

Project Manual

Client:Lake Bluff Park District

Date:June 25, 2014

File No.: 14-061

Roof & Masonry Repair Program Blair Park Recreation Center Lake Bluff, Illinois

Architectural Consulting Group, Ltd.

303 N. Northwest Hwy, Suite 205

Barrington, IL 60010

Phone: 847.277.1900

Fax: 847.277.1300

Email: office@acg-ltd.net

www.acg-ltd.net

PROJECT MANUAL

Table of Contents

PROJECT MANUAL FOR:

Roof & Masonry Repair Program

Blair Park Recreation Center

Lake Bluff, IL

PROJECT MANUAL CONTENTS

PAGES

DRAWINGS

General Notes, Drawing Notes, Location Map, Site Plan Sheet A1
Roof Plan, Detail Notes, Drawing Key Sheet A2
Detail Drawings, Photos Sheet A3
Repair Descriptions, Photos Sheet A4

BIDDING REQUIREMENTS

Advertisement for Bids..... BF- 1 thru 4
Instructions to Bidders..... BF- 5 thru 9
Bid Price Form..... BF- 10 thru 13
Certificate of Eligibility to Bid..... BF- 14
Certificate of Compliance to the Illinois Department of Human Rights Regulations BF- 15
Certificate of Compliance with the Illinois Prevailing Wage Law BF- 16
Lake Bluff Park District Hold Harmless Agreement BF- 17
Reference Sheet BF- 18

GENERAL AND SUPPLEMENTARY CONDITIONS..... GC- 1 thru 3

SPECIFICATIONS

<u>DIVISION</u>	<u>SECTION</u>	<u>TITLE</u>	
<u>1</u>		<u>GENERAL REQUIREMENTS</u>	
	01010	Summary of Work	01010- 1 thru 2
	01025	Measure of Payment	01025- 1 thru 4
	01151	Unit Prices	01151- 1
	01340	Submittals	01340- 1 thru 2
	01700	Contract Closeout.....	01700- 1 thru 2
<u>2</u>		<u>SITE WORK</u>	
	02070	Selective Demolition	02070- 1 thru 3
<u>3</u>		(not used)	
<u>4</u>		<u>MASONRY</u>	
	04521	Brick/ Masonry Repair Restoration	04521- 1 thru 6
<u>5 thru 16</u>		(not used)	

End of Table of Contents

BIDDING REQUIREMENTS

Advertisement for Bid

Dear Bidders;

Notice is hereby given to all Bidders that the Lake Bluff Park District will be accepting sealed bids for **Brick / Masonry Repair Restoration Program**.

Bid Documents may be obtained between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, at the Lake Bluff Park District Recreation Center, 355 W. Washington Ave., Lake Bluff, Illinois 60044. Bid Documents are also available on-line at www.lakebluffparks.org.

Sealed bids will be received until 10:00 a.m. on Wednesday, July 9, 2014. Sealed bids will be opened on Wednesday, July 9, 2014 at 10:05 a.m. in the Community Room of the Recreation Center, 355 West Washington Ave., Lake Bluff, Illinois 60044, and read aloud. Bids received any time after 10:00 a.m. Wednesday, July 9, 2014, will be deemed late and will not be opened.

General questions may be directed to the Superintendent of Golf, Park & Facility Maintenance (847) 234-6788.

All bidders must comply with the applicable Illinois Law requiring the payment of **prevailing wages** by all contractors working on public projects, and bidders must comply with the Illinois Statutory requirements regarding labor and bidding, including Equal Opportunity Laws.

The Lake Bluff Park District reserves the right to reject any bid, or portion thereof, or to waive minor deviations from the bid documents, if it deems it is in the public interest to do so.

A pre-bid meeting will be held on Wednesday, July 2, 2014 at 10:00 a.m. local time. Meet at the Recreation Center front desk area.

Bidding documents will be on file and may be obtained by qualified bidders, from the Front Desk of the Lake Bluff Park District Recreation Center, 355 West Washington Ave., Lake Bluff, Illinois 60044. Phone (847) 234-4150, fax (847) 234-7275.

Respectfully,

Rob Foster
Superintendent of Golf, Park & Facility Maintenance

BIDDING REQUIREMENTS

The Owner (Agent):

Lake Bluff Park District
355 W. Washington Avenue
Lake Bluff, IL 60044

The Project:

Roof & Masonry Repair Program
Blair Park Recreation Center
355 W. Washington Avenue
Lake Bluff, IL 60044

Sealed bids will be due on **Wednesday, July 9, 2104 at 10:00am** (local time) for the following work:

PROJECT DESCRIPTION:

The Lake Bluff Park District is accepting bids for a Roof and Masonry Repair Program for The Blair Park Recreation Center located at 355 W. Washington Avenue in Lake Bluff, IL.

The building structure varies between masonry, wood, and steel framing which supports both single-story and two-story enclosures. A perimeter steep slope shingle roof is in place around the perimeter of the building surrounding the low-slope APP modified roof areas and provides various canopy overhangs around the perimeter of the building. The steep sloped sections of shingle roofing contain both soffit intake venting and a combination of continuous ridge venting and static “mushroom” exhaust vents while in-place roof penetrations and roof top units throughout the low-sloped roof areas assist in building ventilation and conditioning. A network of internal roof drains, masonry thru-wall scuppers, gutters, and downspouts cooperate to support roof drainage.

Furthermore, the building exterior is comprised of a combination of veneer brick, stucco, wood trim and aluminum wrapped fascia, aluminum soffit panels and aluminum gutters and downspouts.

The Roof & Masonry Repair Program will target general roof membrane repairs in addition to the repairs of exterior masonry at select chimney and parapet walls as identified within the drawings.

SCOPE OF WORK:

BASE BID A: [General Roof Repairs / Sheet Metal Repairs / Parapet Coping Repairs / Masonry Chimney Repairs / Masonry & Window Sealants / Masonry Water Repellent Sealer]

General Roof Repairs:

Work shall consist of inspecting all low-slope APP modified and EPDM roof areas for deteriorated / open seams, flashings and sheet metal flashings in addition to those areas targeted by the drawings. All damage and/or deterioration shall be documented by the Contractor and brought to the attention of the Owner's Representative prior to repair. Repairs shall consist of patching and/or replacing sections of membrane to match the existing roof system as well as the re-securing and resealing displaced, damaged and/or lifting sheet metal coping caps and flashings as required. At all steep-sloped shingle roof areas inspect roof for displaced and/or loose shingles in addition to those areas targeted by the drawings. All damage and/or deterioration shall be documented by the Contractor and brought to the attention of the Owner's Representative prior to repair. Repair shall consist of securing new shingles to the decking to match existing where missing. Include in the Base Bid 16 man-hours plus materials for general flat roof repairs. All surplus areas of identified and approved damage, displacement and/or deterioration shall be repaired under unit price provisions.

Parapet Coping Repairs:

Work shall consist of the safe removal and storage of existing stone copings along targeted sections of existing masonry walls. New continuous membrane thru-wall flashing shall be installed along the entire top edge of the masonry parapets over new sheet metal drip edges on either side of the wall inclusive of a 3/8” drip with hemmed edges. Ensure the drip extends a minimum 1-1/2” outside the face of the wall on either side. Existing copings shall be reset in the original locations using all new stainless steel anchors and mounting hardware to replace existing. Install new backer rod and sealant at the stone-to-stone coping joints.

BIDDING REQUIREMENTS

Advertisement for Bid

Exterior Masonry Wall Repairs:

Work shall consist of the removal and replacement of existing sealants and related backing materials between window frame to masonry and at masonry to masonry control joints within targeted wall areas. Install new sealant and backer rod to provide water-tight finish following all manufacturer's recommendations and requirements. Masonry walls within the targeted areas shall also be 100% inspected for areas of damage and/or deterioration. Included in the Base Bid is the grinding and pointing of 100 sq. ft. of masonry mortar joints at the indentified areas. All additional / surplus quantities shall be charged / credited under unit price provisions. Following the completion of said repairs, work shall include the thorough power washing of the exterior face of targeted masonry walls. Allow brick to properly dry and spray-apply new masonry water repellent sealer following all manufacturer's recommendations and requirements.

Masonry Chimney Repairs:

Work shall consist of the inspection of 100% of the masonry at the targeted chimney. The extent and quantity of damaged/deteriorated masonry shall be documented by the Contractor and verified with the Owner's Representative including a count of masonry units to be replaced. Included in the Base Bid shall be the removal and replacement of 8 masonry units to match existing size, color and profile as well as 220 sq. ft. of grinding and re-pointing masonry mortar joints. All additional/surplus quantities shall be charged/credited under unit price provisions. Additionally, safely remove and dispose of existing chimney cap and form / pour a new cast-in-place concrete chimney cap system.

BID REQUIREMENTS:

- Bids are to be submitted on a Unit Price basis with provisions for Lump Sum, based on estimated quantities listed in the Bid Form and additional Unit Price provisions by the bidder.
- Bids are to be submitted on the forms attached in the Project Manual, in accordance with the requirements set forth in the Instructions to Bidders.
- The Bidder agrees to hold the bid open until 60-calender day after the Bid Opening.
- Upon award of the Contract the Bidder shall obtain any and all building permits required to perform the work.
- The Bidder agrees to work at least five full working days a week, when weather permits.

