#### SECTION 01 10 00

**SUMMARY**

# PART 1 - GENERAL

## WORK COVERED BY CONTRACT DOCUMENTS

Work included under this project consists of consists of **construction/addition/renovation** of **Building Name** at the Bloomsburg University of PA. Work entails *[---brief description of the scope of work---]*

### 1.02 MULTIPLE CONTRACT SUMMARY

### Work for the Project shall be accomplished by Separate Prime Contractors according to Pennsylvania statute. The Lead Prime Contractor shall be the *[---select one of the contractors---]*. Specific instructions for coordination and responsibilities of the Lead Prime Contractor are contained in Section 01 31 00, Project Management and Coordination, and elsewhere throughout the Contract Documents. Work included in each Separate Prime Contract shall include, but not be limited to, the following:

1. General Construction (Contract SSHE 401-BL-**###.**1)

*[---Describe the work in relative detail---]*

B. HVAC Construction (Contract SSHE 401-BL-**###**.2):

[---Describe the work in relative detail---]

C. Plumbing Construction (Contract SSHE 401-BL-**###**.3

*[---Describe the work in relative detail---]*

D. Electrical Construction (Contract SSHE 401-BL-**###**.4)

*[---Describe the work in relative detail---]*

E. Work Under Other Contracts *[---Contract No.---]*

[---List all related work to be accomplished by other Separate Contracts---]

1.03 DESCRIPTION OF BASE BIDS

1. Base Bid #1:

Base Bid #1 shall consist of all General, HVAC, Plumbing, and Electrical Work *[---specify Fire Protection, Elevators, or other Separate Prime Contractors, as necessary---]* as shown in the Contract Documents, including, but not limited to the items described in Description of Work in this section.

1. Base Bid #2:

General Contract SSHE 401-BL-**###.**1

All work in Base Bid #1 except for the following changes:

*[---List specific work to be deleted---]*

*[---If there is no work to be deleted in this base bid, specify: "Same as Base Bid #1"---]*

HVAC Contract SSHE 401-BL-**###.**2

*[---List specific work to be deleted---]*

*[---If there is no work to be deleted in this base bid, specify: "Same as Base Bid #1"---]*

Plumbing Contract SSHE 401-BL-**###.**3

*[---List specific work to be deleted---]*

*[---If there is no work to be deleted in this base bid, specify: "Same as Base Bid #1"---]*

Electrical Contract SSHE 401-BL-**###.**4

*[---List specific work to be deleted---]*

*[---If there is no work to be deleted in this base bid, specify: "Same as Base Bid #1"---]*

Other Separate Prime Contract(s) *[---Contract No.---], as necessary*

*[---List specific work to be deleted---]*

*[---If there is no work to be deleted in this base bid, specify: "Same as Base Bid #1"---]*

1. Base Bids #3, #4, etc.: *[---Format similarly to Base Bid #2 above---]*

[---List as many base bids as determined to be appropriate---]

1.04 WORK BY OWNER

1. The University will perform certain operations and/or award separate contract(s) for performance of construction-related operations at the project site. These operations will be conducted simultaneously with the Work under this Contract. All Separate Prime Contractors are expected to cooperate fully with other separate contractors so that work on those contracts may be carried out smoothly, without interfering with or delaying the Work under this Contract. The following operations will be either performed by the University or under separate contract(s):

[---identify and describe any known other University contracts or University operations related to this Project---]

1. The University may undertake or award other contracts for work unrelated to this Project but which may be at or near the site(s) of the Work under this Contract. The Contractor, the other contractors, and University employees, shall cooperate with each other and shall adapt scheduling and performance of their work to reasonably accommodate each other, heeding any direction that may be provided by the University. The Contractor shall report to the University any interferences or conflicts immediately, whether committed or experienced.

