2. "That the Insurance Company waives all rights of subrogation against the Owner and the Consultant."

1.7 CLAIMS FOR EXTRA COST

- A. If the Contractor or any Subcontractor claims that any instructions involve extra cost under the contract, he shall give the Owner written notice thereof within a reasonable time after receipt of such instructions, and in any event before proceeding with the work, except in emergency endangering life or property, and this procedure will be used for all changes in the work. No claim shall be valid unless so made. No extras shall be granted unless written authorization is obtained from the Owner's Representative.

1.8 GUARANTEE

- A. The Contractor shall deliver to the Owner, upon completion or all work under the Contract and before final payment, his written guarantee, made out to the Owner, and in a form satisfactory to the Owner, unconditionally guaranteeing all the work under the Contract to be free from faulty materials in every particular, and free from improper workmanship and against injury from proper and usual wear, and agreeing to replace or re-execute, without cost to the Owner, such work as may be found to be improper or imperfect and to make good all damage caused to other work or materials due to such required replacement or re-execution.
1. This guarantee shall cover a period of two (2) years from date of acceptance by the Owner of all work under the contract, or for a longer period where so specifically stipulated under the various sections of the Specifications.
- B. The contractor's guarantee shall be presented to the Owner's Representative in charge of the final billing. Final payment will not be made until these documents are presented and approved. Neither the Final Certificate of Payment nor any

provision in the Contract shall relieve the Contractor of responsibility for neglect or faulty materials or workmanship during the period covered by the guarantee.

1.9 OWNERS RIGHT TO DO WORK

- A. If the Contractor should neglect to prosecute the work properly or fail to perform any provision of the Contract, or fail to have a sufficient number of men on the job to complete the work within the allotted time as determined by the owner, after three days' written notice to the Contractor, the Owner may, without prejudice to any other remedy he may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.

1.10 PAYMENTS WITHHELD

- A. The Owner may withhold or, on account of subsequently discovered evidence, nullify the whole or a part of any certificate of payment to such extent as may be necessary in his reasonable opinion to protect against loss on account of:
1. Defective work not remedied.
 2. Claims filed or reasonable evidence indicating probable filing of claims.
 3. Failure of the Contractor to make payments promptly to his Subcontractors or for material or for labor.
 5. A reasonable doubt that the contract can be completed for the balance then unpaid.
 6. Damage to Owners' property or building.

1.11 CONTRACTORS SUPERVISION AND INSPECTION BY CONSULTANT OR OWNER

- A. The Contractor and any Subcontractors shall take all applicable safety precautions and shall make sure that all safe working procedures are rigidly adhered to, including the providing of protective barriers and the like.
- B. The undertaking of periodic inspections by the Owner, the Consultant or their representatives shall not be construed as supervision of actual construction nor make them responsible for providing a safe place for performance of work by Contractor or Contractor's employees.
- C. The Contractor or the Subcontractor shall call any discrepancy affecting the layout of the work to the Owner's attention. No work shall proceed until such discrepancy is rectified.
- D. Each Subcontractor shall cooperate with the Contractor and other Subcontractors to expedite the execution of the work. The Contractor and the Subcontractors shall make every effort to arrange for the prompt delivery of all items and materials, and shall maintain a progress schedule, which will insure the most expeditious completion of the work.

1.12 TIME OF COMPLETION

- A. The work shall be completed within the time span stated in the Bid Proposal starting from date of Award of Contract. This means 100% completion, including all punch lists, etc. Time is of the essence in this Contract. All work shall be begun promptly and executed expeditiously in accordance with the time schedule stipulated in the proposal.

1.13 PROTECTION OF PROPERTY

- A. Since this building is located in an area with both pedestrian and vehicular traffic, necessary precautions and measures must be taken to insure the protection and safety of occupants, pedestrians and vehicles. Provide appropriate and sufficient signs, barricades, lights, etc.
- B. The Contractor shall take every precaution to protect these premises from debris, stains, damage, etc. that are caused by the Contractor. Any damage to the property, building, equipment, vehicles, surrounding properties, etc., shall be corrected by the Contractor at his expense.
- C. Whenever an opening is made proper temporary protection must be provided. This protection must be watertight and secured in position. At no time is the Contractor to leave the premises at night, over a weekend or a holiday, until temporary protection has been installed and approved. Installation and approval in no way relieves the Contractor of his responsibility to keep the space below dry and in a watertight condition.

All local Fire watch, Fire extinguisher, and Fire safety issues and regulations must be adhered to in accordance with specifications **NO SMOKING** in BUILDINGS. Any work requiring the use of a torch for any reason will require the completion of a Welding Permit and a detailed Method of Procedure. **All propane tanks shall be stored each day on the ground in a locked enclosure and chained in a upright position. All gas containers shall be removed from the site each day.**

1.14 COORDINATION OF TRADES

- A. The Contractor shall confer and coordinate the work of subcontractors and any Owners' contractors involved in the project and furnish them such information that all the contractors will be able to install and or perform their work satisfactorily and with least possible interference or delay. No additional compensation will be allowed to the Contractor for claims arising out of conflicts between contractors.

1.15 SCHEDULE OF VALUES

- A. Prior to the commencement of work hereunder, Contractor shall prepare and submit for Consultant's approval, a "Schedule of Values" furnishing a complete, detailed and itemized breakdown of the various divisions of the work, including

values for materials and labor. The total of this cost breakdown shall be equal to the Contract Price.

1.16 APPLICATION FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Consultant and paid for by Owner.
 - 1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Forms: Use AIA Document G702 and AIA Document G703 Continuation Sheets as form for Applications for Payment.
- C. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Owner's representative will return incomplete applications without action.
 - 1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.
 - 2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.

1.17 HAZARDOUS MATERIALS

- A. The Contractor shall have full responsibility for the presence, handling, removal and disposal of, or exposure of persons to hazardous materials in any form at the project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

END OF SECTION 01001

SECTION 01100 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Work covered by the Contract Documents.
 - 2. Use of premises.
 - 3. Owner's occupancy requirements.
 - 4. Work restrictions.
 - 5. Specification formats and conventions.
- B. Related Sections include the following:
 - 1. Division 01 Section "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project Identification: 3rd Floor Roof Replacement – Administration Building
- B. Project Location: One Dekorte Park Plaza, Lyndhurst, NJ
- C. Owner: NJSEA
 - 1. Owner's Representative: John Duffy – 201-842-5115
- D. Consultant: PWH Consulting, Inc.
 - 10 Lincoln Place
 - Moonachie, NJ
 - 201-641-4388
- F. The Work consists of the following:
 - 1. The Work includes but is not limited to the removal of the existing roof assembly down to the metal roof deck and the installation of a new fully adhered 80 mil TPO membrane, 1/8-inch tapered insulation (average R value of 30), crickets, new metal edge and flashings as indicated on the plans. This includes all work included as per drawings CS, R1, and R2.

1.4 USE OF PREMISES

- A. General: Contractor shall have limited use of premises for construction operations as discussed at the Pre-Bid Conference held at the site.
- B. Use of Site: Limit use of premises to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 - 1. Limits: Confine constructions operations to roof replacement work at the Building.
 - 2. Parking is available at the site for construction personnel in the rear parking lot.

