

SPECIFICATION DOCUMENTS
FOR

**Port Glasgow Trailer Park
Seasonal Office and Shower Facility**

Project # 25043

Architect:

G architects

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London, ON N6G 0J4



Project No.: 25043

Date: **February 20, 2026**

**SPECIFICATION DOCUMENTS
FOR
Port Glasgow Trailer Park
Office and Shower Facility**

Project # 25043

**FOR
Municipality of West Elgin**

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End of LIST OF DRAWINGS

Part 1 General

1.1 BID INFORMATION

Date: _____

Submitted by: _____

(name) _____

(address) _____

To: Municipality of West Elgin, Mr. Dave Charron

Project: Port Glasgow Trailer Park Seasonal Office and Shower Facility

G architects Project # 25043

1.2 OFFER

- .1 Having examined the Contract Documents and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by G architects for the above-mentioned project, we, the undersigned, hereby offer to enter into a contract, to perform the Work for the price of:

\$ _____

_____ dollars, in lawful money of Canada.

- .2 Taxes:

- .1 Applicable taxes (HST) are excluded from the Bid Price.

1.3 SEPARATE PRICES

- .1 Separate Price items do NOT replace or substitute items already in the Bid Documents. Accepted Separate Prices are to be in accordance with Section 002100 (Instructions to Bidders), excluding HST:

1.4 ACCEPTANCE

- .1 Refer to Instructions to Bidders for Conditions of acceptance.

- .2 This offer shall be open to acceptance and is irrevocable for thirty (30) calendar days from the Bid closing date and time.
- .3 The written value will be the accepted bid value
 - .1 The cost breakdown (appendix B) does not require to equal the written value
- .4 If this Bid is accepted by the Owner within the time period stated above, we will:
 - .1 Execute the 'Agreement' within seven (7) days of receipt of the form of execution.
 - .2 Furnish the required bonds within seven days of receipt of the Agreement [in the form described in the Supplementary Conditions].
 - .3 Commence work within seven (7) days after written notification of acceptance of this bid.
 - .4 Substantial Complete the Work by the **26th day of June, 2026**.
- .5 If this Bid is accepted within the time stated herein, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to the Owner by reason of our failure, limited in amount to the lesser of the face value of the deposit or the difference between this Bid and the Bid which the Contract is signed.
- .6 In the event our Bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions in the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.5 ADDENDA

- .1 The following Addenda have been received. The modifications to the Contract Documents noted therein have been considered and all costs thereto are included in the Bid Price.
 - .1 Addendum # _____ Dated _____.
 - .2 Addendum # _____ Dated _____.
 - .3 Addendum # _____ Dated _____.
 - .4 Addendum # _____ Dated _____.

1.6 CHANGES

- .1 When the Prime Consultant establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with CCDC 2 - Article GC 12.1 – Indemnification of the General Conditions, our percentage fee will be:
- .2 Refer to Section 00 73 03 – Supplemental Conditions

1.7 BID FORM SIGNATURE(S)

The Corporate Seal of

(Bidder - please print)
was hereunto affixed in the presence of:

(Seal)

Authorized signing officer

Title

Authorized signing officer

Title

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

Part 1 General

1.1 SUPPLEMENTAL BID FORM Submissions

- .1 Appendices shall be submitted electronically, to G architects, two (2) hours after Tender Close.**
- .2 Appendices shall be emailed, with the subject line in all email correspondence with G's Project Number: **25043**, to Prime Consultant:
 - .1 David Doka, Project Manager, G architects,
 email: david@architects.ca
 - .2 Cc all correspondence to Phil Goodfellow, Partner, G architects,
 email: phil@architects.ca
 - .3 Cc all correspondence to Holly Sutton, Regional Lead, G architects,
 email: holly@architects.ca

1.2 APPENDICES (to be submitted 2 hours after Tender Close)

- .1 'Appendix A' - Contract Documents: Include a complete listing of all documents and information issued by which the Bid Price was derived.
- .2 'Appendix B' - Subcontractors: Include the names of all Subcontractors and the portion(s) of the Work the Bidder will perform and emergency contact numbers.
 - .1 Total Value of **Appendix 'B'** must equal the written value provided on Tender BID FORM.
- .3 A list of Unit Prices is appended hereto and identified as 'Appendix C'.
- .4 A list of Alternatives is appended hereto and identified as 'Appendix D'.

1.3 TIED BIDS

- .1 In the event of a tied base bid value, the process shall follow the County Procurement Policy.

Appendix A: The following is the list of **Contract Documents** referred to in the Bid Form submitted by:
(Bidder) _____

(Owner) _____

dated _____ to which this Appendix is an integral part of the Bid Form.

The list of Contract Documents include the following:

- .2 Documents and Specifications cited in the Table of Contents at the beginning of the Project Manual.
- .3 Drawings List cited at or near the beginning of the package of drawings.
- .4 Schedules cited in the Table of Contents of the Project Manual and/or in the Drawing List.

END of APPENDIX A (to be submitted 2 hours after Tender Close)

Appendix B - Subcontractors: The following is the list of Subcontractors referred to in the Bid Form submitted by:

(Bidder) _____

(Owner) _____

dated _____ to which this Appendix is an integral part of the Bid Form.

The following work will be performed or provided by Subcontractors and coordinated by us:

Portion of the Work	Subcontractor's Name	Costs Breakdown (\$)
Bonds & Insurance		
Temporary Services		
General Conditions (ie: construction management staff, labour, material, equipment, hoarding, clean-up, shop drawings & close-out documents)		
Allowance <ul style="list-style-type: none"> - Door Hardware - Security - Testing Structural 		\$15,000.00 \$ 7,500.00 \$ 7,500.00
Demolition <ul style="list-style-type: none"> - General Demolition - Cutting and Removal - Other 		
Concrete <ul style="list-style-type: none"> - General Concrete Work - Other 		
Steel <ul style="list-style-type: none"> - Steelwork and connectors - Other 		
Wood Framing <ul style="list-style-type: none"> - Pre-Eng Wood Trusses - Other 		
Wood, Plastics & Composites <ul style="list-style-type: none"> - Wood Framing/Blocking - Finish Carpentry - Architectural Cabinetwork - Other 		
Cladding <ul style="list-style-type: none"> - Roof system - Exterior wall cladding & trims - Exterior soffits & trims - Other 		
Thermal & Moisture Protection <ul style="list-style-type: none"> - Roof Membrane - Wall Membrane - Vapour Retarder (under slab) - Joint Sealers 		

<ul style="list-style-type: none"> - Firestopping - Other 		
<p>Openings</p> <ul style="list-style-type: none"> - Hollow Metal Doors/Frames - Door Hardware Installation - Automatic Door Operator - Fiberglass Windows - Glass & Glazing - Other 		
<p>Floor/Wall Finishes (Lump Sum)</p> <ul style="list-style-type: none"> - Carpet - Ceramic - Epoxy Coating - Luxury Vinyl Tile - Trims - Transitions 		
<p>Stud Framing, Drywall & Texturing (including non-structural stud framing)</p>		
<p>Ceiling Systems (Lump Sum):</p> <ul style="list-style-type: none"> - ACT - Gypsum Board 		
<p>Painting</p> <ul style="list-style-type: none"> - Walls, Ceiling, Doors, - Trim, and Accessories 		
<p>Specialities (Washroom scope)</p> <ul style="list-style-type: none"> - Washroom Accessories - Call Assist Device(s) - Adult Change Table - Other 		
<p>Specialities (Furniture & Appliances)</p> <ul style="list-style-type: none"> - Office Furniture install - Laundry Appliances install - Other 		
<p>Communication/Security</p> <ul style="list-style-type: none"> - Communication & security equipment - Other 		
<p>Electrical</p> <ul style="list-style-type: none"> - Demolition - Power Distribution - Light Fixtures - Devices - General Conditions - Other 		
<p>Plumbing & Drainage</p> <ul style="list-style-type: none"> - Demolition - Domestic Hot & Cold water 		

<ul style="list-style-type: none"> - Sanitary & Vents - Insulation (Pipes) - Plumbing Fixtures - General Conditions 		
HVAC <ul style="list-style-type: none"> - Demolition - HVAC equipment - Controls - Ductwork & fittings - Insulation (Ducts) - Heating Piping & Hydronic - Balancing - Commissioning - General Conditions 		
Earthworks <ul style="list-style-type: none"> - Landscaping repairs - Asphalt repairs 		
Other Misc. Costs (Provide description and costs)		
<u>Note:</u> The <i>total value</i> of ‘ Appendix B ’ <u>must equal</u> the <i>written value</i> of BID FORM		TOTAL VALUE:

END of APPENDIX B (to be submitted 2 hours after Tender Close)

Appendix C - Unit Prices: The following is the list of Unit Prices referred to in the Bid Form submitted by:

(Bidder) _____

(Owner) _____

dated _____ to which this Appendix is an integral part of the Bid Form.