C. The University will provide the following items:

*[---List all equipment, furnishings, materials, etc. that will be provided by the University but which will be installed by the Contractor.---]*

1. The Contractor shall designate the required delivery dates of University-furnished items in the Project Schedule. The University will schedule deliveries in accordance with the Project Schedule.
2. The University will arrange and pay for delivery of University-furnished items. The Contractor shall receive, unload, and handle University-furnished items at the site. The University and the Contractor shall jointly inspect deliveries for damage.
3. If, as a result of delivery, University-furnished items are damaged, defective, or missing, the University will arrange for replacement.
4. Once the University-furnished items are on site, the Contractor shall be responsible for protecting the items from damage, including damage from exposure to the elements, and his operations. The Contractor shall be responsible to repair or replace items damaged once under his control.
5. The University will arrange for manufacturer's field services, and the delivery of manufacturer's warranties, operating manuals, spare parts, and special tools, as applicable, to the Contractor.

1.06 WORK RESTRICTIONS

1. Existing Facilities, Infrastructure, and Occupancy.

[---Describe any existing conditions that may be related to or affect this Contract, as applicable. Examples could include electric service, sprinkler system, roof system, etc.---]

*[---Describe any building occupancy or use situations or restrictions relative to the Work, and any other specific relationships to ongoing University operations.---]*

1. Hazardous Materials. *[---Edit entire paragraph as appropriate.---]*
2. There is a possibility that hazardous materials not identified in the Contract Documents may be discovered on this Project. Should hazardous or suspicious materials be encountered, the Contractor shall immediately stop work in that area and notify the University. The University will be responsible for investigating the suspicious material, and if it is found to be hazardous, for having it removed. The University will consider an extension of time for delays related to such testing and removal if the work was impacted.
3. Asbestos: There is no known asbestos on this Project. All known asbestos-containing material has been removed from buildings as part of an asbestos abatement project.
4. Mercury: All fluorescent and high-intensity discharge lamps containing mercury and which are intended for disposal shall be removed from campus and properly recycled or disposed of by the Contractor, in accordance with statutory and/or regulatory requirements.
5. PCBs: Ballasts found to contain PCBs and which are intended for disposal shall be removed from campus and properly recycled or disposed of by the Contractor, in accordance with statutory and/or regulatory requirements.
6. Lead: No information is available for lead containing material.

C. The General and Special Conditions contained herein are not all inclusive. Special conditions identified in the Technical Specifications and on the Drawings take precedence.

D. This Project is subject to the statutes, rules and regulations of the United States and the Commonwealth of Pennsylvania, and the Work must be carried out in compliance with these statutes, rules, and regulations. Although the University and/or its Designer of Record may have contacted authorities having jurisdiction for information necessary for the preparation of Contract Documents, the Contractor is responsible for compliance with these statutes, rules, and regulations, and should directly contact authorities having jurisdiction, as necessary, for information or clarification of requirements.

E. The Contract’s General Conditions outlines the Contractor’s responsibilities for Permits, Fees, and Notices. The Contractor shall obtain and pay for all permits, licenses, and certifications required by Law and/or any public authority for the proper execution of its Work. The Contractor shall give all notices and comply with all applicable Laws, ordinances, regulations, rules, and orders of any public authority bearing on the performance of its Work. The Contractor shall also pay all royalties and license fees.

F. The University has or will obtain the necessary UCC building permit from the Commonwealth Department of Labor & Industry. Inspections required under this permit are the responsibility of each Separate Prime Contractor. A schedule of required inspections will be supplied. Additional fees charged for re-inspections due to failure of work performed by the responsible Separate Prime Contractor will be the responsibility of that Contractor.

G. The Contractor shall confine operations at the site to areas permitted by Law, Ordinances, Permits, and the Contract documents. Unreasonable encumbrance to the site with materials and equipment is not permitted. Portions of the site beyond areas on which work is indicated shall not be disturbed unless approved by the University.

H. Before ordering any materials or doing any work, the Contractor shall verify all measurements at the site. No compensation will be allowed because of differences between actual measurements and dimensions shown. The University shall be notified in writing of any differences for consideration before beginning work.