3. Owner Occupancy: Allow for Owner occupancy of Project site and use by the public.
4. Driveways and Entrances: Keep driveways, parking areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
 - c. Locate dumpster and portable toilets as directed by Owner.
 - d. Arrangement for the use of a crane must be coordinated with the Owner.
- C. Use of Existing Building: Maintain existing building in a weathertight condition throughout construction period. Repair damage caused by construction operations. Protect building and its occupants during construction period.
 1. The interior of the building must be cleaned each day, provide a walk-off mat at the roof hatch.

1.5 OWNER'S OCCUPANCY REQUIREMENTS

- A. Full Owner Occupancy: Owner will occupy site and existing and adjacent buildings during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits, unless otherwise indicated.
 1. 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.
 2. Provide not less than 48 hours' notice to Owner of activities that will affect Owner's operations.

1.6 WORK RESTRICTIONS

- A. On-Site Work Hours: Work shall be generally performed on the exterior of the existing building during normal business working hours of 7:30 a.m. to 5:00 p.m., Monday through Friday, except otherwise indicated.
 1. Weekend Hours: As approved by Owner

1.7 SPECIFICATION FORMATS AND CONVENTIONS

- A. Specification Format: The Specifications are organized into Divisions and Sections using the 50-division format and CSI/CSC's "MasterFormat" numbering system.

1. Section Identification: The Specifications use Section numbers and titles to help cross-referencing in the Contract Documents. Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete because all available Section numbers are not used. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of Sections in the Contract Documents.
 2. Division 01: Sections in Division 01 govern the execution of the Work of all Sections in the Specifications.
- B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations.

These conventions are as follows:

1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
 - a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01100

SECTION 01220 **UNIT PRICES**

PART 1 - GENERAL

1.1 RELATED DOCUMENT

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for unit prices.
- B. Related Sections include the following:
Division 7 Section "Thermoplastic Membrane Roofing" for application procedures.

1.3 DEFINITIONS

- A. Unit price is an amount proposed by bidders, stated on the Bid Form, as a price per unit of measurement for materials or services added to or deducted from the Contract Sum by appropriate modification, if estimated quantities of Work required by the Contract Documents are increased or decreased.

1.4 PROCEDURES

- A. Unit prices include all necessary material, plus cost for delivery, installation, insurance, applicable taxes, overhead, and profit.
- B. Measurement and Payment: Refer to individual Specification Sections for work that requires establishment of unit prices. Methods of measurement and payment for unit prices are specified in those Sections.
- C. Owner reserves the right to reject Contractor's measurement of work-in-place that involves use of established unit prices and to have this work measured, at Owner's expense, by an independent surveyor acceptable to Contractor.
- D. List of Unit Prices: A list of unit prices is included at the end of this Section. Specification Sections referenced in the schedule contain requirements for materials described under each unit price.

PART 2 - PRODUCTS (Not Used)

PART 3- EXECUTION

3.1 LIST OF UNIT PRICES

- A. Unit Price No. 1 – Metal Roof Deck:
 - 1. Description: For replacement of deteriorated metal roof deck to match existing.
 - 2. Unit of Measurement: Square Foot.

END OF SECTION 01220

SECTION 01500
TEMPORARY FACILITIES AND CONTROLS

PART 1- GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes requirements for temporary utilities, support facilities, and security and protection facilities.
- B. Related Sections include the following:
 - 1. Division 01 Section "Summary" for limitations and other work restrictions.

1.3 DEFINITIONS

- A. Permanent Enclosure: As determined by Consultant, permanent or temporary roofing is complete, insulated, and weathertight; and all openings are closed with permanent construction or substantial temporary closures.

1.4 USE CHARGES

- A. Electric Power Service: Electric power from Owner's existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations and equipped with NEMA-polarized outlets and ground-fault circuit interrupters, reset button, and pilot light...
 - 1. Contractor to provide portable generators if Owner's system can not provide required service.

1.5 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Installer of each permanent service shall assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

PART 2 - PRODUCTS

1.7 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.

PART 3- EXECUTION

3.1 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.2 TEMPORARY UTILITY INSTALLATION

- A. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking water for use of construction personnel. Comply with authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.

3.3 SUPPORT FACILITIES INSTALLATION

- A. General: Comply with the following:
 - 1. Maintain support facilities until near Substantial Completion. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
- B. Parking: There is limited parking available at the site.
- C. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Containerize and clearly label hazardous, dangerous, or unsanitary waste materials separately from other waste.
 - 1. If required by authorities having jurisdiction, provide separate containers, clearly labeled, for each type of waste material to be deposited.
 - 2. Develop a waste management plan for Work performed on Project. Indicate types of waste materials Project will produce and estimate quantities of each type. Provide detailed information for on-site waste storage and separation of recyclable materials. Provide information on destination of each type of waste material and means to be used to dispose of all waste materials.
 - 3. Disposal: Transport waste materials off Owner's property and legally dispose of them.

3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.

1. Comply with work restrictions specified in Division 01 Section "Summary."
- B. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.
- C. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- D. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
- E. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241.
 1. Prohibit smoking in construction areas.
 2. Supervise welding operations and similar sources of fire ignition according to requirements of authorities having jurisdiction.
 3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.

3.5 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
 1. Maintain operation of temporary enclosures to achieve indicated results and to avoid possibility of damage.
- C. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
 1. Materials and facilities that constitute temporary facilities are property of Contractor.

END OF SECTION 01500

SECTION 01510
TEMPORARY EQUIPMENT PROTECTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Interior protection above the equipment at the following areas:
 - a. Areas identified at the Pre-Bid Meeting.
 - 2. Protection to be installed during normal hours as discussed at the Pre-Bid Meeting and prior to the start of the roof replacement project.

1.3 COORDINATION

- A. No roofing work or asbestos abatement work (if required) shall be performed by the Roofing Contractor or Abatement Contractor until the Interior Protection has been installed over all critical building areas and telephone equipment located directly below the roof areas designated for removal and replacement work as indicated on the plan and discussed at the Pre-Bid Walk.
- B. The Abatement Contractor and Roofing Contractor and General (Interior Protection) Contractor shall coordinate and schedule their work sufficiently in advance with the Owner operations and the Office Manager in order to achieve proper sequencing of their work; all work to be performed during normal hours.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Provide new materials. Provide materials suitable for use intended.
- B. Bibbed aisle sheets shall have 3/4" garden hose connections. Telephone/electrical equipment protection sheets shall be draped into the aisle protection. The General (Interior Protection) Contractor shall provide 3/4" hose lengths and 30 gallon collection buckets, spaced at intervals through the aisles to collect water run-off.
- C. The General (Interior Protection) Contractor shall provide aisle constructed of industrial strength translucent, anti-static, flame retardant vinyl with polyester reinforcement and brass grommets for securement with heavy-duty center bib molded in A.B.S. plastic with standard 3/4" male pipe thread.
 - 1. Standard sizes available:

3' x 6'	3' x 8'	3' x 10'
6' x 6'	6' x 8'	6' x 10'

- D. The General (Interior Protection) Contractor shall leave one (1) full roll of fire retardant and anti-static Rebco plastic sheeting and six 8-10 mil fire retardant and anti-static tarpaulins, 11' by 15', at the building for emergency protection application. The roll and 6 tarps shall be retained by Owner upon completion of the project.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Interior protection shall be installed by Owner approved General (Interior Protection) Contractor who will have the sole responsibility for developing, implementing, furnishing and installing interior protection materials. It shall be the General Contractor's responsibility to coordinate this operation and verify that the protection is in place before proceeding with the abatement and roof replacement over these areas.
- B. The General (Interior Protection) Contractor shall ensure that all telephone and electronic equipment is fully protected with the tarps and Rebco, or equal, fire retardant anti-static plastic sheeting materials. At all aisle locations, the General (Interior Protection) Contractor shall extend interior protection materials composed of bibbed protection sheets over all equipment and aisles between telephone and electrical equipment locations. All hoses will be terminated into 30 gallon (minimum) plastic containers.
- C. Temporary Protection will remain in place during the re-roofing project and not removed until the Owner has verified that the new roof is leak free.
 - 1. The interior protection shall be removed during normal hours and scheduled with the Owners' representative.