The following are incidental Unit Prices for specific portions of the Work as listed, and are applicable to authorized variations from the Contract Documents.

Portion of the Work	Quantity Unit (i.e.: sqft, hr, lump)	Unit Value (\$)
General Labour		
Demolition		
Concrete		
Masonry		
Metals		
Wood, Plastics & Composites		
Thermal & Moisture Protection		
Openings		
Floor/Wall Finishes		
Stud Framing, Drywall & Texturing		
Ceiling Systems		
Painting		
Communication/Security		
Electrical		
Fire Alarm System		
Plumbing & Drainage		
HVAC		
Earthworks		
Other Misc. Costs		

(Provide description and costs)		

END of APPENDIX C (to be submitted 2 hours after Tender Close)

Appendix D - Alternatives: The following is the list of Alternatives referred to in the Bid Form submitted by:

(Bidder) _____

(Owner) _____

dated _____ to which this Appendix is an integral part of the Bid Form.

Refer to Section 01 29 00 - Payment Procedures:

Alternative # 1 (Add) (Deduct) \$ _____

Alternative # 2 (Add) (Deduct) \$ _____

Alternative # 3 (Add) (Deduct) \$ _____

END of APPENDIX D (to be submitted 2 hours after Tender Close)

END OF BASE BID

Part 1 General

1.1 AGREEMENT DECLARATION

- .1 CCDC 2 - 2008 Edition, Stipulated Price Contract, as may be amended, forms the basis of Agreement between the Owner and Contractor.

- .2 This Agreement is bound to the CCDC 2 - 2008 Edition, Definitions and CCDC 2 General Conditions.

END OF DOCUMENT

Part 1 General

1.1 DEFINITIONS DECLARATION

- .1 CCDC 2-2008 Edition, Stipulated Price Contract as may be amended, forms the basis of Definitions between the Owner and Contractor.
- .2 These Definitions are bound to the CCDC 2 Definitions and CCDC 2 General Conditions.

1.2 SUPPLEMENTARY WORDS AND TERMS TO CCDC 2-2008

- .1 The following words and terms are additional to the CCDC 2 Definitions.
- .2 **Addendum:** A document that amends the Bid Documents during the Bidding Period and becomes part of the Contract Documents when a Contract is executed. (Plural: Addenda)
- .3 **Agreement:** The signed and sealed legal instrument binding parties in a Contract, describing in strict terms their mutual arrangement, roles and responsibilities, commencement, and completion responsibilities.
- .4 **Alternative Price:** The amount stipulated by a Bidder for an Alternative and stated as an addition, a deduction, or no change to the Bid Price.
- .5 **Bid:** To offer as a Bid stating for what price a Contractor will assume a Contract.
- .6 **Bid Documents:** A set of documents consisting of the Instructions to Bidders, Bid Form, Contract Documents, and other information issued for the benefit of Bidders to prepare and submit a Bid.
- .7 **Bid Form:** The specific and detailed form used to collect information about a Bid.
- .8 **Bidding:** The process of preparing and submitting a Bid.
- .9 **Construction Documents:** The Drawings and Project Manual. When combined with a Contract and Contract conditions, these documents form the Contract Documents.
- .10 **Contingency Allowance:** An additional monetary amount added to a Project cost estimate and designated to cover unpredictable or unforeseen items of Work. The amount is usually based on some percentage of the estimated cost and expended and adjusted by Change Order. It is not intended to cover additions to the scope of Work.
- .11 **Cost Plus Contract:** A Contract under which a Contractor is reimbursed for the direct and indirect costs for the performance of a Contract and, in addition, is paid a Fee for services. The Fee is usually stated as a stipulated price or as a percentage of cost.
- .12 **General Conditions:** That part of the Contract Documents which sets forth many of the rights, responsibilities and relationships of the parties involved in a Contract.
- .13 **Instructions To Bidders:** Instructions contained in the Bid Documents to convey an Owner's expectations and criteria associated with submitting a Bid.

- .14 **Section:** A portion of a Project Specification covering one or more segments of the total Work or requirements. Sections are included in a Project manual as required to meet Project requirements.
- .15 **Standard:** A document describing a grade or a level of quality, which has been established by a recognized agency or organization, utilizing an internal voting process.
- .16 **Separate Price:** A separate price for work to be added to the base price if selected by the Owner. This price type is not a part of the base bid price.
- .17 **Stipulated Price:** An amount set forth in a Stipulated Price Contract as the total payment for the performance of the Work. Sometimes referred to as a stipulated sum or a lump sum stipulated price.
- .18 **Unit Price:** The amount payable for a single unit of Work as stated in a Schedule of Prices.
- .19 **Install:** To remove from site storage, move or transport to intended location, install in position, connect to utilities, repair site caused damage, and make ready for use.
- .20 **Supply:** To acquire or purchase, ship or transport to the site, unload, remove packaging to permit inspection for damage, re-package, replace damaged items, and safely store on-site.

END OF DOCUMENT

Part 1 General

1.1 GENERAL CONDITIONS DECLARATION

- .1 CCDC 2-2008 - The General Conditions of the Stipulated Price Contract; is the General Conditions between the Owner and Contractor.

1.2 SUPPLEMENTARY CONDITIONS

- .1 Refer to Document 00 73 03 - Supplementary Conditions for amendments to these General Conditions.

END OF DOCUMENT

Part 1 CCDC 2-2008 - Supplementary Conditions

1.1 GC 1.1 CONTRACT DOCUMENTS

- .1 CCDC 2-2008, Paragraph 1.1.7: Revise this paragraph on Precedence of Documents, as follows:
 - .1 In the event of conflict within and between the Contract Documents, the order of priority within specifications and drawings are - from highest to lowest:
 - .1 Agreement - Between Owner and Contractor including Definitions,
 - .2 Supplementary Conditions (if any),
 - .3 General Conditions of the Contract,
 - .4 Sections of Division 01 of the specifications,
 - .5 Specifications:
 - .1 Sections of Divisions 02 through 49 of the specifications, and
 - .2 Specifications as annotated on drawings.
 - .6 Schedules and keynotes:
 - .1 Schedules within the specifications, then
 - .2 Schedules on drawings.
 - .7 Drawings:
 - .1 Drawings of larger scale shall govern over those of smaller scale of the same date, then
 - .2 Dimensions shown on drawings shall govern over dimensions scaled from drawings, then
 - .3 Location of utility outlets indicated on architectural detail drawings takes precedence over positions or mounting heights located on mechanical or electrical drawings.
 - .8 Later dated documents shall govern over earlier documents of the same type.
 - .2 In the event of conflict between documents, the decision of the Owner shall be final.
 - .3 The requirements stated in Division 01 specification sections apply to all other specification sections within Division 02 to 49. Refer to precedence statements above.

1.2 GC 5.8 WITHHOLDING OF PAYMENT

- .1 Add paragraph 5.8.2:
 - .1 "The Contractor shall be responsible for any legal costs borne by the Owner related to lien action. The Owner may withhold any such amount sufficient to cover such legal costs."
- .2 Add paragraph 5.8.3:
 - .1 In addition to any rights the Owner has pursuant to the Construction Lien Act, if a lien is registered or an action commenced against the Owner, the Owner shall have the right to withhold from any money otherwise due to the Contractor, the full

amount claimed in the lien action plus an additional sum sufficient to satisfy all of the Owner's expenses relating to such lien actions, including legal and consulting costs. These funds held back shall be released to the Contractor upon full discharge of all liens and dismissal of all actions against the Owner.

.3 Add paragraph 5.8.4:

- .1 The consultant shall deduct on each certificate for payment, after the 10% lien holdback has been deducted, a further 2% to be set aside and held as a Contract completion security account. The accumulated amount in this account shall be released to the Contractor as part of the Final Payment. Partial releases will not be made.

.4 Add paragraph 5.8.6:

- .1 If within 3 weeks of written notification by the Owner at any time after Substantial Performance the Contractor does not completely finish the work the Owner shall have the right to complete such work and deduct the cost for such work , together with an appropriate administration fee, from the Contract completion security account.

1.3 GC 6.2 CHANGE ORDER / CHANGE INSTRUCTION

.1 Add the following paragraph:

- .1 The following fee percentage and overhead charges shall be applied to additional work:
 - .1 For the first \$5,000.00 in total gross additional work added to the contract:
 - .1 For those items understood to be directly part of the Contractor's work, the Contractor will be permitted to charge a maximum of 10% overhead plus a maximum 5% fee.
 - .2 On items involving changes to work of a Subcontractor the Contractor may charge 5% fee. Overhead shall not be charged on extras or credits applying to Subcontractors' work by the General Contractor.
 - .3 Subcontractors may charge a maximum of 10% overhead plus a maximum of 5% fee on work to be provided by their own forces. They may charge only 5% fee on work of other subcontractors under their direct jurisdiction.
 - .2 For total gross additional work added to the contract in excess of \$5,000.00
 - .1 For those items understood to be directly part of the Contractor's work, the Contractor will be permitted to charge a maximum of 5% overhead plus a maximum 5% fee.
 - .2 On items involving changes to work of a Subcontractor the Contractor may charge 5% fee. Overhead shall not be charged on extras or credits applying to Subcontractors' work by the General Contractor.
 - .3 Subcontractors may charge a maximum of 5% overhead plus a maximum of 5% fee on work to be provided by their own forces.