I. The Contractor shall provide a responsible individual to accept deliveries of materials and equipment, and provide labor and equipment to unload delivery trucks. The University will not accept or sign for deliveries of materials or equipment to the Contractor, and the University will not handle or store materials or equipment for the Contractor.

J. The Contractor shall make suitable prior arrangements with the University for the delivery of large equipment or materials in large vehicles to the project site. The intent is to avoid such deliveries at time of peak commuter traffic to the University. The University will determine if other University entities, such as University Police, need to be involved.

K. Staging and storage areas are identified on the Drawings. The Contractor may not use any other campus locations for use as staging or storage areas without prior approval of the University. Any additional storage or work areas needed for operations shall be off campus and shall be obtained and paid for by the Contractor. The Contractor is responsible for protection and safekeeping of products stored in staging and storage areas on campus. Stored products that interfere with operations of the University or other Contractors shall be moved. Roofing materials and bulk materials, of any type and for any Contractor, shall not be stored or stockpiled overnight on new or existing roofs.

L. Loading the structure with weight that will endanger the structure is not permitted. Ductwork, conduit, ceiling systems, lighting fixtures, or any other miscellaneous equipment shall not be suspended from new or existing metal roof decks. These components shall be suspended from the structural members or a suspension system supported by the structural members. All concentrated loads must be approved by the University. If concentrated loads are not approved, the Separate Prime Contractor furnishing the equipment must provide acceptable means of distributing the load.

M. The Contractor shall make a reasonable attempt to arrange its on-site work to minimize interference with normal University business activities, particularly those activities not directly related to the actual Work or the operation thereof. The Contractor shall develop, with University approval, a schedule for all Work. The Contractor shall maintain that schedule, and shall update or revise the schedule as necessary. In no event shall the Contractor change approved work schedules without the prior consent of the University.

O. The Contractor shall comply with all University personnel identification and vehicle registration requirements for Work on the campus.

P. *[---edit parking restrictions as appropriate---]* Contractor employees shall park privately-owned vehicles in an area designated by the University. Contractor employee parking shall not interfere with existing and established parking requirements of the University. If employee parking is on a grassed area, the Contractor shall be responsible for restoration and re-grassing of the area at the end of the Project.

Q. The Contractor shall keep fire hydrants adjacent to the project accessible at all times.  No materials or obstructions shall be placed within twenty (20) feet, or at greater distance that may be required by law or ordinance, of any such hydrant.

R. The Contractor shall keep driveways and entrances servicing the campus and adjacent buildings clear and available to the University and emergency vehicles at all times.  Such areas shall not be used for parking or storage of materials.  Deliveries shall be scheduled to minimize space and time requirements for storage of materials and equipment.

S. The Contractor shall maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. The Contractor shall not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from the University and/or the authorities having jurisdiction.

T. The Contractor shall provide protection for all existing roads, walkways, pavement, buildings, appurtenances, ground structures, signs, trees, landscaping, grass, etc., scheduled to remain.  Contactors shall provide means to protect items from damage and shall repair any damage caused by his operations, at no cost to the University.  The Contractor shall return the premises to like original condition to match adjacent areas that were not affected by the work, subject to approval by the University.  Any restoration of the site shall include replacement of landscaping with ‘like’ plants’ of same species, size, and shape. Grass remediation shall be by ‘sod’ method rather than seeding.  All work shall be approved by the University.

U. At the end of each day, the Contractor shall clean the immediate environment of scraps, packaging containers, and other trash and have same removed from the campus. This shall include waste and packaging that has blown outside of the construction site.

Y. Burning or burying of waste materials on site, to include materials from clearing and grubbing operations, is prohibited without written permission of the University. The Contractor shall remove any such material from the project site and recycle or dispose of it in a legal manner.

Z. The Contractor is responsible for the behavior of his employees and shall immediately remove from the site any employee engaging in racial or sexual harassment, whether by work or deed.  This includes ‘cat’ calls and inappropriate language.  The University will require any Contractor’s, subcontractor’s, or supplier’s personnel to be removed from the job site in the event of misconduct or improper interaction with students.