END OF SECTION 01510

SECTION 06153
MISCELLANEOUS ROUGH CARPENTRY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Wood blocking, cants, and nailers.
- B. Related Sections include the following:
 - 1. Division 07 Section "Thermoplastic Membrane Roofing" for work integral with membrane roofing.
 - 2. Division 07 Section "Sheet Metal Flashing and Trim" for metal roof penetration flashings, flashings, and counterflashings.

1.3 DEFINITIONS

- A. Dimension Lumber: Lumber of 2 inches nominal or greater but less than 5 inches nominal in least dimension.
- B. Lumber grading agencies, and the abbreviations used to reference them, include the following:
 - 1. NLGA: National Lumber Grades Authority.
 - 2. SPIB: The Southern Pine Inspection Bureau.
 - 3. WCLIB: West Coast Lumber Inspection Bureau.
 - 4. WWPA: Western Wood Products Association.

1.4 QUALITY ASSURANCE

- A. Forest Certification: For the following wood products, provide materials produced from wood obtained from forests certified by an FSC-accredited certification body to comply with FSC 1.2, "Principles and Criteria":
 - 1. Dimension lumber framing.
 - 2. Miscellaneous lumber.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Stack lumber flat with spacers between each bundle to provide air circulation. Provide for air circulation around stacks and under coverings.

PART 2 - PRODUCTS

2.1 WOOD PRODUCTS, GENERAL

- A. Lumber: DOC PS 20 and applicable rules of grading agencies indicated. If no grading agency is indicated, provide lumber that complies with the applicable rules of any rules-writing agency certified by the ALSC Board of

Review. Provide lumber graded by an agency certified by the ALSC Board of Review to inspect and grade lumber under the rules indicated.

1. Factory mark each piece of lumber with grade stamp of grading agency.
2. Where nominal sizes are indicated, provide actual sizes required by DOC PS 20 for moisture content specified. Where actual sizes are indicated, they are minimum dressed sizes for dry lumber.
3. Provide dressed lumber, S4S, unless otherwise indicated.

2.2 WOOD-PRESERVATIVE-TREATED MATERIALS

- A. Preservative Treatment by Pressure Process: AWPAC2.
 1. Preservative Chemicals: Acceptable to authorities having jurisdiction and containing no arsenic or chromium.
- B. Kiln-dry lumber after treatment to a maximum moisture content of 19 percent. Do not use material that is warped or does not comply with requirements for untreated material.
- C. Mark lumber with treatment quality mark of an inspection agency approved by the ALSC Board of Review.
- D. Application: Treat all miscellaneous carpentry, unless otherwise indicated.
 1. Wood cants, nailers, curbs, equipment support bases, blocking, stripping, and similar members in connection with roofing, flashing, vapor barriers, and waterproofing.

2.3 MISCELLANEOUS LUMBER

- A. General: Provide miscellaneous lumber indicated and lumber for support or attachment of other construction, including the following:
 1. Blocking.
 2. Nailers.
 3. Cants.
- B. For items of dimension lumber size, provide Construction or No. 2 grade lumber with 19 percent maximum moisture content and any of the following species:
 1. Hem-fir (north); NLGA.
 2. Mixed southern pine; SPIB.
 3. Spruce-pine-fir; NLGA.
- C. For concealed boards, provide lumber with 19 percent maximum moisture content and any of the following species and grades:
 1. Hem-fir or hem-fir (north), Construction or 2 Common grade; NLGA, WCLIB, or WWPAC.
 2. Spruce-pine-fir (south) or spruce-pine-fir, Construction or 2 Common grade; NeLMA, NLGA, WCLIB, or WWPAC.

- D. For blocking and nailers used for attachment of other construction, select and cut lumber to eliminate knots and other defects that will interfere with attachment of other work.

2.4 FASTENERS

- A. General: Provide fasteners of size and type indicated that comply with requirements specified in this Article for material and manufacture.
- B. Nails, Brads, and Staples: ASTM F 1667.
- C. Power-Driven Fasteners: NES NER-272.
- D. Wood Screws: ASME B18.6.1.
- E. Screws for Fastening to Cold-Formed Metal Framing: ASTM C 954, except with wafer heads and reamer wings, length as recommended by screw manufacturer for material being fastened.
- F. Lag Bolts: ASME B18.2.1.
- G. Bolts: Steel bolts complying with ASTM A 307, Grade A; with ASTM A 563 hex nuts and, where indicated, flat washers.
- H. Expansion Anchors: Anchor bolt and sleeve assembly of material indicated below with capability to sustain, without failure, a load equal to 6 times the load imposed when installed in unit masonry assemblies and equal to 4 times the load imposed when installed in concrete as determined by testing per ASTM E 488 conducted by a qualified independent testing and inspecting agency.
 - 1. Material: Carbon-steel components, zinc plated to comply with ASTM B 633, Class Fe/Zn 5.
 - 2. Material: Stainless steel with bolts and nuts complying with ASTM F 593 and ASTM F 594, Alloy Group 1 or 2.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Set carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit carpentry to other construction; scribe and cope as needed for accurate fit. Locate nailers, blocking, and similar supports to comply with requirements for attaching other construction.
- B. Framing Standard: Comply with AF&PA's "Details for Conventional Wood Frame Construction," unless otherwise indicated.
- C. Do not splice structural members between supports, unless otherwise indicated.
- D. Sort and select lumber so that natural characteristics will not interfere with installation or with fastening other materials to lumber. Do not use materials with defects that interfere with function of member or pieces that are too small to use with minimum number of joints or optimum joint arrangement.
- E. Comply with AWPA M4 for applying field treatment to cut surfaces of preservative-treated lumber.

1. Use inorganic boron for items that are continuously protected from liquid water.
- F. Securely attach carpentry work to substrate by anchoring and fastening as indicated, complying with the following:
1. NES NER-272 for power-driven fasteners.
 2. Table 2304.9.1, "Fastening Schedule," in ICC's International Building Code.
 3. Table 23-II-B-1, "Nailing Schedule," and Table 23-II-B-2, "Wood Structural Panel Roof Sheathing Nailing Schedule," in ICBO's Uniform Building Code.
 4. Table 2305.2, "Fastening Schedule," in BOCA's BOCA National Building Code.
 5. Table 2306.1, "Fastening Schedule," in SBCCI's Standard Building Code.
 6. Table R602.3(1), "Fastener Schedule for Structural Members," and Table R602.3(2), "Alternate Attachments," in ICC's International Residential Code for One- and Two-Family Dwellings.
 7. Table 602.3(1), "Fastener Schedule for Structural Members," and Table 602.3(2), "Alternate Attachments," in ICC's International One- and Two-Family Dwelling Code.
- G. Use common wire nails, unless otherwise indicated. Select fasteners of size that will not fully penetrate members where opposite side will be exposed to view or will receive finish materials. Make tight connections between members. Install fasteners without splitting wood; do not countersink nail heads, unless otherwise indicated.