They may charge only 5% fee on work of other subcontractors under their direct jurisdiction.

- .3 For example if a series of Change Orders sums to \$5,000.00 mark-up is 5% & 5% or as further described above. For remaining Change Orders the mark-up is 5% and 5% or as further described above.
 - .4 Where a change involves both extras and credits, overhead and profit shall only apply to the net extra for the charge, if any.
- .2 Add paragraph 6.2.4
- .1 The costs for the following items shall be considered to be included in the allowances for overhead and profit:
 - .1 Contractor's head office expenses, including estimating, accounting and disbursements.
 - .2 Wages of project managers, superintendents, assistants, watchpersons and administrative personnel.
 - .3 Temporary site office including costs for telephone and facsimile machine.
 - .4 Small tools.
 - .5 Employee transportation to and from site.
 - .6 Insurance and Bonding premiums.
 - .7 Site safety programs.
 - .8 Clean up and disposal of waste materials.

1.4 GC 11.1 - INSURANCE

- .1 Provide construction insurance to requirements of CCDC 41 - CCDC Insurance Requirements.

1.5 GC 11.2 - CONTRACT SECURITY

- .1 Add the following paragraphs:
 - 11.2.3 Provide a Performance Bond in the name of the Owner for 100% of the Contract Price, to assure the faithful performance of the Contract, including corrections to the Work required under GC 12.3 - Warranty; using Performance Bond Form CCDC 221
 - 11.2.4 Provide a Labour and Material Payment Bond in the name of the Owner for 50% of the Contract Price, to assume faithful payment of monies to parties in contract with the Contract; on Labour and Material Payment Bond Form CCDC 222.

END OF DOCUMENT

Part 1 General

1.1 SECTION INCLUDES

- .1 Documents and terminology.
- .2 Associated requirements.
- .3 Work expectations.
- .4 Work by other parties.
- .5 Premises usage.

1.2 RELATED SECTIONS

- .1 Section 01 21 00 - Allowances
- .2 Section 01 78 10 - Closeout Submittals.
- .3 This section describes requirements applicable to all Sections within Divisions 02 to 49.

1.3 RELATED DOCUMENTS

- .1 Section [00 52 13] - Agreement and Definitions.
- .2 Section [00 72 1 - General Conditions.
- .3 Section [00 73 03] - Supplementary Conditions.
- .4 All other Division 01 Specification sections.
- .5 Division 01 sections describe requirements applicable to all Sections within Divisions 02 to 49 inclusive.

1.4 WORDS AND TERMS

- .1 Refer to and acknowledge other words, terms, and definitions in CCDC 2 - Definitions. Additional words and terms are cited in Section 00800 described in Supplementary Conditions.

1.5 COMPLEMENTARY DOCUMENTS

- .1 Drawings, specifications, and schedules are complementary each to the other and what is called for by one to be binding as if called for by all. Should any discrepancy appear between documents which leaves doubt as to the intent or meaning, abide by Precedence of Documents article below or obtain direction from the Consultant.
- .2 Drawings indicate general location and route of conduit and wire/conductors. Install conduit or wiring/conductors and plumbing piping not shown or indicated diagrammatically in schematic or riser diagrams to provide an operational assembly or system.

- .3 Install components to physically conserve headroom, to minimize furring spaces, or obstructions.
- .4 Locate devices with primary regard for convenience of operation and usage.
- .5 Examine all discipline drawings, specifications, and schedules and related Work to ensure that Work can be satisfactorily executed. Conflicts or additional work beyond work described to be brought to attention of Consultant.

1.6 DESCRIPTION OF THE WORK

- .1 Work of this Contract comprised of, but not limited to:
 - .1 Demolition of existing washroom facility,
 - .2 New construction for an office, office washroom, five (5) shower-washrooms, one (1) universal washroom with shower, and a common laundry room facility,
 - .3 Installation of owner supplied items (ie: office furniture, laundry appliances etc), and
 - .4 Coordination of owner site works.
- .2 The location of the work to be performed is at the existing washroom facility at Port Glasgow Trailer Park, 8650 Furnival Rd., Rodney, Ontario and includes all related structural, mechanical, electrical and minor civil grading.
- .3 Division of the Work among other contractors, Subcontractors, suppliers and/or vendors is solely the Contractor's responsibility. Neither the Owner nor Consultant assumes any responsibility to act as an arbiter to establish subcontract terms between sectors or disciplines of work.

1.7 CONTRACT METHOD

- .1 Construct Work under single, stipulated price contract.
- .2 Relations and responsibilities between Contractor and Subcontractors assigned by the Owner are as defined in Conditions of Contract documents. Assigned Subcontractors must, in addition:
 - .1 Provide to Contractor, bonds covering faithful performance of subcontracted work and payment of obligations thereunder when Contractor is required to provide such bonds to Owner.
 - .2 Purchase and maintain liability insurance to protect Contractor from claims for not less than limits of liability which Contractor is required to provide to Owner.
- .3 Refer to Section 01 21 00 - Allowances for cash allowance amounts applicable to assignable contracts.
- .4 Assume responsibility for assigned contracts as Subcontracts forming part of the Work.
- .5 Contract Documents were prepared by the Consultant for the Owner. Any use which a third party makes of the Contract Documents, or any reliance on or decisions to be made based on them, are the responsibility of such third parties. The Consultant accepts no responsibility for damages, suffered by any third party as a result of decisions made or actions based on the Contract Documents.

- .6 For purposes of reference in these Contract Documents, the term "Contractor" shall mean the party in contract with the Owner.

1.8 DOCUMENTS PROVIDED

- .1 The Contractor shall have access to digital versions of the Contract Documents (via BOX.com) for construction purposes and coordination with Subcontractors.
 - .1 Contractor may invite Subcontractors to BOX.com to access the Contract Documents at their discretion.
- .2 The Contractor may print the Contract Documents at their discretion.
- .3 An electronic set (AutoCAD version TBD) of documents will be provided by the Consultants to the Contractor near the end of the Project for purposes of transferring changed information recorded on as-built documents to the electronic Record Documents.

1.9 WORK SEQUENCE

- .1 Construct Work to accommodate Landlord's and Owner's usage requirements during the construction period, coordinate construction schedule and operations with Landlord, Owner and Consultant.
- .2 Coordinate Progress Schedule with Landlord and Owner use during construction.
- .3 Maintain fire access and control of fire protection equipment.

1.10 OWNER-SUPPLIED PRODUCTS

- .1 Obtain the necessary shop drawings from the Consultant and proceed to coordinate details for installation, expedite, receive, unload, install, connect and test the specified equipment, and be responsible for warranty.
- .2 Equipment specifications for pre-purchased items are included at the end of the project specification, printed on blue paper for confirmation only.
- .3 Receive Owner-supplied Products and equipment F.O.B. and store and process Products and equipment until installation.
- .4 Owner Responsibilities:
 - .1 Arrange for delivery of shop drawings, product data, samples, manufacturer's instructions, and certificates to Contractor.
 - .2 Deliver supplier's bill of materials to Contractor.
 - .3 Arrange and pay for delivery to the Place of the Work in accordance with Progress Schedule.
 - .4 Inspect deliveries jointly with Contractor.
 - .5 Submit claims for transportation damage.
 - .6 Arrange for replacement of damaged, defective or missing items.
 - .7 Arrange for manufacturer's field services; arrange for and deliver manufacturer's warranties and bonds to Contractor.

- .5 Contractor Responsibilities:
 - .1 Designate submittals and delivery date for each Product in progress schedule.
 - .2 Review shop drawings, product data, samples, and other submittals. Submit to Consultant, notification of any observed discrepancies or problems anticipated due to non-conformance with Contract Documents.
 - .3 Receive and unload Products at site.
 - .4 Inspect deliveries jointly with Owner; record shortages, and damaged or defective items.
 - .5 Handle Products at site, including uncrating and storage.
 - .6 Protect Products from damage, and from exposure to elements.
 - .7 Assemble, install, connect, adjust, and finish Products.
 - .8 Arrange for installation inspections required by public authorities.
 - .9 Repair or replace items damaged by Contractor or Subcontractor on site (under their control).