AA. Regardless of the proximate cause, in the event of any damage occurring to University or private property by any Contractor activity during the life of the contract, the Contractor shall promptly advise the University and participate in a joint assessment of the damage with University personnel.  It is essential that the Contractor take all actions necessary to avoid delayed claims by third parties.

BB. The University shall have first right of refusal on all removed equipment. Existing pieces of equipment and materials that are to remain the property of the University will be tagged by the University prior to the start of work. Such items shall be moved and/or stored by the Contractor where directed by the university. Equipment shall be stored as complete units with all associated accessories and auxiliary equipment. Equipment shall be disconnected and carefully removed and shall be transported to the storage areas as directed. Equipment shall be stored in a neat and workmanlike manner, tagged and identified for future use.

1.07 WORK RESTRICTIONS, EXISTING BUILDINGS

*[---Edit this Section as appropriate if the Work is in an existing building. Remove the Section of the Project is a new building.---]*

1. The University will maintain activities, operations, and normal office hours in the building during the course of the Work. *[---State the degree to which the University will continue to use the building during construction.---]*
2. *[---Insert specific information as to key availability and key control, if known and if appropriate, or if an escort is required.---]* If the Contractor is provided keys to building or portions of the building, the Contractor shall be subject to the University’s regulations and policies on key control and access. The Contractor may sign out, from the System Police, any needed keys for applicable buildings, on a daily basis. Keys must be returned at the end of each workday.
3. Upon completion of any function related to this Contract, the Contractor shall ensure that the building, other than any improvements and changes inherent in the Work, are reasonably maintained and/or are returned to their prior condition.
4. The Contractor shall protect the building and its occupants during the construction period, taking all necessary precautions. The Contractor shall make all necessary provisions to keep the operational part of the facility safe, weathertight, and dust free at all times, and shall cooperate to keep noise, dirt, and other interferences to a minimum. The Contractor shall repair damage caused by construction operations.
5. The Lead Prime Contractor shall take all necessary precautions to maintain a weathertight envelope during sequence of operations on alteration work of the existing building.
6. Existing Elevators *[---Specify conditions by which the Contractor may use existing elevators (as applicable).---]*
7. All existing finishes to remain, including but not limited to, floor coverings, wall finishes, ceilings, fixtures, etc., shall be adequately protected by the Contractor.  Any damage to such finishes to remain, shall be repaired by the Contractor causing the damage at the Contractors expense.
8. The Contractor shall not use any University property, such as desks, beds, chairs, etc., as ladders, work benches, etc., in performing the work under this Contract.  Each Contractor shall provide any and all measures required, and shall be held responsible, for protection from damage or loss of any furniture, furnishings, or equipment remaining in the facility.
9. Keep public areas, such as hallways, stairs, elevator, lobbies, and toilet rooms free from accumulation of waste, rubbish or construction debris.
10. Use of Restrooms, Sanitary Facilities, and/or Cleanup Facilities:  *[--- Specify conditions by which Contractors may use the existing restrooms, if and as applicable.---]* Section 01 50 00, Temporary Facilities and Controls, outlines requirements for Temporary Sanitary Facilities. If use of existing University restrooms, sanitary facilities, and/or cleanup facilities is authorized, misuse of facilities, such as clogging lines, unkempt conditions, failure to clean up, etc. will result in the withdrawal of privileges and backcharges for damages.
11. The Contractor shall cooperate with the University, and with those in authority for the existing facility, to prevent the entrance and exit of all workers and/or others whose presence is forbidden or undesirable, and in bringing in, storing, or removing all materials and equipment.

