

## DIVISION 1 - GENERAL REQUIREMENTS

### Section 01010 - Summary of Work

#### I. GENERAL

##### A. STIPULATIONS

The section "Special Requirements" forms a part of this section by this reference thereto and shall have the same force and affect as if printed herewith in full.

##### B. RELATED DOCUMENTS

The Contract Drawings and the Standard Form of Agreement apply to this Section.

##### C. SCOPE OF WORK

1. Work included under this project at Shippensburg University, Shippensburg Township, Cumberland County, Pennsylvania consists of traction elevator modernization in Mowrey, Naugle and McLean Halls, which are residential facilities. Work shall include, but is not necessarily limited to, the furnishing of all labor, superintendence, materials, tools and equipment and performing all work necessary to complete all elevator, plumbing, electrical and incidental related construction at the satisfaction of, and subject to approval of the Professional and the State System of Higher Education.
2. All construction work shown on the contract drawings and not expressly mentioned in the specifications and all work specified and not shown on the drawing but obviously necessary to the proper execution of same shall be performed by the Contractor, as it is not the intent to delineate or describe every detail and feature of work. No additions to the Contract Sum will be approved for any materials, equipment and/or labor to perform work hereunder unless it can be clearly shown to be beyond the scope and intent of the drawings and specifications and absolutely essential to the proper execution of the work.
3. Description of Work: Work for the project shall be accomplished by separate prime contractors according to Pennsylvania statute. Work included in each of the prime contracts shall include but not be limited to the following:
  - a. Electrical Construction (Contract SU-2002/9.4) The work to be performed under these specifications and the accompanying drawings comprises the furnishing of all labor, materials, tools, and other services and facilities necessary for to the complete installation of, but is not necessarily limited to, the following:
    - (1) Selective cutting and patching of existing partitions.
    - (2) Painting of existing spaces as indicated.
    - (3) Louvers.
    - (4) Renovation of elevator controls, finishes, and appurtenances.
    - (5) Sump pumps, sumps, piping and accessories.
    - (6) Renovations to electrical wiring.
    - (7) Coordinating all permits, inspections, and notices required by the Pennsylvania Department of Labor and Industry.

D. DESCRIPTION OF SEPARATE BASE BIDS

1. Base Bid No. 1 (SU-2002/9.4) Base Bid No. 1 shall consist of all work completed as described in the Contract Documents.
2. Base Bid No. 2 (SU-2002/9.4) Base Bid No. 2 shall consist of all work completed as described in the Contract Documents for Base Bid No. 1, except all work in Naugle Hall.

E. WORK SCHEDULE AND COORDINATION

1. All residence halls shall be occupied during the course of this Project, except as noted. The contractors shall schedule all work with the university so that it will cause minimal disruption to the students at periods and times determined by the university and at no additional cost to the university. Examples of disruptions include, but are not limited to, work creating excessive noise, dust, or odors.
2. Upon university issue of Notice to Proceed, approval of submittals, and conduct of initial job conference, contractors may start work according to the following phases:
  - a. Phase 1 – Work in McLean Hall and on the five stop elevator of Mowrey Hall shall be performed between September 2, 2003 and December 1, 2003.
  - b. Phase 2 – Work on the six stop elevator of Mowrey Hall and in Naugle Hall shall be performed between December 15, 2003 and March 5, 2004.
3. The Electrical Contractor shall be the Lead Contractor and shall perform all incidental general, hvac and plumbing construction work as required.
4. The Electrical Contractor shall coordinate all work on the project with all trades, and/or with separate Contractors so as to assure the proper prosecution of the work.
5. The Contractor shall submit for approval of the Shippensburg University Associate Vice President for Facilities prior to start of any on-site work the plan and schedule for accomplishing the work. The schedule shall include all utility outages lasting longer than one day. The contractor shall request approval of short term utility outages (less than one day) for specific work elements to the Associate Vice President for Facilities no later than two (2) days before such outage. Requests for approval of campus-wide utility outages shall be made no later than seven (7) days before such outage. Power outages that involve portions of the buildings may have to be scheduled for off-hours or weekends.
6. Normal hours of work for residential facilities occupied by students are from 9:00 a.m. through 5:30 p.m. The calendar dates for closure of the residence halls to students is as follows: Thanksgiving Break – November 26 through 30, 2003; Semester Break – December 15, 2003 through January 9, 2004; and Spring Break March 6 through 13 2004.