1.11 CONTRACTOR USE OF PREMISES

- .1 Limit use of site and premises to allow:
 - .1 Owner and public occupancy.
 - .2 Work by Others and Work by Owner.
- .2 Construction Operations: Limited to areas noted on Drawings.
- .3 Utility Outages and Shutdown: To be requested by Contractor in writing one (1) day prior to Utility Outages and Shutdowns being required to occur

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Cash allowances.
- .2 Inspection and testing allowances.
- .3 Contingency allowance.

1.2 RELATED SECTIONS

- .1 This section describes requirements applicable to all Sections.

1.3 CASH ALLOWANCES

- .1 Costs Included in Cash Allowances: Cost of Product to Contractor, less applicable trade discounts; delivery to site, and applicable taxes.
- .2 If a Cash Allowance item described in the Allowances Schedule below indicates the inclusion of installation, include in the Cash Allowance amount, provision for Product handling at the site, including unloading, uncrating, storage, protection of Products from elements and from damage, labour for installation and finishing, insurance, labour costs, taxes, bonding if applicable, equipment rental, overhead and profit.
- .3 If a Cash Allowance item described in the Allowances Schedule below indicates supply only, include in the Contract Price costs not included in Cash Allowances but included in the Contract Price: Product handling at the site including unloading, uncrating, storage, protection of Products from elements and from damage, labour for installation and finishing, insurance, labour costs, taxes, bonding if applicable, equipment rental, overhead and profit.
- .4 Consultant Responsibilities:
 - .1 Consult with Contractor for consideration and selection of Products, suppliers, and installers.
 - .2 Owner and Consultant to select Products.
 - .3 Prepare Change Order.
- .5 Contractor Responsibilities:
 - .1 Assist Consultant in selection of Products, suppliers and installers.
 - .2 Obtain proposals from suppliers and installers and offer recommendations.
 - .3 On notification of selection by Consultant or Owner, execute purchase agreement with designated supplier and installer.
 - .4 Arrange for and process shop drawings, product data, and samples. Arrange for delivery.
 - .5 Promptly inspect Products upon delivery for completeness, damage, and defects. Submit claims for transportation damage.
- .6 Differences in costs will be adjusted by Change Order.

- .7 Allowances Schedule:
 - .1 Door Hardware: Include the stipulated sum of \$ 15,000.00 for purchase and delivery of door hardware
 - .2 Security: Include the stipulated sum of \$ 7,500.00 for purchase and delivery of keyless access and security systems.

1.4 INSPECTING AND TESTING ALLOWANCES

- .1 Costs Included in Inspecting and Testing Allowances: Cost of engaging an inspecting or testing agency; execution of inspecting and tests; and reporting results.
- .2 Costs Not Included in the Inspecting and Testing Allowance but Included in the Contract Price:
 - .1 Costs of incidental labour and facilities required to assist inspecting or testing agency.
 - .2 Costs of testing services used by Contractor separate from Contract Document requirements.
 - .3 Costs of retesting upon failure of previous tests as determined by Consultant.
- .3 Payment Procedures:
 - .1 Submit one (1) copy of the inspecting or testing firm's invoice with next application for payment.
 - .2 Pay invoice on approval by Consultant.
- .4 Inspecting and Testing Allowances Schedule:
 - .1 Include the sum of \$ 7,500.00 for various structural items;
 - .1 Subgrade/Bearing Capacity Inspections: estimate 2,
 - .2 Concrete Cylinder Sets: estimate up to 6 (2 footings, 2 foundation walls, 2 slab on grade/sidewalks)
 - .3 Mortar & Grout Sets: estimate 4
 - .4 Compaction for foundations and slab on grade: estimate 2 or 3.
- .5 Differences in cost will be adjusted by Change Order.

1.5 CONTINGENCY ALLOWANCE

- .1 Contractor's costs for Products, delivery, installation, labour, insurance, payroll, taxes, bonding, equipment rental, overhead and profit will be included in Change Orders authorizing expenditure of funds from this Contingency Allowance.
- .2 Funds will be drawn from the Contingency Allowance only by Change Order.
- .3 At closeout of Contract, funds remaining in Contingency Allowance will be credited to Owner by Change Order.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Applications for progress payments.
- .2 Substantial performance procedures.
- .3 Release of hold-back procedures.
- .4 Price adjustments.

1.2 RELATED SECTIONS

- .1 Refer to CCDC 2-2008 for specific requirements.

1.3 RELATED SECTIONS

- .1 Not used

1.4 APPLICATIONS FOR PROGRESS PAYMENT

- .1 Submit a CCDC 24 electronic form using an authorized electronic signature.
- .2 Make applications for payment on account as monthly as Work progresses.
- .3 Accompany applications with a CCDC 9A-2001 Statutory Declaration form.
- .4 Date applications for payment last day of agreed payment period and ensure amount claimed is for value, proportionate to amount of Contract, of Work performed and Products delivered to Place of Work as of that date.
- .5 Submit to Consultant for review, minimum fourteen (14) days before first application for payment, schedule of values for parts of Work, aggregating total amount of Contract Price, so as to facilitate evaluation of applications for payment.
- .6 Submit required support documentation with applications for payment, including statutory declarations and workers' compensation clearance certificates.

1.5 PROGRESS PAYMENT

- .1 Submit a progress payment schedule on CCDC 24 electronic form using an authorized electronic signature.
- .2 Accompany applications with a CCDC 9A-2001 - Statutory Declaration form.
- .3 Consultant will issue to Owner, no later than ten (10) days after receipt of an application for payment, certificate for payment in amount applied for or in such other amount as Consultant determines to be properly due.
- .4 If Consultant amends application, Consultant will give notification in writing giving reasons for amendment.

1.6 PROGRESSIVE RELEASE OF HOLD-BACK

- .1 Where legislation permits, if Consultant has certified that Work has been performed prior to Substantial Performance of the Work, Owner will pay hold-back amount retained for such Work, or products supplied, on day following expiration of hold-back period for such Work stipulated in lien legislation applicable to Place of the Work.
- .2 Notwithstanding provisions of preceding paragraph, and notwithstanding wording of such certificates, ensure that Subcontract Work or Products is protected pending issuance of final certificate for payment and be responsible for correction of defects or Work not performed regardless of whether or not such was apparent when such certificates were issued.

1.7 SUBSTANTIAL PERFORMANCE OF THE WORK

- .1 Submit a schedule of payments on CCDC 24 electronic form using an authorized electronic signature.
- .2 Accompany applications with a CCDC 9A-2001 Statutory Declaration form.
- .3 Prepare and submit to Consultant a comprehensive list of items to be completed or corrected. Failure to include an item on the list does not alter responsibility to complete the Contract.
- .4 Request Consultant review to establish Substantial Performance of the Work.
- .5 Where permitted by local lien legislation, Contractor may apply for substantial performance of a designated portion of the Work, subject to Owner acceptance of that portion of the Work being substantially performed.
- .6 No later than ten (10) days after receipt of list and application, Consultant will review Work to verify validity of application, and no later than seven (7) days after completing review, will notify Contractor if the Work, or the designated portion of the Work, is substantially performed.
- .7 Consultant will state in their certificate the date of Substantial Performance of the Work, or the date of the designated portion of the Work, as applicable.
- .8 Immediately following issuance of certificate of Substantial Performance of the Work, in consultation with Consultant, establish reasonable date for finishing Work.

1.8 PAYMENT OF HOLD-BACK ON SUBSTANTIAL PERFORMANCE OF THE WORK

- .1 After issuance of Certificate of Substantial Performance of the Work:
 - .1 Submit an application for payment of hold-back amount.
 - .2 Submit sworn statement that all accounts for labour, subcontracts, products, construction machinery and equipment, and other indebtedness which may have been incurred in Substantial Performance of the Work and for which Owner might in any way be held responsible have been paid in full, except for amounts properly retained as hold-back or as identified amount in dispute.

- .2 After receipt of application for payment and sworn statement, Consultant will issue certificate for payment of hold-back amount.
- .3 Where hold-back amount has not been placed in a separate hold-back account, Owner will, within ten (10) days prior to expiry of hold-back period stipulated in lien legislation applicable to Place of the Work, place hold-back amount in bank account in joint names of Owner and Contractor.
- .4 Amount authorized by certificate for payment of hold-back amount is due and payable on day following expiration of hold-back period stipulated in lien legislation applicable to Place of the Work.
 - .1 Where lien legislation does not exist or apply, hold-back amount is due and payable in accordance with other legislation, industry practice, or provisions which may be agreed to between parties.
 - .2 Owner may retain out of hold-back amount any sums required by law to satisfy any liens against Work or, if permitted by lien legislation applicable to Place of the Work, other third party monetary claims against Contractor which are enforceable against Owner.

