

Office of the Vice President  
and Chief Financial Officer  
Finance and Accounting Division  
Purchasing and Disbursement Services  
<http://purchasing.ufl.edu/>

102 Elmore Hall  
PO Box 115250  
Gainesville, FL 32611-5250  
352-392-1331  
352-392-8837 Fax

July 17, 2009

**INVITATION TO BID**

**BID NO.:** ITB10SVF-104YC

**TITLE:** Quick Response Electrical Contractor Annual Contract

**ESTIMATED BUDGET:** TBD

Sealed bids will be received, publicly opened and read aloud on:

**DATE AND TIME:** September 16, 2009 at 2:00 PM

**PLACE:** University of Florida  
Purchasing & Disbursement Services  
Elmore Hall, Rm. 102, Radio Road  
Gainesville, Florida 32611

**MANDATORY PRE-BID MEETING:** Mandatory pre-bid meeting will be held September 1, 2009 at 2:00 PM in the Physical Plant Division, A/E Main Street Trailer, Building 270, Radio Road, Gainesville, FL. All questions should be directed to Lisa Pennington, Purchasing & Disbursement Services, [lpenn@ufl.edu](mailto:lpenn@ufl.edu) or (352) 392-1331.

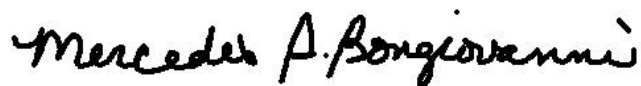
**Bid Documents may be downloaded from:** [http://www.purchasing.ufl.edu/main\\_schedule.asp](http://www.purchasing.ufl.edu/main_schedule.asp). **If you have any questions please contact Lisa Pennington at [lpenn@ufl.edu](mailto:lpenn@ufl.edu) or (352)392-1331.**

*It is UF policy to remove vendors from the Bid List after failing to respond to three (3) consecutive invitations to bid. If you do not wish to bid on a project, kindly return the invitation with a notation of "No Bid," and company name.*

**SCOPE OF WORK:** To simplify and expedite the execution of small electrical construction projects at the University of Florida. Projects could be located on the University of Florida main campus or at UF and IFAS facilities throughout the State of Florida. The maximum per-project construction cost shall be less than \$100,000.

**AMERICANS WITH DISABILITY ACT OF 1990** - If special accommodations are needed in order to attend the pre-bid meeting or bid opening, contact Purchasing at (352)392-1331 or [purchasing@ufl.edu](mailto:purchasing@ufl.edu) within three (3) days of the event.

Sincerely,



Mercedes Bongiovanni  
Purchasing Coordinator II

**SUBMIT BID TO:**  
PURCHASING DEPARTMENT  
UNIVERSITY OF FLORIDA  
ELMORE HALL, Room 102  
PO Box 115250  
GAINESVILLE, FL 32611-5250  
Phone: (352) 392-1331 - FAX: (352) 392-8837  
Web Address: www.purchasing.ufl.edu

**UF UNIVERSITY of FLORIDA**  
**INVITATION TO BID**

**Acknowledgment Form**

Page 1 of 2 Pages with Attachments		BID WILL BE OPENED <b>September 16, 2009 at 2:00 PM</b> and may not be withdrawn within 45 days after such date and time. <b>Mandatory Pre-Bid September 1, 2009 at 2:00 PM, in PPD A/E MAIN ST</b>		BID NO. <b>ITB10SVF-104YC</b>	
UNIVERSITY MAILING DATE: <b>7/17/09</b>		PURCHASING AGENT MB/LP		BID TITLE: <b>Quick Response Electrical Contractor Annual Contract</b>	
VENDOR NAME				REASON FOR NOT SUBMITTING BID	
VENDOR MAILING ADDRESS					
CITY - STATE - ZIP CODE				<b>POSTING OF BID TABULATIONS</b>	
AREA CODE		TELEPHONE NO.		Bid tabulations with intended award(s) will be posted electronically for review by interested parties at <a href="http://www.purchasing.ufl.edu">www.purchasing.ufl.edu</a> and will remain posted for a period of 72 hours excluding Saturdays, Sundays, or state holidays. Failure to file a protest in accordance with Board of Governors (BOG) Regulation 18.002 or failure to post the bond or other security as required in the BOG regulations 18.002 and 18.003(3), shall constitute a waiver of protest proceedings.	
		FAX NO.			
		WEB ADDRESS			
		EMAIL ADDRESS			

*I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the vendor and that the vendor is in compliance with all the requirements of the Invitation to Bid, including but not limited to, certification requirements. In submitting a bid on behalf of the Board of Trustees, hereinafter known as the University, the vendor offers and agrees that if the bid is accepted the vendor will convey, sell, assign, or transfer to the University all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the University for price fixing relating to the particular commodities or services purchased or acquired by the University. At the University's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the vendor.*

\_\_\_\_\_  
**AUTHORIZED SIGNATURE (MANUAL)**

\_\_\_\_\_  
**NAME AND TITLE (TYPED)**

**GENERAL CONDITIONS**

**SEALED BIDS:** All bid sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the date, and time of the bid opening and the bid number. Bids not submitted on the attached bid form shall be rejected. All bids are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

1. **EXECUTION OF BID:** Bid must contain an original manual signature of authorized representative in the space provided above. Bid must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by vendor must be initialed.

2. **NO BID:** If not submitting a bid, respond by returning only this vendor acknowledgment form, marking it "NO BID", and explain the reason in the space provided above. Failure to respond to a procurement solicitation without giving justifiable reason for such failure, nonconformance to contract conditions, or other pertinent factors deemed reasonable and valid shall be cause for removal of the supplier's name from the bid mailing list. NOTE: To qualify as a respondent, vendor must submit a "NO BID", and it must be received no later than the stated bid opening date and hour.

3. **BID OPENING:** Shall be public, on the date, location and the time specified on the bid form. It is the vendor's responsibility to assure that the bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. A bid may not be altered after opening of the bids. NOTE: Bid tabulations will be posted electronically at [www.purchasing.ufl.edu](http://www.purchasing.ufl.edu). Bid tabulations will not be provided by telephone.

4. **PRICES, TERMS AND PAYMENT:** Firm prices shall be bid and will include all packing, handling, shipping charges, and delivery to the destination shown herein.  
(a) **TAXES:** The University does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property or services. The Florida Tax Exempt Number is 11-06-024056-57C. This exemption does not apply to purchases of tangible personal property or services made by vendors who use the tangible personal property or services in the performance of contracts for the improvement of University-owned real property as defined in Chapter 192, F.S.

(b) **DISCOUNTS:** Vendors are encouraged to reflect trade discounts in the unit prices quoted; however, vendors may offer a discount for prompt payment. Prompt payment discounts will not be considered in the bid award. However, every effort will be made to take the discount within the time offered.

(c) **MISTAKES:** Vendors are expected to examine the specifications, delivery schedule, bid prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at vendor's risk. In case of a mistake in extensions the unit price will govern.

(d) **INVOICING AND PAYMENT:** Payment will be made by the University of Florida after the items awarded to a vendor have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified. An original invoice shall be submitted. Failure to follow these instructions may result in delay in processing invoices for payment. Payment shall be made in accordance with Section 215.422 (1) (2) F.S. **VENDOR OMBUDSMAN:** The University's vendor ombudsman, whose duties include acting as an advocate for vendors may be experiencing problems in obtaining payment from the University, may be contacted at 352-392-1241.

(e) **ANNUAL APPROPRIATIONS:** The University's performance and obligation to pay under any contract awarded is contingent upon an annual appropriation by the Legislature.

(f) **CONDITION AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this bid shall be a new, current standard production model available at the time of this bid. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.

(g) **SAFETY STANDARDS:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards hereunder.

5. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, F.S. All vendors must disclose with their bid the name of any officer, director, or agent who is also an employee of the University of Florida. Further, all vendors must disclose the name of any University employee who owns, directly or indirectly, an interest of five percent (5%) or more in the vendor's firm or any of its branches.

**6. AWARDS:** As the best interest of the University may require, the right is reserved to make award(s) by individual item, group of items, all or none or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids received. When it is determined there is no competition to the lowest responsible vendor, evaluation of other bids are not required. Vendors are cautioned to make no assumptions unless their bid has been evaluated as being responsive.

**7. INTERPRETATIONS/DISPUTES:** Any questions concerning conditions or specifications shall be directed in writing to the Purchasing Department. Inquiries must reference the date of bid opening and bid number. No interpretations shall be considered binding unless provided in writing by the University in response to requests in full compliance with this provision.

**8 NOTICE OF BID PROTEST BONDING REQUIREMENT:** Any person or entity who files an action protesting a decision or an intended decision pertaining to a competitive solicitation shall at the time of filing the formal protest, post with the University a bond payable to the University in an amount equal to: 10% of the estimated value of the protestor's bid or proposal; 10% of the estimated expenditure during the contract term; \$10,000.00; or whichever is less. The bond shall be conditioned upon the payment of all costs which may be adjudged against the person or entity filing the protest action. In lieu of a bond, the University may accept a cashier's check, bank official check or money order in the amount of the bond. FAILURE OF THE PROTESTING PERSON OR ENTITY TO FILE THE REQUIRED BOND, CASHIER'S CHECK, BANK OFFICIAL CHECK OR MONEY ORDER AT THE TIME OF THE FILING THE FORMAL PROTEST SHALL RESULT IN DENIAL OF THE PROTEST.

**9. GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered in this bid prior to their delivery, it shall be the responsibility of the successful vendor to notify the purchaser at once, indicating in writing the specific regulation which requires an alteration. The University reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the University.

**10. LEGAL REQUIREMENTS:** Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules and regulations shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the University, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any vendor shall not constitute a cognizable defense against the legal effect thereof.

**11. LOBBYING:** Vendor is prohibited from using funds provided under any contract or purchase order for the purpose of lobbying the Legislature or any official, officer, commission, board, authority, council, committee, or department of the executive branch or the judicial branch of state government.

**12. ADVERTISING:** In submitting a bid, the vendor agrees not to use the results thereof as a part of any commercial advertising. Vendor may not use the names, logos, or trademarks of the University, its employees, or affiliates without the prior written consent of the University.

**13. ASSIGNMENT:** Any contract or purchase order issued pursuant to this Invitation to Bid and the monies which may become due hereunder are not assignable except with the prior written approval of the purchaser.

**14. LIABILITY:** The vendor agrees to indemnify and save the University of Florida, the State of Florida and the Florida Board of Governors, their officers, agents, and employees harmless from any and all judgments, orders, awards, costs and expenses, including attorney's fees, and also all claims on account of damages to property, including loss of use thereof, or bodily injury (including death) which may be hereafter sustained by the vendor, its employees, its subcontractors, or the University of Florida, the State of Florida and the Florida Board of Governors, their officers, agents, or employees, or third persons, arising out of or in connection with any contract awarded and which are the result of the vendor's breach of contract or of the negligent acts of the vendor, its officers, agents, and employees. This clause does not apply to contracts between government agencies.

**15. FACILITIES:** The University reserves the right to inspect the vendor's facilities at any time with prior notice.

**16. ADDITIONAL QUANTITIES:** For a period not exceeding ninety (90) days from the date of acceptance of any offer by the University of Florida, the right is reserved to acquire additional quantities up to but not exceeding those shown on bid or the bid level at the prices bid in this invitation. If additional quantities are not acceptable, the bid sheets must be noted "BID IS FOR SPECIFIED QUANTITY ONLY".

**17. SERVICE AND WARRANTY:** Unless otherwise specified, the vendor shall define any warranty service and replacements that will be provided during and subsequent to this contract. Vendors must explain on an attached sheet to what extent warranty and service facilities are provided.

**18. SAMPLES:** Samples of items, when called for, must be furnished free of expense, on or before bid opening time and date, and if not destroyed, may upon request, be returned at the vendor's expense. Each individual sample must be labeled with vendor's name, manufacturer's brand name and number, bid number and item reference. Request for return of samples shall be accompanied by instructions which include shipping authorization and name of carrier and must be received with the bid. If instructions are not received within this time, the commodities shall be disposed of by the University.

**19. INSPECTION, ACCEPTANCE AND TITLE:** Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage of all items

shall be the responsibility of the contract supplier until accepted by the University, unless loss or damage results from negligence by the University. The contract supplier shall be responsible for filing, processing and collecting all damage claims. However, to assist him in the expeditious handling of damage claims, the University will:

- (a) Record any evidence of visible damage on all copies of the delivering carrier's Bill of Lading.
- (b) Report damage (Visible or Concealed) to the carrier and contract supplier confirming such reports in writing within 15 days of delivery, requesting that the carrier inspect the damaged merchandise.
- (c) Retain the item and its shipping container, including inner packing material until inspection is performed by the carrier, and disposition given by the contract supplier.
- (d) Provide the contract supplier with a copy of the carrier's Bill of Lading and damage inspection report.

**20. PATENTS, COPYRIGHTS, TRADEMARKS, ROYALTIES** and other Intellectual Property: The vendor, without exception, shall indemnify and save harmless the University and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the University of Florida. If the vendor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

**21. CONFLICT BETWEEN DOCUMENTS:** If any terms and conditions contained within the documents that are a part of this ITB or resulting contract are in conflict with any other terms and conditions contained therein, then the various documents comprising this ITB or resulting contract, as applicable, shall govern in the following order of precedence: change order, purchase order, addenda, special conditions, general conditions, specifications, departmental description of work, and bid.

**22. MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS:** Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. If bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Vendor shall submit with the bid, cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. The vendor shall also explain in detail the reasons why the proposed equivalent will meet the specifications and not be considered an exception thereto. The University of Florida reserves the right to determine acceptance of item(s) as an approved equivalent. Bids which do not comply with these requirements are subject to rejection. Bids lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the bid form.

**23. NONCONFORMANCE TO CONTRACT CONDITIONS:** Items may be tested and/or inspected for compliance with specifications by any appropriate testing facilities. Should the items fail, the University may require the vendor to reimburse the University for costs incurred by the University in connection with the examination or testing. The data derived from any tests for compliance with specifications are public records and open to examination thereto in accordance with Chapter 119, F.S. Items delivered not conforming to specifications may be rejected and returned at vendor's expense. These items and items not delivered as per delivery data in bid and/or purchase order may result in vendor being found in default in which event any and all procurement costs may be charged against the defaulting vendor. Any violation of these conditions may also result in the vendor's name being removed from the University of Florida's vendor file.

**24. PUBLIC RECORDS:** Any material submitted in response to this Invitation to Bid will become a public document pursuant to Section 119.07 F.S. This includes material which the responding vendor might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07 F.S.

**25. DELIVERY:** Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the University of Florida, Monday through Friday, unless otherwise specified.

**26. PUBLIC PRINTING - PREFERENCE GIVEN PRINTING WITHIN THE STATE:** The University of Florida shall give preference to vendors located within the state when awarding contracts to have materials printed, whenever such printing can be done at no greater expense than, and at a level of quality comparable to, that obtainable from a vendor located outside of the state.

- (a) **CONTRACTS NOT TO BE SUBLET:** In accordance with Class B Printing Laws and Regulations "Printing shall be awarded only to printing firms. No contract shall be awarded to any broker, agent, or independent contractor offering printing manufactured by other firms or persons."
- (b) **DISQUALIFICATION OF VENDOR:** Reasonable grounds for believing that a vendor is involved in more than one bid for the same work will be cause for rejection of all bids in which such vendors are believed to be involved. Any or all bids will be rejected if there is reason to believe that collusion exists between vendors. Bids in which the prices obviously are unbalanced will be subject to rejection.
- (c) **TRADE CUSTOMS:** Current trade customs of the printing industry are recognized unless accepted by Special Conditions or Specifications herein.
- (d) **COMMUNICATIONS:** It is expected that all materials and proofs will be picked up and delivered by the printer or his representative, unless otherwise specified. Upon request, materials will be forwarded by registered mail.
- (e) **RETURN OF MATERIAL:** All copy, photos, artwork, and other materials supplied by the University of Florida must be handled carefully and returned in good condition upon completion of the job. Such return is a condition of the contract and payment will not be made until return is affected.

## END OF SECTION

NOTE: ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.