3.2 WOOD BLOCKING, AND NAILER INSTALLATION

- A. Install where indicated and where required for attaching other work. Form to shapes indicated and cut as required for true line and level of attached work. Coordinate locations with other work involved.
- B. Attach items to substrates to support applied loading. Recess bolts and nuts flush with surfaces, unless otherwise indicated.

3.3 PROTECTION

- A. Protect wood that has been treated with inorganic boron (SBX) from weather. If, despite protection, inorganic boron-treated wood becomes wet, apply EPA-registered borate treatment. Apply borate solution by spraying to comply with EPA-registered label.
- B. Protect rough carpentry from weather. If, despite protection, rough carpentry becomes wet, apply EPA-registered borate treatment. Apply borate solution by spraying to comply with EPA-registered label.

END OF SECTION 06153

SECTION 07150
PREPARATION FOR RE-ROOFING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Roof tear-off.
 - 2. Roof re-cover preparation.
 - 3. Removal of base flashings.
 - 4. De-watering.
- B. Related Sections include the following:
 - 1. Division 01 Section "Summary" for restrictions on use of the premises due to Owner or tenant occupancy.
 - 2. Division 01 Section "Temporary Facilities and Controls" for temporary construction and environmental-protection measures for reroofing preparation.
 - 3. Division 06 Section "Miscellaneous Rough Carpentry" for wood nailers, cants, curbs, and blocking and wood deck panel replacement.
 - 4. Division 07 Section "Thermoplastic Membrane Roofing" for roofing membrane, base flashings, roof insulation, cover boards, and roofing accessories.
 - 5. Division 07 Section "Sheet metal Flashing and Trim" for metal roof penetration flashings, flashings, and counterflashings.

1.3 MATERIALS OWNERSHIP

- A. Except for items or materials indicated to be reused, reinstalled, or otherwise indicated to remain Owner's property, demolished materials shall become Contractor's property and shall be removed from Project site.

1.4 DEFINITIONS

- A. Roofing Terminology: Refer to ASTM D 1079 and glossary in NRCA's "The NRCA Roofing and Waterproofing Manual" for definition of terms related to roofing work in this Section.
- B. Existing Membrane Roofing System: EPDM over 2½ inches of insulation, components and accessories of roofing membrane on a metal deck.
- C. Substrate Board: Rigid board or panel products placed over the roof deck that serve as thermal barriers, provide a smooth substrate, or serve as a component of a fire-resistance-rated roofing system.

- D. Roof Tear-Off: Removal of existing roof assembly from deck.
- E. Remove: Detach items from existing construction and legally dispose of them off-site unless indicated to be removed and reinstalled.

1.5 SUBMITTALS

- A. Product Data: For each type of product indicated.

1.6 QUALITY ASSURANCE

- A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning membrane roofing removal. Comply with hauling and disposal regulations of authorities having jurisdiction.
- B. Preliminary Reroofing Conference: Conduct conference at Project site to review methods and procedures related to roofing system including, but not limited to, the following:
 - 1. Meet with Owner; Consultant; Owner's insurer if applicable; testing and inspecting agency representative; roofing system manufacturer's representative; roofing Installer including project manager, superintendent, and foreman; and installers whose work interfaces with or affects reroofing including installers of roof accessories and roof-mounted equipment.
 - 2. Review methods and procedures related to reroofing preparation, including membrane roofing system manufacturer's written instructions.
 - 3. Review and finalize construction schedule, and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
 - 4. Review procedures to determine condition and acceptance of existing deck.
 - 5. Review structural loading limitations of deck during reroofing.
 - 6. Review base flashings, special roofing details, drainage, penetrations, equipment curbs, and condition of other construction that will affect reroofing.
 - 7. Review HVAC shutdown and sealing of air intakes.
 - 8. Review shutdown of fire-suppression, -protection, and -alarm and -detection systems.
 - 9. Review procedures for asbestos removal or unexpected discovery of asbestos-containing materials.
 - 10. Review governing regulations and requirements for insurance and certificates if applicable.
 - 11. Review existing conditions that may require notification of Consultant before proceeding.

1.7 PROJECT CONDITIONS

- A. Owner will occupy portions of building immediately below reroofing area. Conduct reroofing so Owner's operations will not be disrupted. Provide Owner with not less than 48 hours' notice of activities that may affect Owner's operations.
 - 1. Coordinate work activities daily with Owner so Owner can place protective dust or water leakage covers over sensitive equipment or furnishings, shut down HVAC and fire-alarm or -detection equipment if needed, and evacuate occupants from below the work area if desired.
 - 2. It is the Contractor's responsibility to de-water the roof deck at the start and during the construction of the roof replacement.
- B. Protect building to be reroofed, adjacent buildings, walkways, site improvements, exterior plantings, and landscaping from damage or soiling from reroofing operations.
- C. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities.
- D. Owner assumes no responsibility for condition of areas to be reroofed.
 - 1. Conditions existing at time of inspection for bidding will be maintained by Owner as far as practical.
- E. Limit construction loads on roof to 35 lbs per square foot for uniformly distributed loads.
- F. Weather Limitations: Proceed with reroofing preparation only when existing and forecasted weather conditions permit Work to proceed without water entering into existing roofing system or building.

PART 2 - PRODUCTS

2.1 AUXILIARY REROOFING MATERIALS

- A. General: Auxiliary reroofing preparation materials recommended by roofing system manufacturer for intended use and compatible with components of new membrane roofing system.
- B. Base Sheet Fasteners: Capped head, factory-coated steel fasteners, listed in FMG's "Approval Guide."
- C. Metal Flashing Sheet: Metal flashing sheet is specified in Division 07 Section "Sheet Metal Flashing and Trim."

PART 3 - EXECUTION

3.1 PREPARATION

- A. Coordinate with Owner to shut down air intake equipment in the vicinity of the Work. Cover air intake louvers before proceeding with reroofing work that could affect indoor air quality or activate smoke detectors in the ductwork.

- B. During removal operations, have sufficient and suitable materials on-site to facilitate rapid installation of temporary protection in the event of unexpected rain.
- C. Maintain roof drains in functioning condition to ensure roof drainage at end of each workday. Prevent debris from entering or blocking roof drains and conductors. Use roof-drain plugs specifically designed for this purpose. Remove roof-drain plugs at end of each workday, when no work is taking place, or when rain is forecast.
 - 1. If roof drains will be temporarily blocked or unserviceable due to roofing system removal or partial installation of new membrane roofing system, provide alternative drainage method to remove water and eliminate ponding. Do not permit water to enter into or under existing membrane roofing system components that are to remain.
 - 2. It is the Contractor's responsibility to test all roof drains prior to the start of the project and notify Owner of any clogged drains.
 - a. At completion of the project the roof drains will again be tested by the contractor, in the presence of the Owners representative, to verify that the roof drains are operational and functional. If any drains are clogged it shall be the Contractor's responsibility to clear the roof drains to the satisfaction of the Owner.
- D. Verify that rooftop utilities and service piping have been shut off before commencing Work.

3.2 ROOF TEAR-OFF

- A. General: Notify Owner each day of extent of roof tear-off proposed and obtain authorization to proceed.
- B. Roof Tear-Off: Remove the roof assembly and other roofing system components down to the substrate.