1.9 FINAL PAYMENT

- .1 Submit an application for final payment on a CCDC 24 printed form copy with an authorized signature.
- .2 Consultant will, no later than ten (10) days after receipt of an application for final payment, review Work to verify validity of application. Consultant will give notification that application is valid or give reasons why it is not valid, no later than seven (7) days after reviewing Work.
- .3 Consultant will issue final certificate for payment when application for final payment is determined valid.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Coordination Work with other contractors and work by Owner under administration of Consultant.
- .2 Scheduled progress meetings.

1.2 RELATED SECTIONS

- .1 Section 01 32 00 - Construction Progress Documentation
- .2 Section 01 33 00 - Submittal Procedures.
- .3 This section describes requirements applicable to all Sections within Divisions 02 to 49.

1.3 COORDINATION

- .1 Perform coordination of progress schedules, submittals, use of site, temporary utilities, construction facilities, and construction Work, with progress of Work of other contractors and Work by Owner, under instructions of Consultant.

1.4 CONSTRUCTION ORGANIZATION AND START-UP

- .1 Within fifteen (15) days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Owner, Consultant, Contractor, major Subcontractors, field inspectors and supervisors are to be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum five (5) days before meeting.
- .4 Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- .5 Agenda to include following:
 - .1 Appointment of official representative of participants in Work.
 - .2 Schedule of Work, progress scheduling as specified in Section 01 32 00.
 - .3 Schedule of submission of shop drawings, samples, colour chips as specified in Section 01 33 00.
 - .4 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences as specified in Section 01 51 00.
 - .5 Delivery schedule of specified equipment as specified in Section 01 32 00.
 - .6 Site safety as specified in Section 01 35 23.
 - .7 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, and administrative requirements.

- .8 Owner-furnished Products.
- .9 Record drawings as specified in Section 01 78 10.
- .10 Maintenance material and data as specified in Section 01 78 10.
- .11 Take-over procedures, acceptance, and warranties as specified Section 01 78 10.
- .12 Monthly progress claims, administrative procedures, photographs, and holdbacks.
- .13 Appointment of inspection and testing agencies or firms.
- .14 Insurances and transcript of policies.
- .6 Comply with Consultant's allocation of mobilization areas of site; for field offices and sheds, access, traffic, and parking facilities.
- .7 During construction, coordinate use of site and facilities through Consultant's procedures for intra-project communications: Submittals, reports and records, schedules, coordination of drawings, recommendations, and resolution of ambiguities and conflicts.
- .8 Comply with instructions of Consultant for use of temporary utilities and construction facilities.
- .9 Coordinate field engineering and layout work with Consultant.

1.5 ON-SITE DOCUMENTS

- .1 Maintain at job site, one copy each of the following:
 - .1 Contract drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Reviewed shop drawings.
 - .5 Change orders.
 - .6 Other modifications to Contract.
 - .7 Field test reports.
 - .8 Copy of approved Work schedule.
 - .9 Manufacturers' installation and application instructions.
 - .10 Labour conditions and wage schedules.
 - .11 Applicable current editions of municipal regulations and by-laws. Current building codes, complete with addenda bulletins applicable to the Place of the Work.

1.6 SCHEDULES

- .1 Submit preliminary construction progress schedule as specified in Section 01 32 00 to Consultant coordinated with Consultant's project schedule.
- .2 After review, revise and resubmit schedule to comply with revised project schedule.
- .3 During progress of Work revise and resubmit as directed by Consultant.

1.7 CONSTRUCTION PROGRESS MEETINGS

- .1 Contractor, major subcontractors involved in Work, Consultant, and Owner [or Owner representative] are to be in attendance.
- .2 Notify parties minimum four (4) days prior to meetings.
- .3 Record minutes of meetings and circulate to attending parties and affected parties not in attendance within three (3) days after meeting.
- .4 Agenda to include following:
 - .1 Review, approval of minutes of previous meeting.
 - .2 Review of Work progress since previous meeting.
 - .3 Field observations, problems, conflicts.
 - .4 Problems which impede construction schedule.
 - .5 Review of off-site fabrication delivery schedules.
 - .6 Corrective measures and procedures to regain projected schedule.
 - .7 Revision to construction schedule.
 - .8 Progress schedule, during succeeding work period.
 - .9 Review submittal schedules: expedite as required.
 - .10 Maintenance of quality standards.
 - .11 Review proposed changes for affect on construction schedule and on completion date.
 - .12 Review site safety and security issues.
 - .13 Other business.

1.8 SUBMITTALS

- .1 Submit preliminary Shop Drawings, product data and samples [as specified in Section 01 33 00] for review for compliance with Contract Documents; for field dimensions and clearances, for relation to available space, and for relation to Work of other contracts. After review, revise and resubmit for transmittal to Consultant.
- .2 Submit requests for payment for review, and for transmittal to Consultant.
- .3 Submit requests for interpretation of Contract Documents, and obtain instructions through Consultant.
- .4 Process substitutions through Consultant.
- .5 Process change orders through Consultant.
- .6 Deliver closeout submittals for review and preliminary inspections, for transmittal to Consultant.

1.9 COORDINATION DRAWINGS

- .1 Provide information required by Consultant for preparation of Coordination Drawings.
- .2 Review and approve revised Drawings for submittal to Consultant.

1.10 CLOSEOUT PROCEDURES

- .1 Notify Consultant when Work is considered ready for Substantial Performance.
- .2 Accompany Consultant on preliminary inspection to determine items listed for completion or correction.
- .3 Comply with Consultant's instructions for correction of items of Work listed in executed certificate of Substantial Performance and for access to Owner-occupied areas.
- .4 Notify Consultant of instructions for completion of items of Work determined in Consultant's final inspection.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Schedules, form, content, submission.
- .2 Critical path scheduling.
- .3 Progress photographs.
- .4 Submittals schedule.

1.2 RELATED SECTIONS

- .1 Section 01 31 00 – Project Managing and Coordination
- .2 Section 01 33 00 - Submittal Procedures
- .3 This section describes requirements applicable to all Sections.

1.3 SCHEDULES

- .1 Submit schedules as follows:
 - .1 Submittal Schedule for Shop Drawings and Product Data.
 - .2 Submittal Schedule for Samples.
 - .3 Submittal Schedule for timeliness of Owner-furnished Products.
 - .4 Product Delivery Schedule.
 - .5 Cash Allowance Schedule for acquiring Products only or Products and Installation, or Installation only.
 - .6 Shutdown or closure activity.
- .2 Schedule Format
 - .1 Prepare schedule in form of a horizontal Gantt bar chart.
 - .2 Provide a separate bar for each major subcontract.
 - .3 Split horizontally for projected and actual performance.
 - .4 Provide horizontal time scale identifying first Working Day of each week.
 - .5 Format for listings: Table of Contents of the Project Manual in chronological order of start of each item of work.
 - .6 Identification of listings: By specification Section numbers.
- .3 Schedule Submission
 - .1 Submit initial format of schedules within 15 working days after award of Contract.
 - .2 Submit schedules in electronic format, forward through e-mail as *.pdf files.
 - .3 Consultant will review schedule and return review copy within 10 days after receipt.
 - .4 Resubmit finalized schedule within 7 days after return of review copy.

- .5 Submit revised progress schedule with each application for payment.
- .6 Distribute copies of revised schedule to:
 - .1 Job site office.
 - .2 Subcontractors.
 - .3 Other concerned parties.
- .7 Instruct recipients to report to Contractor within 10 days, any problems anticipated by timetable shown in schedule.

1.4 CONSTRUCTION PROGRESS SCHEDULING

- .1 Revise and resubmit as required.
- .2 Submit revised schedules with each Application for Payment, identifying changes since previous version.
- .3 Submit computer generated network analysis diagram using the critical path method.
- .4 Show complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Indicate the early and late start, early and late finish, float dates, and duration.
- .5 Indicate estimated percentage of completion for each item of Work at each submission.
- .6 Indicate submittal dates required for shop drawings, product data, samples, and product delivery dates, including those furnished by Owner and required by Allowances.
- .7 Include dates for commencement and completion of each major element of construction as follows.
 - .1 Site mobilization,
 - .2 Demolition
 - .3 Framing completion
 - .4 Special subcontractor work
 - .5 Drywall containment
 - .6 Clean-up.
- .8 Indicate progress of each activity to date of submission schedule.
- .9 Indicate changes occurring since previous submission of schedule:
 - .1 Major changes in scope.
 - .2 Activities modified since previous submission.
 - .3 Revised projections of progress and completion.
 - .4 Other identifiable changes.
- .10 Provide a narrative report to define:
 - .1 Problem areas, anticipated delays, and impact on schedule.
 - .2 Corrective action recommended and its effect.
 - .3 Effect of changes on schedules of other prime contractors.