**QUICK RESPONSE ELECTRICAL  
CONTRACTOR ANNUAL CONTRACT**

**ITB10SVF-104YC**

## PROJECT DIRECTORY

UNIVERSITY OF FLORIDA  
QUICK RESPONSE ELECTRICAL  
CONTRACTOR ANNUAL CONTRACT

**ITB10SVF-104YC**

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OWNER: UNIVERSITY OF FLORIDA BOARD OF TRUSTEES  
REPRESENTED BY:

U. F. FACILITIES PLANNING & CONSTRUCTION  
HEALTH SCIENCE CENTER OFFICE  
P. O. BOX 100003  
GAINESVILLE, FL 32610-0003  
PHONE: (352) 392-2683  
FAX: (352) 392-5247

AND THE

U. F. PHYSICAL PLANT DIVISION  
ARCHITECTURE/ENGINEERING  
P. O. BOX 117715  
GAINESVILLE, FL 32611-7715  
PHONE: (352) 392-1155  
FAX: (352) 392-4958

PROJECT COORDINATORS: A. MILES ALBERTSON                      HAROLD T. BARRAND  
PHONE: (352) 392-7299                      PHONE: (352) 392-1155

PURCHASING DIVISION: MERCEDES BONGIOVANNI  
PURCHASING COORDINATOR II  
UNIVERSITY OF FLORIDA  
PURCHASING AND DISBURSEMENT SERVICES  
102 ELMORE HALL, RADIO ROAD  
PO BOX 115250  
GAINESVILLE, FL 32611-5250  
PHONE: (352) 392-1331  
FAX: (352) 392-8837

## SECTION 00003 - INTRODUCTORY

TO: Bidders

FROM: Mercedes Bongiovanni, Purchasing Coordinator II  
UF Purchasing and Disbursement Services

RE: Quick Response Electrical Contractor Annual Contract

The purpose of this Quick Response Electrical Contractor Annual Contract is to simplify and expedite the execution of small electrical construction projects at the University of Florida.

**The successful vendor will become the University-wide preferred contractor for electrical construction projects. The contractor will be identified as such to the University of Florida user community.**

Each individual project included within the scope of this contract will have a maximum total construction cost of One Hundred Thousand Dollars (\$100,000).

Successful bidder will provide services to the University of Florida from the date of bid award, until August 31, 2010, with an option of contract renewal for two twelve month periods if acceptable by both parties.

Contract award will be made to three (3) contractors, one to the contractor with the highest overall point score, a second contract award to the contractor with the second highest overall point score, and a third contract award to the contractor with the third highest overall point score, all based on an evaluation of factors as described later in these Bid Documents. Work will be distributed as equally as practicable (total dollar value) between the three contractors over the one year contract period, and over the two additional one year contract periods provided the option of contract renewal is exercised with both parties.

With the consent and agreement of the successful bidder(s) purchases may be made under this competitive solicitation by other state universities, community colleges, district school boards, other educational institutions, and other governmental agencies within the state of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in Rule 6C1-3.020 (5)(f) 3 Fla. Admin. Code.

After award of bid (or prior to award of contract), successful bidder will provide the University of Florida Purchasing Division with appropriate proof of insurance.

Process for execution of projects will be described later in this Project Directory.

The Successful bidder(s) must have a local telephone and/or portable communications device for easy accessibility during working hours. Constant communication with contractors is extremely important for expedience and proficiency, and for the successful execution of this contract.

END OF SECTION

0003.1

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CONSTRUCTION FORMS

APPENDIX – A

CERTIFICATE OF CONTRACT COMPLETION  
CERTIFICATE OF PARTIAL PAYMENT  
CHANGE ORDER REQUEST SUMMARY  
UPD CONSTRUCTION ADMINISTRATION CHECKLIST  
TEMPORARY PARKING PERMITS  
UTILITY OUTAGE REQUEST  
QUALITY CONFORMANCE INSPECTION REQUEST AND REPORT

END OF SECTION

00005.2

## SECTION 00006 - LIST OF REQUIRED FORMS AND DOCUMENTATION

The following is a list of forms and documentation that will be required from the successful bidders at various times during the course of projects performed at University of Florida facilities. Those forms that are included in the Division 0 Non-Technical Specification sections have been noted with the respective page number(s). Bidders are cautioned that this list is not intended to be all inclusive and that submittals other than the forms and documentation listed here will be required. For the purpose of determining the scope of required submittals, bidders are encouraged to read the Contract Documents. Note: Some required documents may be waived by the Owner for Projects of limited scope.

For the purposes of this bid proposal, submit that documentation highlighted below in bold lettering.

SECTION	TITLE OF FORM / DOCUMENTATION	PAGE (S)
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DOCUMENTS REQUIRED WITH BID:

00020	Invitation to Bid Acknowledgment Form	(Provided by UF Purchasing)
00310	Bid Proposal	00310.1 - 00310.9

DOCUMENTS REQUIRED PRIOR TO BID AWARD:

00100	Copy of Contractor's License or Registration	(By Contractor)
00100	List of Past Projects of Similar Scope	(By Contractor)
00100	Evidence of Contractor's Qualifications when Requested	(By Contractor)
00100	Evidence of Subcontractors' Qualifications when Requested	(By Contractor)
00903	Asbestos Policy Statement Compliance Agreement	00903.1 - 00903.3

DOCUMENTS REQUIRED PRIOR TO ISSUANCE OF PURCHASE ORDER (CONTRACT AWARD):

00700	Certificates of Insurance (as modified under 00800)	(By Contractor)
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DOCUMENTS REQUIRED PRIOR TO COMMENCING CONSTRUCTION:

.....	Request for Temporary Parking Permits	(See Appendix-A)
00800	Construction Progress Schedule	(By Contractor)
01010	List of All Employees	(By Contractor)
01010	List of All Employees on Work Release Program	(By Contractor)
01010	Approved Building Permit from the Environmental Health & Safety Division (Building Code Enforcement Program)	(By Contractor)

DOCUMENTS REQUIRED DURING CONSTRUCTION:

.....	Shop Drawings and Submittals as Required by the Construction Drawings and Specifications	(By Contractor)
00800	Certificate of Partial Payment	(See Appendix-A)
00800	Schedule of Contract Values	(By Contractor)
00800	Change Order Request Summary	(See Appendix-A)
00800	Contractor's Invoice	(By Contractor)
00800	Revised Construction Progress Schedules	(By Contractor)

01010	Environmental Health & Safety Division Project Inspection Requests (Building Code Enforcement Program)	(By Contractor)
.....	Utilities Outage Request	(See Appendix-A)
.....	Health Center Project Inspection Requests	(See Appendix-A)
.....	Dig Permit (Exterior Excavation) (Available from U. F. Physical Plant Division)	
.....	University Police Department Contractor Requirements	(See Appendix-A)
.....	Quality Conformance Inspection Request and Report	(See Appendix-A)

DOCUMENTS REQUIRED PRIOR TO FINAL PAYMENT:

00800	Certificate of Contract Completion	(See Appendix-A)
00800	Contractor's Invoice	(By Contractor)
00800	Subcontractors Final Release of Liens	(By Contractor)
00800	Contractor's Warranty of Work	(By Contractor)
00800	As-Built Drawings	(By Contractor)
.....	Manufacturer's Product Warranties	(By Contractor)
01010	Certificate of Contract Completion (Renovations) or Certificate of Occupancy (New Space) from the Environmental Health & Safety Division (Building Code Enforcement Program)	(By Contractor)

END OF SECTION

00006.2

## **SECTION 00020 - REQUEST FOR BIDS**

Notice is hereby given that the University Of Florida Purchasing Division on behalf of Facilities Planning & Construction and Physical Plant Division – Architecture/Engineering, will accept sealed bids for the execution of small electrical construction projects at various facilities on the University of Florida campus over the contract period in accordance with the attached Project Directory.

Sealed bids will be received, publicly opened and read aloud on September 16, 2009 at 2:00 PM at the Offices of the:

University of Florida  
Purchasing and Disbursement Services  
102 Elmore Hall, Radio Road  
Gainesville, FL 32611

The Owner reserves the right to reject any or all bids, and to waive irregularities in the bids and in the procedure.

Bidding period to be considered from date of advertisement until final award of contract.

END OF SECTION

00020.1

## SECTION 00100 - INSTRUCTIONS TO RESPONDENTS

### 1. PROJECT TITLE

- 1.1 Quick Response Electrical Contractor Annual Contract – **ITB10SVF-104YC**

### 2. SECURING DOCUMENTS

- 2.1 Copies of the proposed Contract Documents may be obtained from:

U. F. Purchasing Website

[www.purchasing.ufl.edu](http://www.purchasing.ufl.edu)

Upon conditions set forth in the Request for Bids.

### 3. BID FORM

- 3.1 In order to receive consideration, make bids in strict accordance with the following:

3.1.1 Make bids upon the forms provided. See Bid Forms, Section 00310. Bid Forms shall be properly signed and with all items filled out. Do not change the wording of the bid form, and do not add words to the bid form. Unauthorized conditions, limitations, or provisions attached to the bid will be cause for rejection of the bid. If alterations by erasure or interlineation are made for any reason, explain over such erasure or interlineation with a signed statement from the bidder.

3.1.2 No bids received after the time fixed for receiving them will be considered. Late bids will be returned to the bidder unopened.

3.1.3 Address bids to Mercedes Bongiovanni, Purchasing Coordinator II, and deliver to:

University of Florida  
Purchasing and Disbursement Services  
102 Elmore Hall, Radio Road  
Gainesville, FL 32611-5250

on or before the day and hour set for opening the bids. Enclose each bid in a sealed envelope bearing the title of the Work, the name of the Contractor, the date and time of the Bid opening. Submit three (3) copies of the bid [one (1) original and two (2) copies.] It is the sole responsibility of the bidder to see that bids are received on time.

### 4. WITHDRAWAL OF BIDS

- 4.1 A bidder may withdraw his/her bid, either personally or by written request, at any time prior to the scheduled time for opening bids.

4.2 No bidder may withdraw his/her bid for a period of forty-five calendar days after the date set for opening thereof, and bids shall be subject to acceptance by the Owner during this period.

## 5. QUALIFICATION OF RESPONDENTS

5.1 A respondent will be required to furnish evidence satisfactory to the Owner that he or she has sufficient means and experience and is in a financial position to perform the types of work specified, in order to assure completion of the contract in a satisfactory manner. Contractor must have the manpower and capability of performing multiple projects simultaneously, not just one project at a time. Prequalification by the University of Florida Purchasing Division will be considered satisfactory evidence of the respondent's qualifications.

5.2 The scope of this agreement shall require that Respondent provide qualified contract labor, on a reoccurring basis, for the consultation, troubleshooting, installation, modification, upgrade, add to, maintenance and repair of any electrical component within the facility electrical infrastructure including (but not limited to) fire alarm, communications and data systems.

5.3 If the respondent has not been pre-qualified with the Division of Purchasing within the previous fiscal year (July 1 through June 30), he or she may be required to submit the following evidence of eligibility.

5.3.1 Evidence that Respondent is licensed and insured to perform services within the State of Florida and limits of Alachua County, Florida. Evidence that the Respondent shall possess, at time of bid due date, a current electrical contractor license (**EC**), without restriction, issued by the State of Florida.

5.3.2 Experience record showing Respondent's training and experience in similar work.

5.3.3 List and brief description of projects of similar size and/or complexity satisfactorily completed, with location, dates of contracts, names of contracts, and names and addresses of owners.

5.3.4 No brokerage Contracts will be allowed. There will be no contract issued to "Jobbers" or "Brokers". Bidding Contractor will be the "Working" Contractor.

5.3.5 The following personnel classifications and minimum qualifications shall apply to any and all labor under the pending contract and shall form the basis for development of an individual *Hourly Labor Unit* category in Section 00310 Bid Proposal.

- ◆ **Journeyman Electrician** shall have a verifiable minimum five (05) years experience in the electrical trade and possess a current license or certificate of competency as a *Journeyman Electrician* issued by Alachua County or other municipality within the State of Florida that utilizes the Experior (Block & Associates) Journeyman Electrical exam. It shall be required that all *Journeyman Electricians* utilized in the performance of this contract shall have the knowledge, skills and ability to correctly and efficiently perform the required services.

*Journeyman Electrician* shall have extensive commercial/industrial work experience to include installing, modifying, repairing, maintaining, troubleshooting, testing, and loading new and existing electrical lines, circuits, systems, and associated fixtures, controls, and equipment. \_\_\_ *Journeyman Electrician* shall have knowledge of how various electrical systems, circuits, equipment, and controls are installed, operate, and work together to support facility operations, computer complexes, or similar complex electrical loads. Work responsibilities shall include planning and laying out work, tracing hard-to-locate defects or problems and completing repairs and installation with little or no supervision.

All *Journeyman Electricians* assigned alarm system work shall be trained and have extensive knowledge of the operation, installation, programming, and maintenance of various types of fire alarm systems. Certification by the National Institute for Certification in Engineering Technologies (NICET) for fire alarm work is desirable, but not required. It shall also be the responsibility of a *Journeyman Electrician*, when so designated, to act in the capacity of a *Crew Leader*, organizing and directing the work of other Bidder's personnel while on the work site.

- ◆ **Apprentice Electrical Worker** shall have a verifiable two (02) years experience assisting and working directly under the direct, onsite, and continuous supervision of a *Journeyman Electrician*. *Apprentice* shall be currently enrolled and participating in a company, educational, union or trade association sanctioned electrical trade program. The assignment and performance of work of an *Apprentice* shall be of a higher grade and difficulty than that of a *Trades Helper* based on any common and known standards within the electrical trade industry.
- ◆ **Electrical Trades Helper** shall have a verifiable minimum of six (06) months experience assisting and working directly under the direct, onsite, and continuous supervision of a *Journeyman Electrician*. *Trades Helper* shall have the knowledge, skills and physical ability to perform the most common and typical tasks of the trade.

## 6. AWARD OR REJECTION OF BIDS

- 6.1 The Annual Contract, if awarded, will be awarded to the responsible bidders who have best complied with the Owner's Request for Bids, and the requirements described in Paragraph 8 below, entitled BID EVALUATIONS – QUICK RESPONSE ELECTRICAL CONTRACTOR ANNUAL CONTRACT.
- 6.2 The bid will be awarded subject to the Owner's right to reject any or all bids and to waive informality and irregularity in the bids and in the procedure. The result of these bids should allow all UF facilities offices to enter into an annual contract with the Contractor to provide minor electrical construction services over the contract period. These projects will each have a value of less than One Hundred Thousand Dollars (\$100,000).

## 7. ESTIMATED ANNUAL CONTRACT VALUE

- 7.1 There is no guarantee as to the annual construction total amount that the Contract, if awarded, will result in, and is dependent on the availability of State funding.

## **8. BID EVALUATIONS – QUICK RESPONSE ELECTRICAL CONTRACTOR ANNUAL CONTRACT**

Contractor's bid will be evaluated in a two-step process as described below:

- 8.1 Step One will consist of the verification that all mandatory requirements delineated in the bid documents have been met, i.e., complied with the bid opening date, answered all in Bid Forms, and that all items are filled out in the Unit Price Column of the Bid Form. Bids that do not meet the requirements of Step One will be rejected and not considered for Step Two.
- 8.2 Step Two will consist of a point system whereby the Bidder's Unit Prices will be assigned points. The value of the points will be determined by the number of bidders involved in Step Two, and by how the unit price compares to each corresponding unit price submitted by other bidders. If, for example, four bidders are involved in Step Two the maximum number of points given to each unit price will be four points. The next lowest price will be assigned three points, and so on, down to the highest unit price which will be assigned one point. Unit price items answered by "no charge" (N/C) will be assigned the highest number of points. Unit price items answered by "not available" (N/A) will be given no points. The Bidder's Overhead and Profit percentage shall be included as a part of his unit price, not as an additional percentage multiplier. The three (3) bids receiving the highest point score will be recommended for the Bid Award.

## **9. INTERPRETATION OF CONTRACT DOCUMENTS PRIOR TO BIDDING**

- 9.1 If any vendor contemplating submitting a bid for construction of the Work is in doubt as to the true meaning of any part of the proposed Contract Documents, or finds discrepancies in or omissions from any part of the proposed Contract Documents, the vendor may submit to the Owner a written request for interpretation thereof not later than seven (7) days before bids will be opened. The person submitting the request shall be responsible for its prompt delivery.
- 9.2 Interpretation or correction of proposed Contract Documents will be made only by Addendum and will be mailed, faxed, or delivered to each contractor respondent of record. The Owner will not be responsible for any other explanations or interpretations of the proposed Contract Documents.
- 9.3 The Annual Contract will not be awarded at the time bids are received. It will be awarded within 30 days thereafter, following a complete review of all bids received.

## **10. MANDATORY PRE-BID CONFERENCE**

- 10.1 A Mandatory Pre-Bid Conference will be held on: September 1, 2009 at 2:00 PM in the University of Florida, Physical Plant Department, "Main Street" Building 270, Gainesville, FL, for the purpose of considering questions posed by respondents.

## **11. EXECUTION OF AGREEMENT**

- 11.1 A project specific Purchase Order is issued by the University of Florida Purchasing Division.

- 11.2 Upon notice of Bid Award, the successful bidder shall deliver to the Purchasing Division those Certificates of Insurance required by the Contract Documents.
- 11.3 Certificates of Insurance shall be approved by the Purchasing Division before the successful vendor will be issued a Purchase Order.

END OF SECTION

00100.5

**SECTION 00310 - BID PROPOSAL**

The following pages of this Section shall be utilized for submission of a Bid Proposal for this Contract.