3.3 DECK PREPARATION

- A. Inspect deck after removal of the roof assembly.
- B. Contractor is responsible for de-watering the roof deck during the project.
- C. If deck surface is not suitable for receiving new roofing, or if structural integrity of deck is suspect, immediately notify Consultant. Do not proceed with installation until directed by Consultant.

3.4 EXISTING BASE FLASHINGS

- A. Remove existing base flashings around curbs, walls, and penetrations as new work proceeds.
 - 1. Clean substrates of contaminants such as asphalt, sheet materials, dirt, and debris.

- B. Do not damage metal counterflashings that are to remain.

3.5 DISPOSAL

- A. Collect and place demolished materials in containers. Promptly dispose of demolished materials. Do not allow demolished materials to accumulate on-site.
- B. Transport demolished materials off Owner's property and legally dispose of them.

END OF SECTION 07150

SECTION 07540
THERMOPLASTIC MEMBRANE ROOFING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Fully adhered 80 mil membrane over 1/8 inch tapered insulation and cover board mechanically fastened to the metal deck.
- B. Related Sections include the following:
 - 1. Division 06 Section "Miscellaneous Rough Carpentry" for wood nailers, curbs, and blocking.
 - 2. Division 07 Section "Sheet Metal Flashing and Trim" for metal roof penetration flashings, flashings, and counterflashings.
- C. Unit Prices: Refer to Division 01 Section "Unit Prices" for description of Work in this Section affected by unit prices.

1.3 DEFINITIONS

- A. Roofing Terminology: Refer to ASTM D 1079 and glossary of NRCA's "The NRCA Roofing and Waterproofing Manual" for definition of terms related to roofing work in this Section.
- B. Design Uplift Pressure: The uplift pressure, calculated according to procedures in SPRI's "Wind Load Design Guide for Fully Adhered and Mechanically Fastened Roofing Systems," before multiplication by a safety factor.
- C. Factored Design Uplift Pressure: The uplift pressure, calculated according to procedures in SPRI's "Wind Load Design Guide for Fully Adhered and Mechanically Fastened Roofing Systems," after multiplication by a safety factor.

1.4 PERFORMANCE REQUIREMENTS

- A. General: Provide installed roofing membrane and base flashings that remain watertight; do not permit the passage of water; and resist specified uplift pressures, thermally induced movement, and exposure to weather without failure.
- B. Material Compatibility: Provide roofing materials that are compatible with one another under conditions of service and application required, as demonstrated by roofing membrane manufacturer based on testing and field experience.

- C. FMG Listing: Provide roofing membrane, base flashings, and component materials that comply with requirements in FMG 4450 and FMG 4470 as part of a membrane roofing system and that are listed in FMG's "Approval Guide" for Class 1 or noncombustible construction, as applicable. Identify materials with FMG markings.
 - 1. Fire/Windstorm Classification: Class 1A- 100 MPH.
 - 2. Hail Resistance: MH.

1.5 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Samples for Verification: For the following products:
 - 1. 12-by-12-inch square of sheet roofing, of color specified, including T-shaped side and end lap seam.
 - 2. 12-inch length of metal termination bars.
- C. Installer Certificates: Signed by roofing system manufacturer certifying that Installer is approved, authorized, or licensed by manufacturer to install roofing system.
- D. Maintenance Data: For roofing system to include in maintenance manuals.
- E. Warranties: Special warranties specified in this Section.
- F. Inspection Report: Copy of roofing system manufacturer's inspection report of completed roofing installation.

1.6 QUALITY ASSURANCE

- A. Installer Qualifications: A qualified firm that is approved, authorized, or licensed by roofing system manufacturer to install manufacturer's product and that is eligible to receive manufacturer's warranty.
- B. Manufacturer Qualifications: A qualified manufacturer that has UL listing FMG approval for membrane roofing system identical to that used for this Project.
- C. Source Limitations: Obtain components for membrane roofing system from or approved by roofing membrane manufacturer.
- D. Fire-Test-Response Characteristics: Provide membrane roofing materials with the fire-test-response characteristics indicated as determined by testing identical products per test method below by UL, FMG, or another testing and inspecting agency acceptable to authorities having jurisdiction. Materials shall be identified with appropriate markings of applicable testing and inspecting agency.
 - 1. Exterior Fire-Test Exposure: Class A; ASTM E 108, for application and roof slopes indicated.
 - 2. Fire-Resistance Ratings: ASTM E 119, for fire-resistance-rated roof assemblies of which roofing system is a part.

- E. Preinstallation Conference: Conduct conference at Project site. Comply with requirements in Division 01 Section "Project Management and Coordination." Review methods and procedures related to roofing system including, but not limited to, the following:
1. Meet with Owner, Consultant, roofing Installer, roofing system manufacturer's representative, and installers whose work interfaces with or affects roofing including installers of roof accessories and roof-mounted equipment.
 2. Review methods and procedures related to roofing installation, including manufacturer's written instructions.
 3. Review and finalize construction schedule and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
 4. Examine deck substrate conditions and finishes for compliance with requirements, including flatness and fastening.
 5. Review structural loading limitations of roof deck during and after roofing.
 6. Review base flashings, special roofing details, roof drainage, roof penetrations, equipment curbs, and condition of other construction that will affect roofing system.
 7. Review governing regulations and requirements for insurance and certificates if applicable.
 8. Review temporary protection requirements for roofing system during and after installation.
 9. Review roof observation and repair procedures after roofing installation.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Deliver roofing materials to Project site in original containers with seals unbroken and labeled with manufacturer's name, product brand name and type, date of manufacture, and directions for storing and mixing with other components.
- B. Store liquid materials in their original undamaged containers in a clean, dry, protected location and within the temperature range required by roofing system manufacturer. Protect stored liquid material from direct sunlight.
1. Discard and legally dispose of liquid material that cannot be applied within its stated shelf life.
- C. Protect roof insulation materials from physical damage and from deterioration by sunlight, moisture, soiling, and other sources. Store in a dry location. Comply with insulation manufacturer's written instructions for handling, storing, and protecting during installation.
- D. Handle and store roofing materials and place equipment in a manner to avoid permanent deflection of deck.

1.8 PROJECT CONDITIONS

- A. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit roofing system to be installed according to manufacturer's written instructions and warranty requirements.

1.9 WARRANTY

- A. Special Warranty: Manufacturer's standard form, without monetary limitation, in which manufacturer agrees to repair or replace components of membrane roofing system that fail in materials or workmanship within specified warranty period. Failure includes roof leaks.
 - 1. Special warranty includes roofing membrane, base flashings, roofing membrane accessories, roof insulation, fasteners, walkway products and other components of membrane roofing system.
 - 2. Warranty Period: 20 year NDL from date of Substantial Completion.
- B. Special Project Warranty: Submit roofing Installer's warranty, covering Work of this Section, including all components of membrane roofing system such as roofing membrane, base flashing, roof insulation, fasteners, roof pavers, and walkway products, for the following warranty period:
 - 1. Warranty Period: Two (2) years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. In other Part 2 articles where titles below introduce lists, the following requirements apply for product selection:
 - 1. Products: Subject to compliance with requirements, provide one of the products specified.

2.2 THERMOPLASTIC POLYOLEFIN ROOFING MEMBRANE

- A. Fabric-Reinforced Thermoplastic Polyolefin Sheet: Uniform, flexible sheet formed from a thermoplastic polyolefin, internally fabric or scrim reinforced, and as follows:
 - 1. Available Manufacturers:
 - a. GAF Materials Corporation.
 - 2. Thickness: 80 mils, nominal.
 - 3. Exposed Face Color: White.
 - 4. Physical Properties:
 - a. Breaking Strength: 225 lbf; ASTM D 751, grab method.
 - b. Elongation at Break: 15 percent; ASTM D 751.
 - c. Tearing Strength: 55 lbf minimum; ASTM D 751, Procedure B.
 - d. Brittleness Point: Minus 22 deg F.