BIDDING REQUIREMENTS

Advertisement for Bid

GENERAL BIDDING INFORMATION:

Address and deliver the original bids to:

Mr. Rob Foster
Superintendent of Golf, Park and Facility Management
Lake Bluff Park District
355 W. Washington Avenue
Lake Bluff, IL 60044
Phone: 847-234-6788
Email: lakebluffgcmain@comcast.net

Forward technical questions and
copies of the bid to this office:

Griffen Herne
Architectural Consulting Group, Ltd.
303 N. Northwest Hwy – Suite 205
Barrington, IL 60010
Phone: 847.277.1900
Fax: 847.277.1300
Email: gherne@acg-ltd.net

BIDDER REMINDERS:

- (X) A 5% Bid Bond is required.
- () A Bid Bond is not required.
- (X) Include the cost of a Performance Bond in your Bid.
- () Cost for a Performance Bond shall be shown as a Unit Price extra.

PRE-BID MEETING:

A Pre-Bid Meeting has been scheduled for **Wednesday, July 2, 2014 at 10:00am** (local time). Meet at the Recreation Center front desk area. Interested Contractors will be provided access to the site, roof areas, and representative interior areas in order to verify existing conditions and collect field measurements of the specified work. Site access, use, and restrictions will be discussed.

BID DUE DATE:

Sealed bids will be received until 10:00 a.m. on Wednesday, July 9, 2014. Sealed bids will be opened on Wednesday, July 9, 2014 at 10:05 a.m. in the Community Room of the Recreation Center, 355 West Washington Ave., Lake Bluff, Illinois 60044, and read aloud. Bids received any time after 10:00 a.m. Wednesday, July 9, 2014, will be deemed late and will not be opened.

Architectural Consulting Group, Ltd.

Thomas F. Zordan, AIA
President / Sr. Architect

BIDDING REQUIREMENTS

Instructions to Bidders and General Conditions

1. GENERAL

- A. Bidders shall prepare their submission in compliance with the instructions in this package. **ALL BIDS MUST BE SUBMITTED ON THE BID PROPOSAL FORMS PROVIDED IN THIS PACKAGE.**
- B. Facsimile copies of bids are not accepted.
- C. Bids must be submitted in a sealed envelope. They should be addressed to the Lake Bluff Park District, 355 West Washington Ave., Lake Bluff, Illinois 60044.
- D. The sealed envelope with the bid should be marked in the lower left hand corner with the wording as follows:
“SEALED BID”
Roof & Masonry Repair Program
Name of the bidder
Date and time of opening
Lake Bluff Park District
- E. The following **MUST** be included in the returned bid response as a part of a complete bid. These forms must be fully completed, signed, and notarized as required on forms:
 - i. One complete paper copy of the Bid Proposal Form which includes
 1. Bid Price Form
 2. Certificate of Eligibility To Bid
 3. Certificate of Compliance To The Illinois Department of Human Rights
 4. Certificate of Compliance with Illinois Prevailing Wage Law
 5. Hold Harmless Agreement
 6. Reference List
- F. Bids will not be accepted after the scheduled date and time of the bid opening.
- G. On supply or equipment bids, prices quoted shall include delivery to the Lake Bluff Park District as indicated on the specifications.
- H. All bids must be typed or written in pen. Pencil is not acceptable. **BIDS WRITTEN IN WITH PENCIL WILL BE REJECTED.**
- I. The District reserves the right to reject any or all bids. Bid awards will not necessarily be made on the basis of price alone: suitability to purpose, design, quality, past service, date of delivery, responsibility and other factors deemed to be in the best interest of the District may also be considered. The District shall be the sole judge of these factors. In all instances, the decision rendered by the Lake Bluff Park District shall be final and not subject to contest by others.

2. EXCEPTIONS

Any exceptions to these conditions or deviations from the specifications must be submitted in writing and attached to the bid form.

3. FIRM BID PRICES

Prices, terms and conditions must be firm for a period of sixty days from the date of the bid unless otherwise agreed to by the Lake Bluff Park District and the bidder.

4. EXEMPTION FROM TAXES

The Lake Bluff Park District is exempt from Federal, State, and Municipal taxes.

5. INVESTIGATION OF BIDDERS

Contractors or suppliers who are bidding work for the Lake Bluff Park District shall submit at least three references, name, addresses, and phone numbers of similar projects done in the last four years. These should be from managers of commercial buildings or school buildings and preferably in the northwest suburban area. The three references must be for three different projects. The Lake Bluff Park District reserves the right to reject any bid if it is determined that the bidder is not qualified to accomplish the work described in the specifications in an acceptable manner.

6. RESERVATION OF RIGHTS BY THE DISTRICT

The Lake Bluff Park District reserves the right to reject any or all bids and award the bid in the best interest of the District.

BIDDING REQUIREMENTS

Instructions to Bidders and General Conditions

7. DEPARTMENT OF HUMAN RIGHTS REGULATIONS

All bidders must abide by and attest to the fact that they are in compliance with the Illinois Human Rights Act as amended effective July 1, 1993 (formerly the Fair Employment Practice Commission). The D.H.R. (formerly F.E.P.C.) number must be on the bid form. Bidders who do not have a D.H.R. number can satisfy this requirement by signing the enclosed Certificate of Compliance and submitting it with the bid.

8. ELIGIBILITY TO CONTRACT

Vendor, with submission of its bid certifies that neither it, nor any of its partners, or officers or owners:

- A. Have been convicted in the past five (5) years of the offense of bid-rigging under Section 33E of the Illinois Criminal Code of 1961, 720 ILCS 5/33E -1 et seq., as amended;
- B. Have ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended;
- C. Have ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois; or
- D. Have made an admission of guilt of any of the above conduct which is a matter of record.

Vendor acknowledges that the Lake Bluff Park District may declare any contract awarded pursuant to this bid void if this certification is false.

9. CRIMINAL BACKGROUND INVESTIGATIONS

Vendor represents, warrants and certifies that none of its employees or agents is a criminal sex offender, is listed in or is required to be listed in, the Sex Offender Registry Act, and the Statewide Child Murder and Violent Offender Against Youth Database shall be employed thereby in any position that involves or may involve contact with the minors upon Park District property. It is a felony for a child sex offender to be present in or within 500 feet of a park when minors are present.

10. NONDISCRIMINATION

Vendor, certifies with submission of a bid, that it does not engage in discriminatory practices regarding employment or delivery of or access to services and programming and that it fully complies with the requirements of federal and State civil rights laws, including but not limited to: the Illinois Civil Rights Act of 2003, P.A. 93-0425; Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.; the Americans with Disabilities Act, 42 U.S.C.12101 et seq., and the Rehabilitation Act of 1973, as amended, 29 USC 701 et seq., as well as the rules and regulations promulgated there under.

Vendor acknowledges that the Lake Bluff Park District may declare any contract awarded pursuant to this bid void if this certification pursues false.

11. PREVAILING WAGE LAW

Contractors are required to pay no less than the prevailing wage for all laborers, workers and mechanics performing work under contract with the Lake Bluff Park District. Also, it is required that the contractor shall provide assurance such as with a bond or letter containing a statement that will guarantee faithful performance in regard to the prevailing wage law. Enclosed is a form letter which if signed, notarized, and returned with your proposal will satisfy this requirement. Contractors who award portions of their work to subcontractors shall provide it's subcontractors with such a written statement as well.

Payment of Prevailing Wage

This contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website at:

<http://www.state.il.us/agency/idol/rates/rates/HTM>. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, *including but not limited to*, all wage, notice and record keeping duties.

BIDDING REQUIREMENTS

Instructions to Bidders and General Conditions

Record-Keeping Responsibilities

All contractors and subcontractors who work for the Lake Bluff Park District on public works construction projects must create, and keep for at least three years, records of all laborers, mechanics, and other workers employed by them on a public works project. See 820 ILCS § 130/5(a)(1).

These records must include each worker's name, address, telephone number (if available), social security number, classification(s) hourly wages paid in each pay period, number of hours worked each day, and the starting and ending times of each work day. Each contractor and subcontractor is required to make these records available for inspection by the Lake Bluff Park District's agents or Illinois Department of Labor officials at a reasonable time and place upon seven business days notice. See 820 ILCS § 130/5(a) (1), (b).

Certified Payroll Records

All contractors or subcontractor participating in a public works project for the Lake Bluff Park District must comply with the requirements of Prevailing Wage Payroll Reporting (820 ILCS 130/5) which requires all contractors and their subcontractors participating on public works projects must submit monthly a certified payroll to the Lake Bluff Park District according to the Directive from the Office of the Attorney General of the State of Illinois in a letter dated 12-18-08 regarding the Illinois Prevailing Wage Act ("Act"), 820 ILCS section 130/0.01, et seq. The monthly Certified Payroll shall also include a statement signed by the contractor or subcontractor submitting that: (1) the records are true and accurate; (2) the hourly rate paid to each worker is not less than the general prevailing wage rate required; and (3) the contractor or subcontractor is aware that filing a Certified Payroll that he or she knows to be false is a class B misdemeanor. See 820 ILCS § 130/5 (a)(2).

12. INSURANCE REQUIREMENTS

See (Sample) Contract Requirements – Section 15.

CERTIFICATE OF INSURANCE FORM The following wording must appear in the section, Description of Operations/Locations/Vehicles/Restrictions/Special Items:

The Lake Bluff Park District is named as additional insured as their interests may appear with respect to General Liability.

Work cannot begin nor will any payments be issued until the Certificate of Insurance has been received with the Lake Bluff Park District being named as additional insured.

13. FORCE MAJEURE

The parties to any contract shall be excused from performance during the time and to the extent that they are prevented from obtaining goods or performing services by acts of God, fire, or power failure or reduction, provided that: satisfactory evidence thereof is presented to the District, and provided further that it is satisfactorily established that the non-performance was not due to the fault or negligence of the party not performing. The scheduled completion date stipulated in these specifications shall be adjusted by a period of time equal to such time lost because of the stated condition.

14. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of the bid form shall be construed as acceptance of all the provisions contained herein.