F. UNIVERSITY OCCUPANCY AND RELATED SCHEDULING

1. The University intends to retain beneficial use of Mowrey, Naugle and McLean Halls during the execution of this contract. The Contractor shall ensure safe access and use of the residence halls during the entire performance of the work included under this Contract. Minimize shut-down duration of the electrical systems and coordinate utility shut-downs with the University and the Resident Directors of each residence hall.

2. The residence hall will be occupied by students during construction but must remain available to the University and its personnel for other renovations, maintenance, and cleaning.
3. The Contractor shall be responsible to protect from damage or loss any furnishings and equipment remaining in the facility.

G. CONTRACTOR USE OF PREMISES

1. The Contractor shall limit his use of the premises to the work indicated, so as to allow for Owner occupancy and use by others.
2. Confine operations at the site to the areas permitted under the Contract, Ordinances, Permits, and Laws.
3. Portions of the site beyond areas on which work is indicated are not to be disturbed.
4. Keep existing driveways and entrances serving the premises clear and available to the Owner and his employees at all times.
5. Maintain existing building in a safe and weather-tight condition throughout the Contract period.
6. Take all precautions necessary to protect the building and its occupants during the contract period. Repair damage caused by construction operations.
7. Keep public areas, such as hallways, stairs, elevator, lobbies, and toilet rooms free from accumulation of waste, rubbish or construction debris.
8. Smoking or open fires will not be permitted within the building enclosure or on the premises.
9. Use of designated toilets within the building by the Contractor and his personnel will be permitted. Contractors will be designated utility sinks for cleanup of equipment. However, 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.
10. Cooperate with those in authority on the premises to prevent the entrance and exit of all workers and/or others whose presence is forbidden or undesirable and in bringing, storing or removing all materials and equipment (observe all rules and regulations in force on the grounds), to avoid unnecessary dust or accumulated debris or the undue interference with the convenience, sanitation or routine of SU and to prevent the loss of or damage to the property of SU and its occupants. The Contractor shall repair any and all damage he/she may cause to the building or property to the full satisfaction of Shippensburg University.
11. Comply with all security requirements established by the using agency for its facilities, which shall become a part of these specifications. Each employee must obtain a photo-identification card from the campus police in order to have access to the residence halls. Said identification cards must be worn by the employee and be visible at all times while on the premises. Entry of Contractor personnel to occupied student rooms will require prior coordination for escort at least two working days in advance. Failure to comply with campus registrations will result in exclusion from the campus. In accordance with Section 1-111 of the Pennsylvania School Code, "Request for Criminal History Record Information," Act 34 of 1985; Contractors must submit for criminal history background checks for all employees who will be on the

University property during work of this contract. Forms shall be completed and submitted in a timely fashion to avoid any disruption to the construction schedule. Forms are available from school districts, Pennsylvania Department of Welfare, and at State Police Stations. Checks will be returned to the applicant within one month. Contractor shall be responsible for \$10.00 (ten) dollar application fee per background check.

12. Do not load structure with weight that will endanger structure.
13. Do not unreasonably encumber site with materials and equipment.
14. Confine stockpiling of materials and location of storage sheds to the areas directed by Owner/Engineer and or found on drawings.
15. Assume full responsibility for protection and safekeeping of products stored on premises.
16. Move any stored products which interfere with operations of owner or other contractor, as directed and at no additional cost to the university.
17. Obtain and pay for use of additional storage or work areas needed for operations.
18. Special Conditions:
  - a. All Projects - Suspension From:
    - (1) Metal roof decks, new or existing, shall not be used for suspension of ductwork, conduit, ceiling systems, lighting fixtures or any other miscellaneous equipment.
    - (2) 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 professional. If concentrated loads are not approved, the Prime Contractor furnishing the equipment must provide acceptable means of distributing the load.
  - b. Project with Demolition Work: Demolition work shall be defined as work involving removal of structural members, floor and roof decks, non-structural partitions, pipes, ductwork, and equipment.

#### H. USE OF EXISTING FACILITIES

1. Activities will be maintained by the University in this facility during the course of this contract. Difficulties of working in the vicinity of existing operational buildings are recognized; however, the Contractor must cooperate to keep noise, dirt, and other interference to a minimum. Housekeeping shall be such to assure no disruption of the University's normal operations. The Contractor shall schedule work well in advance and give notice to the Associate Vice President for Facilities of any disruption.
2. Existing facility must be maintained weather-tight and dust free at all times. The Contractors shall make all necessary provisions to this end and shall be responsible for any damage resulting from noncompliance with this requirement.

#### I. UNIVERSITY FURNISHED ITEMS

The University will furnish an escort if required when the Contractor reports to perform services. Normally, the Contractor will not be provided keys. If provided keys, the Contractor will return keys to Shippensburg University after conclusion of each visit. The Contractor will not remove keys from the premises.