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**FROM:**

\_\_\_\_\_  
*(Name of Bidder)*

**TO:**

UNIVERSITY OF FLORIDA  
PURCHASING DIVISION  
Elmore Hall (UF Building #465)  
Room 102, Radio Road  
Gainesville, Florida 32611

To Whom it may Concern:

The undersigned, hereinafter called "Respondent", having read the Documents for the Project entitled:

**PROJECT DIRECTORY  
UNIVERSITY OF FLORIDA  
QUICK RESPONSE ELECTRICAL ANNUAL CONTRACT  
ITB10SVF-104YC**

And having visited the University of Florida campus, and being familiar with all conditions affecting and governing the construction of the Projects, hereby proposes to furnish unit prices for components and services to be provided for the proper execution and completion of these Projects in accordance with the drawings and specifications that will be issued by various UF Facility Departments for each project, and all other documents relating thereto on file in the Division of Purchasing, and, if awarded the Contract, to complete the said Work of each project within the time limits set by the U. F. Project Manager for each individual project, for the sums as enumerated on this and the following pages:

Note: The following Unit Prices for all materials and labor costs shall include all Contractor and Subcontractor Overhead and Profit.

No additional percentage multipliers for Overhead and Profit will be allowed for line items in the Contractor's List of Unit Prices. For specialty items not covered under the List of Unit Prices, see Section 01017 of this Project Directory, Subparagraph 2.9.

## LIST OF UNIT PRICES

ITEM	DESCRIPTION MATERIALS) (L = LABOR TO INSTALL/CONSTRUCT, M =	UNIT	DOLLARS
<b>01710</b>	<b>CLEANING</b>		
01712	FINAL CLEANING PER SPECIFICATIONS	S.F.	
<b>01760</b>	<b>INSTALLED CONSTRUCTION PROTECTION</b>		
01761	TEMPORARY 2 X 4 AND ½" PAINTED PLYWOOD PARTITION; L/M	S.F.	
01762	ORANGE PLASTIC GRID BARRIER W/ SUPPORT DEVICES; L/M	L.F.	
<b>02210</b>	<b>DEMOLITION</b>		
02111	TRASH REMOVAL ( TRANSPORTATION TO DUMP SITE )	TON	
02112	DUMP FEES	TON	
02127	DEMOLITION OF EXPOSED CONDUIT/WIREMOLD & WIRE; L/	L.F.	
02128	REMOVAL OF 2' X 4' FLUORESCENT LIGHT FIXTURE FROM SUSP. ACOUST. CEIL'G; L/	EACH	
02129	REMOVAL OF INCANDESC. LIGHT FIXTURE FROM PLASTER OR DRYWALL CEIL'G; L/	EACH	
<b>13850</b>	<b>DETECTION AND ALARM</b>		
13851	RELOCATE EXISTING HEAT OR SMOKE DETECTOR ( WITHIN 15' OF EXISTING LOCATION ), INCLUDING CERTIFICATION; L/M	EACH	
13852	SIMPLEX MAPNET II PHOTOELECTRIC SMOKE DETECTOR, INCLUDING CERTIFICATION; L/M	EACH	
13853	SIMPLEX RATE OF RISE HEAT DETECTOR, INCLUDING CERTIFICATION; L/M	EACH	
13854	COMBINATION HORN AND STROBE DEVICE, INCLUDING CERTIFICATION; L/M	EACH	
<b>15900</b>	<b>CONTROLS</b>		
15902	RELOCATE THERMOSTAT - ELECTRICALLY WIRED; L/M	L.F.	

15903	REPLACE EXISTING THERMOSTAT WITH JOHNSON T-4000; L/M	EACH	
<b>16120</b>	<b>WIRE &amp; CABLE</b>		
16121	1/2" E.M.T. IN NEW CONSTRUCTION; L/M	L.F.	
16122	3/4" E.M.T. IN NEW CONSTRUCTION; L/M	L.F.	
16123	1" E.M.T. IN NEW CONSTRUCTION; L/M	L.F.	
16124	#8 WIRE PULLED INTO CONDUIT; L/M	L.F.	
16125	#10 WIRE PULLED INTO CONDUIT; L/M	L.F.	
16126	#12 WIRE PULLED INTO CONDUIT; L/M	L.F.	
<b>16130</b>	<b>OUTLET BOXES</b>		
16131	SINGLE SWITCH/ OUTLET CONDUIT BOX WITH CONNECTION; L/M	EACH	
16132	DOUBLE SWITCH/OUTLET CONDUIT BOX WITH CONNECTION; L/M	EACH	
16133	ROUGH-IN ELECT. "J" BOX FOR LIGHT FIXTURE; L/M	EACH	
16134	ROUGH-IN ELECT. "J" BOX FOR ELECTRICAL JUNCTIONS; L/M	EACH	
16135	PLASTER RING IN 5/8" DRYWALL FOR COMPUTER, PHONE OUTLET; L/M	EACH	
16136	3/4" FLEXIBLE CONDUIT FROM ELECT. "J" BOX TO LIGHT FIXTURE; L/M	EACH	
<b>16140</b>	<b>SWITCHES AND RECEPTACLES</b>		
16141	1-WAY ELECTRICAL SWITCH IN WIREMOLD, SURFACE MOUNT BOX WITH COVER; L/M	EACH	
16142	3-WAY ELECTRICAL SWITCH IN WIREMOLD, SURFACE MOUNT BOX WITH COVER; L/M	EACH	

16143	1-WAY ELECTRICAL SWITCH IN EXISTING CONDUIT BOX W/ COVER; L/M	EACH	
16144	3-WAY ELECTRICAL SWITCH IN EXISTING CONDUIT BOX W/ COVER; L/M	EACH	
16145	DUPLEX OUTLET IN WIREMOLD, SURFACE MOUNT BOX W/ COVER; L/M	EACH	
16146	QUADRUPLEX OUTLET IN WIREMOLD, SURFACE MOUNT BOX W/ COVER; L/M	EACH	
16147	DUPLEX OUTLET IN EXISTING CONDUIT BOX W/COVER; L/M	EACH	
16148	QUADRUPLEX OUTLET IN EXISTING CONDUIT BOX W/ COVER; L/M	EACH	
16149	SURFACE MOUNTED WIREMOLD RACEWAY; L/M	L.F.	
<b>16150</b>	<b>PANELBOARDS</b>		
16151	200 AMP, 120/208V PANELBOARD – MAIN LUGS ONLY, 3 PHASE	EACH	
16152	200 AMP, 120/208V PANELBOARD – DISCONNECT, 3 PHASE	EACH	
16153	200 AMP, 277/480V PANELBOARD – DISCONNECT, 3 PHASE	EACH	
<b>16154</b>	<b>4" PVC U/G CONDUIT</b>	<b>L.F.</b>	
<b>16155</b>	<b>6" PVS U/G CONDUIT</b>	<b>L.F.</b>	
<b>16510</b>	<b>LIGHTING FIXTURES</b>		
16511	12" X 48" RECESSED PARABOLIC FLUORESCENT FIXTURE W/ 1 T-8 LAMP & 6 CELLS, LITHONIA OR EQUAL; 120 OR 277 VOLT; L/M	EACH	
16512	24" X 48" RECESSED PARABOLIC FLUORESCENT FIXTURE W/ 2 T-8 LAMPS & 12 CELLS, LITHONIA OR EQUAL; 120 OR 277 VOLT; L/M	EACH	
16513	24" X 48" RECESSED PARABOLIC FLUORESCENT FIXTURE W/ 3 T-8 LAMPS & 18 CELLS, LITHONIA OR EQUAL; 120 OR 277 VOLT; L/M	EACH	

16514	24" X 48" RECESSED PARABOLIC FLUORESCENT FIXTURE W/ 4 T-8 LAMPS & 24 CELLS, 2 BALLASTS; LITHONIA OR EQUAL; 120 OR 277 VOLT; L/M	EACH	
16515	12" X 48" SURFACE MOUNT (ON GWB/PLASTER) PARABOLIC FLUORESCENT FIXTURE W/ 1 T-8 LAMP & 6 CELLS, LITHONIA OR EQUAL; 120 OR 277 VOLT; L/M	EACH	
16516	24" X 48" SURFACE MOUNT (ON GWB/PLASTER) PARABOLIC FLUORESCENT FIXTURE W/ 2 T-8 LAMPS & 12 CELLS, LITHONIA OR EQUAL; 120 OR 277 VOLT; L/M	EACH	
16517	24" X 48" SURFACE MOUNT (ON GWB/PLASTER) PARABOLIC FLUORESCENT FIXTURE W/ 3 T-8 LAMPS & 18 CELLS, 2 BALLASTS, LITHONIA OR EQUAL; 120 OR 277 VOLT; L/M	EACH	
16518	24" X 48" SURFACE MOUNT (ON GWB/PLASTER) PARABOLIC FLUORESCENT FIXTURE W/ 4 T-8 LAMPS & 18 CELLS, 2 BALLASTS, LITHONIA OR EQUAL; 120 OR 277 VOLT; L/M	EACH	
16519	12" X 48" SURFACE MOUNT (ON GWB/PLASTER) PRISMATIC FLUORESCENT FIXTURE W/ 1 T-8 LAMP; LITHONIA OR EQUAL; 120 OR 277 VOLT; L/M	EACH	
16520	24" X 48" SURFACE MOUNT (ON GWB/PLASTER) PRISMATIC FLUORESCENT FIXTURE W/ 2 T-8 LAMPS; LITHONIA OR EQUAL; 120 OR 277 VOLT; L/M	EACH	
16521	24" X 48" SURFACE MOUNT (ON GWB/PLASTER) PRISMATIC FLUORESCENT FIXTURE W/ 3 T-8 LAMPS; LITHONIA OR EQUAL; 120 OR 277 VOLT; L/M	EACH	
16522	24" X 48" SURFACE MOUNT (ON GWB/PLASTER) PRISMATIC FLUORESCENT FIXTURE W/ 4 T-8 LAMPS, 2 BALLASTS; LITHONIA OR EQUAL; 120 OR 277 VOLT; L/M	EACH	
16523	7" DIAM. RECESSED FLUORESCENT DOWNLIGHT W/ 2 - 9 WATT DL COMPACT FLUORESCENT LAMPS; L/M	EACH	
16524	EXIT SIGN WITH VOLTAGE SURGE PROTECTOR, COMPUTER POWER, INC. "ILLUMINATOR - XD" SERIES; L/M	EACH	

**NOTE:** Specialty items or any items not included in the above list of **UNIT PRICES** shall be submitted in accordance with Section 01017 entitled **PROJECT ORDER SYSTEM**, Paragraph 2.9; and with Section 00800 entitled **SUPPLEMENTARY CONDITIONS**, Item 10.5.2.

<b>LIST OF UNIT PRICES – HOURLY LABOR</b>			
<b>ITEM</b>	<b>HOURLY LABOR (ELECTRICAL CONTRACTOR)</b>	<b>UNIT</b>	<b>DOLLAR S</b>
0001	SUPERINTENDENT	HOUR	
0002	ELECTRICIAN	HOUR	
0003	ELECTRICIAN'S HELPER (APPRENTICE)	HOUR	
0004	LABORER	HOUR	

### JOB COMPLEXITY MULTIPLIER

Enter multiplier for complexity of work between the Health Science Center complex versus campus wide locations. If there is no difference, enter the number 1. This multiplier will not be used in the bid tabulation scoring but will be allowed in pricing of individual projects.

HEALTH SCIENCE CENTER PROJECTS

CAMPUS WIDE PROJECTS

**BID PROPOSAL (CONTINUED)**

BY: \_\_\_\_\_

FOR: \_\_\_\_\_  
(Company)

**MINORITY BUSINESS STATUS:**

The University of Florida is an equal opportunity institution and, as such, encourages the use of Minority Business Enterprises (MBE's) in the provision of construction related services. MBE's should have a fair and equal opportunity to compete for dollars spent by the University of Florida to procure construction related services. Competition ensures that prices are competitive and a broad vendor base is available. MBE related information shall be sent to the Division of Small Business and Vendor Diversity Relations, P. O. Box 115250, Elmore Hall, Room 106, Gainesville, Florida 32611, Attn: Ms. Faylene Welcome. Please do not include the information with any bid documents.

**ANTI-DISCRIMINATION:**

I have complied with requirements of the anti-discrimination clause as defined in these Specifications (See Section 00830).

Check One:                     Yes     No

**PUBLIC ENTITY CRIMES:** (Revised 02/01/97)

My signature on the Bid Proposal attests to my understanding of, and adherence to the requirements of Florida Statute 287.133 as defined in these Specifications.

Check One:                     Yes     No

**ADDENDA:** The receipt of the following Addenda to the Construction Documents is acknowledged:

ADDENDUM # \_\_\_\_\_ Dated: \_\_\_\_\_

ADDENDUM # \_\_\_\_\_ Dated: \_\_\_\_\_

ADDENDUM # \_\_\_\_\_ Dated: \_\_\_\_\_

ADDENDUM # \_\_\_\_\_ Dated: \_\_\_\_\_

**FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD CERTIFICATION OR REGISTRATION (BY LOCAL BLOCK EXAMINATION) PLUS EVIDENCE OF STANDING IN ALACHUA COUNTY:**

\_\_\_\_\_  
*(Type or Print Name of Holder)*

I hereby certify that all statements and amounts herein made on behalf of,

\_\_\_\_\_  
*(Name of Bidding Contractor Firm)*

a (Corporation) (Partnership) (Individual) organized and existing under the laws of the State of Florida, are true and correct, that I have carefully prepared this Bid Proposal from Contract Documents described here-in-before, that I have examined Contract Documents and local conditions affecting execution of Work before submitting this Bid Proposal, that I have full authority to make such statements and submit this Bid Proposal in (its) (their) behalf.

\_\_\_\_\_  
*(Company Name)*

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*By* *Title*

\_\_\_\_\_  
*Address* *City*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*State* *Zip*

\_\_\_\_\_  
*Telephone*

END OF SECTION

00310.8

## **SECTION 00700 - GENERAL CONDITIONS**

The following pages (pages GTC-1 through GTC-45) are the current **UNIVERSITY OF FLORIDA GENERAL TERMS AND CONDITIONS** of the Contract for Construction.

END OF SECTION

00700.1

## SECTION 00800 - SUPPLEMENTARY CONDITIONS

The UNIVERSITY OF FLORIDA GENERAL TERMS AND CONDITIONS of the contract for construction is by reference made a part of these Contract Documents, except as modified or eliminated by the following Supplementary Conditions.

Only those Articles, Paragraphs, or portions thereof, of the U. F. General Terms and Conditions that have been modified are included in these Special Conditions. Articles or Paragraphs of the U. F. General Terms and Conditions, which have not been modified, shall remain in effect, and are not included in these Special Conditions.

Modifications to the UNIVERSITY OF FLORIDA GENERAL TERMS AND CONDITIONS are as follows:

### ARTICLE 1 - DEFINITIONS

Revise the definition of Contract For Construction to include:

The Contract for Construction consists of the University of Florida Invitation to Bid, Bid Award, the Conditions of the Contract (General, Supplementary and Special Conditions), the project specific Purchase Order, the project specific Drawings, Specifications, and all Addenda issued prior to, and all Change Orders issued after issuance of the project specific Purchase Order.

Add definition for U. F. Project Manager:

U. F. Project Manager. The representative for the Owner (University of Florida) is the U. F. Project Manager, a person assigned by the responsible University Facilities Office to administer the individual projects under the Contract for Construction. All references to the Builder contacting or notifying the Owner, where so stated in the General Terms and Conditions, shall be construed as being the U. F. Project Manager.

### ARTICLE 4 - CONTRACTOR'S DUTIES, OBLIGATIONS AND RESPONSIBILITIES

4.2 Compliance With Governmental Requirements. The Builder shall:

Add item (iv) as follows:

- (iv) comply with University of Florida Purchasing rules for obtaining commodities and services, not covered under the unit pricing, as follows:
  - Under \$5,000 – Competitive quotes are encouraged whenever possible.
  - \$5,000 to under \$25,000 - Documentation of at least two quotes, verbal or written.
  - \$25,000 to under \$50,000 - Documentation of at least two written quotes
  - Over \$50,000 - Formal Bid Process documentation.

### ARTICLE 5 - CONTRACTOR'S PERSONNEL, SUBCONTRACTORS, SUPPLIERS, AND SITE FACILITIES

Add Paragraph 5.4 to read as follows:

5.4 The University of Florida is an equal opportunity institution and, as such, encourages the use of Minority Business Enterprises (MBE's) in the provision of construction related services. MBE's should have a fair and equal opportunity to compete for dollars spent by the University of Florida to procure construction related services. Competition ensures that prices are competitive and a broad vendor base is available.

## **ARTICLE 6 - GOODS, PRODUCTS AND MATERIAL**

6.1 Quality Of Materials:

Add item (viii) as follows:

- (viii) State of Florida - Invitation to Bid - General Conditions, Item No. 7, on Page 2, Manufacturers' Names and Approved Equivalents: Vendors offering equivalent of alternate items shall meet the general design and style given for the "As Specified" item. Vendors offering equivalent to the "As Specified" item shall submit a brochure and detailed specifications for Owner's evaluation purposes. Each particular specification which the equivalent item does not meet shall be listed along with the detailed specification sheet.