1.5 CRITICAL PATH SCHEDULING

- .1 Include complete sequence of construction activities.
- .2 Include dates for commencement and completion of each major element of construction [as follows].
 - .1 Site mobilization,
 - .2 Demolition
 - .3 Framing completion
 - .4 Special subcontractor work
 - .5 Drywall containment
 - .6 Clean-up.
- .3 Show projected percentage of completion of each item as of first day of month.
- .4 Indicate progress of each activity to date of submission schedule.
- .5 Show changes occurring since previous submission of schedule:
 - .1 Major changes in scope
 - .2 Activities modified since previous submission
 - .3 Revised projections of progress and completion
 - .4 Other identifiable changes
- .6 Provide a narrative report to define:
 - .1 Problem areas, anticipated delays, and impact on schedule
 - .2 Corrective action recommended and its effect
 - .3 Effect of changes on schedules of other prime contractors

1.6 SUBMITTALS SCHEDULE

- .1 Include schedule for submitting shop drawings, product data, and samples.
- .2 Indicate dates for submitting, review time, resubmission time, and last date for meeting fabrication schedule.
- .3 Include dates when reviewed submittals will be required from Consultant.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Shop Drawings, Samples, and Mock-ups,
- .2 Reports,
- .3 Certificates and transcripts.

1.2 RELATED SECTIONS

- .1 Section 01 31 00 - Project managing and Coordination.
- .2 Section 01 32 00 - Construction Progress Documentation.
- .3 Section 01 78 10 - Closeout Submittals.
- .4 Other sections requesting submittals.
- .5 This section describes requirements applicable to all Sections.

1.3 ADMINISTRATIVE

- .1 Submit to Consultant submittals listed for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2 Work affected by submittal shall not proceed until review is complete.
- .3 Review submittals prior to submission to Consultant. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents.
- .4 Submittals not stamped, signed, dated, identified as to specific project, and attesting to their being reviewed will be returned without being examined and shall be considered rejected.
- .5 Notify Consultant, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .6 Verify field measurements and affected adjacent Work is coordinated.
- .7 Contractor's responsibility for errors and omissions in submission is not relieved by Consultant's review of submittals.
- .8 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Consultant review.
- .9 Keep one reviewed copy of each submission on site.

- .10 Submit any documents that pertain to the Landlord demising walls and structural floor and ceilings prior to proceeding with work.

1.4 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .3 Allow ten (10) days for Consultant's review of each submission.
- .4 Contractor to address and fulfill the requirements of CCDC2 – Section 3.10 Shop Drawings prior to submitting shop drawings for review.
- .5 Shop drawings that have not been stamped as “Reviewed and Approved” by the Contractor as per the requirements of CCDC2 Section 3.10, Shop Drawings, will be returned without review. Consultants will only review the same shop drawings a maximum of 2 times before charging the Contractor a flat hourly rate of \$150.00 per hour to review additional variations of the same shop drawing.
- .6 Adjustments made on shop drawings by Consultant are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Consultant prior to proceeding with Work.
- .7 Make changes in shop drawings as Consultant may require, consistent with Contract Documents. When resubmitting, notify Consultant in writing of any revisions other than those requested.
- .8 Accompany submissions with duplicate transmittal letter, containing:
 - .1 Date.
 - .2 Project title and number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
- .9 Submissions shall include:
 - .1 Date and revision dates.
 - .2 Project title and number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.

- .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
- .5 Details of appropriate portions of Work as applicable:
 - .1 Fabrication.
 - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
 - .3 Setting or erection details.
 - .4 Capacities.
 - .5 Performance characteristics.
 - .6 Standards.
 - .7 Operating weight.
 - .8 Wiring diagrams.
 - .9 Single line and schematic diagrams.
 - .10 Relationship to other parts of the Work.
- .10 After Consultant's review, distribute copies.
- .11 Submit an electronic copy (in *.pdf file format) of shop drawings for each requirement requested in specification Sections and as consultant may reasonably request.
- .12 Submit electronic copies of product data sheets or brochures for requirements requested in specification sections and as requested by Consultant where shop drawings will not be prepared due to standardized manufacture of product.
- .13 Delete information not applicable to project.
- .14 Supplement standard information to provide details applicable to project.
- .15 If upon review by Consultant, no errors or omissions are discovered or if only minor corrections are made, shop drawings will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and re-submission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.

1.5 SAMPLES

- .1 Submit for review samples as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid to Consultant's business address.
- .3 Notify Consultant in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on samples by Consultant are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Consultant prior to proceeding with Work.

- .6 Make changes in samples which Consultant may require, consistent with Contract Documents.
- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

1.6 MOCK-UP

- .1 Erect mock-ups for critical projects determined by and requested through written request by Consultants.

1.7 CERTIFICATES AND TRANSCRIPTS

- .1 Immediately after award of Contract, submit Workers' Compensation Board status.
- .2 Submit transcription of insurance immediately after award of Contract.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Safety requirements and adherence.

1.2 RELATED SECTIONS

- .1 Section 01 33 00 - Submittal Procedures.
- .2 This section describes requirements applicable to all Sections.

1.3 REFERENCES

- .1 Occupational Health and Safety Act – Revised Statutes of Ontario, Revised Regulation 851/90.
- .2 Occupational Health and Safety Act Revised Statutes of Ontario 1990.
- .3 Hazardous Projects Act and the Canada Labour Code, most recent edition.
- .4 Occupational Health and Safety Regulation for Construction Projects, Revised Statutes of Ontario, Regulation 213-91.
- .5 The Worker Place Safety Board Act, Revised Statutes of Ontario, 1990 and Regulations of the Board as amended 1990, Toronto.
- .6 Ontario Building Code Act, Chapter 51 and Ontario Regulation 413/90 including amendments to the Regulation 158/93 and 160/93.
- .7 Ontario Regulation 454 – Fire Code.
- .8 Regulation 447 – Environmental Protection Act.
- .9 Workplace Safety Information Board Regulation 1101 – First Aid Requirement.
- .10 Nation Building Code 2005, Part 8: Safety Measures at Construction and Demolition Sites.
- .11 Ensure that no part of the work is subjected to a load which will endanger its safety or cause permanent deformation.

1.4 SAFETY PLAN

- .1 Develop written site-specific Health and Safety Plan based on hazard assessment prior to commencing any site Work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and Safety Plan must address project specifications.
- .2 Consultant may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.

1.5 RESPONSIBILITY

- .1 The "Prime Contractor" according applicable local jurisdiction, is responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
- .3 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, and follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction. Advise Consultant verbally and in writing.

1.6 SUBMITTALS

- .1 Make submittals in accordance with Section 01 33 00.
- .2 Submit site-specific Health and Safety Plan: Within seven (7) days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
 - .1 Results of site specific safety hazard assessment.
 - .2 Results of safety and health risk or hazard analysis for site tasks and operation.
- .3 Submit two (2) copies of Contractor's authorized representative's work site health and safety inspection reports to Consultant and authority having jurisdiction, weekly.
- .4 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .5 Submit copies of incident and accident reports.
- .6 Submit Material Safety Data Sheets (MSDS) to Consultant.
- .7 Consultant will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within ten (10) days after receipt of plan. Revise plan as appropriate and resubmit plan to Consultant within ten (10) days after receipt of comments from Consultant.
- .8 Consultant's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .9 Medical Surveillance: Where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of Work, and submit additional certifications for any new site personnel to Consultant.
- .10 On-site Contingency and Emergency Response Plan: Address standard operating procedures to be implemented during emergency situations.

1.7 SAFETY ACTIVITIES

- .1 Perform site specific safety hazard assessment related to project.
- .2 Schedule and administer Health and Safety meeting with Consultant prior to commencement of Work.

1.8 HEALTH AND SAFETY REQUIRMENTS

- .1 Enforce the use of CSA approved hardhats and safety boots for all entering or working on the construction site. Refuse admission to those refusing to conform to this regulation.
- .2 Provide and maintain adequate lighting where workmen or public may be subject to hazards in the work area.
- .3 Comply with the requirements of the Workplace Hazardous Material Information System (WHMIS) regarding labelling and the provisions of material safety data sheets.
- .4 In addition to the requirements of the Occupational Health and Safety Act, and the Regulations for Construction Projects, provide temporary safeguards and protection against;
 - .1 Accident or injury to any workmen or other persons on the site, adjacent work and property, roads and walks.
 - .2 Damage to any part of the work and to any adjoining or adjacent structures, properties, pavement, walks, services, and other similar items by frost, weather, overloading, and any other cause resulting from the execution of the work.
- .5 Make good with material identical with existing and adjoining surfaces any damage resulting from the execution of the work to any part of the work or any buildings, pavements, landscaping, poles, hydrants, services, etc., on or surrounding the site.

1.9 POSTING OF DOCUMENTS

- .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on site in accordance with Acts and Regulations of Province having jurisdiction, and in consultation with Consultant.

1.10 CORRECTION OF NON-COMPLIANCE

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Consultant.
- .2 Provide Consultant with written report of action taken to correct non-compliance of health and safety issues identified.