J. SITE VISIT

All bidders, before submitting proposals, should visit the site to thoroughly familiarize themselves with the existing conditions. This visit can be conducted in conjunction with the Pre-Bid Conference which will be held at date, time, and location stated in the Notice to Contractors. Upon finding any discrepancies between existing conditions and these specifications, prospective bidders shall report these discrepancies for clarification to the authorized Shippensburg University point of contact prior to submitting bid. Failure of the bidder to visit the site and recognize, take into account and include in his/her bid, site conditions not indicated in these specifications that affect the work, shall not be considered cause for increase in the bid price.

K. SPECIAL PROVISIONS AND ADDITIONAL DATA

Shippensburg University is one of 14 universities of the Pennsylvania State System of Higher Education. The University requires coordination to minimize disruption and to ensure the safety of participants. Accordingly, certain special provisions and additional data apply with respect to this contract:

1. Initial Job Conference: No later than ten (10) calendar days after Notice to Proceed, the Contractor shall arrange with the University's Associate Vice President for Facilities to schedule an initial job conference. The Contractor will attend this campus meeting prepared to announce and introduce, in writing, by name and title, the job supervisor who will be in active charge of the work and with whom the University is empowered to deal in any day-to-day coordination of the work. It is expected that this supervisor, or his/her duly appointed successor, will be on campus at any time while work on the Contract is in progress, including the work of subcontractors. No work will occur prior to this conference; this conference will mark the beginning of work. The Contractor shall notify the Associate Vice President for Facilities if there is a change in job supervisor.
2. Submittals:
  - a. The following submittals are required no later than seven (7) calendar days from Notice to Proceed:
    - (1) Construction schedule.
    - (2) Schedule of Values or contract cost breakdown as required in Section 01027, Applications for Payment.
    - (3) List of Sub-Contractors complete with names, addresses, phone numbers and scope and date of subcontracts.
    - (4) Submittal schedule listing each submittal in chronological order and including the following information for each submittal: Submittal category, related section number, description, name of (sub)-Contractor, date schedule for submittal, date required for approval to prevent delay of schedule.

- b. Administrative Forms: Use of System forms may be waived if the Contractor can demonstrate to the satisfaction of the Contracting Officer that Contractors establish computerized business management information system generates documents containing the same essential data elements as required by System forms.
3. Parking: All parking of Contractor's vehicles and equipment will be within the areas established at the initial pre-construction conference. No privately-owned vehicles (vehicles not obviously marked with the Contractor's corporate logo) will be brought to the campus unless properly registered with the University Police Department.
4. Traffic, Office and Storage: The Contractor will make suitable prior arrangements with the University Police Department for the delivery of large equipment or materials in large vehicles to the job site. The intent is to avoid such deliveries at time of peak commuter traffic to the University. Location of a storage trailer(s) and/or office trailer at the job site will be done with prior agreement in the initial pre-construction conference. The Contractor may provide and maintain, at own expense, a suitable office on the premises along with storage facilities for tools and such materials which might be damaged by the weather. Mobile office and storage facilities may be used. The Contractor will not be permitted to use office space within any building of the University nor to use University space as temporary storage. The Contractor may use Shippensburg University as the delivery site as long as the Contractor provides and identifies a responsible individual to accept delivery and provides labor and equipment to unload the delivery trucks to store the materials at the work site.
5. Telephone Connections: The Contractor will not be required to establish a job site telephone but may make arrangements with the University Communication Center Manager if they so choose. Such service will be at the Contractor's sole cost. It is specifically stated that the Contractor will not request message service from the Associate Vice President for Facilities or any other office of the University in the absence of his/her communications facility. It remains the Contractor's sole responsibility to administer this Contract from his/her home office.
6. Safety: The University will provide traffic barriers and pylons to secure space for Contractor activity as agreed in the pre-construction conference. It will also assist the Contractor in policing violators of the barrier system. However, it shall be the Contractor's sole responsibility to protect the lives and property of others from injury from his activity and to cease operations when continued work could impact on the safety of others. Such instances shall be reported to the Director of Public Safety for appropriate follow-up action.
7. Working Hours: The normal working hours for this Contract will be 7:00 AM to 4:30 PM when the buildings are not occupied by students. Any change in these hours and any work to be performed on Saturday, Sunday, or holidays shall have prior written approval from the Associate Vice President for Facilities and may be approved subject to no disruption of university schedule, and subsequently approved by the university, they shall be performed at no additional cost to the university. At no time will a work item begin or work that has not been inspected be covered outside of normal working hours. The Associate Vice President for Facilities will be advised when work will extend outside of normal working hours.
8. Workmanship and Conduct: All work shall be done in a workmanlike manner by skilled technicians using the commonly accepted best practices of the trade. The Contractor shall remain responsible for inspection and correction of any poor workmanship or work not in compliance with the Contract. Work shall be scheduled to minimize interference with the normal operation of the University. The Contractor

is responsible for behavior of employees and will immediately remove from the site any employee engaging in racial or sexual harassment, whether by word or deed.