## **ARTICLE 10 - CHANGE ORDERS AND CHANGES TO THE WORK**

Revise Paragraph 10.5.2 to read as follows:

10.5.2 For all work self performed by the Builder, the Builder may add 15% to the actual costs for combined overhead and profit. For all work done by the Builder's subcontractors, the respective Subcontractors may add 15% of their actual costs for combined overhead and profit and the Builder may add 7 1/2% of the subcontractor's cost for his/her overhead and profit. The amount of credit to be allowed by the Builder to the Owner for any deletion or change which results in a net decrease in the Contract Sum will be the amount of the actual net cost of the materials and labor or Subcontractor cost plus an additional 7.5% profit.

## **ARTICLE 11 - OWNER'S CONSULTANT(S), PROFESSIONAL(S) AND CONSTRUCTION ADMINISTRATION**

11.1 Owner's Designated Professional Representative.

Revise Paragraph 11.1 to include the following:

For projects where Construction Documents have been prepared by the University of Florida, the U. F. Project Manager will serve as the Owner's representative and will provide administration of the Contract as hereinafter described. Throughout Article 11, wherever the term "Professional" appears, the term "U. F. Project Manager" shall be substituted for projects where a Professional has not been retained by the Owner.

## **ARTICLE 12 - INSPECTION, CORRELATION OF WORK, AND PROJECT CLOSE OUT**

Modify item (vii) to read:

Two sets of operation and maintenance manuals;

## **ARTICLE 15 - CONTRACTOR'S COMPENSATION**

Revise Sub-Paragraph 15.4.1 to add the following sentences:

15.4.1 For projects where Construction Documents have been prepared by the University of Florida, the U. F. Project Manager will serve as the Owner's representative and will provide administration of the Contract as hereinafter described. Throughout Article 15, wherever the term "Professional" appears, the term "U. F. Project Manager" shall be substituted for projects where a Professional has not been retained by the Owner.

Add Sub-Paragraph 15.4.2 as follows:

15.4.2 The Contractor shall submit to the U. F. Project Manager three (3) original copies of the University of Florida CERTIFICATE OF CONTRACT PARTIAL COMPLETION form, notarized, and supported by three (3) copies of the SCHEDULE OF CONTRACT VALUES, and three (3) copies of the INVOICE on the Builder's letterhead, substantiating the Builder's right to payment, and reflecting a 10 percent (10%) retainage as provided in Paragraph 15.13 of the General Terms and Conditions.

- (i) The Owner reserves the right to request back-up documents such as Sub-Contractors' Billings and Materials Invoices to support the Partial Payment Request, and to refuse to authorize payment if the requested back-up documents are not provided.
- (ii) The Project Name, the U. F. Project Number, and the Purchase Order Number shall appear on all submittals.
- (iii) Only one partial payment will be made per month.
- (iv) A sample of the CERTIFICATE OF CONTRACT PARTIAL COMPLETION form is included in Appendix A.

Add Sub-Paragraph 15.5.3 as follows:

15.5.3 The preferred method of payment is by utilizing the University of Florida PCard. The University of Florida Purchasing "PCard" is a VISA credit card issued by Wachovia through MBNA. Contractors are encouraged to establish an account with their financial institution to accept Visa card charges.

Revise Paragraph 15.14 to read as follows:

15.14 Neither the final payment nor the remaining percentage shall become due until the Contractor submits to the U. F. Project Manager the following:

- (i) Three (3) original notarized copies of University of Florida CERTIFICATE OF CONTRACT COMPLETION form stating that all materials, labor and other charges against the project have been paid in accordance with the terms of the contract.
- (ii) Three (3) properly executed copies of the Builders INVOICE.
- (iii) Final Releases of Liens from all subcontractors and from any suppliers, laborers or subcontractors who have subsequently filed Notices to the Owner for each specific project.

- (iv) Documentation stipulated under Article 12, Paragraph 12.2.5 of the General Terms and Conditions.
- (v) The University of Florida Building Permit and the Certificate of Occupancy as issued by the University of Florida Environmental Health & Safety Division, Building Code Enforcement Program.
- (vi) The Purchase Order Number, and the U. F. Project Number shall appear on all forms.
- (vii) A sample of the CERTIFICATE OF CONTRACT COMPLETION form is included Appendix A.

## **ARTICLE 20 - INSURANCE REQUIREMENTS**

### Revise Sub-Paragraph 20.1.1.1:

#### 20.1.1.1 Commercial General Liability Insurance

For projects under \$100,000, the commercial general liability insurance policy liability limits are changed to "at least \$500,000 per occurrence for bodily injury, death and property damage". The balance of the paragraph remains unchanged.

## **ARTICLE 21 - GENERAL BOND REQUIREMENTS**

### Revise Paragraph 21.1 to read:

21.1 General Bond Requirements. Projects with a value of less than \$100,000 are not required to have a Payment and Performance Bond. All projects with a value of \$100,000 or more are required to have a Payment and Performance Bond pursuant to 255.05, Florida Statutes.

### Delete Paragraphs 21.2 and 21.3 in its entirety.

END OF SECTION

00800.4

## SECTION 00830 - EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

### 1. VIETNAM ERA VETERAN'S READJUSTMENT ACT

- 1.1 The University of Florida complies with Section 402:60-250 of the Vietnam Era Veterans Readjustment Act of 1974 and Section 503:60-741.4 of the Rehabilitation Act of 1973.

### 2. EQUAL OPPORTUNITY EMPLOYMENT PROGRAM

- 2.1 If the Bidder expects that he/she will not do \$50,000 in business this year with the University of Florida, and he/she does not employ more than 50 persons, he/she shall furnish with his/her bid an appropriate document certifying that he/she is in compliance with the above cited Executive Order and implementing instructions.
- 2.2 If the Bidder has or expects to do more than \$50,000 in business with the University of Florida, and employs more than 50 persons, he/she will furnish one copy of his/her compliance program indicating his/her actions taken to comply with the above cited Executive Order and implementing instructions.
- 2.3 If the Bidder proposes to subcontract any of the Work on this bid, the subcontractor shall furnish a certificate if his/her subcontract involves more than \$10,000, or a copy of his/her compliance program if he/she employs more than 50 persons.

If you have already complied with the above, please indicate so on the Bid Proposal form.

- 2.4 Approval of the Bidder's proposed equal employment opportunity program by the Owner and by the governmental agencies having jurisdiction will be a prerequisite to award of the Contract.
- 2.5 To be acceptable, the proposed equal employment opportunity program must contain the following stipulations, except as other-wise approved in advance.

- 2.5.1 There shall be no discrimination against any employee or applicant for employment because of race, creed, color, sex, age, religion, handicap, or national origin. Affirmative action will be taken to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex, age, religion, handicap, or national origin. Such action shall include, but not be limited to, the following:

- (A) Employment, upgrading, demolition, or transfer;
- (B) Recruitment or recruitment advertising;
- (C) Layoffs or terminations;
- (D) Rates or pay or other forms of compensation; and
- (E) Selection for training, including apprenticeship.

Notices shall be posted in conspicuous places, available to employees and applicants for employment, setting forth the provisions of this nondiscrimination clause.

- 2.5.2 All solicitations or advertisement for employees shall state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, age, religion, handicap, or national origin.

- 2.5.3 Contractors shall send to each labor union or representative of workers with which they have a collective bargaining agreement or other contract of understanding, a notice to be provided advising the lab or union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and they shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 2.5.4 Contractors shall comply with all provisions of Executive Order No. 11246 of September 24, 1965, and the rules, regulations, and relevant orders of the Secretary of Labor.
- 2.5.5 Contractors shall furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto as required by the Owner, for purposes of investigation to ascertain compliance with such rules, regulations, and orders. The Contractors shall furnish, as required, copies of their certified payrolls indicating ethnic group of each employee.
- 2.5.6 In the event of Contractors' noncompliance with the anti-discrimination clauses of their contracts, or with any such rules, regulations, or orders, their contracts may be canceled, terminated, or suspended in whole or in part, and they may be declared ineligible for further contracts on governmental assisted construction work. Other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 2.5.7 The Contractors shall include the provisions of paragraphs "A" through "G" in every Subcontract or Purchase Order so that such provisions will be binding upon each subcontractor or vendor.

Other programs in satisfactory use may be substituted in lieu of the basic program delineated above, subject to the approval of the Owner and all governmental agencies having jurisdiction.

END OF SECTION

00830.2

## **SECTION 00832 - PRISON REHABILITATIVE INDUSTRIES**

### **1. PRISON REHABILITATIVE INDUSTRIES**

- 1.1 It is expressly understood and agreed that any articles which are the subject of, or required to carry out, this Contract shall be purchased from the corporation identified under Chapter 946, Florida Statutes, in the same manner and under the procedures set forth in Section 946.515 (2), (4), Florida Statutes; and for purposes of this contract the person, firm, or other business entity carrying out the provisions of this Contract shall be deemed to be substituted for this agency insofar as dealings with such corporation are concerned.

END OF SECTION

00832.1

## SECTION 00842 - SAFETY REQUIREMENTS

### 1. GENERAL

- 1.1 It is the responsibility of the Contractor to insure that all OSHA Regulations applying to this job are adhered to at all times.

### 2. TRENCH SAFETY ACT

- 2.1 Where applicable, the Trench Safety Act, Chapter 90-96 (CS/SB 2626), shall be complied with and, the Contractor shall bear responsibility for compliance. Attention is specifically directed to the following requirements:
- 2.1.1 Section 4(1)(c) requires that a separate line item for trenching cost must be included with all bids if the trench will be more than 5 feet in depth.
- 2.1.2 Section 5 requires, if the trench is more than 5 feet in depth, a calculation of the linear feet of trench and the square feet of shoring. These calculations must be included with all bids.

### 3. TOXIC SUBSTANCES

- 3.1 In compliance with Chapter 442, Florida Statutes, if the Work performed under this Contract (Purchase Order) involves the shipment, use, application or storage of any item designated as a toxic substance, such item must be accompanied at all times with a Material Safety Data Sheet (MSDS).
- 3.2 A toxic substance is defined as any chemical substance or mixture in gaseous, liquid or solid state, if such substance appears on the "FLORIDA SUBSTANCE LIST", promulgated by the Department of Labor and Employment Security; and is manufactured, produced, used, applied or stored in the work place; and causes a significant risk to safety or health during, or as a proximate result of, any customary or reasonable foreseeable handling or use.
- 3.3 The MSDS must be maintained by the user agency and must include the following information:
- 3.3.1 The chemical name and the common name of the toxic substance.
- 3.3.2 The hazards or other risks in the use of the toxic substance, including:
- (A) The potential for fire, explosion, corrosion, and reactivity.
- (B) The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and
- (C) The primary routes of entry and symptoms of overexposure.
- 3.3.3 The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substance, including appropriate emergency treatment in case of overexposure.

- 3.3.4 The emergency procedure for spills, fire, disposal, and first aid.
  - 3.3.5 A description in lay terms of the know specific potential health risks posed by the toxic substance intended to alert any person reading this information.
  - 3.3.6 The year and month, if available, that the information was compiled and the name, address, and emergency telephone number of the manufacturer responsible for preparing the information.
- 3.4 Any questions regarding this requirement should be directed to:

Department of Labor and Employment Security  
Bureau of Industrial Safety and Health  
Toxic Waste Information Center  
2551 Executive Center Circle West  
Tallahassee, Florida 32301-5014  
Telephone: 1-800-367-4378

END OF SECTION

00842.2

## **SECTION 00901 - PROTESTS**

Any protest involving the specifications, the terms and conditions or any other aspect of the Invitation to Bid must be filed in accordance with, and meet the requirements of, Florida Board of Governors (BOG) Regulation 14.023. Failure to file a notice of protest or the written petition in accordance with BOG Regulation 14.023 shall constitute a waiver of protest proceedings.

At the time of filing the formal written petition, the Vendor shall post with the University of Florida, a bond, payable to the University of Florida, in the amount of \$25,000 or 2% of the lowest accepted bid, whichever is greater, for projects valued over \$500,000; and 5% of the lowest accepted bid for all other projects. The bond shall be conditioned upon payment of all costs and fees which may be adjudged against the Vendor in the administrative hearing. Failure of the Vendor to file the required bond at the time of filing the formal written petition shall result in a denial of the protest.

END OF SECTION

00901.1

## SECTION 00903 - ASBESTOS POLICY STATEMENT

### 1. NOTICE TO CONTRACTORS OF ASBESTOS - CONTAINING MATERIALS IN UNIVERSITY BUILDINGS

- 1.1 Asbestos containing materials (ACM) can be found in almost any building in the United States which is more than 10 years old. The University of Florida is no exception. The types of asbestos containing materials most commonly found are: Pipe and Boiler Insulation, Fireproofing (mostly on structural steel), hard panels known as "Transite", Floor Tile and the associated Mastic, Spray or Trowel Applied Ceiling Finishes, and Roofing Materials (such as Felts and Flashing). ACM is generally not hazardous if left undisturbed.
- 1.2 The University of Florida has implemented an Asbestos Program to assure the safe management and removal of ACM. Contractors, consultants, and other vendors providing service to the University may encounter ACM and must, therefore, comply with the following instructions:
- 1.2.1 Avoid disturbing ACM. Exercise caution and watch for possible ACM.
- 1.2.2 If it is necessary to disturb ACM, first notify the U. F. Project Manager at the number listed below, or the University of Florida Asbestos Program Manager (Division of Environmental Health & Safety), before proceeding with your work. You shall take whatever precautions are necessary to protect human health and the environment, and comply with all applicable Federal, State and local laws pertaining to asbestos.
- 1.2.3 All asbestos removal activities will be done by appropriately licensed companies using only trained workers or by appropriately trained and certified in house staff, in concert with the Division Project Manager and Specialists from Environmental Health and Safety.
- 1.3 If you require additional information on possible locations of ACM in a particular University building, contact:

<b>DIVISION</b>	<b>REPRESENTATIVE</b>	<b>PHONE</b>
EH&S	Asbestos Program Coordinator	(352) 392-3393
Physical Plant	Associate Director's Office	(352) 392-1155
Health Center	Director Med/Health Admin.	(352) 273-4020
Housing	Associate Director's Office	(352) 392-2161
Reitz Union	Maintenance Superintendent	(352) 392-1614
IFAS	Engineering	(352) 392-6488

### 2. ASBESTOS ABATEMENT INSURANCE REQUIREMENTS

- 2.1 UNIVERSITY OF FLORIDA ASBESTOS ABATEMENT CONTRACTOR GENERAL LIABILITY INSURANCE POLICY

For all asbestos projects with work beginning after June 30, 1999 the University of Florida require asbestos contractors doing work for the University to carry asbestos general liability insurance in addition to all other insurance coverage (including but not limited to automobile and workers compensation) required by the bid and contract documents. The asbestos related insurance policy must be procured through an underwriter with an A.M. Best rating of A- or better lawfully authorized to do business in Florida (as of the time of this bid, examples are believed to include Zurich and Reliance). The insurance policy shall provide that the University of Florida is named as an additional insured. The University shall not be responsible for any sums of money associated with the policy, including any deductible. Coverage shall be on "occurrence" basis, rather than "claims made" and must protect Contractor from all claims arising out of the Contractor's asbestos abatement work for the University. The minimum limits of liability for the asbestos contractor general liability are:

Each Occurrence Limit	\$1,000,000
Personal Injury and Advertising Injury	\$1,000,000
Fire Damage Limit (any one fire)	\$ 50,000
Medical Expense Limit (any one person)	\$ 5,000
Products and Completed Operations Aggregate Limit	\$1,000,000
Aggregate Limit (other than Products/Completed Operations)	\$1,000,000

The Contractor shall file with the University a certificate of insurance and a copy of the policy acceptable to the University prior to the commencement of the work. The policy shall remain in force without interruption from the date of the commencement of the work until the work is completed and the Contractor is off site. The certificate and policy shall indicate that coverage afforded under the policy will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the University.

### **3. ASBESTOS ABATEMENT CONTRACTOR REQUIREMENTS**

#### **3.1 BID SUBMITTIALS:**

Asbestos Abatement Contractors who have not successfully provided similar work and products for a University of Florida project in the last two years must provide a minimum of (3) positive written references from clients to whom the contractor has provided similar work and products.

#### **3.2 PRE-JOB SUBMITTIAL AND CONSULTANT'S APPROVAL**

The Asbestos Abatement Contractor's pre-job submittals must include an original copy of the certificate of insurance and a copy of the policy acceptable to the University prior to the commencement of the work. The contractor's pre-job submittals must be approved by the project's licensed asbestos consultant, and EH&S must receive a written statement of approval of the pre-job submittals from the licensed asbestos consultant 10 business days prior to project start-up.

3.3 **CONTRACTOR'S SUPERINTENDENT**

Asbestos Abatement Contractor's superintendent must be on the job site full time during the entire contract period of work execution. Superintendent must have a minimum (3) three years experience in type(s) of work and products specified for this project. Documentation of work experience must be submitted in the pre-job submittals. Written notice of any proposed change in the Contractor's designated superintendent must be provided to the University; the University reserves the right to exercise all available legal remedies including cancellation of the contract in the event that a successor superintendent fails to meet the requirements of this provision.