Consultant may stop Work if non-compliance of health and safety regulations is not corrected.

1.11 WORK STOPPAGE

- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

1.12 FIRE PROTECTION

- .1 Provide and maintain temporary fire protection equipment during performance of Work required by insurance companies having jurisdiction and governing codes, regulations and bylaws.
- .2 Burning rubbish and construction waste materials is not permitted on site.
- .3 Maintain placed or installed fire resistive construction, fireproofing, firestopping, to protect the portions of the Work during construction.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Quality assurance criteria.

1.2 RELATED SECTIONS

- .1 This section describes requirements applicable to all Sections within Divisions 02 to 49.

1.3 REFERENCES

- .1 Associated Air Balance Council (AABC): National Standards For Field Measurements and Instrumentation, Total Systems Balance, Air Distribution-Hydrionics Systems.

1.4 QUALITY ASSURANCE

- .1 Testing organization: Current member in good standing of their respective professional or industry organization and certified to perform specified services.
- .2 Comply with applicable procedures and standards of the certification sponsoring association.
- .3 Perform services under direction of supervisor qualified under certification requirements of sponsoring association.
- .4 Qualifications:
 - .1 Provide adequate workforce training through meetings and demonstrations.
 - .2 Have someone on site with deconstruction experience throughout project for consultation and supervision purposes.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Substitutions.
- .2 Alternatives.
- .3 Separate prices.

1.2 RELATED SECTIONS

- .1 Section 00800 Supplementary Conditions – Payment Procedures.
- .2 Section 01 21 00 - Allowances.
- .3 This section describes requirements applicable to all Sections.

1.3 SUBSTITUTIONS

- .1 Consultant will consider requests for Substitutions only within fifteen (15) days after date of Owner-Contractor Agreement.
- .2 Substitutions may be considered when a Product becomes unavailable through no fault of the Contractor.
- .3 Document each request with complete data substantiating compliance of proposed Substitution with Contract Documents.
- .4 A request constitutes a representation that the Bidder:
 - .1 Has investigated proposed Product and determined that it meets or exceeds the quality level of the specified Product.
 - .2 Will provide the same warranty for the Substitution as for the specified Product.
 - .3 Will coordinate installation and make changes to other Work which may be required for the Work to be complete with no additional cost to Owner.
 - .4 Waives claims for additional costs or time extension which may subsequently become apparent.
 - .5 Will reimburse Owner [and Consultant] for review or redesign services associated with re-approval by authorities.
- .5 Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.
- .6 Substitution Submittal Procedure:
 - .1 Submit three (3) copies of request for Substitution for consideration. Limit each request to one (1) proposed Substitution.
 - .2 Submit shop drawings, product data, and certified test results attesting to the proposed Product equivalence. Burden of proof is on proposer.

- .3 The Consultant will notify Contractor in writing of decision to accept or reject request.

1.4 ALTERNATIVES

- .1 Accepted Alternatives will be identified in Owner-Contractor Agreement.
- .2 Submit alternatives identifying the effect on adjacent or related components.
- .3 Alternatives quoted on Bid Forms will be reviewed and accepted or rejected at the Owner's option. Accepted alternatives will be identified in the Owner-Contractor Agreement.
- .4 Coordinate related work and modify surrounding work to integrate the Work of each alternative.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Requirements and limitations for cutting and patching of Work.
- .2 Demolition and/or Noisy/Disruptive Work: Protection of Adjacent Tenants space (around scope of work).
 - .1 General Contractor shall provide (1) one week's notice, to the Architect and Landlord, before commencing any noisy/disruptive work.
 - .1 Work Restrictions: after 21:00 till 07:00, local time.
 - .2 All such work and clean-up shall be completed in one night.
 - .2 General Contractor shall protect areas defined by the Architect and included in this Section.
 - .3 General Contractor shall engage (at Contractor's cost) a specific security and cleaning company, selected by the Off-site Tenant (if applicable).

1.2 RELATED SECTIONS

- .1 Section 01 10 00 - Summary of Work: Work by Owner.
- .2 Section 01 32 00 - Construction Progress Documentation: Submittals and scheduling.
- .3 Section 07 84 00 - Firestopping.
- .4 Individual Product Specification Sections:
 - .1 Cutting and patching incidental to work of the section.
 - .2 Advance notification to other sections of openings required in Work of those sections.

1.3 SUBMITTALS

- .1 Submit written request in advance including Landlord of cutting or alteration which affects:
 - .1 Structural integrity of any element of Project.
 - .2 Noise and vibrations and other implications affecting adjacent tenants.
 - .3 Integrity of weather exposed or moisture resistant element.
 - .4 Efficiency, maintenance, or safety of any operational element.
 - .5 Visual qualities of sight exposed elements.
 - .6 Work of Owner or separate contractor.
- .2 Include in request:
 - .1 Identification of Project.
 - .2 Location and description of affected Work.
 - .3 Necessity for cutting or alteration.
 - .4 Description of proposed Work and Products to be used.
 - .5 Alternatives to cutting and patching.

- .6 Effect on work of Owner or separate contractor.
- .7 Written permission of affected separate contractor.
- .8 Date and time work will be executed.

Part 2 Products

2.1 MATERIALS

- .1 Primary Products: Those required for original installation.
- .2 Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 62 00 - Substitutions.

Part 3 Execution

3.1 EXAMINATION

- .1 Examine existing conditions prior to commencing Work, including elements subject to damage or movement during cutting and patching.
- .2 After uncovering existing Work, assess conditions affecting performance of work.
- .3 Beginning of cutting or patching means acceptance of existing conditions.

3.2 PREPARATION

- .1 Provide temporary supports to ensure structural integrity of the Work. Provide devices and methods to protect other portions of Project from damage.
- .2 Provide protection from elements for areas which may be exposed by uncovering work.
- .3 Maintain excavations free of water.

3.3 CUTTING

- .1 Execute cutting and fitting to complete the Work.
- .2 Uncover work to install improperly sequenced work.
- .3 Remove and replace defective or non-conforming work.
- .4 Remove samples of installed work for testing when requested.
- .5 Provide openings in the Work for penetration of mechanical and electrical work.
- .6 Employ skilled and experienced installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
- .7 Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval by Landlord.

- .8 Saw cuts around demolition to existing canopies shall be tight to exterior brickwork at all new elevator access points.
 - .1 To minimize debris, saw cuts may be proud of brickwork elsewhere
 - .2 Contractor shall coordinate roof details at existing/new transitions with Architect and Consultants.

3.4 PATCHING

- .1 Execute patching to complement adjacent Work.
- .2 Fit Products together to integrate with other Work.
- .3 Execute work by methods to avoid damage to other Work, and which will provide appropriate surfaces to receive patching and finishing.
- .4 Employ original installer to perform patching for weather exposed and moisture resistant elements, and sight-exposed surfaces.
- .5 Restore work with new Products in accordance with requirements of Contract Documents.
- .6 Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- .7 At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 07 84 00 - Firestopping, to full thickness of the penetrated element.
- .8 Refinish surfaces to match adjacent finish. For continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Progressive cleaning.
- .2 Cleaning prior to acceptance.

1.2 RELATED SECTIONS

- .1 Core Drilling: Off-site Tenant cleaning company. Refer to Section 01 73 30.
- .2 This section describes requirements applicable to all Sections.

Part 2 Products

2.1 CLEANING MATERIALS

- .1 Cleaning Agents and Materials: Low VOC content.

Part 3 Execution

3.1 PROGRESSIVE CLEANING

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, including that caused by Owner or other Contractors.
- .2 Remove waste materials from site at regularly scheduled times or dispose of as directed by Consultant. Do not burn waste materials on site, unless approved by Consultant.
- .3 Clear snow and ice from area of construction, bank or pile snow in designated areas only.
- .4 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris. Containers:
 - .1 Provide on-site steel framed, hinged lid containers for collection of waste materials and debris.
 - .2 Provide and use clearly marked, separate bins for recycling.
- .6 Remove waste material and debris from site and deposit in waste container at end of each working day.
- .7 Dispose of waste materials and debris at Landlord's designated dumping areas.
- .8 Clean interior areas prior to start of finish work, and maintain areas free of dust and other contaminants during finishing operations.
- .9 Store volatile waste in covered metal containers, and remove from premises at end of each working day.