15. BID BOND

Each bid shall be accompanied by a bid bond in the amount of 5% of the total amount bid issued by a properly licensed commercial surety. The bid bond shall be given as a guarantee that the bidder will supply the items in accordance with specifications and prices bid. Bid security in the form of a Cashier Check will be accepted in lieu of a bid bond. The cashiers check or irrevocable letter of credit from bidder's bank on their letterhead signed by authorized bank officer, must be in the amount equal to 5% of the bid. Bid security in the form of a bid bond issued by a surety having a "Best" rating of A- or better and licensed to conduct business in the state where the Project is located and named in the current list of "Surety Companies Acceptable on Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Department. The successful bidder's bond will be retained by the District until a contract is signed and full delivery and installation is complete.

BIDDING REQUIREMENTS

Instructions to Bidders and General Conditions

16. PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND

A 100% performance and payment bond is REQUIRED for all of the scope of work in this bid. The Bonds must be issued by a properly licensed commercial surety having a "Best" rating of A- or better. The bidder shall deliver said bond to the Owner not later than the date of execution of the Contract. Proof that installation labor has been completed in compliance with the State of Illinois guidelines concerning the rate of Prevailing Wages must be furnished to the District before such performance and payment bond will be released. The District will consider proposals to provide an institutional letter of credit in lieu of a performance bond. Such proposals must include disclosure of the terms of the letter of credit for review and consideration by the District. Under no circumstances shall the District be obligated to accept a letter of credit rather than a proper performance and payment bonds. The Performance and Payment Bonds shall extend for a period of four years after the date of final inspection and acceptance of the Work by the Owner, and are not intended to include the additional warranty period(s) specified for the Work.

17. PAYMENTS

On District projects, a 10% retainer fee will be held if applicable, until all punch list items are completed and approved by the Superintendent of Golf, Park & Facility Maintenance. The Lake Bluff Park District processes checks once a month. The deadline for receiving invoices is the Monday before the board meeting (the second Monday of the month). Payment shall be considered for approval at the regular Board meeting (generally the third Monday of the month). Payment will follow meeting approval.

18. LIEN WAIVERS

Waivers of lien from prime contractor, prime contractor's supplier(s), subcontractor(s), and subcontractors' supplier(s) must accompany each request for payment. Contractor must furnish the names of all subcontractors and a schedule of values with each pay request. Partial waivers must list a dollar amount. All final waivers must state "Paid in Full" in place of a dollar amount. Final payment will not be released until final waivers marked "Paid in Full" are submitted for all subcontractors, suppliers and prime contractor. All waivers must be accompanied by a sworn statement listing subcontractors and suppliers, the amounts of their contracts and the amounts requested.

19. EXAMINATION OF SITE

Before submitting a bid, the contractor should visit the site and is responsible for knowing the conditions affecting the work. Failure to visit the site(s) shall not be accepted as a valid reason for any changes by the successful bidder.

20. SAFETY

The contractor is responsible for making sure that all conditions are safe for pedestrians and workers. Any precautionary measures such as warning signs, barricades, etc., that might be necessary shall be at the expense of the contractor and provided for in the quoted price.

21. WORKMANSHIP

All work under this contract shall be performed in a skillful and workmanlike manner. The Lake Bluff Park District may, in writing, require the Contractor to remove from the work any employee the District deems incompetent, careless, or otherwise objectionable.

22. CONSTRUCTION DEBRIS DISPOSAL

Contractors shall not use the Lake Bluff Park District's refuse dumpsters for debris brought to the jobsite or created at the jobsite by the contractors work onsite. This includes demolition debris.

23. CLEAN-UP

The contractor is responsible for keeping the job site clean at all times. Also, after the job is completed, he is responsible for removing all tools, equipment, excess material and debris from the site and leaving the area in a clean condition that meets the approval of the Superintendent of Golf, Park & Facility Maintenance or his designee. Final cleaning shall be completed to the Lake Bluff Park District's satisfaction.

24. CHANGE IN SCOPE

Contractors and sub contractors must receive prior written approval from the Lake Bluff Park District before proceeding with any work which is a change in scope and/or additional cost (a change order) to the Lake Bluff Park District.

BIDDING REQUIREMENTS

Instructions to Bidders and General Conditions

25. BID SUMMARIES

Bid Summaries will be mailed within three business days after the Board approves the lowest responsible bid.

26. MATERIAL SAFETY DATA SHEETS

All contractors performing work in the Lake Bluff Park District Buildings shall submit, to the Superintendent of Golf, Park & Facility Maintenance, copies of Material Safety Data Sheets (MSDS) on all building materials to be used in accordance with the Illinois Department of Labor's Hazardous Communication Program Regulations prior to the commencement of work. Contractors must maintain a legible copy of these MSDS sheets on file at the job site at all times while construction is in progress. Periodic District checks may be performed; contractor must be able to furnish information on demand. Contractor must provide adequate control measures to protect the occupants of the building before, during, and after the use of any building materials which contain hazardous ingredients. Contractors who must use building materials which contain hazardous ingredients must review with and get approval on the intended control measures prior to the commencement of the work.

In addition, all contractors who are to perform work at the Lake Bluff Park District facilities must make their employees aware of Lake Bluff Park District's Hazardous Communication Program. The Lake Bluff Park District has a copy of all MSDS sheets on products at the building which the District has purchased. The binder containing those MSDS sheets is in the health office of each building. If any contractor's employee would like a copy of the Lake Bluff Park District's Hazardous Communication Plan procedure or a particular MSDS sheet of a particular material the Lake Bluff Park District has delivered to the site from a source other than the contractor, please see the custodians at the building to get a copy duplicated.

27. SUBSTITUTIONS

- A. The materials, products, and equipment described in the Contract Documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution.
- B. A Contractor only (not distributor, representative, or other person in like capacity) may request of the Owner/Architect/Engineer a statement a minimum of 5 days prior to bid opening, concerning acceptability of any material or device which the Contractor is uncertain of as to compliance with the Contract Documents. It shall be the sole responsibility of the Contractor to transmit such requests in writing only in a full and complete manner accompanying the request with all data necessary for qualification of the article and at such a date as to allow reasonable time for the examination thereof. Such data may include structural analysis, drawings, including specific details pertaining to the Project, Project Manual and modifications, and any other information deemed necessary by the Owner/Architect/Engineer. All costs incidental to the submission of this data are to be borne by the submitting Contractor.
- C. The Owner/Architect/Engineer will examine such requests to the extent possible, but there shall be no guarantee that all requests can be examined, nor will the Owner/Architect/Engineer examine requests accompanied by inadequate data, that are received too late to be qualified, or are received after the last Addendum to the Project Manual has been issued.

If the Owner/Architect/Engineer approves any proposed substitutions, such approval will be set forth in an Addendum. Bidders shall not rely upon approvals made in any other manner. Approved substitutions may include modifications to submitted material deemed necessary by the Owner/Architect/Engineer to conform to the established standard of required function, dimension, appearance and quality set forth in the Contract Documents and shall be binding with regard to the performance of the Work, if accepted.

BIDDING REQUIREMENTS
BID PRICE FORM

Bid Due Date:

Sealed bids will be received until 10:00 a.m. on Wednesday, July 9, 2014 (local time).

Original Bids To:

Mr. Rob Foster
Executive Director
Lake Bluff Park District
355 W. Washington Avenue
Lake Bluff, IL 60044
Phone: 847-234-6788
Email: lakebluffcmaint@comcast.net

Technical Questions and Bid Copies To:

Architectural Consulting Group, Ltd.
Mr. Griffen Herne
303 N. Northwest Hwy – Suite 205
Barrington, IL 60010
Phone: 847.277.1900
Fax: 847.277.1300
Email: gherne@acg-ltd.net

Bid From: _____ **Bid For:** _____
(Bidder's Name) (Type of Work)

_____ _____
(Bidder's Address) (Bidder's Phone #)

_____ Date: _____, 20____
(City, State)

THE UNDERSIGNED:

1. Acknowledges Receipt Of:

A. PROJECT MANUAL:

Roof & Masonry Repair Program
Blair Park Recreation Center
Lake Bluff, IL
ACG File No.: 14-061

B. ADDENDA:

No. _____ Dated _____, 20____
No. _____ Dated _____, 20____
No. _____ Dated _____, 20____

2. Has examined the PROJECT MANUAL and all field conditions and herein agrees to:

- A. To hold this bid open for a period of sixty (60) calendar days after bid opening.
- B. To enter into and execute a contract with the Owner, which will be awarded on the basis of this bid and connection therewith to furnish all bonds and insurance required in the PROJECT MANUAL within fourteen days after notice to proceed.
- C. To Obtain any and all permits required to perform the work and to accomplish the work in accordance with the Contract.
- D. To accomplish the work in accordance with the Contract Documents for the sum of money as outlined herein and completed the work within the proposed time frame after notice to proceed.