1.08 PROJECT UTILITY SOURCES

1. The location of existing utilities and equipment is shown on the Drawings in an approximate way only and has not been independently verified by the University.  Contractors shall determine the location of all utilities and equipment, including those overhead and underground, before commencing work and take all necessary precautions to prevent injury or damage during the performance of the work.  The Contractor agrees to be fully responsible for any and all damages that might be occasioned by the Contractor’s failure to exactly locate and preserve any and all items at no cost to the System.
2. Each Contractor performing excavation or demolition work shall fully comply with the requirements of P.L. 852, Act. 287, approved December 10, 1974, as amended, relative to protection of underground utilities, which shall include, but not be limited to, the following actions:
3. Ascertain the approximate location and type of utility lines at the site by inspecting drawings or by obtaining a list of utility companies’ lines on the site from the county Recorder of Deeds and then contacting the utility companies.
4. A minimum of five (5) working days before excavation or demolition, request from the utility companies the steps contractors should take to avoid any damage.
5. Inform the responsible supervisor or foreman and each equipment operator of the information obtained in a. and b. above.
6. Report to the utility company and the University any damage to a utility line made or discovered in the course of the work.
7. Alert the University and occupants of premises as to any emergency created or discovered in the course of the work.
8. Provisions of 1., 2., and 3. above do not apply in an emergency.  An emergency is any condition constituting a clear and present danger to life or property by escaping gas, exposed wires, or other utility line breaks or defects.
9. The Contractor shall locate, identify, shut-off, and disconnect utility services that are indicated for removal or replacement.  The Contractor shall also locate and identify utility services that are not indicated for removal or replacement.  If the utility services that are not indicated for removal or replacement must be shut down during construction, the Contractor shall provide bypass connections, as necessary, to maintain continuity of service to occupied areas of buildings and the campus.  All switching, securing, and disconnection of University utility services shall be in the presence of a knowledgeable University technician or utility representative.

1. During excavation around underground utilities, when the Contractor reaches a point approximately three feet from the estimated location of any underground utility, machine excavation shall be stopped and hand excavation shall be used to uncover the utility line.  In the case of utilities as shallow as 12 inches below the surface, hand digging shall begin at the surface or immediately below any pavements.  The Contractor is liable for the repair of any utility lines cut, broken or otherwise damaged at no additional cost to the University.
2. If a utility line is broken or damaged, or if service is interrupted in any way, the Contractor must immediately notify the University (or the Campus Police outside of normal working hours) and the appropriate utility company.  The Contractor shall take immediate action to restore the utility to full service.
3. For any planned utility service interruptions, the Contractor shall furnish a request to the University for approval at least five (5) working days in advance, or as specified by the University. The request shall identify the affected buildings and duration of planned outage. The University will coordinate with affected tenants and customers as applicable. If the discontinued service is due to any emergency breakdown, the Contractor shall notify the University as soon as possible and the University will notify those affected tenants and customers as applicable. Power outages that involve portions of buildings may have to be scheduled for off-hours or weekends.

1.09 PROJECT PHOTOGRAPHS

# *[---edit the entire Section as appropriate for the Contract---]*

1. Each Separate Prime Contractor, at his own cost and expense, and prior to beginning any work, shall furnish photographs or videotapes showing the pre-existing conditions upon which his Work will be constructed. The photographs or videotapes shall include the actual work site and the surrounding areas, and the specific locations or subject matter of the photographs or videotape shall be coordinated with the University.
2. Photographs shall be in electronic or digital form, or in another form or format as agreed upon by the Contractor and the University. The photographs shall be of sufficient resolution for suitable color printing in 9-inch by 12-inch format. Videotape shall be in electronic/digital format, unless otherwise directed by the University.