- e. Ozone Resistance: No cracks after sample, wrapped around a 3-inch- diameter mandrel, is exposed for 166 hours to a temperature of 104 deg F and an ozone level of 100 pphm; ASTM D 1149.
- f. Resistance to Heat Aging: 90 percent minimum retention of breaking strength, elongation at break, and tearing strength after 166 hours at 240 deg F; ASTM D 573.
- g. Water Absorption: Less than 4 percent mass change after 166 hours' immersion at 158 deg F; ASTM D 471.
- h. Linear Dimension Change: Plus or minus 2 percent; ASTM D 1204.

2.3 AUXILIARY MATERIALS

- A. General: Auxiliary materials recommended by roofing system manufacturer for intended use and compatible with membrane roofing.
 - 1. Liquid-type auxiliary materials shall meet VOC limits of authorities having jurisdiction.
- B. Sheet Flashing: Manufacturer's standard reinforced thermoplastic polyolefin sheet flashing, 60 mils thick, minimum, of same color as sheet membrane.
- C. Bonding Adhesive: Manufacturer's standard solvent-based bonding adhesive for membrane, and solvent-based bonding adhesive for base flashings.
- D. Slip Sheet: Manufacturer's recommended slip sheet, of type required for application.
- E. Metal Termination Bars: Manufacturer's standard predrilled stainless-steel or aluminum bars, approximately 1 by 1/8 inch thick; with anchors.
- F. Fasteners: Factory-coated steel fasteners and metal or plastic plates meeting corrosion-resistance provisions in FMG 4470, designed for fastening membrane to substrate, and acceptable to membrane roofing system manufacturer.
- G. Miscellaneous Accessories: Provide pourable sealers, preformed cone and vent sheet flashings, preformed inside and outside corner sheet flashings, T-joint covers, termination reglets, cover strips, and other accessories.
- H. Cover Board: ASTM C 1177/C 1177M, glass-mat, water-resistant gypsum substrate, 1/4 inch thick, primed.
 - 1. Product: Subject to compliance with requirements, provided "Dens-Deck" by Georgia-Pacific Corporation or SecureRoc by GAF.

2.4 ROOF INSULATION

- A. General: Provide preformed roof insulation boards that comply with requirements and referenced standards, selected from manufacturer's standard sizes and of thicknesses indicated for replacement of wet insulation and infill where equipment was removed from roof.
- B. Polyisocyanurate Board Insulation: ASTM C 1289, Type II, felt or glass-fiber mat facer on both major surfaces.
 - 1. Available Manufacturers:

- a. GAF Materials Corporation.
- C. Tapered Insulation: Provide factory-tapered insulation boards fabricated to slope of 1/8 inch per 12 inches for replacement of insulation in the field and 1/4 inch per foot for new crickets, unless otherwise indicated. Provide 1 inch minimum at scuppers and an average R value of 30.
- D. Provide preformed saddles, crickets, tapered edge strips, and other insulation shapes where indicated for sloping to drain. Fabricate to slopes indicated.

2.5 INSULATION ACCESSORIES

- A. General: Roof insulation accessories recommended by insulation manufacturer for intended use and compatible with membrane roofing.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with the following requirements and other conditions affecting performance of roofing system:
 - 1. Verify that roof openings and penetrations are in place and set and braced and that roof drains are securely clamped in place.
 - 2. Verify that wood blocking, curbs, and nailers are securely anchored to roof deck at penetrations and terminations and that nailers match thicknesses of insulation.
 - 3. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Clean substrate of dust, debris, moisture, and other substances detrimental to roofing installation according to roofing system manufacturer's written instructions. Remove sharp projections.
- B. Prevent materials from entering and clogging roof drains and conductors and from spilling or migrating onto surfaces of other construction. Remove roof-drain plugs when no work is taking place or when rain is forecast.
- C. Complete terminations and base flashings and provide temporary seals to prevent water from entering completed sections of roofing system at the end of the workday or when rain is forecast. Remove and discard temporary seals before beginning work on adjoining roofing.

3.3 COVER BOARD INSTALLATION

- A. Install cover board with long joints in continuous straight lines, perpendicular to roof slopes with end joints staggered between rows. Tightly butt substrate boards together.
 - 1. Fasten cover board to top flanges of steel deck according to GAF recommendations.

2. Fasten substrate board (4'x4') to top flanges of steel deck to resist uplift pressure at corners (48 fasteners), perimeter (36 fasteners), and field (24 fasteners) of roof according to membrane roofing system manufacturer's written instructions.

3.4 INSULATION INSTALLATION

- A. Coordinate installing membrane roofing system components so insulation is not exposed to precipitation or left exposed at the end of the workday.
- B. Comply with membrane roofing system manufacturer's written instructions for installing roof insulation.
- C. Install tapered insulation under area of roofing to conform to slopes indicated.
- D. Install one or more layers of insulation under area of roofing to achieve required thickness. Where overall insulation thickness is 2 inches or greater, install 2 or more layers with joints of each succeeding layer staggered from joints of previous layer a minimum of 6 inches in each direction.
- E. Trim surface of insulation where necessary at roof drains so completed surface is flush and does not restrict flow of water.
- F. Install insulation with long joints of insulation in a continuous straight line with end joints staggered between rows, abutting edges and ends between boards. Fill gaps exceeding 1/4 inch with insulation.
 1. Cut and fit insulation within 1/4 inch of nailers, projections, and penetrations.

3.5 ADHERED ROOFING MEMBRANE INSTALLATION

- A. Install roofing membrane over area to receive roofing according to membrane roofing system manufacturer's written instructions. Unroll roofing membrane and allow to relax before installing.
 1. Install sheet according to ASTM D 5036.
- B. Start installation of roofing membrane in presence of membrane roofing system manufacturer's technical personnel.
- C. Accurately align roofing membrane and maintain uniform side and end laps of minimum dimensions required by manufacturer. Stagger end laps.
- D. Bonding Adhesive: Apply solvent-based bonding adhesive to substrate and underside of roofing membrane at rate required by manufacturer and allow to partially dry before installing roofing membrane. Do not apply bonding adhesive to splice area of roofing membrane.
- E. Bonding Adhesive: Apply water-based bonding adhesive to substrate at rate required by manufacturer and immediately install roofing membrane. Do not apply bonding adhesive to splice area of roofing membrane.
- F. Mechanically or adhesively fasten roofing membrane securely at terminations, penetrations, and perimeter of roofing.

- G. Apply roofing membrane with side laps shingled with slope of roof deck where possible.
- H. Seams: Clean seam areas, overlap roofing membrane, and hot-air weld side and end laps of roofing membrane according to manufacturer's written instructions to ensure a watertight seam installation.
 - 1. Test lap edges with probe to verify seam weld continuity. Apply lap sealant to seal cut edges of roofing membrane.
 - 2. Verify field strength of seams a minimum of twice daily and repair seam sample areas.
 - 3. Repair tears, voids, and lapped seams in roofing membrane that does not meet requirements.
- I. Spread sealant or mastic bed over deck drain flange at deck drains and securely seal roofing membrane in place with clamping ring.
- J. Install roofing membrane and auxiliary materials to tie in to existing roofing.