BIDDING REQUIREMENTS
BID PRICE FORM

Bid Price Form – Cost Breakdown			
Item	Description	Unit Price	Total Bid
1	Base Bid:		
	General Provisions / Mobilization / O&P / Etc.	Sum of	\$
	General Roof Repairs (16 Man-Hours + Materials)	Sum of	\$
	Raise and Reset Existing Parapet Coping with New S.S. Mounting Hardware / Install New S.S. and Thru-Wall Flashings	Sum of	\$
	Replace Masonry and Window Sealants / Power Wash Masonry Surfaces and Install New Spray-Applied Masonry Wall Sealer	Sum of	\$
	Grind and Repoint Chimney Masonry / Masonry Unit Replacement / Chimney Cap Replacement	Sum of	\$
	Total Base Bid: The bidder agrees to complete all Base Bid work for the <u>TOTAL</u> sum of:		
	<i>written dollar amount:</i>	<i>numerical amount</i>	\$

Unit Prices			
Item	Miscellaneous Unit Pricing	Unit	Unit Price
AA	Additional EPDM Roof Membrane/Flashing Repairs	per sq. ft.	\$
BB	Additional APP Modified Bitumen Roof Membrane/Flashing Repairs	per sq. ft.	\$
CC	Additional Asphalt Shingle Repair – To Match Existing	per sq. ft.	\$
DD	Grind and Point Masonry Mortar Joints	per ln. ft.	\$
EE	Masonry Brick Replacement – To Match Existing	per unit	\$
JJ	Miscellaneous Work Over Contract	per ln. ft.	\$
	a. Roofer	per Man Hour	\$
	b. Sheet Metal Mechanic	per Man Hour	\$
	c. Mason	per Man Hour	\$
	d. Laborer	per Man Hour	\$
KK	Additional material cost "mark-up" over contract	Percentage	%
LL	Percentage Cost for Performance And Payment Bond	Percentage	%

BIDDING REQUIREMENTS
BID PRICE FORM

PROJECT TIME:

If awarded this Contract, we will substantially complete all work as described in the Base Bid Program within the time frame listed below:

Base Bid A:

Start Date: _____ **Completion Date:** _____
Latest Start Date Final Completion Date

Number of Work Days Required _____

SUBCONTRACTOR LIST:

If portions of the work will be performed by Contractors other than the Bidder endorsing this Bid Form, list all Subcontractors below:

_____ : _____
(type of work) (subcontractor name)

_____ : _____
(type of work) (subcontractor name)

_____ : _____
(type of work) (subcontractor name)

BIDDING REQUIREMENTS
BID PRICE FORM

FIRM NAME: _____

ADDRESS: _____
(street address) (city) (state)

EMAIL: _____

PHONE: () _____ FAX: () _____

SUBMITTED BY: _____ TITLE: _____
(print name)

AUTHORIZED SIGNATURE: _____

corporate seal

IN SUBMITTING THIS BID, IT IS UNDERSTOOD THAT THE OWNER RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, AND IT IS AGREED THAT THIS BID MAY NOT BE WITHDRAWN FOR A PERIOD OF SIXTY (60) DAYS FROM THE BID OPENING DATE.

CERTIFICATE OF ELIGIBILITY TO BID

_____ (contractor), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he, she, it) nor any of (his, her, its) partners, officers or owners of (his, her, its) business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961 as amended.

_____	_____
Date	Name of Contractor/Company
_____	_____
Street Address	City, State, Zip
_____	_____
Title of Officer	Name of Officer (Please Print)

Signature of Officer	

BIDDING REQUIREMENTS
Certificate of Compliance
To the
Illinois Department of Human Rights Regulations

For this bid to receive consideration by the Lake Bluff Park District, 355 West Washington Ave., Lake Bluff, Illinois 60044, the following certificate must be signed by an official of your company and returned with your bid. This is to certify that our company is in compliance with the provisions of the Illinois Department of Human Rights Regulations.

Signed: _____
Signature

By: _____
Printed Name

Title: _____

Date: _____

BIDDING REQUIREMENTS
Certificate of Compliance with the Illinois Prevailing Wage Law

TO: Lake Bluff Park District

Dear Lake Bluff Park District,

This letter is to certify that _____
Name of Company

is in compliance with Chapter 48 and all amendments pertaining to the payment of prevailing wages (as established by the Department of Labor) to all laborers, workers and mechanics performing work under this contract.

Official Address:

Street

City, State County Date

Signature Title

Telephone Number (with area code)

Sworn and subscribed on the _____ day of _____, 20_____, before me, notary public,
appointed in _____ County for the State of IL

Signature of Notary

Name Typed or Printed

(seal)

My commission expires: _____

Month Day Year City of Residence County

**BIDDING REQUIREMENTS
LAKE BLUFF PARK DISTRICT
HOLD HARMLESS AGREEMENT**

By signing this Hold Harmless Agreement, the bidder certifies that to the fullest extent permitted by law, the bidder agrees to defend, pay in behalf of, and hold harmless the Lake Bluff Park District and its elected and appointed officials, employees and volunteers and others working in behalf of the Lake Bluff Park District; against any and all claims, demands, suits, loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against from the Lake Bluff Park District, its elected and appointed officials, employees, volunteers and others working in behalf of the Lake Bluff Park District, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

Company Name	By (Sign Name)
Address	Title

Sworn and subscribed on the _____ day of _____, 2010, before me, notary public, appointed in _____ County for the State of IL

<i>Signature of Notary</i>	<i>Name Typed or Printed</i>
----------------------------	------------------------------

(seal)

My commission expires: _____

<i>Month</i>	<i>Day</i>	<i>Year</i>	<i>City of Residence</i>	<i>County</i>
--------------	------------	-------------	--------------------------	---------------

BIDDING REQUIREMENTS
REFERENCE SHEET

Name of Contractor (Bidder) _____

Please submit the names of three different Park Districts, School Districts, Colleges or Companies for whom you have done similar work in the last four years.

1. Name _____

Address _____

City _____

Contact Person _____

Telephone _____

2. Name _____

Address _____

City _____

Contact Person _____

Telephone _____

3. Name _____

Address _____

City _____

Contact Person _____

Telephone _____

SUPPLEMENTARY CONDITIONS

1. GENERAL CONDITIONS

- A] The "General Conditions of the Contract for Construction" latest edition AIA Document A201, is hereby incorporated into the Contract Documents by reference in the same force and effect as if repeated herein. Division I - General Requirements, Section 1.1 - Supplementary General Conditions and Summary of Work is hereby incorporated by reference in the same force and effect as if repeated herein, as amended by the Supplementary Conditions.

2. SUPPLEMENTARY CONDITIONS

A] PROJECT MANUAL

Should any error or inconsistency appear in the PROJECT MANUAL, the Contractor must make mention of the same to the Architect for proper adjustment, and in no case proceed ahead with the work in question.

Should a real or alleged conflict or ambiguity be discovered after submission of the Bids, the Contractor shall be deemed to have estimated the work on the provisions and interpretations as directed by the Architect. This provision shall not require the performance of any work unless such work is covered within the PROJECT MANUAL or is reasonably inferable therefrom as being necessary to produce the intended results.

If the language of the PROJECT MANUAL contains real or alleged unclear, ambiguous or conflicting words, phrases or sentences, they shall be interpreted by the Architect based upon complimentary provisions, the context of the item in question and the intent of the procedure.

B] PAYMENTS TO CONTRACTOR

Once each month, the Owner shall make partial payment to the Contractor on the basis of an approved estimate of work performed under this Contract. The Owner shall retain ten (10) percent of the amount of each estimate until final completion. Payment will be made only for materials incorporated into the work to be performed under this Contract. Payment Requests shall be made to the Owners representative in triplicate and shall at a minimum include the following:

1. AIA Document G702 – Application and Certificate for Payment
2. AIA Document G703 – Continuation Sheet
3. Partial and/or Final Waivers of Lien
 - a. Original Waivers of Lien shall be submitted to the Owners representative by the Contractor for ALL contractors, sub-contractors, material suppliers, vendors, and consultants individually.
 - b. Each Waiver of Lien must, at a minimum, indicate:
 - 1) The Owners Name
 - 2) The Project Name and Address
 - 3) The Contractors, Sub-Contractors, Material Suppliers, Vendors, or Consultants Name and Address
 - 4) The scope of the Contract (description of work or material to be supplied)
 - 5) The TOTAL contract sum (including extras) for the individual Contractor, Sub-Contractor, Material Supplier, Vendor, or Consultant.
 - 6) The total sum of all payments received to date
 - 7) The total remaining balance of the contracted services and/or materials (including extras)
 - 8) Signatures and Certification (Notary Public stamp required)
 - 9) Blank Waiver Forms will be provided with the AIA Document A101 – Agreement Between Owner and Contractor
 - c. ALL submitted Waivers of Lien shall be UNCONDITIONAL, and shall indicate full

SUPPLEMENTARY CONDITIONS

- release of all right to Lien for the amounts indicated on the Waiver of Lien.
- d. The Contractor shall maintain full responsibility and liability for the accuracy and validity of ALL Waivers of Lien submitted to the Owners representative.
4. Additional Documentation as requested by the Owner and/or Owners representative which may include but is not limited to:
- a. Receipts for materials, supplies, equipment rental and/or any other project related expense being claimed by the Contractor.
 - b. Payroll verification for additional work hours being claimed by the Contractor (payroll records, employee time cards, and/or Certified Payroll Documentation)
 - c. Copies of Inspection Reports conducted by local, state, and/or national building officials and/or material manufacture representatives including but not limited to Final Inspections for local municipal building departments and Final warranty inspection reports.
 - d. Original warranty documentation provided by the material manufacturer.
 - e. Copies of all correspondence allowing the Contractor to change and/or modify any construction detail and/or omit/substitute any specified product.

Failure to supply any required and/or requested documentation may result in the delay of payment or the rejection of the Application for Payment.

C] CERTIFICATION RETAINAGE

Amounts to be retained will be as follows:

- Ten (10) percent of the Contract will be retained until substantial completion of the project.
- Upon completion of the work and acceptance by the Owner, final payment will be made, including retained percentages, within thirty (30) days.

D] INSURANCE

During the term of the Contract, the contractor shall, at his own expenses, purchase and maintain insurance as follows:

1. Workmen's Compensation:

- a. Worker's Compensation – Coverage A: - Statutory limits
- b. Employer's Liability – Coverage B - \$ 500,000 Each Employee
\$ 500,000 Policy Aggregate
- c. Contractors having offices or places of hire outside the State of Illinois shall attach or otherwise show an "All States" endorsement.