9. **Hoists, Ladders and Scaffolding:** The Contractor is referred to and agrees to comply with the terms, regulations, and conditions contained in the latest edition of the Department of Labor and Industry Regulations for Construction and Repairs. The Contractor shall erect, maintain, and operate at his/her own expense scaffolding and hoisting facilities and equipment for his/her own use. The operator of all equipment shall be properly licensed for equipment in use and shall be fully experienced in the safe operation of the equipment in use. The Contractor shall supply and assemble, erect, maintain and operate at his/her own expense, scaffolding and hoisting facilities and equipment for his/her own use. The Contractor shall supply and assemble, erect and move into proper location, all derricks, hoists, lifting apparatus and similar equipment necessary for the execution and installation of his work at his/her own expense and cost. There are no existing internal or external roof access hatches, ladders, etc. The Contractor shall erect a personnel elevator or ladders for access to the roof external to the building.
10. **Damage:** 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 Associate Vice President for Facilities, 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.
11. **Clean Up:** 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 campus. This includes waste and packaging that has blown outside of the construction area. At the end of the Contract, all staging, fencing, scaffolding, containers, packaging and other debris shall be removed from the premises and the entire area around the buildings left in a "broom swept" condition. In the event grassed areas are damaged and/or rutted or shrubbery damaged by Contractor activity, such as by storage of materials or vehicular movements, the Contractor shall expeditiously have the appropriate repairs to the lawns made at his/her expense, including any necessary seeding.
12. **Verification of Measurements:** Before ordering any materials or doing any work, verify all measurements at the site. No extra compensation will be allowed because of differences between actual measurements and dimensions shown. Refer such differences between actual measurements and dimensions to the Professional for consideration before beginning work.
13. **Inspection of Construction:**
  - a. **Definition:** "WORK" includes, but is not limited to, materials, workmanship, and manufacturer and fabrication of components.
  - b. The Contractor shall maintain an adequate inspection system and perform such inspections as will ensure that the work performed under the Contract conforms to Contract requirements. The Contractor shall maintain complete inspection records and make them available to Shippensburg University.
  - c. Shippensburg University inspections/tests are for the sole benefit of Shippensburg University and do not:

- (1) Relieve the Contractor of responsibility for providing adequate quality control measures;
  - (2) Relieve the Contractor of responsibility for damage to or loss of the material before acceptance;
  - (3) Constitute or imply acceptance;
  - (4) Affect the continuing rights of Shippensburg University after acceptance of the completed work.
- d. The presence or absence of a Government inspector does not relieve the Contractor from any contract requirement, nor is the inspector authorized to change any term or condition of the specification without Shippensburg University's written authorization.
14. **Site Fence:** For exterior work, the contractor will be required to erect a site fence and a material storage area fence for security and safety of passersby. The site fence will be a standard plastic fence supported by "U" shaped pickets with a minimal height of 4'-0". The storage area fence will be a standard 6'-0" high chain-link fence on 1 ½" o.c. galvanized pipe post. Contractor shall provide appropriate sized gates for pedestrian and vehicle access. The contractor shall provide fencing at his expense. The University police shall provide normal police surveillance of the Contractor's area. However, the University accepts no responsibility for pilferage, loss or damage to the Contractor's property.
  15. **First Right of Refusal:** The university will be given the first right of refusal on all removed equipment. Existing removed useful pieces of equipment and materials shall be tagged by the university, shall remain the property of the university and shall be stored at the site 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 under this contract 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.
  16. Each Contractor shall be responsible for PA Department of Labor and Industry inspection requirements, including but not limited to, notification, acting as the university's authorized agent, coordination and obtaining approvals.
  17. **Storage and Dispensing of Fuel and Lubricants**
    - a. **Fuel and Lubricants.** Storage, fueling and lubrication of equipment and motor vehicles shall be conducted in a manner that affords the maximum protection against spill and evaporation. Fuel, lubricants and oil shall be managed and stored in accordance with all Federal, State, Regional, and local laws and regulations. Used lubricants and used oil to be discarded shall not be stored on site. Storage of fuel on the project site shall be accordance with all Federal, State, and local laws and regulations.
    - b. **Oily and Hazardous Substances.** Prevent oil or hazardous substances from entering the ground, drainage areas, or navigable waters. In accordance with 40 CFR 112, surround all temporary fuel oil or petroleum storage tanks with a temporary berm or containment of sufficient size and strength to contain the contents of the tanks, plus 10 percent freeboard for precipitation. The berm will be impervious to oil for 72 hours and be constructed so that



any discharge will not permeate, drain, infiltrate, or otherwise escape before cleanup occurs.