3.6 BASE FLASHING INSTALLATION

- A. Install sheet flashings and preformed flashing accessories and adhere to substrates according to membrane roofing system manufacturer's written instructions.
- B. Apply solvent-based bonding adhesive to substrate and underside of sheet flashing at required rate and allow to partially dry. Do not apply bonding adhesive to seam area of flashing.
- C. Flash penetrations and field-formed inside and outside corners with sheet flashing.
- D. Clean seam areas and overlap and firmly roll sheet flashings into the adhesive. Weld side and end laps to ensure a watertight seam installation.
- E. Terminate and seal top of sheet flashings and mechanically anchor to substrate through termination bars.

3.7 FIELD QUALITY CONTROL

- A. Testing Agency: Owner may engage a qualified independent testing and inspecting agency to perform roof tests and inspections and to prepare test reports.
- B. Final Roof Inspection: Arrange for roofing system manufacturer's technical personnel to inspect roofing installation on completion and submit report to Architect/Consultant.
 - 1. Notify Consultant or Owner 48 hours in advance of date and time of inspection.
- C. Repair or remove and replace components of membrane roofing system where test results or inspections indicate that they do not comply with specified requirements.

- D. Additional testing and inspecting, at Contractor's expense, will be performed to determine compliance of replaced or additional work with specified requirements.

3.8 PROTECTING AND CLEANING

- A. Protect membrane roofing system from damage and wear during remainder of construction period. When remaining construction will not affect or endanger roofing, inspect roofing for deterioration and damage, describing its nature and extent in a written report, with copies to Architect/Consultant and Owner.
- B. Correct deficiencies in or remove membrane roofing system that does not comply with requirements, repair substrates, and repair or reinstall membrane roofing system to a condition free of damage and deterioration at time of Substantial Completion and according to warranty requirements.
- C. Clean overspray and spillage from adjacent construction using cleaning agents and procedures recommended by manufacturer of affected construction.

END OF SECTION 07540

SECTION 07620 SHEET METAL FLASHING AND TRIM

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes:
 - 1. Formed Products:
 - a. Formed roof drainage sheet metal fabrications.
 - b. Formed low-slope roof sheet metal fabrications.
 - c. New metal edge.
- B. Related Sections:
 - 1. Division 06 Section "Miscellaneous Rough Carpentry" for wood nailers, curbs, and blocking.
 - 2. Division 07 Section "Thermoplastic Membrane Roofing" for installing sheet metal flashing and trim integral with membrane roofing.

1.3 PERFORMANCE REQUIREMENTS

- A. General: Sheet metal flashing and trim assemblies as indicated shall withstand wind loads, structural movement, thermally induced movement, and exposure to weather without failure due to defective manufacture, fabrication, installation, or other defects in construction. Completed sheet metal flashing and trim shall not rattle, leak, or loosen, and shall remain watertight.
- B. Fabricate and install roof edge flashing capable of resisting the following forces according to recommendations in FMG Loss Prevention Data Sheet 1-49:
 - 1. Wind Zone 1: For velocity pressures of 21 to 30 lbf/sq. ft.: 60-lbf/sq. ft. perimeter uplift force, 90-lbf/sq. ft. corner uplift force, and 30-lbf/sq. ft. outward force.
- C. Thermal Movements: Provide sheet metal flashing and trim that allows for thermal movements from ambient and surface temperature changes.
 - 1. Temperature Change (Range): 120 deg F, ambient; 180 deg F, material surfaces.

1.4 SUBMITTALS

- A. Product Data: For each type of product indicated. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for each manufactured product and accessory.
- B. Samples for Initial Selection: For each type of sheet metal flashing, trim, and accessory indicated with factory-applied color finishes involving color selection.

- C. Samples for Verification: For each type of exposed finish required, prepared on Samples of size indicated below:
 - 1. Sheet Metal Flashing: 12 inches long by actual width of unit, including finished seam and in required profile. Include fasteners, cleats, clips, closures, and other attachments.
 - 2. Trim, Joint Intersections, and Miscellaneous Fabrications: 12 inches long and in required profile. Include fasteners and other exposed accessories.
 - 3. Accessories and Miscellaneous Materials: Full-size Sample.
 - 4. Aluminum Samples: Samples to show full range to be expected for each color required.
- D. Qualification Data: For qualified fabricator.

1.5 QUALITY ASSURANCE

- A. Fabricator Qualifications: Shop that employs skilled workers who custom fabricate sheet metal flashing and trim similar to that required for this Project and whose products have a record of successful in-service performance.
- B. Sheet Metal Flashing and Trim Standard: Comply with SMACNA's "Architectural Sheet Metal Manual" unless more stringent requirements are specified or shown on Drawings.
- C. Pre-installation Conference: Conduct conference at Project site.
 - 1. Meet with Owner, Consultant, Owner's insurer if applicable, Installer, and installers whose work interfaces with or affects sheet metal flashing and trim including installers of roofing materials, roof accessories, and roof-mounted equipment.
 - 2. Review methods and procedures related to sheet metal flashing and trim.
 - 3. Examine substrate conditions for compliance with requirements, including flatness and attachment to structural members.
 - 4. Review special roof details, roof drainage, roof penetrations, equipment curbs, and condition of other construction that will affect sheet metal flashing.
 - 5. Document proceedings, including corrective measures and actions required, and furnish copy of record to each participant.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Do not store sheet metal flashing and trim materials in contact with other materials that might cause staining, denting, or other surface damage. Store sheet metal flashing and trim materials away from uncured concrete and masonry.
- B. Protect strippable protective covering on sheet metal flashing and trim from exposure to sunlight and high humidity, except to the extent necessary for the period of sheet metal flashing and trim installation.

PART 2 - PRODUCTS

2.1 SHEET METALS

- A. General: Protect mechanical and other finishes on exposed surfaces from damage by applying a strippable, temporary protective film before shipping.
- B. Aluminum Sheet: ASTM B 209, alloy as standard with manufacturer for finish required, with temper as required to suit forming operations and performance required.
 - 1. Finish: Dark Bronze finish, as indicated.
 - 2. Finish: Mill finish, as indicated.

2.2 MISCELLANEOUS MATERIALS

- A. General: Provide materials and types of fasteners, solder, welding rods, protective coatings, separators, sealants, and other miscellaneous items as required for complete sheet metal flashing and trim installation and recommended by manufacturer of primary sheet metal or manufactured item unless otherwise indicated.
- B. Fasteners: Wood screws, annular threaded nails, self-tapping screws, self-locking rivets and bolts, and other suitable fasteners designed to withstand design loads and recommended by manufacturer of primary sheet metal or manufactured item.
 - 1. General: Blind fasteners or self-drilling screws, gasketed, with hex-washer head.
 - a. Exposed Fasteners: Heads matching color of sheet metal using plastic caps or factory-applied coating.
 - b. Blind Fasteners: High-strength aluminum or stainless-steel rivets suitable for metal being fastened.
 - c. Spikes and Ferrules: Same material as gutter; with spike with ferrule matching internal gutter width.
 - 2. Fasteners for Aluminum Sheet: Aluminum or Series 300 stainless steel.
- C. Solder:
 - 1. For Copper: ASTM B 32, Grade Sn50, 50 percent tin and 50 percent lead.
- D. Sealant Tape: Pressure-sensitive, 100 percent solids, gray polyisobutylene compound sealant tape with release-paper backing. Provide permanently elastic, nonsag, nontoxic, nonstaining tape 1/2 inch wide and 1/8 inch thick.
- E. Elastomeric Sealant: ASTM C 920, elastomeric silicone polymer sealant; low modulus; of type, grade, class, and use classifications required to seal joints in sheet metal flashing and trim and remain watertight.
- F. Butyl Sealant: ASTM C 1311, single-component, solvent-release butyl rubber sealant; polyisobutylene plasticized; heavy bodied for hooked-type expansion joints with limited movement.