2. Commercial General Liability:

- \$ 5,000,000 (each occurrence)
- \$ 5,000,000 Aggregate (Products & complete operations)
- \$ 5,000,000 General Aggregate

3. Automobile Liability

- \$ 1,000,000 Combined Single Limit

4. Umbrella Liability

- \$ 5,000,000 Each Occurrence
- \$ 5,000,000 Each Aggregate

5. Renewal/Expiration Notices:

- 30 days

SUPPLEMENTARY CONDITIONS

6. Cancellation or Change Notice By Regular Mail:
30 days

A Certificate of Insurance must be on file in this office prior to any work on these premises. This Certificate Holder should read:

Lake Bluff Park District

Additional Insured should read:

- Lake Bluff Park District
- Architectural Consulting Group, Ltd., (Architect /Consultant)

Contractor shall furnish Owner with certificates, policies or binders which indicate that the Contractor is covered by the required insurance, showing type, amount, class of operations covered, effective dates and dates of expiration of policies. Certificates shall be delivered to the Owner at the time the Contract is signed.

E] TEMPORARY UTILITIES / FACILITIES

Water and electrical power will be available from the existing building. The building area included in the Contract is occupied at all times.

F] PROTECTION OF EXISTING STRUCTURE AND LANDSCAPING

During performance of the work as required by these specifications, the Contractor shall take precautions as necessary to avoid damaging the building's exterior walls, glass, paving, shrubbery, trees, sidewalks, etc. adjacent to the buildings. Damage to any area of the building or its surroundings shall be restored at the expenses of the Contractor.

G] FORM OF CONTRACT

The successful Bidder will sign a completed American Institute of Architects (AIA) Document A101, Standard Form of Agreement between Owner and Contractor (current edition) where the basis of payment is a stipulated sum.

H] CONTRACTOR'S ACCESS AND USE OF THE SITE

All operations are restricted to the designated Base Bid area of work. All activity, traffic, material storage, etc. is to take place only in areas designated by the owner.

Contractor set-up areas shall be restricted to the areas as determined by the Owner.

I] INTERIOR DOCUMENTATION

Existing interior conditions shall be available for review and documented prior to the start of any construction. Documentation will be the responsibility of the Contractor and performed in cooperation with the Owner.

J] PERMITS, FEES, AND REGULATORY REQUIREMENTS

The Contractor shall be responsible for obtaining all required permits and payment of all required fees at no additional cost to the Owner. The Contractor shall also be responsible for compliance with all local, state, federal, and misc. governing regulatory requirements pertaining to the project.

DIVISION 1 - GENERAL REQUIREMENTS

Section 01010 - Summary of Work

1.01 WORK INCLUDED

A. Contractor's Duties:

1. Except as specifically noted, provide and pay for:
 - a. Labor, materials and equipment.
 - b. Other facilities and services necessary for proper execution and completion of the work.
2. Pay required consumer sales and use taxes.
3. Secure as required and necessary for proper execution and completion of the work.
 - a. Permits as required by the local governing public authority and paid by the Contractor.
4. Provide a full-time on site Foreman Job Representative with a required 7 years experience minimum.
5. Comply with codes, ordinances, rules, regulations, orders and other legal requirements of public authorities, which bear upon the performance of the work.
6. Enforce strict disciplines and good order among employees. Do not employ for this work:
 - a. unfit or un-qualified persons.
 - b. persons not skilled in assigned tasks.

1.02 RELATED REQUIREMENTS

1. Bidder Requirements
2. General & Supplementary Conditions
3. 01010 - Summary of Work
4. 01025 - Measure of Payment
5. 01151 - Unit Pricing
6. 01340 - Submittals
7. 01630 - Contract Close-out
8. 02070 - Selective Demolition
9. 04521 - Brick & Masonry Restoration

1.03 WORK OF OWNER

1. Assist in obtaining access for Contractor personnel.
2. Coordinate schedule with Contractor.

1.04 WORK BY OTHERS

- A. Owner's Representative: The Owner's Representative will act as Observer for the project.
1. Perform on-site observation of construction operations.
 2. Notify the Owner regarding Contractor's conformance with the Contract Documents.

1.05 WORK SEQUENCE

- A. Perform work to accommodate the Owner's use of the premises during the construction period. Coordinate the construction sequence schedule and operations with the Owner.

1.06 CONTRACTOR'S USE OF PREMISES

- A. Contractor shall limit his use of the premises for work and for storage to allow for:
1. Owner occupancy
 2. Public use
- B. Coordinate the use of the premises under the direction of the Owner and/or the Architect. Obtain full knowledge of all site rules and regulations affecting work.
- C. Assume full responsibility for the protection and safekeeping of products and materials stored on the site for use under this Contract.

DIVISION 1 - GENERAL REQUIREMENTS

Section 01010 - Summary of Work

- D. Move any stored product or materials, under this Contractor's control, which interferes with the operations of the Owner.
- E. Obtain at no additional cost to the Owner, additional storage or work areas needed for the repair operations.
- F. DO NOT OVERLOAD THE STRUCTURE.
- G. Assume full responsibility for protection and safekeeping of products stored on premises.

1.07 OWNER OCCUPANCY

- A. The Owner will occupy the premises during the entire period of construction for the conduct of normal operations. Cooperate with all construction operations to minimize conflict and to facilitate the Owner's usage.
- B. Contractor shall at all times conduct his operations as to insure the least inconvenience to general public.

END OF SECTION 01010

DIVISION 1 – GENERAL REQUIREMENTS

Section 01025 – Measure and Payment

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Comply with all measurement and payment criteria applicable to the work performed under a unit price payment as described herein.

1.2 RELATED SECTIONS

- A. Specified Elsewhere:
 - 1. Bidder Requirements
 - 2. General & Supplementary Conditions
 - 3. SECTION 01010 - Summary of Work
 - 4. SECTION 01151 - Unit Pricing
 - 5. SECTION 01700 - Contract Close-out

1.3 MEASUREMENT AUTHORITY

- A. Measurement of the Work shall be determined by the A/E in the presence of the Contractor.
- B. Measurement of masonry repair areas shall be made upon completion of preparatory work and prior to placement of repair material.
- C. Provide the necessary equipment and qualified personnel to assist the A/E in the measurement of the Work.

1.4 UNIT QUANTITIES

- A. Quantities and measurements indicated in the Bid Form are for bidding and contract purposes only. Quantities and measurements supplied or placed in the Work and verified by the A/E, shall determine the payment and final adjustment to the Contract Amount.
- B. The required quantities shall be provided at the unit price contracted.
- C. The intention of the unit prices is to provide a complete, functioning unit which may include Work from several Specification Sections.

1.5 MEASUREMENT OF QUANTITIES

- A. SF Area (sq. ft.): Measured along the finished surface by square dimension using mean length times mean width, to the nearest one-half (0.5) square feet. Average depth of masonry wall reconstruction shall be assumed to be 1 wythe unless otherwise noted.
- B. LF Length (ln. ft.): Measured along the finished surface by mean length at the item center line, to the nearest one-half (0.5) linear foot.

DIVISION 1 – GENERAL REQUIREMENTS

Section 01025 – Measure and Payment

PART 2 - BID FORMAT

2.1 SCHEDULE OF BID ITEMS

- A. Refer to Summary of Work and General Requirements, Section 01010, for the general scope of work covered by bid items not listed herein. See Drawings and Specifications for complete scope of work of bid items.

- B. Total Base Bids
 - 1. Mobilization and demobilization.
 - 2. Site protection.
 - 3. Scaffold rigging and shifting.
 - 4. Equipment delivery, set-up and maintenance.
 - 5. Construction and removal of temporary facilities.
 - 6. Insurance and permit fees.
 - 7. Supervision.
 - 8. Scaffold time for A/E observations.
 - 9. Quality assurance testing.
 - 10. Rubbish removal and periodic clean-up.
 - 11. Include all labor, material, equipment, services, taxes, fees, royalties, patents overhead and profit to perform the Work, excluding alternates, as described in the Bid Documents.
 - 12. Bids are being requested on Unit Price parameters with provisions for Guaranteed Maximum Prices (GMP). The GMP is based on the assumed maximum quantity of work as indicated on the Bid Form. In the event that Unit Pricing is not appropriate for an individual line item only the GMP is being requested and shall constitute a fixed fee agreement for the specified portion of the work.

PART 3 - ADMINISTRATION OF THE CONTRACT

3.1 SCHEDULE OF VALUES

- A. Submit to the A/E for review, 3 copies of the Schedule of Values, within 10 days after receipt of Notice to Proceed.
 - 1. If the A/E's review indicates that revisions are necessary, revise Schedule of Values and resubmit.

- B. Schedule of Values shall list a separate line item cost for:
 - 1. Performance and payment bond.
 - 2. Mobilization.
 - 3. General provisions.
 - 4. Each portion of the Work at each wall, scaffold drop, or other logically grouped entity.

- C. For each line item, list Subcontractor's and/or Supplier's name as applicable.

- D. Total costs of all items listed as Schedule of Values shall equal the Total Contract Sum.

3.2 APPLICATION FOR PAYMENT

- A. Submit Applications for Payment in accord with provisions established by the conditions of Contract and Agreement Between Owner and Contractor.

- B. Format and Data Required

DIVISION 1 – GENERAL REQUIREMENTS

Section 01025 – Measure and Payment

1. AIA document G702 and G703.
2. List itemized costs as they appear in the Schedule of Values accepted by the A/E.
3. Fill in required information including Change Orders executed prior to date of submittal of application.
4. Each copy shall be signed by the person legally authorized to represent the Construction Firm.

C. Substantiating Data

1. When requested by A/E or Owner, submit substantiating data with cover letter including:
 - a. Project name and number.
 - b. Application no. and date.
 - c. List of enclosures.
 - d. Itemization of stored materials, if applicable.