- c. Petroleum Products. Conduct the fueling and lubricating of equipment and motor vehicles in a manner that protects against spills and evaporation. All used oil generated on site will be managed in accordance with 40 CFR 279. The Contractor will determine if any used oil generated while on-site exhibits a characteristic of hazardous waste. In addition, used oil containing 1000 parts per million of solvents will be considered a hazardous waste and disposed of at Contractor's expense. Used oil mixed with a hazardous waste will also be considered a hazardous waste. All hazardous waste will be managed in accordance with the approved Environmental Protection Plan.
- d. Spill Control Plan. The Spill Control Plan shall include the procedures, instructions, and reports to be used in the event of an unforeseen spill of a substance regulated by 40 CFR 68, 40 CFR 302, 40 CFR 355, and/or regulated under State or Local laws and regulations. This plan shall include as a minimum:
  - 1. The name of the individual who will report any spills or hazardous substance releases and who will follow up with complete documentation. This individual shall immediately notify the Facility Fire Department, Facility Response Personnel, Facility Environmental Office in addition to the legally required Federal, State, and local reporting channels if a reportable quantity is released to the environment. The plan shall contain a list of the required reporting channels and telephone numbers.
  - 2. The name and qualifications of the individual who will be responsible for implementing and supervising the containment and cleanup.
  - 3. Training requirements for Contractor's personnel and methods of accomplishing the training.
  - 4. A list of materials and equipment to be immediately available at the job site, tailored to cleanup work of the potential hazard(s) identified.
  - 5. The names and locations of suppliers of containment materials and locations of additional fuel oil recovery, cleanup, restoration, and material-placement equipment available in case of an unforeseen spill emergency.
  - 6. The methods and procedures to be used for expeditious contaminant cleanup.
- e. Spill And Discharge Control. Written spill and discharge containment/control procedures shall be developed and implemented. These procedures shall address radioactive wastes, shock sensitive wastes, laboratory waste packs, material handling equipment, as well as drum and container handling, opening, sampling, shipping and transport. These procedures shall describe prevention measures, such as building berms or dikes; spill control measures and material to be used (e.g. booms, vermiculite); location of the spill control material; personal protective equipment required to cleanup spills; disposal of contaminated material; and who is responsible to report the spill. Storage of contaminated material or hazardous materials shall be appropriately bermed, diked and/or contained to prevent any spillage of material on uncontaminated soil. If the spill or discharge is reportable, and/or human health or the environment are threatened, the University shall be notified as soon as possible.

18. Points of Contact:

- a. Submittal of Bids:  
 Ms. Deborah Martin, Director of Purchasing and Contracting  
 Shippensburg University  
 Old Main Building, Room 300  
 1871 Old Main Drive  
 Shippensburg, PA 17257-2299  
 Phone: 717-477-1121 FAX: 717-477-4004
- b. Technical Matters:  
 Mr. Lance Bryson, PE, Associate VP for Facilities  
 Shippensburg University  
 Reed Operations Center  
 1871 Old Main Drive  
 Shippensburg, PA 17257-2299  
 Phone: 717-477-1451 FAX: 717-477-4032

II. PRODUCTS

A. APPROVALS: Included in this section of the specifications is a list of approvals required by the University of all materials to be incorporated into the project. The University reserves the right to require additional approvals if necessary. No material, equipment, or supplies listed herein shall be incorporated into the work until the Contractor shall signify approval of submittal by stamping, initialing, and dating each piece of data submitted for University approval. The Contractor's failure to comply will result in return of the data for resubmission.

B. APPROVAL LIST: CONTRACTOR

Description of Items To Be Submitted	Source of Supply	Product Data	Shop Drawings	Samples	Certificate
1. Fire Stopping Materials	X	X	X		X
2. Sealants	X	X			
3. Access Doors	X	X			
4. Gypsum Wallboard	X	X		X	X
5. Paint	X	X		X	X
6. Elevator	X	X	X	X	
6. Electrical Devices and Fixtures	X	X	X		

End of Section