3.4 **INSURANCE**

Per Paragraph 2.1 above.

**4. ASBESTOS ABATEMENT PATENT RESTRICTIONS**

4.1 The University of Florida received notice that GPAC, Inc., 7854 Browning Road, P.O. Box 662, Pennsauken, NJ 08109, is the owner of U.S. Patent No. 4,604,111 dated August 5, 1986 for Particulate Contamination Control Method and Filtration Device. The Patent Abstract states:

*A negative pressure method and apparatus for protection from airborne asbestos and other particulate contamination is disclosed, including an enclosure with doorways and decontamination chambers with an air intake through the decontamination chambers with at least one filtration unit flow connected with the enclosure, with a blower to pull air into the filtration unit and dispelling the filtered air to the atmosphere. A high volume air flow intake is maintained with a significant air pressure in the enclosure. A filtration device is provided with multiple entrance ports provided with multiple entrance through the body of the room together with individual entrance ports to receive the discharge from separate vacuum cleaners.*

4.2 Bidders are responsible for having permission to use patented processes or products and shall indemnify and defend the University of Florida Board of Trustees, and the State of Florida against claims of patent infringement and to pay damages awarded and costs, including attorneys' fees, incurred by or on behalf of the University of Florida Board of Trustees, and/or State of Florida.

**5. ASBESTOS POLICY COMPLIANCE AGREEMENT**

5.1 Please sign the following agreement form and return it to the University of Florida, Purchasing Division. (*This form is not required to accompany the Bid Proposal, but is required prior to, and as a condition for, Bid Award.*):

I have read, understand, and agree to abide by the above policy.

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*Date*

---

*Company Name*

---

*Notary Public*

---

*Signature*

---

*Commission*

---

*Title*

END OF SECTION

00903.4

## SECTION 01010 - CONTRACTOR'S USE OF THE PREMISES

### 1. EXTENT

- 1.1 This section covers requirements for the Contractor, his/her subcontractors and employees' use of the Owner's property and construction procedures.
- 1.2 A Pre-Construction Conference will be held prior to the Contractor's scheduled start of the Work. At this conference, construction procedures will be explained. It is incumbent upon the Contractor to have a clear understanding of the special requirements pertaining to:
  - 1.2.1 Routes of Access to the site,
  - 1.2.2 Delivery of Materials,
  - 1.2.3 Storage Facilities,
  - 1.2.4 General Requirements for Contractors on University Construction Sites,
  - 1.2.5 University Police Department Requirements for Contractors on University Construction Sites,
  - 1.2.6 Protection of Existing Facilities,
  - 1.2.7 Utility Outages,
  - 1.2.8 Project Inspection Procedures,
  - 1.2.9 University of Florida Building Code Enforcement Program.

### 2. REQUIREMENTS

- 2.1 Routes of Access to the Site:
  - 2.1.1 Vehicles and equipment belonging to the Contractor, his subcontractors and employees entering upon the Owner's property shall be restricted to access routes as approved by the U. F. Project Manager.
  - 2.1.2 Provide adequate protection for curbs and sidewalks over which trucks and equipment must pass to reach the job site.
  - 2.1.3 Vehicles will not be permitted to park on any street or other area of the Owner's property except in areas so designated by the U. F. Project Manager.
  - 2.1.4 Parking spaces for Contractor's personnel are limited, and will be designated by the U. F. Project Manager. A Parking Permit application form has been included in Appendix-A, and shall be used by the Contractor and his personnel to obtain temporary parking permits.

- 2.1.5 Contractor shall coordinate and confirm access routing through the building with the U. F. Project Manager prior to construction of the project.
- 2.1.6 Contractor shall restrict all subcontractors and employees to the authorized access route and to the actual site of the Work. Employees will not be allowed to mingle in student or public areas.

## 2.2 Delivery of Materials (Health Science Center West Loading Dock Area):

The primary mission of the Hospital/Health Center Receiving facility is to provide an intake point for routinely needed items. Non-routine deliveries are also considered essential but must be managed to allow priority in dealing with semi-trailer and other daily traffic. Receiving personnel are charged with the responsibility of controlling traffic, parking and the use of the West Loading Dock area according to the following rules and regulations:

- 2.2.1 Contractors entering the receiving area must stop at the gate, press the intercom button and wait for a response by Receiving personnel.
- 2.2.2 Contractors will be asked to identify their company, state their purpose for entering, and indicate the estimated length of their stay.
- 2.2.3 A maximum of 30-minutes will be allowed for each transaction unless prior arrangements are made as outlined in 2.2.6, below.
- 2.2.4 Contractors shall park only in areas designated by Receiving personnel.
- 2.2.5 Receiving personnel are not allowed to lend equipment to Contractors.
- 2.2.6 Arrangements for any supply, materials or equipment deliveries involving subcontractors must be made 24 hours in advance with the Receiving Supervisor ((352) 395-5133). Receiving personnel will not accept deliveries.
- 2.2.7 Contractors are not permitted to use the inventory warehouse area as a pass-through to enter the Health Center. Alternate routes North and South of the warehouse area shall be used. Caution must be exercised in using the South route due to tractor-trailer traffic.
- 2.2.8 For large shipments of equipment, construction materials, furniture, etc., that cannot be handled as outlined in 2.2.7, special arrangements shall be made through the Hospital/Health Center administration to allow for operational adjustments to normal receiving patterns.
- 2.2.9 Receiving facility hours are Monday - Friday, 7:00 am to Noon, and 1:00 PM to 4:00 PM.

Questions regarding the above may be directed to the Receiving Supervisor at (352) 395-0261 or (352) 395-0111, ext. 52133.

## 2.3 Storage Facilities:

Due to limited availability of on-site storage areas, the Contractor will be required to confine storage of materials for this project within the confines of the project area, or in other designated areas as authorized by the U. F. Project Manager. No yard storage will be available for use by the Contractor.

#### 2.4 General Requirements for Contractors on University Construction Sites:

- 2.4.1 Contractor shall designate a superintendent for each project who shall be present at the proposed work area whenever any subcontractor, as well as any employee of the General Contractor, are working at the site. The Contractor's superintendent shall be supplied with a mobile telephone or pager. The Superintendent's mobile telephone, pager, office and home telephone numbers shall be supplied to the U. F. Project Manager to facilitate 24 hour/day emergency contact.
- 2.4.2 Access of all employees entering upon the Owner's property in connection with the Work shall be restricted to the designated access route and the actual site of the Work.
- 2.4.3 Activities of employees shall be restricted to authorized areas. Employees will not be allowed to mingle in student or public areas, and shall refrain from any physical or verbal contact with University students, faculty or employees.
- 2.4.4 Employees shall refrain from any contact with animals housed in animal research areas or College of Veterinary Medicine facilities.
- 2.4.5 There is a strictly enforced State policy that dictates No Smoking in Public Buildings. Violation of this policy will not be tolerated inside or within 50 feet of entrances to any University facility.
- 2.4.6 The Contractors shall be responsible for full compliance with the requirements of this Section by his/her Subcontractors and personnel.

#### 2.5 University Police Department Requirements for Contractors on University Construction Sites:

The following list of requirements is to be met by Construction Companies, Contractors and their employees, while they are engaged in construction projects at the University of Florida. Any Construction Site located on the University of Florida Campus comes under the jurisdiction of the University of Florida Police Department. Any incident requiring police service should be reported to the University Police Department (352) 392-1111 immediately.

- 2.5.1 All employers are prohibited from allowing employee's to work on campus who have been convicted of violent crimes.
- 2.5.2 Construction employers will not knowingly allow person(s) who currently have outstanding criminal warrants to work on campus.
- 2.5.3 All contractors who employ Work Release persons as employees are to furnish the University Police Department with all names of such persons employed under the Work Release Program

- 2.5.4 All contractors are to provide the University Police Department with a list of supervisors in charge of the construction along with telephone numbers and sites of the construction.
- 2.5.5 Construction companies are required to submit the full names of their employees and date of birth to the University Police Department, c/o Special Events Coordinator, PO Box 112150, Building 51, Gainesville, FL 32611-2150. Periodic updates are expected as employees terminate and are employed. Fax number (352) 392-0539.
- 2.5.6 Construction firms and employees are to park their business and personal vehicles in authorized areas only. Transportation & Parking Services (352) 392-8048 will coordinate this with the project director on designated areas.
- 2.5.7 Parking permits are required for all personal and business vehicles.
- 2.5.8 When contractors are fencing designated compounds, the responsible person should contact the University of Florida Police Department for requirements required by law, prior to fencing completion. Construction compounds are to have affixed to the perimeter fences signs that state that trespassing in the compound is a violation of state law. Language on the signs is to be specifically worded in accordance with Florida Statute #810.09(2)(d). The following language should be used: *"This property is a designated construction site and anyone trespassing on this property upon conviction shall be guilty of a felony"*.
- 2.5.9 Employees are not permitted to enter university buildings unless it is directly related to their job duties.
- 2.5.10 Contractors and employees are to obey all laws, as well as the rules of the University of Florida when they are on University property.
- 2.5.11 Students, Faculty and Staff of the University of Florida are not to be disturbed or in anyway disrupted in their lawful pursuits. Construction employees are to refrain from any unsavory or unwanted comments towards students, faculty, staff and visitors to campus.
- 2.5.12 Construction companies and employees are requested to secure all property as much as feasible to reduce theft or damage to equipment or property. Construction companies are expected to work with the University of Florida Police Department and participate in Crime Prevention efforts.
- 2.5.13 Each contractor is to advise the University of Florida Police Department, if they will have food catered and delivered to the construction site for employees. A copy of the contract should be provided to the police department.
- 2.5.14 See Appendix-A for the University Police Department Check List for Contractors. University of Florida Police Department representatives are:

Captain Earl Crews                      (352) 392-0401  
Lt. Col. Susan Norred                      (352) 392-3345

## 2.6 Protection of Existing Facilities:

- 2.6.1 The Contractor shall at all times guard against damage or loss to the property of the University or other vendors or contractors, and shall be held responsible for replacing or repairing any such loss or damage. The University may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damaged property through negligence of the Contractor or his agents.
- 2.6.2 The Contractor shall replace any trees, shrubs, lawns or plantings damaged as a direct or incidental result of the Work of this project. Grassed areas generally have irrigation systems below grade; verify location of these systems and all underground utilities in work or staging areas prior to start of construction. Repair all utilities damaged by work of this project.
- 2.6.3 Prior to any excavation, contact the University Physical Plant Division to obtain a Dig Permit. Underground utilities will be located by the University Physical Plant Division, upon request. To obtain this service, telephone the Work Management office at (352) 392-1121.
- 2.6.4 The Contractor shall keep the premises free of accumulation of waste material and rubbish, and shall remove from the premises all rubbish, implements, surplus materials, and temporary facilities provided by him/her during the course of his work, and shall leave spaces involved broom clean.
- 2.6.5 All demolition trash and rubble shall be removed from the interior of the building in covered, rubber-tired carts. Carts shall have resilient bumpers or edges to prevent damage to walls, doors and other building finishes.
- 2.6.6 Location of dumpsters for use by the Contractor shall be coordinated with the U. F. Project Manager. Use of University of Florida dumpsters is prohibited unless previously approved by the U. F. Project Manager.
- 2.6.7 The Contractor shall provide and maintain necessary barriers and protective devices to control public access into work areas and to contain all work and storage areas such that adjoining facilities, including walkways, corridors, stair and doorways that must remain accessible for the Owner's use are maintained. Orange plastic visual barriers are preferred.
- 2.6.8 Any welding operations shall have shields provided by the Contractor, as required to protect the public.
- 2.6.9 The use of any "air hammers" or other impact equipment which will cause excessive noise or vibration will be strictly prohibited.
- 2.6.10 The use of any gasoline-powered equipment inside the building will be strictly prohibited.
- 2.6.11 Except for special situations where prior approval from the U. F. Project Manager was granted, the use of power impact tools for demolition is prohibited inside the building.

2.6.12 The Contractor shall coordinate his work with the University of Florida class schedule, and shall schedule and carry out his work such that the normal operations of the University, the Health Science Center, and Shands Hospital are given first priority. This applies particularly to utilities outages and restriction of access. Such construction operations must frequently be carried on outside of normal working hours, and by overtime, weekend, and holiday work. It will be the Contractor's responsibility to provide for this in his bid.

2.6.13 The Owner retains the right to all salvage materials and equipment resulting from demolition work. Salvage materials which are to be turned over to the Owner shall be removed and placed in a location to be designated by the U. F. Project Manager. The Contractor shall provide adequate notice to the Owner for arranging for the pick-up.

## 2.7 Utility Outages Inside University Facilities:

The Contractor shall submit a Physical Plant Utility Outage Request to the U. F. Project Manager, in advance of any anticipated utility outage which will affect the spaces within or around the project area. The Contractor shall verify with the U. F. Project Manager, the location for shutting down the utility services. The Request shall include the estimated duration of the outage.

2.7.1 Major Utility Outages: For utility outages which will affect occupied areas outside the limits of the Project area, the Utility Outage Request shall be submitted a Minimum of 7 Days in advance of the anticipated outage.

2.7.2 Minor Utility Outages: For utility outages which will affect only the spaces within the Project area, the Request shall be submitted a Minimum of 48 Hours in advance of the anticipated outage.

A copy of the Physical Plant Utility Outage Request is included in Appendix-A.

## 2.8 Project Inspection Procedures:

The Contractor shall submit to the U. F. Project Manager a Project Inspection Request a Minimum of 24 Hours in advance of the following Air Conditioning, Plumbing, Electrical, and Building Construction phases of construction insofar as they apply to the project Scope of Work:

2.8.1 Slab

2.8.2 Rough-in

2.8.3 Framing

2.8.4 Concealment

2.8.5 Substantial

2.8.6 Final

These requests for inspection may be submitted in conjunction with the requests for code compliance inspection required under the University of Florida Building Code Enforcement Program (see Section 2.9, following).

A copy of the Project Inspection Request form is included in Appendix-A.

## 2.9 University of Florida Building Code Enforcement Program:

A building code enforcement program has been established at the University of Florida to protect the public's life, health and welfare in the built environment. This protection is provided through the state's adoption of the Florida Building Code and the application of the performance based standards contained within it. The program will be administered by the University Environmental Health & Safety Division (EH&S) through review of plans and specifications and on-site construction inspections as required to insure compliance with adopted codes and standards. For this purpose, EH&S has appointed a qualified Building Code Administrator to manage the building code inspection department. The Building Code Administrator has been certified by the Council of American Building Officials and licensed by the Department of Professional Regulation as a Building Official. The Building Code Administrator will employ qualified inspectors to administer the building code enforcement program.

Procedures:

- 2.9.1 U. F. Project Manager will submit the project drawings and specifications (proposed construction documents) for review by EH&S for compliance with adopted codes and standards. After reviewing the documents, comments will be returned with appropriate references. A "Letter of Code Compliance" will be issued upon resolution of all outstanding comments.
- 2.9.2 Following contract award for each individual project, the Contractor shall apply to EH&S for a Building Permit. At the time of application for a permit the Contractor a List of all Subcontractors that will include appropriate license numbers, proof of Workers Compensation Insurance, and the "Letter of Code Compliance" indicating the plans have been reviewed by EH&S and all outstanding items have been resolved. If a "Letter of Code Compliance" has not been issued by EH&S prior to application for a Building Permit, then two copies of the final bid/construction documents (signed and sealed by the project Architect/Engineer) must accompany the application.

A building permit will be issued to the Contractor after these items have been reviewed and approved by the Building Code Administrator. One of the submitted sets of the bid/construction documents will be returned with the building permit and shall be stamped by EH&S stating "Reviewed for Code Compliance". The Contractor shall keep this set of documents and the building permit on site for use by the inspectors.

- 2.9.3 The Contractor shall meet with the Building Code Administrator to develop a building inspection plan. The Contractor shall be responsible for scheduling all required inspections in accordance with the plan developed. These inspections are in addition to those required by the Physical Plant Division. Subsequent construction may not proceed until the previous inspection has been completed and approved. When the Contractor believes the project is complete, he/she shall submit a request for a certificate of completion or certificate of occupancy to be issued.
- 2.9.4 Prior to occupancy of a new building, EH&S shall issue a certificate of occupancy. The certificate of occupancy will state the building is complete, constructed in accordance with the plans and specifications, and meet the minimum code requirements at the time of issuance of the building permit. The State Fire Marshal and other University entities must inspect and certify the building is substantially complete prior to occupancy of the structure.
- Prior to re-occupancy of a renovated building, EH&S shall issue a certificate of completion. The certificate of completion will state the renovated portions of the building are complete, constructed in accordance with the plans and specifications, and meets the minimum code requirements at the time of issuance of the building permit. The State Fire Marshal, U. F. Project Manager and other University entities must inspect and certify the renovated portions of the building are substantially complete prior to re-occupancy of the structure.
- 2.9.5 Minor repairs may be made with the approval of the Building Code Administrator without a permit. Minor repairs are defined as projects that do not affect life safety systems and cost less than \$5,000 including materials and labor. Projects may not be divided into smaller projects to meet this criterion.
- 2.9.6 EH&S fees for the construction document review and inspection services will be billed directly to the appropriate project account. The Contractor will not be charged for any of the fees.