D. Material Stored Off-Site

1. Provide access to stored material for A/E's examination and verification.
2. Contractor shall be responsible for costs incurred by the A/E for personnel and transportation unless otherwise provided for by the Agreement Between Owner and Contractor.
3. Submit a list with the description and quantity for each stored item.
4. All material stored off-site shall be clearly tagged and labeled with the name of the Project.
5. Submit Certificate of Insurance as evidence that the Owner's interest is protected with respect to loss of the stored materials.
6. Submit the Bill of Sale that establishes the Owner's title to such material.

E. Retainage

1. The cumulative total of the progress payments shall not exceed ninety percent (90%) of the total work completed at the end of the preceding month. The same retainage shall apply to payment request for stored material and equipment.
2. The unpaid percentage of the Contract sum shall be retained by the Owner as partial security for the faithful performance of the contractual obligations of the Contractor, and shall not be paid to the Contractor until and after the Owner has accepted the Entire Work in writing as satisfactory, and after the Contractor has furnished to the Owner all close out submitted.

F. Waivers of Lien

1. The first Application for Payment shall be accompanied by the General Contractor's partial waiver of lien for the full amount of payment due.
2. Each subsequent Application for Payment shall be accompanied by the General Contractor's partial waiver of lien, plus the partial waivers of lien of Subcontractors and Suppliers, who were included in the immediately preceding Application for Payment to the extent of that payment.
3. The final Application for Payment must be accompanied by final waivers of lien for the full amount of Contracts from the General Contractor, Subcontractors, and Suppliers, including those who have not previously furnished such final waivers.

3.3 PAYMENT WITHHELD

- A. The A/E may decline to approve any Application for Payment and may withhold the same in whole

DIVISION 1 – GENERAL REQUIREMENTS

Section 01025 – Measure and Payment

or in part to the extent reasonably necessary to protect the Owner, if in the opinion of the A/E and as a result of discovery of evidence, that the Contractor was responsible for the following:

1. Failure to remedy defective work.
2. Failure to supply the Waivers of Lien required.
3. Damage to existing property.
4. Failure to perform work in accord with Contract Requirements and Schedule.

3.4 DEFECT ASSESSMENT

- A. Replace the Work, or portions of the Work, not conforming to specified requirements.
- B. If, in the opinion of the A/E, the defective work is repairable, and it is not practical to remove and replace the Work, the A/E will direct one of the following remedies:
 1. The defective work may remain, but the unit sum/price will be adjusted to new sum/price at the discretion of the Architect/Engineer.
 2. The defective work will be repaired as requested by the A/E, and the unit sum/price will be adjusted a new sum/price at the discretion of the A/E.
- C. The authority of the A/E to assess the defect and identify payment adjustment is final.

3.5 APPLICATION PROCEDURE

- A. At monthly intervals, submit Applications for Payment to the A/E.
- B. Number of Copies: 3 (three).
- C. When the A/E finds the Application properly completed, it will be transmitted to the Owner with a copy to the Contractor.
- D. Final Payment for Work governed by unit prices will be made on the basis of actual measurements and quantities, determined by the A/E, multiplied by the unit price for the Work which is incorporated in or made necessary by the Work.

END OF SECTION 01025

DIVISION 1 - GENERAL REQUIREMENTS

Section 01151 - Unit Prices

PART I – GENERAL

1.01 DESCRIPTION

- A. Related requirements specified elsewhere:
1. Bidder Requirements
 2. General & Supplementary Conditions
 3. 01010 - Summary of Work
 4. 01025 - Measure of Payment
 5. 01340 - Submittals
 6. 01700 - Contract Close-out
 7. 02070 - Selective Demolition
 8. 04521 - Brick/Masonry Repair Restoration
- B. Definition: Unit price means a fixed price, including all overhead, profit and all other costs of whatever nature and character, for a specified unit of work. Unit prices as such will not be used to determine the lowest responsible bidder. The Owner may reject or negotiate any unit price which it considers excessive or unreasonable. The Owner may at any time order an increase or decrease in the number of units of work.

PART 2 - PRODUCTS

2.01 MATERIALS AND EQUIPMENT

- A. As specified in the respective specifications sections.

PART 3 - EXECUTION

3.01 APPLICATION

- A. Enter unit prices for each unit of work in Bid Form.
Omission may result in rejection of bid.

3.02 UNIT PRICES REQUIRED

- A. Provide a Unit Price for additional EPDM roof membrane/flashing repairs. Unit Pricing to be based on a per square foot area basis.
- B. Provide a Unit Price for additional APP modified bitumen roof membrane/flashing repairs. Unit Pricing to be based on a per square foot area basis.
- C. Provide a Unit Price for additional asphalt shingle repairs to match existing. Unit Pricing to be based on a per square foot area basis.
- D. Provide a Unit Price for the grinding and pointing of masonry mortar joints. Unit Pricing to be based on a per linear foot basis.
- E. Provide a Unit Price for the removal and replacement of damaged/deteriorated brick masonry units to match existing. Unit Pricing is to be based on a per masonry unit basis.
- F. In the event that additional work items must be referenced to actual expended time, submit labor rate charges for such work. Hourly labor rates are being requested for masons, metal workers, roofers, and general laborers.
- G. Identify the cost "mark-up" for additional materials incorporated into the work. The costs shall be indicated as an additional percentage of the costs of the material.
- H. Identify the cost of providing a Performance Bond. The cost shall be indicated as an additional percentage of the total GMP of contract amount.

END OF SECTION 01151

DIVISION 1 - GENERAL REQUIREMENTS

Section 01340 - Submittals

PART 1 - GENERAL

1.01 SAMPLES AND SHOP DRAWINGS

- A. Shop drawings are drawings, diagrams, and other data that are prepared by the Contractor or any Subcontractor, Manufacturer, Supplier, or Distributor, and which illustrate some portion of the work. Samples are physical examples furnished by the Contractor to illustrate materials, equipment or workmanship, and establish standards by which the work will be judged.
- B. The Contractor shall review, stamp with his approval, and submit all shop drawings and samples required by the Contract Documents or subsequently by the Owner's Representative as a result of project modifications. Shop drawings and samples shall be properly identified as specified or as the Owner's Representative may require. At the time of submission, the Contractor shall inform the Owner's Representative in writing of any deviation in the shop drawings or samples from the requirements of the Contract Documents.
- C. By approving and submitting shop drawings or samples, the Contractor thereby represents that he has determined and verified all field measurements, field construction criteria, materials, catalog numbers, and that he has checked and coordinated each shop drawing and sample with the requirements of the work of the Contract Documents.
- D. Each drawing and sample shall bear the project title, Contractor, date, and revision dates. Shop drawing details shall be identified by references to Specifications or to specific details as shown in the Project Manual. Manufacturer's brochures, performance charts and similar data shall be original copies. The Owner's Representative shall review the shop drawings and samples to determine compliance with the Specifications for the project and return them to the Contractor.
- E. The Contractor shall resubmit corrected copies of shop drawings or new samples until no exceptions are taken. The Owner Representative's review of shop drawings and samples is for general conformance with the design concept and with the Contract Documents. "Review" does not relieve the Contractor's responsibility for any deviation from the requirements of the Contract Documents. The Contractor remains responsible for details and confirmation of all quantities and dimensions, for techniques of assembly, errors or omissions in the shop drawings or samples, and for performing his work in a safe manner. No portion of the work requiring a submittal shall be commenced until the submission has been reviewed by the Owner's Representative.

PART 2 - REQUIRED SUBMITTALS

2.01 SHOP DRAWINGS

- A. Coping Detailing

2.02 SAMPLES

- A. Sealant Color(s)
- B. Masonry Units
- C. Masonry Mortar
- D. Roofing Membrane
- E. Asphalt Shingle
- F. Sheet Metal Color(s)

2.03 PRODUCT DATA

- A. Sealant, three (3) copies.
- B. Masonry Mortar Mix
- C. Spray-Applied Masonry Wall Sealer
- D. Roofing Materials
- E. Material Safety Data Sheets three (3) copies.

DIVISION 1 - GENERAL REQUIREMENTS

Section 01340 - Submittals

- 2.04 FIELD "MOCK-UPS"
 - A. Sheet Metal Counter-Flashings
 - B. Masonry Mortar Color
 - C. Coping Cap Flashings

END OF SECTION 01340

DIVISION 1 - GENERAL REQUIREMENTS

Section 01700 – Contract Closeout

PART 1 - GENERAL

1.01 SUMMARY

- A. Work includes declarations, inspections, and submittals necessary to obtain final acceptance of the Work on this project.
- B. Related requirements specified elsewhere:
 - 1. General and Supplementary Conditions
 - 2. Section 01010 – Summary of Work
 - 3. Section 01025 – Measure of Payment
 - 4. Section 01151 – Unit Prices
 - 5. Section 01340 – Submittals

1.02 SUBSTANTIAL COMPLETION

- A. Contractor:
 - 1. Submit written declaration to Architect/Engineer that project, or designated portion of project, is substantially complete.
 - 2. Submit list of items to be completed or corrected in form of “Contractor’s Preliminary Substantial Completion Punchlist”.
- B. Owner and Architect/Engineer will make preliminary inspections within seven days after receipt of Contractor’s declaration.
- C. Should Owner and Architect/Engineer consider that work is substantially complete:
 - 1. Architect/Engineer will prepare a formal “Punchlist” of items to be completed or corrected, as determined by the inspection.
 - 2. Architect/Engineer will prepare and issue a Certificate of Substantial Completion, containing:
 - a. Date of Substantial Completion.
 - b. Punchlist of items to be completed or corrected.
 - c. The time within which Contractor shall complete or correct Work of listed items.
 - d. Date of time Owner will assume possession of Work or designated portion thereof.
 - e. Responsibilities of Owner and Contractor for:
 - 1) Insurance
 - 2) Utilities
 - 3) Operation of mechanical, electrical and other systems
 - 4) Maintenance and cleaning
 - 5) Security
 - 3. Contractor: Complete Work listed for completion or correction, within designated time.
- D. At time of inspection, should substantial completion not be certified, complete the Work and resubmit declaration in accordance with 1.02A.