1.10 INDUSTRY STANDARDS

1. Except where the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract. Such standards are made a part of the Contract by reference.
2. Where the date of issue of a referenced standard is not specified, standards in effect as of date of Contract shall be in force.
3. The quantity or quality levels shown or specified shall be the minimum/maximum provided or performed. The actual installation may comply exactly with the minimum or exceed the minimum within reasonable limits. The actual installation may comply exactly with the maximum or exceed the maximum within reasonable limits, if not detrimental to the Work. Uncertainties should be referred to the University for a decision before proceeding.
4. If two or more specified standards provide differing or conflicting minimum and maximum levels of quantity or quality, the University shall be consulted for a decision as to the differing or conflicting levels before proceeding.
5. Each entity engaged in the Work on the Project is required to be familiar with industry standards applicable to that entity's construction activity.
6. Where copies of standards are needed for performance of a required construction activity, the Contractor shall obtain copies directly from the publication source. Although copies of standards needed for enforcement of requirements may be included as part of required submittals, the University reserves the right to require the Contractor to submit additional copies as necessary for enforcement of requirements.
7. Trade association names and titles of general standards are frequently abbreviated. Where such acronyms or abbreviations are used in the Technical Specifications or other Contract Documents, they mean the recognized name of the trade association, standards generating organization, authority having jurisdiction, or entity applicable to the context of the provision.

1.11 UNIVERSITY POLICIES

* + 1. Contractors (including any employees, subcontractors and their employees, suppliers, and any other parties on site in conjunction with the contract) shall comply with the following University policies.
       1. Smoking and other use of tobacco products are prohibited in University buildings, including buildings under construction. Contractors and their employees working on University property are prohibited from smoking in University buildings.
       2. Alcoholic beverages and controlled substances shall not be carried, consumed, or stored on University property.
       3. Open fires or burning are not permitted on University property.
       4. Conduct The Contractor is responsible for the behavior of his employees and shall immediately remove from the site any employee engaging in racial or sexual harassment, whether by work or deed. This includes ‘cat’ calls and inappropriate language. The University will require any Contractor’s, subcontractor’s, or supplier’s personnel to be removed from the job site in the event of misconduct or improper interaction with students.
    2. Parking
       1. All vehicles (except materials delivery) will require a parking permit. The Contractor(s) will be responsible for obtaining parking permits from the Office of Planning & Construction.
       2. Parking will be at the designated area at the project site and on campus, typically in the following scenario:
          1. Due to parking limitations on lower campus, each Prime Contractor will be allocated one space in a lot proximate to the job site
          2. Additional parking is available behind the planning & Construction Office during the summer and on Upper campus during the school year.
    3. Contractor shall provide the System with an emergency contact phone number, which is available 24 hours a day, seven days a week, throughout the duration of the project.
    4. Working Hours
       1. Contractors are authorized and required to work whatever hours are required to complete the Contract work by the specified Contract completion date. The University will normally be providing quality assurance coverage from [---edit hours and notice time frame as appropriate---] 7:00 AM to 4:00 PM, Monday through Friday, holidays excepted. Contractors are required to notify the University in writing at least five (5) working days in advance of any work that is planned for outside of the normal coverage hours for the University. Contractors shall not perform any testing or cover-up work outside the normal coverage hours for the University without the prior written approval of the University. The University’s failure to approve an expanded work-hour schedule or work on holidays shall not be grounds for a claim against the University.
       2. The Contractor's working hours shall be
          1. From 7:00am to 4:00pm, Monday through Friday
          2. Noise restrictions: no noisy work may occur prior to 9:00am
          3. The System will review any requests from the Contractor for alternate schedules, such as a four-day work week, however such requests may be denied and the Contractor would be required to adhere to the above schedule.
       3. The Contractor may not work on System Holidays, unless specially requested and approved, including
          1. Holiday
          2. Holiday
    5. Notification of work scheduling
       1. The Contractor shall notify the System's designated Inspector in advance of the following scenarios
          1. Start of Work
          2. Completion of Work
          3. Any proposed deviations from the regular work hours
          4. Any break in the regular pattern of work schedule
          5. Return to work after a break in the regular pattern
          6. Equipment deliveries: dumpster, crane, trailers, etc.
    6. Special clean-up
       1. The System reserves the right to require substantial clean up of the Project site, during the course of the Work, for any scheduled special events.
    7. Failure to follow procedures: the University reserves the right to stop Work on the project if the policies and procedures are not followed. The Contractor will not be entitled to any additional costs or contract time extension due to such stoppage.

[---identify and detail any additional requirements of the contract or placed upon the contractor not identified elsewhere ---]

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION 01 10 00