All prospective bidders wishing to provide construction services to the University of Florida shall obtain a copy of the "Building Code Enforcement Program", published by the University Environmental Health & Safety Division. This document contains the policies, procedures, list of applicable codes, the Building Permit Application form, Building Permit Application Subcontractor List form and Inspection Request/Report form. Copies of these documents are available from U. F. Project Manager.

END OF SECTION

001010.8

## SECTION 01017 - PROJECT ORDER SYSTEM

### 1. EXTENT:

- 1.1 This section covers the chronological order of events that will normally take place to begin, execute and complete a typical project under this contract.

### 2. SEQUENCE:

- 2.1 The U. F. Project Manager as the Owner's representative, and the Contractor will review the project on-site to discuss details of the project with the project requestor, and to determine the usage or methods and materials to best satisfy the job requirements.
- 2.2 The Contractor will respond to the U. F. Project Manager, within five working days, preferably with a computerized (or typed) quotation based on the unit prices submitted with his/her original List of Unit Prices, along with a labor/material breakdown (itemized) of any work not specifically covered by the contract document List of Unit Prices. See example on the next page. These items may require a "Proof of Purchase" or "Verification of Cost". Strict compliance with this procedure will be enforced.
- 2.3 The Purchasing Department will issue a Purchase Order form at which time the Contractor will commence the Work to an agreed time frame. Time constraints are usually critical, and variations will require prior approval by the U. F. Project Manager.
- 2.4 The Contractor will perform the Work of the project continuously without missing regular working days without permission of the U. F. Project Manager, and he/she shall complete the Work by the specified ending date.
- 2.5 At time of Substantial Completion, the Contractor will contact the U. F. Project Manager and, along with the User, develop a "Punchlist" of the items to be completed. Punchlist items must be completed within ten days.
- 2.6 When, and only when, all punchlist items are completed, the Contractor may submit to the U. F. Projects Manager, the four project Certificates of Completion, along with the Invoice and any other pertinent documentation relative to the project. Certificates of Completion must bear original signatures and original notarized seal.
- 2.7 Quotations submitted to the U. F. Projects Manager shall resemble and be in the same format as the items on the original List of Unit Prices, with the items pertaining to the particular project filled in, including quantities and item costs.
- 2.8 The Contractor shall specify on his quotation the expected length of construction duration (in days), commencing from the date he/she receives the Purchase Order.
- 2.9 Specialty items which do not appear on the Contractor's original List of Unit Prices, shall be determined by estimate and acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation, and shall be determined as follows:

- 2.9.1 For all work done by his/her own organization, or subsidiaries of his/her own organization, including work traditionally considered as subcontractor work, the General Contractor may add 15% of his actual costs for combined overhead and profit.
- 2.9.2 For all work done by his subcontractors the respective Subcontractors may add 15% of their actual costs for combined overhead and profit and the General Contractor may add 7 1/2% of the above subcontractor's cost for overhead and profit.
- 2.9.3 The above percentages shall be considered reasonable allowances for overhead and profit due the Contractor.
- 2.9.4 The Contractor shall submit receipts or other evidence showing costs and right to the payment claims if so required by the U. F. Project Manager.
- 2.9.5 Labor costs shall include supervision, estimation, lay-out, assessments and insurance premiums.
- 2.9.6 Material, equipment and equipment rental costs shall be the trade discount costs plus State sales tax where applicable.

Specialty items shall be submitted in the following format:

**SAMPLE**

<b>1. SPECIALTY ITEMS (CONTRACTOR FURNISHED &amp; INSTALLED)</b>				
<b>ITEM</b>	<b>LABOR</b>	<b>MATERIALS</b>	<b>CONTRACTOR OH &amp; P @ 15%</b>	<b>TOTAL</b>
8'-0" W X 7'-0"H Folding Partition as Per Drawings and Project Manual (Contractor)				

<b>2. SPECIALTY ITEMS (SUBCONTRACTOR FURNISHED &amp; INSTALLED)</b>					
<b>ITEM</b>	<b>LABOR</b>	<b>MATERIAL</b>	<b>SUB-CONTR. OH&amp;P @ 15%</b>	<b>CONTRACTOR OH&amp;P @ 7 1/2%</b>	<b>TOTAL</b>
Fan Coil Unit as per Drawings and Project Manual (Sub-Contractor)					

END OF SECTION

001017.2

## SECTION 01091 - DEFINITIONS AND STANDARDS

### 1. GENERAL

#### 1.1 Related Sections:

Documents relating to the definitions and standards contained within this Section include, but are not necessarily limited to, the Drawings, the General Conditions, the Supplementary Conditions, and other Sections within these Specifications.

### 2. DEFINITIONS

#### 2.1 The following list of definitions applies to words and/or terms in common use throughout the Contract Documents and is intended to provide additional clarity for the reader.

2.1.1 APPROVE: Where used in conjunction with Architect/Engineer's and/or Project Manager response to submittals, requests, applications, inquiries, reports and claims by Contractor, the meaning of term "approved" will be held to limitations of Architect/Engineer's responsibilities and duties as specified in General and Supplementary Conditions. In no case will "approval" by Architect/Engineer be interpreted as a release of Contractor from responsibilities to fulfill requirements of contract documents.

2.1.2 ARCHITECT: Owner's Project Architect or Engineer.

2.1.3 ARCHITECT/ENGINEER: Whichever is relevant to a Project.

2.1.4 CONSULTANT: The Prime Design Professional; the Project Architect or Engineer.

2.1.5 CONTRACTOR: Prime Contractor; the Vendor named in the Purchase Order.

2.1.6 CONSTRUCTION COMPLETION DATE: Substantial Completion Date. ("Substantial Completion Date" is defined in Article 12.1 of the General Conditions.)

2.1.7 DAY: Calendar day.

2.1.8 DIRECTED, REQUESTED, ETC.: Where not otherwise explained, terms such as "directed," "requested," "authorized," "selected," "approved," "required," "accepted," and "permitted" mean "directed by Architect/Engineer or Project Manager," "requested by Architect/Engineer or Project Manager," and similar phrases. However, no such implied meaning will be interpreted to extend Architect/Engineer's responsibility into Contractor's responsibility for construction supervision.

2.1.9 ENGINEER: Owner's Project Engineer or Architect.

2.1.10 FURNISH: Except as otherwise defined in greater detail, term "Furnish" is used to mean supply and deliver to project site, ready for unloading, unpacking, assembly, installation, etc., as applicable in each instance.

- 2.1.11 GENERAL EXPLANATION: A substantial amount of specification language constitutes definitions for terms found in other contract documents, including the drawings. (Drawings must be recognized as diagrammatic in nature and to be completely descriptive of the requirements indicated thereon.) Certain terms used in contract documents are defined in the article. Definitions and explanations of this section are not necessarily either complete nor exclusive, but are general for the work to the extent they are not stated more explicitly in another element of contract documents.
- 2.1.12 GENERAL REQUIREMENTS: The provisions or requirements of Division 1 sections apply to entire work of Contract and, where so indicated, to other elements which are included in the project.
- 2.1.13 GENERAL SUPERINTENDENT: Is the Contractor's representative at the work site.
- 2.1.14 HEALTH SCIENCE CENTER: The term Health Science Center identifies those facilities serving the Colleges of Dentistry, Health Professions, Medicine, Nursing, Pharmacy and Veterinary Medicine, and Shands HealthCare. Facilities include the main complex at 1600 SW Archer Road as well as the Veterinary Medicine complex at 2000 SW 16<sup>th</sup> Avenue and various related facilities on the University of Florida campus, City of Gainesville, City of Jacksonville and in Alachua County.
- 2.1.15 INDICATED: The term "Indicated" is a cross-reference to graphic representations, notes or schedules on drawings, to other paragraphs or schedules in the specifications, and to similar means of recording requirements in contract documents. Where terms such as "shown," "noted," "scheduled," and "specified" are used in lieu of "indicated," it is for purpose of helping reader locate cross-reference, and no limitation of location is intended except as specifically noted.
- 2.1.16 INSTALL: Except as otherwise defined in greater detail, term "install" is used to describe operations at project site including unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning and similar operations, as applicable in each instance.
- 2.1.17 INSTALLER: The term "installer" is defined as the entity (person or firm) engaged by Contractor, or its subcontractor or sub-subcontractor for performance of a particular unit of work at project site including installation, erection, application and similar required operations. It is a general requirement that such entities (Installers) be expert in operations they are engaged to perform.
- 2.1.18 NORMAL WORKING HOURS: 7:00am to 6:00pm weekdays.
- 2.1.19 NOTICE TO PROCEED: A duly authorized document hand delivered to the Contractor at the Pre-Construction Conference, by the U. F. Project Manager which authorized the Contractor to start work.
- 2.1.20 OWNER: University of Florida Board of Trustees.
- 2.1.21 OWNER'S REPRESENTATIVE: U.F. Facilities Planning and Construction Project Manager or other Facility Department Project Manager.

- 2.1.22 PRE-BID CONFERENCE: A meeting chaired by the Architect/Engineer and/or U. F. Project Manager to which Bidders are invited to clarify questions about the Bid Documents.
- 2.1.23 PRE-CONSTRUCTION CONFERENCE: A meeting, chaired by the Architect/ Engineer and/or U. F. Project Manager to which all relevant parties are invited, for starting work.
- 2.1.24 PREMIUM TIME: Work time paid at a rate over and above the regular wage rate, paid chiefly as an inducement or incentive to accomplish work outside of normal working hours. (Any premium time paid by the Contractor for work included in the Base Bid, shall be paid for by the Contractor as part of the Contract Amount. The University will pay premium time only as described in an approved Contract Change Order.)
- 2.1.25 PROJECT ARCHITECT: Prime Consultant. Also see definition for Architect.
- 2.1.26 PROJECT ENGINEER: Prime Consultant. Also see definition for Engineer.
- 2.1.27 U. F. PROJECT MANAGER: Owner's Representative; the staff member representing the applicable U.F. Facilities Department assigned to the Project. For projects with no Architect or Engineer of Record, the U. F. Project Manager assumes that roll in regards to the requirements of the Contract Documents.
- 2.1.28 PROJECT NUMBER: A number assigned by the Owner's representative to designate the work associated with accomplishing a specific task, in this instance, the Work of the Contract. This number must be included on all correspondence and submittals by the Contractor.
- 2.1.29 PROJECT SITE: The term "project site" is defined as the space available to Contractor for performance of the work, either exclusively or in conjunction with others performing other work as part of the project. The extent of project site is shown on the drawings, and may or may not be identical with the description of land upon which the project is to be built.
- 2.1.30 PROVIDE: Furnish and install.
- 2.1.31 PURCHASING: University of Florida Purchasing Division.
- 2.1.32 SUBCONTRACTOR: An entity who has contracted to the Contractor.
- 2.1.33 SUBSTANTIAL COMPLETION DATE: As defined in Article 1 of the General Terms and Conditions and will be established for each individual project.
- 2.1.34 TESTING LABORATORY: The term "testing laboratory" is defined as an independent entity engaged to perform specific inspections or tests of the work, either at project site or elsewhere; and to report and (if required) interpret results of those inspections or tests.
- 2.1.35 USER: University of Florida; Specific Department.
- 2.1.36 WORK: Work of the Contract.

### 3. STANDARDS

#### 3.1 General Applicability of Standards

Except to the extent that more explicit or more stringent requirements are written directly into the contract documents, applicable standards of the construction industry have the same force and effect (and are made a part of contract documents, or as if published copies were bound herewith. Refer to the other contract documents for resolution of overlapping and conflicting requirements that result from the application of several different industry standards to the same unit of work. Refer to individual unit of work sections for indications of which specialized codes and standards the Contractor must keep at the project site, available for reference.

#### 3.2 Referenced Standards

Referenced standards (referenced directly in contract documents or by governing regulations) have precedence over non-referenced standards that are recognized in industry for applicability to work.

#### 3.3 Publication Dates

Except as otherwise indicated, where compliance with an industry standard is required, comply with standard in effect as of date of contract documents.

#### 3.4 Copies of Standards

The contract documents require that each entity performing work be experienced in that part of the work being performed. Each entity is also required to be familiar with University of Florida and recognized industry standards applicable to that part of the work. Copies of applicable standards are not bound with the contract documents. Where copies of standards are needed for proper performance of the work, the Contractor is required to obtain such copies directly from the publication source.

#### 3.5 University of Florida Standards

All Work indicated on the Contract Documents but not detailed or specified shall be done in accordance with the following standards:

3.5.1 University of Florida Design and Construction Standards, latest edition, as published at [www.facilities.ufl.edu/forms.htm](http://www.facilities.ufl.edu/forms.htm), including applicable Appendices.

3.5.2 University Asbestos Operations & Maintenance Manual, latest edition, as published at [www.ehs.ufl.edu/IH/asbhome.htm](http://www.ehs.ufl.edu/IH/asbhome.htm).

3.5.3 University of Florida Telecommunications Standards, latest edition, as published at [www.facilities.ufl.edu/forms.htm](http://www.facilities.ufl.edu/forms.htm).

3.5.4 University of Florida Applicable Codes and Standards as published at <http://www.facilities.ufl.edu/forms.htm>.

### 3.6 Abbreviations and Names

Where acronyms or abbreviations are used but not identified in specifications or other contract documents they are defined to mean the industry recognized name of trade association, standards generating organization, governing authority or other entity applicable to context of text provision. Refer to "Encyclopedia of Associations," published by Gale Research Co., available in large libraries.

3.6.1 Abbreviations and Names: The following acronyms or abbreviations as referenced in contract documents are defined to mean the associated names. Both names and addresses are subject to change, and are believed to be, but are not assured to be, accurate and up-to-date as of date of contract documents:

<b>ADAAG</b>	Americans with Disabilities Act Accessibility Guidelines
<b>AIA</b>	American Institute of Architects 1735 New York Avenue, Northwest Washington, DC 20006 (202) 626-7477
<b>ANSI</b>	American National Standards Institute 1430 Broadway New York, NY 10018 (212) 354-3300
<b>ASCE</b>	American Society of Civil Engineers 345 East 47th Street New York, NY 10017-2394 1 (800) 548-2723 (Voice) (212) 980-4681 (Fax)
<b>ASHRAE</b>	American Society for Heating, Refrigerating, and Air Conditioning Engineers 1791 Tullie Circle, Northeast Atlanta, GA 30329 (404) 636-8400
<b>ASTM</b>	American Society for Testing and Materials 1916 Race Street Philadelphia, PA 19103 (215) 299-5400
<b>ASME</b>	American Society of Mechanical Engineers 345 East 47th Street New York, NY 10017-2394

**CFR** Code of Federal Regulations  
(usually first published in *Federal Register*)  
Available from Government Printing Office;  
Washington, DC 20402

**CGA** Compressed Gas Association  
1235 Jefferson Davis Highway  
Arlington, VA 22202  
(703) 979-0900

**CS** Commercial Standard of NBS (*U.S. Dept. of Commerce*)  
Government Printing Office  
Washington, DC 20402

**DEP** Department of Environmental Protection  
Bureau of Air Quality Management  
2600 Blair Stone Road  
Tallahassee, FL 32399-2400

**DOL** Department of Labor and Employment Security  
2551 Executive Center Circle, West  
Tallahassee, FL 32301

**EH&S** Environmental Health & Safety Division  
University of Florida  
Building 1079  
Gainesville, FL 32611

**EPA** Environmental Protection Agency  
401 M Street, SW  
Washington, DC 20460  
(202) 382-3949

**FABC** Florida Accessibility for Building Construction (Jan. 1994)

**FDOT** Florida Department of Transportation  
605 Suwannee Street  
Tallahassee, FL 32399-0450  
(904) 488-8541

**FP&C** Facilities Planning & Construction  
232 Stadium  
University of Florida  
Gainesville, Florida 32611  
(352) 392-1256

**GA** Gypsum Association  
1603 Orrington Avenue  
Evanston, IL 60201  
(312) 491-1744

**MBE** Minority Business Enterprise

**NBS** National Bureau of Standards (*U.S. Dept. of Commerce*)  
Gaithersburg, MD 20234  
(301) 921-1000

**NEC** National Electrical Code (*by NFPA*)

**NFPA** National Fire Protection Association  
Batterymarch Park  
Quincy, MA 02269  
(617) 770-3000

**NSPE** National Society of Professional Engineers  
1420 King Street  
Alexandria, Virginia 22314-2794

**OSHA** Occupational Safety & Health Administration (*U.S. Dept. of Labor*)  
Government Printing Office  
Washington, DC 20402

**PPD** Physical Plant Division  
University of Florida  
Building 700  
Gainesville, FL 32611  
(352) 392-1118

**PS** Product Standard of NBS (*U.S. Dept. of Commerce*)  
Government Printing Office  
Washington, DC 20402

**UL** Underwriters Laboratories  
333 Pflingsten Road  
Northbrook, IL 60062  
(312) 272-8800

END OF SECTION

001091.7

## SECTION 01100 - ALTERNATES

### 1. GENERAL:

- 1.1 This Section covers the procedure to be followed if the Owner desires to include certain items of the work as Additive Alternates to the Base Bid.
- 1.2 If the Owner desires to include any items of the work as Additive Alternates to the Base Bid, the items will be indicated on the Drawings. The Contractor shall provide cost breakdowns for each alternate, along with his Cost Breakdown for the project. The Contractor shall use his List of Unit Prices as a basis for figuring the cost of materials and labor for each Alternate proposal. However, he shall indicate the cost of each Alternate as a separate figure, in order to enable the Owner to determine whether to accept or reject the alternate.
- 1.3 Procedures:
  - 1.3.1 Provide separate cost breakdowns to be added to the amount of the Base Bid if the corresponding change in scope is accepted by the Owner.
  - 1.3.2 Include within the alternative bid prices all costs, including materials, installations, and fees.
  - 1.3.3 Show the proposed alternative amounts opposite their proper description on the cost breakdown.
  - 1.3.4 Upon Owner's acceptance of any proposed alternative(s), provide the said work and their related costs.