1.03 FINAL INSPECTION

- A. Contractor shall submit written declaration to Owner and Architect/Engineer that:
 - 1. All aspects of Contract Documents have been complied with.
 - 2. All items on substantial completion Punchlist have been completed.
 - 3. All tools, construction equipment and surplus materials have been removed from site.
- B. Contractor with Owner and Architect/Engineer will make final inspection to ensure completion of all contract requirements.

DIVISION 1 - GENERAL REQUIREMENTS

Section 01700 – Contract Closeout

- C. When Owner and Architect/Engineer consider that work is finally complete in accordance with Contract Document requirements, the Contractor will prepare and process closeout documents.
- 1.04 CLOSEOUT SUBMITTALS
- A. Deliver evidence of compliance with requirements of governing authorities:
 - 1. Certificates of inspection
 - 2. Certificates of occupancy
 - B. Paid utility bills.
- 1.05 FINAL APPLICATION FOR PAYMENT
- A. Contractor shall submit the final application for payment in accordance with Contract Documents.

END OF SECTION 01700

DIVISION 2 – SITE WORK
Section 02070 – Selective Demolition

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Perform selective demolition work as shown on the Drawings and specified herein, but not necessarily limited to the following:
 - 1. Shoring, bracing, and securing existing construction at all times during demolition and construction to prevent movement and/or shifting in any direction.
 - 2. Safe removal and storage of existing copings.
 - 3. Complete removal and disposal of targeted sealants and associated backer materials.
 - 4. Complete removal and disposal of damaged/deteriorated brick masonry units.
 - 5. Complete removal and disposal of existing concrete chimney cap.
 - 6. Grinding of masonry mortar joints.

1.2 QUALITY ASSURANCE

- A. Comply with all laws, rules and regulations of governmental authorities having jurisdiction over the demolition work.
- B. Perform the demolition work in accordance with the applicable rules of the Safety Requirements for Demolition, American National Standard A10.6.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Sandblasting aggregate: Coarse, hard, angular silica sand, none of which shall pass through a No. 8 mesh sieve.

2.2 EQUIPMENT

- A. Power chipping hammers of nominal 15-lb class or less.
- B. Sandblasting equipment capable of providing at least 100 psi pressure for removing all rust from the exposed reinforcement, and laitance, dirt and debris from exposed surfaces.
- C. High pressure, oil-free compressed air equipment for removal of dust and dirt from repair areas, and exposed surfaces.
- D. Misc. power and hand tools as required to complete the specified work. All tools and equipment are to be in satisfactory condition, free from defect and/or damage and shall only be used for the specific task for which they are designed.

PART 3 - EXECUTION

3.1 REMOVAL OF COPINGS

- A. All existing limestone copings at the identified areas of work are to be safely removed and stored for reuse.
- B. The Contractor shall survey, record, and report to the Owners Representative all damaged/defective coping pieces prior to the start of any demolition activities. The Contractor shall be responsible for all damages not previously recorded which result from activities related to the work specified and/or the failure to protect the adjacent materials from damage.

DIVISION 2 – SITE WORK
Section 02070 – Selective Demolition

- C. Coping pieces shall be marked to identify their original location and shall be evenly distributed throughout the roof area insuring that the structure is not overloaded and that the in-place roofing system is not compressed or otherwise damaged. Alternately the copings may be lowered to grade and securely stored for the duration.

3.2 MASONRY DECONSTRUCTION / BRICK MASONRY UNIT REMOVAL

- A. The Contractor shall identify, quantify, and record all sections of identified existing masonry construction that will require deconstruction due to advanced deterioration of masonry mortar joints and/or brick masonry units.
- B. The Contractor shall quantify and record the total number of brick masonry units that will require replacement due to damage/deterioration. All brick masonry units to be replaced are to be temporarily stored on-site for review and verification of the Owners Representative.
- C. Masonry deconstruction and brick masonry unit removal shall be completed only to the extent required and approved by the Owner's Representative. Deconstruction and removal shall be completed using hand tools and power-tools in a manner that will prevent damaged to adjoining and adjacent construction.
- D. Masonry mortar joints shall be ground/chiseled free from mortar allowing the removal of the targeted masonry units. All surfaces of brick masonry units to be salvaged are to be cleaned of all remaining masonry mortar and properly prepared for reuse. Existing masonry ties shall be protected from damaged or recorded for replacement as required.

3.3 SEALANT REMOVAL

- A. Remove all existing sealant and backer rod from the coping joints, masonry joints, expansion joints, and between all dissimilar materials at the identified areas. The joints shall be cleaned to insure that there are no remaining debris and/or materials remaining in the sealant joint.

3.4 MASONRY MORTAR JOINT GRINDING

- A. Grind masonry mortar joints as required at the exterior wythe of targeted masonry areas.
- B. Masonry mortar joints shall be ground to a point where existing masonry mortar is found to be sound and stable be in no case less than a minimum depth of 3/4" and no greater than half the depth of the masonry mortar joint in both the horizontal and vertical joints. In the event that sound/stable masonry mortar is not found within half the depth of the joint the Contractor shall immediately notify the Owners Representative for approval to complete removal and reconstruction at the affected area.
- C. Mortar joints shall be cleared of loose mortar, debris, and dust and shall be properly prepared for pointing work.

DIVISION 2 – SITE WORK
Section 02070 – Selective Demolition

3.8 MATERIALS REMOVAL

- A. All additional materials identified for removal/replacement shall be completely removed inclusive of all related components and accessories. All adjacent and adjoining construction shall be protected and/or braced as required to prevent damages and/or movement during the demolition activities.
- B. All materials resulting from the demolition work, except items to be relocated or reused, shall become the property of the Contractor and shall be removed from the site in such a manner as to avoid creating a nuisance. Dispose of materials from the site on a daily basis.
- C. The entire work area shall be cleaned and cleared of all construction debris and related equipment at the end of each workday. The grounds directly below and adjacent to the area of work shall be raked with a magnetic sweeper to insure that all metallic debris has been removed.

END OF SECTION 02070

DIVISION 4 – MASONRY
Section 04521 – Brick/Masonry Repair Restoration

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Replacement of damaged/deteriorated brick masonry units.
- B. Pointing of identified masonry wall surfaces.
- C. Resetting existing copings with through wall flashings and new anchors.
- D. Backer Rod and sealant installations at masonry to masonry control joints, masonry to window frame joints and coping joints.
- E. Replace existing concrete chimney cap.
- F. Masonry wall sealer installation.

1.02 RELATED SECTIONS

- A. Specified elsewhere:
 - 1. Section 01010 – Summary of Work
 - 2. Section 01340 – Submittals
 - 3. Section 02070 – Selective Demolition

1.03 SUBMITTALS AND MOCK-UP

- A. In accordance with Section 01340:
 - 1. Product Data: Submit printed manufacturer's standard data and performance data.
 - 2. Material descriptions of cement color pigments.
 - 3. Provide samples of mortar color and tooling for review in mock-up area selected by A/E.

1.04 REFERENCES

- A. Brick Institute of America (BIA):
 - 1. Technical Notes on Brick Construction.
- B. American National Standards Institute (ANSI):
 - 1. ANSI/NBS 211 (A41.1) - Building Code Requirements for Masonry.
- C. American Society for Testing and Materials (ASTM).

1.05 DELIVERY, STORAGE, HANDLING

- A. Protect all materials from physical damage, rain, snow, ground water and from soiling or contamination by other deleterious materials that may cause staining or other defects.
- B. Protect masonry from freezing when outside air temperature is lower than 40°F.

PART 2 - PRODUCTS

2.01 MATERIALS

- A. Portland Cement: ASTM C150, Type I.
- B. Hydrated Lime: ASTM C207, Type S, containing no air entrainment.
- C. Fine aggregate: ASTM C144, natural sand. For joints 3/8 inch thick or less, 100 percent shall pass No. 8 sieve and 95 percent shall pass the No. 16 sieve.
- D. Course Aggregate: ASTM C404.
- E. Water: Clean, free from deleterious amounts of acids, alkalis' and organic materials

DIVISION 4 – MASONRY

Section 04521 – Brick/Masonry Repair Restoration

- F. Mortar Colors: Inorganic compounds used in the proportions recommended by the manufacturer, but in no case exceeding 15% of the weight of the cement, except that carbon black shall not exceed 3% of the weight of the cement.
- G. Calcium chloride and/or admixtures containing same **shall not** be included in mortar or grout.
- H. Do not use frozen materials mixed or coated with ice or frost.
- I. No air-entraining admixtures or cementitious material containing air-entraining admixtures shall be used in the mortar.
- J. Masonry cement is not acceptable.
- K. Pre-blended bag mixed Mortar - Type N or Type O with bank sand.
- L. Replacement Brick Units – match exiting color and size.
- M. Sealant: Polyurethane base, multi-component, chemical curing; non-sagging type for application in vertical joints; non-staining; colors as selected by the Owner.
 - 1. "NP 1" Sealant: "Sonolastic NP-1" single-component high performance polyurethane sealant as manufactured by Sonneborn – ChemRex/Degussa, Inc Shakopee, MN or approved equal.
- N. Primers: Non-staining type, as recommended by sealant manufacturer to suit application conditions.
- O. Joint Cleaner: Non-corrosive and non-staining type, recommended by sealant manufacturer; compatible with joint forming materials.
- P. Joint Filler: ASTM D 1056; closed cell polyurethane foam rod; oversized 30 to 50 percent.
- Q. Sheet Metals: Parapet Drip Edge Flashings: 24 gauge stainless steel 302/304 alloy with 2B finish. All joints to be soldered.
- R. Parapet Membrane Flashings: EPDM flashing as manufactured by Sandell Manufacturing Company, Schenectady, NY or approved equal.
- S. Fasteners and Anchorage: Stainless Steel, provide size and type as indicated and as recommended by applicable standards, complying with applicable Specifications for nails, screw, bolts, nuts, washers and panel clips, etc.
- T. Sheet Metal Fasteners: Non-corrosive and equipped with neoprene washers in all cases.
- U. Wood Blocking: Treated No. 2 "Wolmanized".
- V. Masonry Wall Sealer: "Enviroseal Double 7" water-based clear silane/siloxane spray-applied sealer as manufactured by Hydrozo-BASF Construction Chemicals, Shakopee, MN or approved equal.