- .10 Provide adequate ventilation during use of volatile or noxious substances. Use of enclosure ventilation systems is not permitted for this purpose.
- .11 Provide duct filter to all ducts connected to building systems – Landlord to confirm.
- .12 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .13 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

3.2 CLEANING PRIOR TO ACCEPTANCE

- .1 Prior to applying for Substantial Performance of the Work, remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .3 Prior to final review, remove surplus products, tools, construction machinery and equipment.
- .4 Remove waste products and debris including that caused by Owner or other Contractors.
- .5 Remove waste materials from site at regularly scheduled times or dispose of as directed by Consultant. Do not burn waste materials on site, unless approved by Consultant. Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .7 Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
- .8 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fittings, walls, and floors.
- .9 Clean lighting reflectors, lenses, and other lighting surfaces.
- .10 Vacuum clean and dust building interiors, behind grilles, louvers and screens.
- .11 Clean and polish surface finishes, as recommended by manufacturer.
- .12 Inspect finishes, fittings and equipment and ensure specified workmanship and operation.
- .13 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .14 Remove dirt and other disfiguration from exterior surfaces.
- .15 Clean and sweep roofs, gutters, areaways, and sunken wells.

- .16 Sweep and wash clean paved areas.
- .17 Clean equipment and fixtures to a sanitary condition; replace filters of mechanical equipment.
- .18 Clean roof surfaces, down-spouts, and drainage components.
- .19 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
- .20 Remove snow and ice from access to facilities.

3.3 FINAL PRODUCT CLEANING

- .1 Execute final cleaning prior to final project assessment.
- .2 Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum and soft surfaces.
- .3 Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- .4 Replace filters of operating equipment.
- .5 Clean site; sweep paved areas, rake clean landscaped surfaces.
- .6 Remove waste and surplus materials, rubbish, and construction facilities from the site.
- .7 Landlord to provide final review of all common areas.

END OF SECTION

Part 1 General

1.1 SECTION INCLUDES

- .1 Inspections and declarations.
- .2 Closeout submittals
- .3 Operation and maintenance manual format.
- .4 Contents each volume.
- .5 Recording actual site conditions.
- .6 Record (as-built) documents and samples.
- .7 Record documents.
- .8 Final survey.
- .9 Warranties and Bonds.

1.2 RELATED SECTIONS

- .1 Section 01 33 00 - Submittal Procedures.
- .2 This section describes requirements applicable to all Sections.

1.3 INSPECTIONS AND DECLARATIONS

- .1 Contractor's Inspection: Contractor and all Subcontractors shall conduct an inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
 - .1 Notify Consultant in writing of satisfactory completion of Contractor's Inspection and that corrections have been made.
 - .2 Request Consultant's Inspection.
- .2 Consultant's Inspection: Consultant and Contractor will perform inspection of Work to identify defects or deficiencies. Correct defective and deficient Work accordingly.
- .3 Completion: submit written certificate that following have been performed:
 - .1 Work has been completed and inspected for compliance with Contract Documents.
 - .2 Defects have been corrected and deficiencies have been completed.
 - .3 Equipment and systems have been tested, adjusted and balanced and are fully operational.
 - .4 Certificates required by authorities having jurisdiction have been submitted.
 - .5 Operations of systems have been demonstrated to Owner's personnel.
 - .6 Work is complete and ready for Final Inspection.

- .4 Final Inspection: when items noted above are completed, request final inspection of Work by Consultant, and Owner's Project Manager. If Work is deemed incomplete by Consultant, and Owner's Project Manager, complete outstanding items and request re-inspection.
- .5 Declaration of Substantial Performance: when Consultant considers deficiencies and defects have been corrected and it appears requirements of Contract have been substantially performed, make application for Substantial Performance of the Work.
- .6 Commencement of Warranty Periods: the date of Substantial Performance of the Work shall be the date for commencement of the warranty period.
- .7 Commencement of Lien Periods: the date of publication of the certificate of Substantial Performance of the Work shall be the date for commencement of the lien period, unless required otherwise by the lien legislation applicable at the Place of the Work.
- .8 Final Payment: When Consultant considers final deficiencies and defects have been corrected and it appears requirements of Contract have been completed, make application for final payment.
- .9 Payment of Hold-back: After issuance of certificate of Substantial Performance of the Work, submit an application for payment of hold-back amount.

1.4 CLOSEOUT SUBMITTALS

- .1 Prepare instructions and data using personnel experienced in maintenance and operation of described products.
- .2 Contractor to address and fulfill all the requirements of CCDC2 –prior to submitting closeout submittals for review.
- .3 Copy will be returned after final inspection, with Consultant's comments.
- .4 Revise content of documents as required prior to final submittal.
- .5 Two weeks prior to Substantial Performance of the Work, submit to the Consultant, 4 (four) final copies of operating and maintenance manuals in Canadian English.
- .6 Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in Work.
- .7 If requested, furnish evidence as to type, source and quality of products provided.
- .8 Defective products will be rejected, regardless of previous inspections. Replace products at own expense.
- .9 Pay costs of transportation.

1.5 OPERATION AND MAINTENANCE MANUAL FORMAT

- .1 Contractor shall provide digital copy (PDF format) to Consultants for review.

- .2 Contractor shall revise Manuals, as per Consultants' review comments, and shall provide final hardcopies directly to the Landlord/Tenant. Organize data in the form of an instructional manual.
- .3 Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm (8.5 x 11) inch with spine and face pockets.
- .4 When multiple binders are used, correlate data into related consistent groupings. Identify contents of each binder on spine.
- .5 Cover: Identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.
- .6 Arrange content by systems under Section numbers and sequence of Table of Contents.
- .7 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .8 Text: Manufacturer's printed data, or typewritten data.
- .9 Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

1.6 CONTENTS - EACH VOLUME

- .1 Table of Contents: provide title of project;
 - .1 date of submission;
 - .2 names, addresses, and telephone numbers of Consultant and Contractor with name of responsible parties; and
 - .3 schedule of products and systems, indexed to content of volume.
- .2 For each product or system, list names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
- .3 Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation; delete inapplicable information. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.
- .4 Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.
- .5 Certificate of Acceptance: Relevant certificates issued by authorities having jurisdiction, including code compliance certificate, life safety systems performance certificate.

1.7 RECORDING ACTUAL SITE CONDITIONS

- .1 Record information on set of black line opaque drawings, and within the Project Manual, provided by Consultant
- .2 Annotate with coloured felt tip marking pens, maintaining separate colours for each major system, for recording changed information.

- .3 Record information concurrently with construction progress. Do not conceal Work of the Project until required information is accurately recorded.
- .4 Contract drawings and shop drawings: legibly mark each item to record actual construction, including:
 - .1 Measured depths of elements of foundation in relation to finish first floor datum.
 - .2 Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - .3 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
 - .4 Field changes of dimension and detail.
 - .5 Changes made by change orders.
 - .6 Details not on original Contract Drawings.
 - .7 References to related shop drawings and modifications.
- .5 Specifications: legibly mark each item to record actual construction, including:
 - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
 - .2 Changes made by Addenda and change orders.
- .6 Other Documents: maintain manufacturer's certifications, inspection certifications, field test records, required by individual specifications sections.

1.8 RECORD (AS-BUILT) DOCUMENTS AND SAMPLES

- .1 In addition to requirements in General Conditions, maintain at the site for Consultant, one record copy of:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Change Orders and other modifications to the Contract.
 - .5 Reviewed shop drawings, product data, and samples.
 - .6 Field test records.
 - .7 Inspection certificates.
 - .8 Manufacturer's certificates.
- .2 Store as-built documents and samples in field office apart from documents used for construction. Provide files, racks, and secure storage.
- .3 Label as-built documents and file in accordance with section number listings in List of Contents of the Project Manual. Label each document "AS-BUILT DOCUMENTS" in neat, large, printed letters.
- .4 Maintain as-built documents in clean, dry and legible condition. Do not use as-built documents for construction purposes.
- .5 Keep as-built documents and samples available for inspection by Consultant.

Determine with the Owner whether the Contractor or the Consultant will be responsible to transfer as-built information to the permanent project record documents. If it is considered desirable to have the Contractor responsible for this work, include the following Article. Otherwise delete.

1.9 RECORD DOCUMENTS

- .1 Prior to Substantial Performance of the Work, Contractor shall electronically transfer the marked up information from the as-built documents to a master set of drawing and specification files provided by the Consultant, as follows:
 - .1 Drawings: AutoCAD Release 2014.
 - .2 Specifications: Adobe Acrobat.
- .2 Mark revised documents as "RECORD DOCUMENTS". Include all revisions, with special emphasis on architectural, mechanical and electrical.
- .3 Submit completed record documents to Owner on a CD-ROM (or flashdrive), accompanied by two (2) "redlined" hard copy sets.

1.10 FINAL SURVEY

- .1 Submit final site survey certificate certifying that elevations and locations of completed Work are in conformance, or non-conformance with Contract Documents.
- .2 Inaccurate or neglectful information shall become a liability of the Contractor.

1.11 WARRANTIES AND BONDS

- .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
- .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
- .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten (10) days after completion of the applicable item of work.
- .4 Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial Performance is determined.
- .5 Verify that documents are in proper form, contain full information, and are notarized.
- .6 Co-execute submittals when required.
- .7 Retain warranties and bonds until time specified for submittals.