### 2. SPECIFIC ADDITIVE ALTERNATES:

- 2.1 Specific Additive Alternates, if any, will be shown and described on the Drawings for each individual project.

END OF SECTION

001100.1

## SECTION 01340 - SHOP DRAWINGS AND QUALITY STANDARDS

### 1. EXTENT

- 1.1 This section covers conditions and requirements pertaining to procedures for submission and approval of all shop drawings, submittal data and samples as called for and required in the separate sections of these specifications.

### 2. SHOP DRAWINGS:

- 2.1 Contractor shall submit all Shop Drawings, Samples and Submittal Data as called for in the various sections of the specifications, and as required by Article 8 of the General Terms and Conditions. Drawings shall be fully identified by project name, location, supplier's name, date, drawing number, etc.
- 2.2 All items required for submittal relating to any specific subcontract, shall be submitted at the same time as a complete package of submittal for any specific area of the work.
- 2.3 All shop drawings shall be cleared through the General Contractor who shall check each drawing and shall affix a stamp on which he shall signify his approval or corrections before drawings are forwarded to the Architect/Engineer of Record.
- 2.4 The Contractor shall arrange for the submission of shop drawings in time that a period of 14 days shall be allowed the Architect/Engineer of record for checking and return of said drawings.
- 2.5 Each drawing will be checked by the Architect/Engineer of Record and will be marked by him/her in one of the following ways:
- (A) Approved as Submitted
  - (B) Approved as Noted
  - (C) Returned for Correction
- 2.6 Shop drawings will be returned by the Architect of Record to the General Contractor, who shall distribute them to all parties concerned. No shop drawings will be accepted by the Architect or Engineer of Record directly from any subcontractor or supplier, nor will shop drawings be returned through any channel other than the General Contractor. This operating procedure is considered important to enable the General Contractor to keep a record of all shop drawings.
- 2.7 The Contractor shall furnish sufficient copies of each drawing to meet his and the Architect/Engineer's requirements, but in no case shall he submit fewer than six 6 copies.

### 3. SAMPLES:

- 3.1 See the various technical sections of these specifications for requirements regarding the submittal of samples. Samples shall be submitted in accordance with Section 2 above.

#### **4. STANDARDS OF QUALITY:**

- 4.1 It is the intent of these specifications and accompanying drawings to describe and portray quality construction. In the absence of more detailed specifications covering the quality of materials or workmanship the following shall govern:
- 4.1.1 Standards of the American Society for Testing Materials.
  - 4.1.2 Standards of the trade or manufacturing associations when such associations are generally accepted as national in scope.
  - 4.1.3 Standards of the U.S. Bureau of Standards.
  - 4.1.4 Standards of manufacturers where such standards are mentioned by name in the construction specifications and are available in printed form as catalog information or are attached to the product or container in which the product is delivered.
  - 4.1.5 Local standards of good workmanship when such standards may readily be established by observation of work of a similar nature in the locality in which work is performed.
  - 4.1.6 For Lumber: Data of the Southern Pine Association and/or National Lumber Manufacturers Association.
  - 4.1.7 For Concrete: Data of the American Concrete Institute.
  - 4.1.8 For finish woodwork and millwork: Standards of the Architectural Woodwork Institute (A.W.I.).

END OF SECTION

001340.2

## SECTION 01410 - LABORATORY SERVICES

### 1. GENERAL:

#### 1.1 Description

1.1.1 Work included: Provide testing and inspecting, complete, as described in this Section.

### 2. PRODUCTS:

#### 2.1 Payment for Testing

2.1.1 The Owner will pay for all testing and inspecting specifically requested by the Project Manager.

#### 2.2 Specific Tests and Inspections

2.2.1 Provide all tests and inspection required by governmental agencies having jurisdiction, and as required by provisions of the Contract Documents, and as are directed by the Project Manager.

END OF SECTION

001410.1

## SECTION 01700 - PROJECT CLOSEOUT

### 1. EXTENT

- 1.1 This section covers conditions necessary to the completion of the project.
- 1.2 Note that Article 12 of the General Terms and Conditions outlines the procedure to be followed prior to the final payment. The procedure outlined in this section will not supersede the General Conditions but, rather, shall augment them.
- 1.3 "Substantial Completion" is defined in Article 1 of the General Terms and Conditions.

### 2. CLOSING OUT THE PROJECT

#### 2.1 Contractor's Semi-Final Inspection:

When the Contractor considers that the Work is substantially complete, the Contractor shall prepare for submission to the U. F. Project Manager three (3) copies of a list of items to be completed or corrected.

#### 2.2 Owner's Semi-Final Punch List:

2.2.1 Upon receipt of the above request and information from the General Contractor, representatives of the Owner will make a detailed semi-final inspection of the project.

2.2.2 If the project is found to be substantially complete, the U. F. Project Manager will prepare a punch list of items to be completed or corrected.

2.2.3 This list may not be exhaustive, and the failure to include an item on it does not alter the responsibility of the Contractor to complete all the work in accordance with the contract documents, including authorized changes thereto.

2.2.4 If the Owner's representative does not concur in the Contractor's claim of substantial completion, the Contractor will be notified in writing and the reasons stated. The Contractor shall thereafter take steps to correct the deficiencies and to bring the project to substantial completion after which he/she shall repeat the above process, whereupon, the U. F. Project Manager will reinspect the Work.

#### 2.3 Final Completion:

Upon receipt of written notice from the Contractor that the Work is ready for final inspection and acceptance, and upon receipt of a final Application for Payment, the U. F. Project Manager will make a final inspection. If all items are found in order, the project shall be accepted by the Owner. Note: Considerable time will be saved if the Contractor will make a thorough check of all items in this section, and not call for a punch list before every item that he/she knows about is complete and to the best of his/her knowledge, according to the Drawings and Specifications and ready for acceptance.

2.4 Items Necessary Before Final Payment:

- 2.4.1 A letter shall be furnished to the U. F. Project Manager stating that a responsible representative of the Owner (give name and position) has been properly instructed and informed as to all working characteristics of mechanical equipment installations as required under the sections of the Specifications regarding such equipment. This is intended to apply to: mechanical and electrical equipment plumbing cut-off valves, etc. Submit complete operating instructions and manufacturer's warranties that have been included with such equipment.
- 2.4.2 Submit all guarantees and bonds as hereinafter specified, in duplicate, signed by an authorized representative of the subcontractor or manufacturer. Unless otherwise designated, all work shall be guaranteed covering materials and labor for a period of one year, but shall not be limited to the one year if a longer period normally is given.
- 2.4.3 Submit satisfactory evidence in such form of Final Release of Liens from all subcontractors named in the List of Subcontractors provided at the bid opening, and from any suppliers, laborers or subcontractors who have subsequently filed Notice to the Owner for this project, showing that all labor employed on the project has been paid in full and that all materials and/or equipment and incidentals used directly or indirectly in connection with the project have been paid for in full and that no claims are outstanding against the work.
- 2.4.4 Submit all As-Built Drawings as specified in SECTION 01720 entitled PROJECT RECORD DOCUMENTS, and as hereinafter specified in the various Divisions of these Specifications.
- 2.4.5 Submit final certifications that all provisions of Section 215.19, Florida Statutes, as amended, regarding apprentices and payment of wages have been complied with.

2.5 Corrections During On-Year Guarantee Period:

Considerable difficulty has been experienced in the past when subcontractors fail to report to the project officials regarding corrections to be made after job completion. The following procedure shall be enforced:

- 2.5.1 Owner shall notify General Contractor that certain items are deficient.
- 2.5.2 General Contractor shall accomplish corrective measure and then must (THIS IS IMPORTANT) notify the Owner and secure a release on the item. This procedure will save time for all concerned.

END OF SECTION

001700.2

## SECTION 01710 - CLEANING

### 1. EXTENT

- 1.1 Throughout the construction period, maintain the buildings and site in a standard of cleanliness as described in the Section.
- 1.2 Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
- 1.3 In addition to standards described in this Section, comply with requirements for cleaning as described in pertinent other Sections of these Specifications.

### 2. QUALITY ASSURANCE

- 2.1 Conduct daily inspection, and more often if necessary, to verify that requirements for cleanliness are being met.
- 2.2 In addition to the standards described in this Section, comply with pertinent requirements of governmental agencies having jurisdiction.

### 3. MATERIALS

- 3.1 Provide required personnel, equipment, and materials needed to maintain the specified standard of cleanliness.
- 3.2 Use only the cleaning materials and equipment that are compatible with the surface being cleaned, as recommended by the manufacturer of the material.

### 4. EXECUTION

#### 4.1 General:

- 4.1.1 Retain stored items in an orderly arrangement allowing maximum access, not impeding traffic or drainage, and providing required protection of materials.
- 4.1.2 Do not allow accumulation of scrap, debris, waste material, and other items not required for construction of the work.
- 4.1.3 At least twice each week, and more often if necessary, completely remove all scrap, debris, and waste material from the job site.
- 4.1.4 Provide adequate storage for all items awaiting removal from the job site, observing requirements for fire protection and protection of the ecology.

#### 4.2 Site:

- 4.2.1 Daily, and more often if necessary, inspect the site and pick up all scrap, debris and waste material. Remove such items to the place designated for their storage.
- 4.2.2 Weekly, and more if necessary, inspect all arrangements of materials stored on the site. Restack, tidy or otherwise arrange to meet the requirements of subparagraph 4.1.1.
- 4.2.3 Maintain the site in a neat and orderly condition at all times.
- 4.3 Structures:
  - 4.3.1 Weekly, and more often if necessary, inspect the structures and pick up all scrap, debris, and waste material. Remove such items to the place designated for their storage.
  - 4.3.2 Weekly, and more often if necessary, sweep interior spaces clean. "Clean", for the purpose of this subparagraph shall be interpreted as meaning free from dust and other material capable of being removed by use of reasonable effort and a hand-held broom.
  - 4.3.3 As required preparatory to installation of succeeding materials, clean the structures or pertinent portions thereof to the degree of cleanliness recommended by the manufacturer of the succeeding material, using equipment and materials required to achieve the necessary cleanliness.
  - 4.3.4 Following the installation of finish floor, materials, clean the finish floor daily (and more often if necessary) at all time while work is being performed in the space in which finish materials are installed.
    - A. "Clean" for the purpose of this sub-paragraph, shall be interpreted as meaning free from foreign material that, in the opinion of the Project Manager, may be injurious to the finish floor material.
- 4.4 Final Cleaning:
  - 4.4.1 "Clean" for the purpose of this Article, and except as may be specifically provided otherwise, shall be interpreted as meaning the level of cleanliness generally provided by skilled cleaners using commercial quality building maintenance equipment and materials.
  - 4.4.2 Prior to completion of the Work, remove from the job site all tools, surplus materials, equipment, scrap, debris, and waste. Conduct final progress cleaning as described in Paragraph 4.1 above.
  - 4.4.3 Site:
    - A. Unless otherwise specifically directed by the U. F. Project Manager, broom clean paved areas on the site and public paved areas adjacent to the site, and completely remove resultant debris.

- B. Visually inspect exterior surfaces and remove all traces of soil, waste materials, smudges, and other foreign matter.
- C. Remove all traces of splashed materials from adjacent surfaces.
- D. If necessary to achieve a uniform degree of cleanliness, hose down the exterior of the structure.
- E. In the event of stubborn stains not removable with water, the Architect/Engineer may require light sandblasting or other cleaning at no additional cost to the Owner.

#### 4.4.4 Interior:

- A. Visually inspect interior surfaces and remove all traces of soil, waste materials, smudges and other foreign matter.
- B. Remove all traces of splashed material from adjacent surfaces.
- C. Remove paint drippings, spots, stains and dirt from finished surfaces.
- D. Glass: Clean inside and outside.
- E. Polished Surfaces: To surfaces requiring routine application of buffed polish, apply the polish recommended by the manufacturer of the material being polished.
- F. Schedule final cleaning as approved by the U. F. Project Manager to enable the Owner to accept a completely cleaned work site.

#### 4.5 Cleaning During Owner's Occupancy:

- 4.5.1 Should the Owner occupy the Work or any portion thereof prior to completion by the Contractor and acceptance by the Owner, responsibilities for interim and final cleaning shall be as determined by the U. F. Project Manager in accordance with the General Conditions of the Contract.

END OF SECTION

001710.3

## **SECTION 01720 - PROJECT RECORD DOCUMENTS**

### **1. EXTENT**

- 1.1 This section of the Project Manual covers the conditions necessary for the maintenance of Project Record Documents.
- 1.2 Documents affecting work of this Section included, but are not necessarily limited to, General Conditions, Supplementary Conditions, Section 01340 entitled Shop Drawings and Quality Standards, and other sections of these Specifications.
- 1.3 Other requirements affecting Project Record Documents may appear in pertinent other Sections of these Specifications.

### **2. PROJECT RECORD DOCUMENTS**

- 2.1 Promptly following receipt of the Owner's Notice to Proceed, the Contractor shall secure from the U. F. Project Manager, at no charge, one complete set of Contract Drawings for the project, (including the Project Manual, if any). This field set of Drawings (and Project Manual) shall be used to record any changes in location, size, design or construction that occur throughout the construction of the project. Immediately upon receipt of these contract documents, the Contractor shall identify each of them with the title "Record Documents -Job Set".
- 2.2 Responsibility for maintenance of these record documents shall be delegated to one person on the Contractor's staff as approved by the U. F. Project Manager. Devise a method for maintaining and protecting the Job Set in a location readily accessible to the U. F. Project Manager and the Architect/Engineer.
- 2.3 Do not use the Job Set for any purpose except entry of new data for review by the U. F. Project Manager and the Architect/Engineer, until start of transfer of data to final Project Record Documents.
- 2.4 All changes shall be marked on the record documents, whether work is concealed or exposed. Items shall include, but are not necessarily limited to the following:
  - 2.4.1 Dimensional changes to the Drawings
  - 2.4.2 Revisions to details shown on the Drawings
  - 2.4.3 Revisions to routing of piping
  - 2.4.4 Revisions to electrical circuitry
  - 2.4.5 Actual equipment locations
  - 2.4.6 Duct sizes and routing

- 2.4.7 Locations of concealed internal utilities
- 2.4.8 Changes made by Change Order
- 2.4.9 Details not shown on original Contract Drawings
- 2.4.10 Equipment manufacturers or model numbers
- 2.5 Thoroughly coordinate changes within the Record Documents, making adequate and proper entries on each page of Specifications and each sheet of Drawings and other Documents where such entry is required to show the change properly.
- 2.6 Accuracy of records shall be such that a future search for items shown in the Contract Documents may rely reasonably on information obtained from the approved Project Record Documents.
- 2.7 Make entries as soon as possible after the change has occurred. In the case of concealed installations, record and verify the mark-up prior to concealment.
- 2.8 Making Entries on Drawings:
  - 2.8.1 Using an erasable colored pencil (not ink or indelible pencil), clearly describe the change by graphic line and note as required.
  - 2.8.2 Date all entries.
  - 2.8.3 Call attention to the areas by a "cloud" drawn around the area affected.
  - 2.8.4 In the event of overlapping changes, use different colors for the over-lapping changes.
  - 2.8.5 Make entries in the pertinent other documents as approved by the U. F. Project Manager and the Architect/Engineer. Note construction change directive numbers, Change Order numbers and similar identification.
  - 2.8.6 In some cases on the Drawings, arrangements of conduits, circuits, piping, ducts, and similar items, is shown schematically and is not intended to portray precise physical layout.
  - 2.8.7 Final physical arrangement is determined by the Contractor, subject to the approval of the U. F. Project Manager or the Architect/Engineer. However, design of future modifications of the facility may require accurate information as to the final physical layout of items that are shown only schematically on the Drawings.
  - 2.8.8 Show on the job set of Record Documents, by dimension accurate to within one inch, the centerline of each run of items such as are described in subparagraph 2.8.6 above.