2.02 PROPORTIONING

- A. Mortar Type:
 - 1. Tuck pointing mortar shall be carefully and properly proportions by volume in accord with ASTM C270. Portland cement: Lime: Sand. For best results the original mortar proportions should be duplicated.
 - 2. Blended to match existing color, texture and tooled joint.
 - 3. If mortar proportions are not possible, type "N" or "O" mortar should be used. Mortar type "N" equals (by volume) one part Portland cement, one part type "S" hydrated Lime and four and one-half

DIVISION 4 – MASONRY

Section 04521 – Brick/Masonry Repair Restoration

to six parts aggregate (measure in a damp, loose condition). Mortar type “O” equals (by volume) one part Portland Cement, two parts type “S” Hydrated Lime, and six and three-quarters to nine parts aggregate (measured in damp, loose condition)

4. Mortar shall be pre-hydrated to reduce excessive shrinkage. The proper pre-hydration process is as follows: Thoroughly mix all dry ingredients, add only enough clear potable water to produce a damp-workable consistency which will retain its shape when formed into a ball. The mortar should cure in the condition for one to one and one-half hours before adding enough water for proper working consistency. Color pigmentation to mortar should be used only if coloring of mortar cannot be archived with natural ingredients.

2.03 MIXING

A. Re-pointing mortar:

1. Mortar shall be pre-hydrated to reduce excessive shrinkage. The proper pre-hydration process is as follows: Thoroughly mix all dry ingredients, add only enough clear potable water to produce a damp-workable consistency which will retain its shape when formed into a ball. The mortar should cure in the condition for one to one and one-half hours before adding enough water for proper working consistency. Color pigmentation to mortar should be used only if coloring of mortar cannot be archived with natural ingredients.
2. Remix and add water to obtain desired plasticity and workability.

PART 3 - EXECUTION

3.01 EXAMINATION

- A. Examine all surfaces to receive the parts of the Work specified herein.
- B. Verify dimensions of in-place and subsequent construction.
- C. Notify A/E of all unsatisfactory conditions that may affect the Work.
- D. Measure and batch materials by volume or weight accurately controlled and maintained with consistency throughout the Work.
- E. Apply in layers or lifts of not more than 1-inch in depth.

3.02 BRICK REPLACEMENT

A. Preparation:

1. Remove mortar from perimeter of broken, severely cracked or damaged masonry units to be replaced:
 - a. Damaged units are those which have 1/8th or more of the face surface broken out or spalled.
 - b. Severe cracks are those in excess of 0.010" wide.
2. Remove mortar from adjoining surfaces of existing, remaining masonry units.

B. Installation:

1. Install each masonry unit with full mortar coverage at all adjoining surfaces.
2. Mortar joints shall be compacted and tooled to produce an even and consistent concave joint surface.
3. Joint characteristics and placement of masonry unit shall blend with adjoining existing work.

- C. Remove excess mortar from masonry surfaces.

DIVISION 4 – MASONRY
Section 04521 – Brick/Masonry Repair Restoration

3.03 RE-POINTING

- A. Preparation:
1. Grind mortar joints at identified areas and as specified in other sections:
 - a. Old or defective mortar shall be removed to sound mortar via means of a toothing chisel and/or a special pointers power grinder to a uniformed minimum depth of 3/4-inches, or until sound mortar is reached not to exceed half the depth of the mortar joint.
 - b. Remove mortar from open, cracked and powdering joints.
 2. Take extreme care not to chip or otherwise damage existing masonry.
 3. Fully clean and cut-out joints to surface of masonry units.
 4. Remove dirt and dust with brush and high pressure air or rinsing with water in a controlled manner:
- B. Installation:
1. Dampen joints just prior to pointing:
 - a. Do not wet beyond saturation.
 2. Apply mortar in thin layers until joints are completely filled.
 3. Compact mortar with a tool to a concave finish, tight to brick edges:
- C. Clean-up:
1. Remove all excess mortar from face of existing masonry and other affected surfaces.
 2. Wash surfaces with a mild, non-staining masonry cleaner:
 - a. Do not acid clean.
 3. Protect adjacent surfaces from damage.

3.04 COPING INSTALLATION

- A. Install new stainless steel drip edges at top edge of existing masonry parapet construction on either side of the wall. Drip Edge Flashings are to be continuous with keyed joints and double-beads of sealant at all joints. Flashing joints shall not occur in-line with coping joints. Both edges shall extend beyond the vertical face of the wall a minimum of 3/4" turned down at 45° with a minimum 3/8" hemmed edge to the underside.
- B. Install new membrane flashings over entire masonry surface and over top surface of metal drip edges.
- C. Reset existing parapet coping stones to their original locations and secure using all new stainless steel anchors and fasteners to replace existing. Seal around fasteners.

3.05 SEALANT INSTALLATION

- A. Complete sealant and backer material removal at all masonry joints, expansion joints, joints between dissimilar materials, and at all window, door and misc. wall fenestrations as identified in other sections.
- B. Clean and prepare all masonry joints using mechanical cleaning, grinding, or other methods. Joints shall be free and clear of all debris, dust, and residue and shall be cleaned with chemical solvents as recommended by the sealant manufacturer. Prepared surfaces must be approved by the Owner's Representative prior to proceeding with sealant application work.
- C. Verify that joint shaping materials and release tapes are compatible with sealant.
- D. Examine joint dimensions and size materials to achieve manufacturer's recommended width/depth ratios.
- E. Use joint filler to achieve required joint depths, to allow sealants to perform properly.
- F. Use bond breaker where required.
- G. Perform work in accordance with ASTM C 804 and in accordance with manufacturer's instructions.

DIVISION 4 – MASONRY

Section 04521 – Brick/Masonry Repair Restoration

- H. Apply sealant within recommended weather, surface condition, and temperature ranges. Consult manufacturer when sealant cannot be applied within recommended temperature ranges.
- I. Install new sealants at all masonry joints, expansions joints, joints between dissimilar materials, coping joints, and at the perimeter of all window, door, vent, and misc. wall fenestrations.
- K. Sealant shall be installed to produce 2-sided adhesion throughout the entire run. When possible the new sealant shall be installed in a continuous manner to avoid break, bulges, and air pockets. All joints are to be finished to a smooth and even surface, free of air pockets, foreign embedded matter, ridges, and sags.

3.06 CONCRETE CHIMNEY CAPS

- A. Clean top of all masonry units to be covered by concrete cap.
- B. Install new Concrete form with 1-1/2" – 2" overhang/drip.
- B. Pour new concrete into form and form to allow positive slope.

3.07 MASONRY WALL SEALER INSTALLATION

- A. The entire wall area to receive new spray-applied sealer shall be cleared of all loose or flaking material, debris, and dust. The targeted masonry construction shall be power-washed and allowed proper drying time prior to beginning sealer installations.
- B. Follow all manufacturers specifications for proper installation conditions and procedures.
- C. Sealer installation shall start at the bottom of the targeted areas and work towards the top.
- D. Install the sealer in a single application working only as much wall area as can be reached in a single application.
- E. Mist the entire surface with a light "primer" coat of sealer immediately followed by spray application in a horizontal run until saturation. Saturation will occur when the sealer begins to cascade down the surface of the wall.
- F. Provide 100% coverage of the targeted wall areas including areas covered by overhangs and/or penetrations.
- G. Immediately clean all overspray from adjoining and adjacent materials.

3.08 PROTECTION OF WORK

- A. Protect masonry, masonry accessories, flashing and other related materials during storage and construction from damage, soilage or other deleterious circumstances.
- B. Protect partially completed work against weather and when work is not in progress:
 - 1. Cover tops of walls with strong, waterproof, non-staining membrane.
 - 2. Extend covering down 24" on all sides.
 - 3. Anchor membrane securely.
- C. Do not use frozen materials or materials mixed or coated with ice or frost.
- D. Take proper procedures to protect masonry work from collapse, deterioration and damage.
- E. Repair damaged or defective work to the satisfaction of the A/E.
- F. All existing construction, materials, landscaping, and personal property are to be protected from damage, staining, or other deleterious affects of the work to be performed. During all times during the construction

DIVISION 4 – MASONRY

Section 04521 – Brick/Masonry Repair Restoration

process all adjoining and adjacent materials as well as all materials within reasonable distance of wind blown debris, dust, and overspray shall be protected and/or shielded from damage.

3.09 CLEAN UP

- A. Remove from the site all materials and equipment related to the work.
- B. Remove from the site all debris and clean the site and adjacent structures of all dirt resulting from construction activities.
- C. At the end of each work day the Contractor shall complete cleaning activities to remove all excess dirt and debris from the work area and surrounding site. All materials and equipment shall be secured and stored as not to obstruct vehicular or pedestrian traffic or impede the normal operations and functions of the property.
- D. Perform final cleaning in accordance with other sections.

END OF SECTION 04251