- G. Epoxy Seam Sealer: Two-part, noncorrosive, aluminum seam-cementing compound, recommended by aluminum manufacturer for exterior nonmoving joints, including riveted joints.

2.3 FABRICATION, GENERAL

- A. General: Custom fabricate sheet metal flashing and trim to comply with recommendations in SMACNA's "Architectural Sheet Metal Manual" that apply to design, dimensions, geometry, metal thickness, and other characteristics of item indicated. Fabricate items at the shop to greatest extent possible.
 - 1. Fabricate sheet metal flashing and trim in thickness or weight needed to comply with performance requirements, but not less than that specified for each application and metal.
 - 2. Obtain field measurements for accurate fit before shop fabrication.
 - 3. Form sheet metal flashing and trim without excessive oil canning, buckling, and tool marks and true to line and levels indicated, with exposed edges folded back to form hems.
 - 4. Conceal fasteners and expansion provisions where possible. Exposed fasteners are not allowed on faces exposed to view.
- B. Sealed Joints: Form non-expansion but movable joints in metal to accommodate elastomeric sealant.
- C. Expansion Provisions: Where lapped expansion provisions cannot be used, form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with butyl sealant concealed within joints.
- D. Fabricate cleats and attachment devices from same material as accessory being anchored or from compatible, noncorrosive metal.
- E. Fabricate cleats and attachment devices of sizes as recommended by SMACNA's "Architectural Sheet Metal Manual" and by FMG Loss Prevention Data Sheet 1-49 for application, but not less than thickness of metal being secured.
- F. Seams for Aluminum: Fabricate nonmoving seams with flat-lock seams. Form seams and seal with epoxy seam sealer. Rivet joints where necessary for strength.
- G. Do not use graphite pencils to mark metal surfaces.

2.4 LOW-SLOPE ROOF SHEET METAL FABRICATIONS

- A. Roof Edge Flashing (Gravel Stop) and Fascia Caps: Fabricate in minimum 96-inch- long, but not exceeding 10-foot- long, sections and continuous cleat.
 - 1. Joint Style: Butt; with ¼ inch space for expansion and 6-inch- wide exposed cover plates.
 - 2. Aluminum: Bronze Finish 0.050 inch thick.
- B. Metal Counterflashing: Fabricate from the following materials:

1. Aluminum: Mill Finish 0.050 inch thick.
- C. Roof-Penetration Flashing: Fabricate from the following materials:
 1. Lead Coated Copper: 16 oz. /sq. ft.
 2. Sheet Lead: 2 ½ lb/sf.
- D. Pitch Pockets: GAF "M Curb".

2.5 INSTALLATION, GENERAL

- A. General: Anchor sheet metal flashing and trim and other components of the Work securely in place, with provisions for thermal and structural movement. Use fasteners, solder, welding rods, protective coatings, separators, sealants, and other miscellaneous items as required to complete sheet metal flashing and trim system.
 1. Install sheet metal flashing and trim true to line and levels indicated. Provide uniform, neat seams with minimum exposure of solder, welds, and sealant.
 2. Install sheet metal flashing and trim to fit substrates and to result in watertight performance. Verify shapes and dimensions of surfaces to be covered before fabricating sheet metal.
 3. Space cleats not more than 12 inches apart. Anchor each cleat with two fasteners. Bend tabs over fasteners.
 4. Install exposed sheet metal flashing and trim without excessive oil canning, buckling, and tool marks.
 5. Install sealant tape where indicated.
 6. Torch cutting of sheet metal flashing and trim is not permitted.
 7. Do not use graphite pencils to mark metal surfaces.
- B. Metal Protection: Where dissimilar metals will contact each other or corrosive substrates, protect against galvanic action by painting contact surfaces with bituminous coating or by other permanent separation as recommended by SMACNA.
 1. Coat back side of uncoated aluminum sheet metal flashing and trim with bituminous coating where flashing and trim will contact wood, ferrous metal, or cementitious construction.
- C. Expansion Provisions: Provide for thermal expansion of exposed flashing and trim. Space movement joints at a maximum of 10 feet with no joints allowed within 24 inches of corner or intersection. Where lapped expansion provisions cannot be used or would not be sufficiently watertight, form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with sealant concealed within joints.
- D. Fastener Sizes: Use fasteners of sizes that will penetrate wood sheathing not less than 1-1/4 inches for nails and not less than 3/4 inch for wood screws.
- E. Seal joints as shown and as required for watertight construction.

1. Where sealant-filled joints are used, embed hooked flanges of joint members not less than 1 inch into sealant. Form joints to completely conceal sealant. When ambient temperature at time of installation is moderate, between 40 and 70 deg F, set joint members for 50 percent movement each way. Adjust setting proportionately for installation at higher ambient temperatures. Do not install sealant-type joints at temperatures below 40 deg F.
 2. Prepare joints and apply sealants.
- F. Rivets: Rivet joints in uncoated aluminum where indicated and where necessary for strength.

2.6 ROOF FLASHING INSTALLATION

- A. General: Install sheet metal flashing and trim to comply with performance requirements and SMACNA's "Architectural Sheet Metal Manual." Provide concealed fasteners where possible, set units true to line, and level as indicated. Install work with laps, joints, and seams that will be permanently watertight and weather resistant.
- B. Roof Edge Flashing (Gravel Stop) and Fascia Caps: Fabricate in minimum 96-inch- long, but not exceeding 10-foot- long, sections and continuous cleat.
1. Joint Style: Butt; with ¼ inch space for expansion and 6-inch- wide exposed cover plates.
 2. Aluminum: Bronze Finish 0.050 inch thick.
- C. Roof-Penetration Flashing: Coordinate installation of roof-penetration flashing with installation of roofing and other items penetrating roof. Install flashing as follows:
1. Turn lead flashing down inside vent piping, being careful not to block vent piping with flashing.
 2. Seal with elastomeric sealant and clamp flashing to pipes penetrating roof except for lead flashing on vent piping.
- D. Pipe or Post Counterflashing: Install counterflashing umbrella with close-fitting collar with top edge flared for elastomeric sealant, extending a minimum of 4 inches over base flashing. Install stainless-steel draw band and tighten.
- E. Metal Counterflashing: Coordinate installation of counterflashing with installation of base flashing. Extend counterflashing 4 inches over base flashing. Lap counterflashing joints a minimum of 4 inches and bed with sealant.

2.7 CLEANING AND PROTECTION

- A. Clean exposed metal surfaces of substances that interfere with uniform oxidation and weathering.

- B. Clean off excess sealants.
- C. Remove temporary protective coverings and strippable films as sheet metal flashing and trim are installed unless otherwise indicated in manufacturer's written installation instructions. On completion of installation, remove unused materials and clean finished surfaces. Maintain in a clean condition during construction.
- D. Replace sheet metal flashing and trim that have been damaged or that have deteriorated beyond successful repair by finish touchup or similar minor repair procedures.

END OF SECTION 07620