- 2.8.9 Where manholes, boxes, underground utilities or services are a part of the work, each trade shall record on his field set of drawings the exact locations and elevations of all runs, to include top and invert elevations of manholes and boxes; all properly referenced to the original benchmark used for the facility where the Work is located.
- 2.8.10 Clearly identify the item by accurate note such as "cast iron drain", "galv. water", and the like.
- 2.8.11 Show, by symbol or note, the vertical location of the item ("under slab"), "in ceiling plenum", "exposed", and the like.
- 2.8.12 Make all identification sufficiently descriptive that it may be related reliably to the Specifications.
- 2.8.13 The U.F. Project Manager may waive the requirements of the conversion of schematic layouts where, in his judgment, conversion serves no useful purpose, however, do not rely upon waivers being issued except as specifically issued in writing by the U. F. Project Manager.

### **3. FINAL PROJECT RECORD DOCUMENTS**

- 3.1 Prior to transfer of recorded data to the final record documents, the Contractor shall secure the U. F. Project Manager's approval.
- 3.2 Two "clean" sets of blue or black-line print sets of the contract documents will be provided to the Contractor (at no charge) at the time of substantial completion for the purpose of transferring all changes marked up on the Job Set to the Final Record Documents.
- 3.3 Carefully transfer changed data shown on the job set of Record Drawings to the two complete sets of the Contract Documents, coordinating the changes as required.
- 3.4 Clearly indicate at each affected detail and other Drawing a full description of changes made during construction, and the actual location of items described in subparagraph 2.7.6 above.
- 3.5 Call attention to each entry by drawing a "cloud" around the area or areas affected, as well as around any explanatory notes that are added to the drawing to describe the change.
- 3.6 Make changes neatly, consistently, and with the proper media to assure longevity and clear reproduction.
- 3.7 Submit the two completed sets of Project Record Documents to the U. F. Project Manager.

END OF SECTION

001720.3

## SECTION 02110 - DEMOLITION AND REMOVAL

### 1. EXTENT

- 1.1 The work of this section consists of supplying all labor, materials, equipment and incidentals necessary for the demolition and removal of existing construction and equipment as specified herein.
- 1.2 Work includes but is not necessarily limited to the following:
  - 1.2.1 Removal of all demolition materials and debris from the construction site.
  - 1.2.2 Protection of the construction site, adjoining property, and utility services as work proceeds through all stages.

### 2. EXECUTION

- 2.1 Contractors' staff responsible for demolition shall be experienced in this type of work. Equipment is to be of suitable type, in good working condition, and operated by skilled mechanics.
- 2.2 All work shall be done in a safe and cautious manner in order to avoid accidents and property damage.
- 2.3 Protect the work scheduled to remain and, if damaged, repair to match existing work.
- 2.4 Protect work scheduled to remain by covering or installing dust-proof partitions.
- 2.5 Cover finished floors scheduled to remain.
- 2.6 Carefully dismantle and store on site all material scheduled to remain the property of the Owner.
- 2.7 Protect until removed by the Owner or until end of contract.
- 2.8 Arrange with the Owner for the disconnection of services and removal of fittings and equipment before starting demolition work.
- 2.9 Protect parts of the existing work scheduled to remain. Cut away carefully the parts to be demolished to reduce the amount of necessary repairs.
- 2.10 Support existing structure prior to cutting of new openings.
- 2.11 Prevent accumulation or debris and overloading of any parts of the structure.
- 2.12 Strictly observe police and fire prevention code regulations when removing tanks and pipes that may have contained flammable liquids or gases.

- 2.13 Prevent damages to overhead wires, underground cables, telephone, water, and sewer lines during demolition operations.
- 2.14 Prevent access of unauthorized persons to partly demolished structures.
- 2.15 Illuminate and protect dangerous openings as necessary.
- 2.16 Reduce dust by periodically spraying demolition works with water.
- 2.17 Removed all demolition materials, debris, and rubbish from the site as soon as practicable. Do not permit any accumulation on the site. Transport all demolition materials without spillage on the streets.
- 2.18 After completion of the demolition work, leave site neat and orderly.
- 2.19 All debris shall be transported in covered, rubber tired carts and any "trails" shall be immediately damp mopped.
- 2.20 Contractor shall supply carts for trash removal and for delivery of materials. Carts belonging to the Physical Plant Division will not be available for Contractor's use.

END OF SECTION

002110.2

## **SECTION 16000 - ELECTRICAL WORK, GENERAL**

### **1. EXTENT**

- 1.1 Provide all materials, equipment and labor necessary for a complete and properly functioning electrical installation in accordance with local and state codes, the National Electric Code, contract drawings and as specified herein.
- 1.2 All materials shall conform to the quality and features specified and indicated by the drawings. Where material or equipment is indicated or necessary, but not specifically described in the specifications or drawings, it shall conform to the quality and features of similar items so described or otherwise indicated.

### **2. DRAWINGS**

- 2.1 Architectural drawings take precedence over electrical drawings with reference to the building construction. Electrical drawings are diagrammatic and indicate the general arrangement and extent of the work. Architectural drawings indicate more exactly the desired relationship between diffusers, registers, lighting fixtures, equipment, electrical panels and devices, plumbing fixtures and other items which are to remain exposed in the complete building.
- 2.2 Exact locations and arrangements of materials and equipment shall be determined, with the approval of the U. F. Project Manager, as work progresses, and shall conform with the surroundings and with adjoining work of other trades.
- 2.3 Where locations of equipment, devices or fixtures are controlled by architectural features, establish such locations by referring to dimensions on architectural drawings and not by scaling the drawings.

### **3. COORDINATION OF THE WORK**

- 3.1 Prior to installation of any electrical work, coordinate all work with work of other trades and with architectural and structural elements to preclude interferences between the work of different trades and to insure necessary clearances at crossovers of equipment.
- 3.2 Work requiring necessarily fixed locations (e.g., piping with required slopes, lighting fixtures in ceilings, etc.) takes precedence over work not requiring such fixed locations, and shall establish permissible routing of services associated with the latter.
- 3.3 The Contractor shall exercise care to insure that all boxes, conduits and other similar materials located in concrete work are properly set prior to pouring concrete.
- 3.4 Should work be performed without adequate coordination such that interferences occur between work of different trades, the Contractor shall eliminate such interferences by requiring necessary re-work by the trades involved. Such re-work shall meet the express approval of the U. F. Project Manager, and shall incur no additional cost to the Owner.

3.5 It shall be the responsibility of this Contractor to coordinate all electrical power, control and interlock wiring between the various trades involved so that all equipment and devices furnished under other sections are properly wired and installed to perform their intended function. All necessary materials, equipment and labor to perform this work shall be provided without charge to the Owner.

#### **4. CODES, PERMITS AND TAXES**

4.1 Governing Law: Work shall meet requirements of all applicable codes, ordinances, rules and regulations in effect, which may have jurisdiction at the time of signing of the contract.

4.2 Correction of the Work: Work done contrary to the above requirements shall be corrected at no additional cost to the Owner.

4.3 Permits, Fees and Taxes: Secure and pay for all necessary permits, inspections, licenses, meters, connections, etc., that may be required, and pay all required taxes.

#### **5. DISCREPANCIES**

5.1 In case of discrepancies between drawings and specifications, or where drawings and/or specifications are not clear or defined, the conflict shall be brought to the attention of the Project Manager for clarification and instructions.

#### **6. SUBMITTALS**

6.1 Before commencing the work, submit shop drawings and product data for all electrical materials and equipment to be furnished under this contract. Shop drawing submittals shall be in accordance with provisions of Section 01340 of these specifications. Shop drawings shall clearly show all electrical characteristics, special modifications or features and exceptions to, or deviations from, the Contract Documents.

6.2 Submit certificates, test reports, maintenance instructions and other items as required.

6.3 Submit other drawings or diagrams, dimensioned and in correct scale, which may be requested by the Project Manager in order to clarify the work intended, or to show its relationship to adjacent work or work of other trades.

6.4 Submit record drawings in accordance with provisions of Section 01720 of these specifications.

#### **7. INSTRUCTIONS**

7.1 Oral: After completion of installation, furnish competent personnel to instruct Owner's personnel in the operation and maintenance of systems.

7.2 Written: Furnish three (3) copies of instructions for operating various systems, including complete description of functions and operations of each piece of equipment.

## 8. STANDARDS

- 8.1 Where industry standards are referenced for compliance, products shall conform to applicable provisions of the latest editions thereof, including all revisions and errata.

## 9. PRODUCTS

- 9.1 General: Products shall be new, and labeled by Underwriters' Laboratories, Inc., unless specifically permitted. Otherwise, materials and products shall conform in all respects to the quality and features indicated by Contract Documents. All materials and equipment shall be standard products of a manufacture regularly engaged in the manufacture of the products.

### 9.2 Sleeves:

9.2.1 Galvanized steel pipe sleeves shall be used through interior concrete and masonry walls.

9.2.2 Plastic (PVC) or galvanized steel pipe sleeves shall be used through exterior walls and floors.

9.2.3 Caulk space inside sleeve (opening between sleeve and conduit) with fiberglass, and seal with non-hardening silicone base waterproof compound. Sealing compound shall be applied from inside of structure for at least 2 inches into opening where sleeve is below grade, and from both sides of sleeve for at least 1 inch into opening where sleeve is above grade. Where additional fire rating is necessary, seal over waterproofing compound with cement base grout of necessary thickness.

### 9.3 Supporting Devices:

9.3.1 General: Provide supporting devices appropriate for the structural system used.

#### 9.3.2 Inserts:

- A. Preset Type: Spot type malleable iron with removable interchangeable nuts having lateral adjustment of not less than one and five-eighths (1-5/8"). Continuous type, hot dipped galvanized steel having a load capacity of 2000 lb. per foot, and hooks for securing to reinforcing.
- B. Afterset Type: Self-drilling expansion shells shall be used for concrete and brick. Toggle bolts shall be used on block walls and partitions. Stainless steel inserts shall be used where exposed to weather or moisture.
- C. Powder-Actuated Fasteners shall be used by qualified operators in accordance with recommendations prepared by Powder Actuated Tool Manufacturers' Institute. Pin and stud anchors shall have a withdrawal resistance four times the necessary load. Fasteners shall not be of such size as to create objectionable stress in concrete. Powder driven fasteners shall not be used on exterior, or where exposed to moisture.

### 9.3.3 Framing and Miscellaneous Supports:

- A. General: Size as necessary to adequately support the materials and equipment. All framing and supports shall have a load rating of not less than four times (4X) the imposed loading. Deflection shall not exceed 1/360 of the span.
- B. Fasteners: In general, screws, bolts and nuts shall be brass or cadmium plated steel. Clips, drive-on hangers and brackets and clamps shall be heat-treated spring steel. Where applied outdoors or in damp areas, screws, bolts and nuts shall be stainless steel.

### 9.4 Painting:

9.4.1 Where equipment finish is damaged, touch up by wire brushing clean and applying two coats of rust-inhibitive primer and one finish coat of epoxy enamel to match factory finish.

9.4.2 Ferrous metals exposed to weather shall be chemically treated and have two coats of rust-inhibitive primer and one coat of epoxy enamel applied in the field, unless the equipment is otherwise protected by a finish coating meeting the requirements of the specifications.

9.4.3 All field applied paint shall be of a color acceptable to the U. F. Project Manager.

## 10. EXECUTION

10.1 Installation: In general, "Standard of Installation" published by the National Electrical Contractors Association (NECA) shall set the standard for installation of equipment and workmanship.

10.2 Install materials and equipment in a neat and orderly manner. Secure cabinets, boxes, conduits and other equipment rigidly to structure. Cover conduits, boxes, cabinets and other enclosures with plastic covers or caps to prevent entrance of plaster, concrete or other debris when work is not being done therein. Materials and equipment shall be installed using tools and equipment designed for the particular application.

### 10.3 Sleeves:

10.3.1 Lay out work and set sleeves so that there will be a minimum of cutting, drilling and patching.

10.3.2 Seal all sleeves not used with grout during construction.

10.3.3 Pack openings around conduit and cable passing through sleeves with mineral wool or fiberglass and seal with grout.

10.3.4 All seals shall serve as a smoke stop and shall have a fire resistance rating equivalent to or better than the wall or floor being penetrated.

- 10.4 Rejected Work: Any work rejected by the U. F. Project Manager because it does not conform to specification requirements shall be removed immediately and replaced properly.
- 10.5 Tests:
- 10.5.1 General: All systems shall be inspected, tested, given a trial run and demonstrated to the U. F. Project Manager's or Engineer's satisfaction that they are complete and ready for operation.
- 10.6 Inspection: Prior to Requesting Final Inspection:
- 10.6.1 Complete work required by the Contract Documents.
- 10.6.2 Furnish Certificate of Inspection by authority having jurisdiction.
- 10.7 Acceptance will be by the U. F. Project Manager on the basis of tests and inspection of the project. The Contractor shall furnish the necessary mechanics to operate the system, furnish test instruments and equipment as required, make necessary adjustments, and assist with final inspection.

END OF SECTION

16000.5

## SECTION 16120 - ELECTRICAL WIRE AND CABLE

### 1. EXTENT

- 1.1 The work of this section consists of supplying all wiring for systems operating at 600 volts or less.
- 1.2 Contractor shall be responsible for coordinating all electrical power, control and interlock wiring, and installation between the various trades so that all equipment and devices furnished under other sections are properly wired and installed to perform their intended functions. All necessary materials, equipment and labor to perform this work shall be provided without change in the contract amount.

### 2. APPLICABLE STANDARDS

- 2.1 All work of this section shall comply with applicable portions of Florida Building Code, and the National Electric Code (NFPA 70). All materials shall be UL listed or labeled.

### 3. MATERIALS

- 3.1 Wire: All wire shall be new, soft-drawn, annealed copper wiring, free of kinks, cuts and abrasions, and shall be single conductor type. Number 10 or smaller AWG wiring shall be solid or stranded. Number 8 AWG and larger conductors shall be stranded. All wiring insulation shall be color coded.

#### 3.1.1 Wiring Insulation:

(A) Building Wires: The following types are acceptable:

- Type THW, thermoplastic, 600 volt, listed by UL for 75 degree C operation, wet or dry locations.
- Type THHN/THWN, polyvinylchloride insulation, nylon jacket, 600 volt listed by UL for 75 degree C operation, wet locations.
- Type XHHW, cross link polyethylene insulation, 600 volt, listed by UL for 75 degree C operation, wet locations.
- Minimum size building wire, No. 12 AWG conductor in compliance with UL 83.

(B) Fixture Wires: Fixture wires shall be in accordance with Article 402 of the NEC. Minimum wire size, #16AWG.

(C) Ground Wires:

- Type TW, green, thermoplastic, 600 volt, listed by UL for 60 degree C operation, wet or dry locations.
- Type THHN, green, thermoplastic, 600 volt, listed by UL for 90 degree C operation, wet or dry locations.

(D) Control Wires: Except for specialized multi-conductor control systems, Type TW thermoplastic, 600 volt, listed by UL for 60 degree C operation, wet or dry locations. Minimum size # 14 AWG except where permitted otherwise.

#### 3.2 Wire Connectors:

3.2.1 Compression Type: Solderless, UL listed compression type.

3.2.2 Twist Type: Insulated shell, helical spring steel twist-on type connector for connection only in dry locations. Maximum conductor size No. 6 AWG.

#### **4 EXECUTION**

4.1 Install all wire and cable in conduit. Size as indicated on Drawings. Identify feeders and branch circuit building wires as follows:

120/208 volt	277/480 volt
Phase A	Black
Phase B	Red
Phase C	Blue
Neutral	White
Ground	Green

4.2 Identification may be by colored insulation on conductors or by use of colored, non-aging plastic tape. Signal and control conductors shall be color-coded or labeled as necessary for clear identification. When pulling wires, use appropriate wire pulling lubricants recommended by conductor manufacturer.

4.3 Wiring in enclosures: Train all conductors in a neat and orderly manner. Identify all control, instrumentation and alarm wiring at cabinets and boxes using suitable conductor tags.

END OF SECTION

16120.2

## SECTION 16130 - ELECTRICAL BOXES

### 1. EXTENT

- 1.1 The work of this section consists of providing all appropriate electrical junction and outlet boxes where indicated on the Drawings.
- 1.2 Provide junction boxes as necessary to route electrical conduit and wire as required by the National Electrical Code.
- 1.3 All work of this section shall comply with applicable portions of Florida Building Code, and the National Electric Code (NFPA 70). All materials shall be UL listed or labeled.

### 2. MATERIALS

#### 2.1 Junction Boxes for Outlets:

- 2.1.1 Junction boxes shall be zinc coated steel or cast cadmium plated ferrous alloy. Minimum size shall be 4 inches long by 2-1/8 inches wide by 1-1/2 inches deep, except where specifically indicated otherwise. Boxes shall be suitable for the location where installed. Provide boxes of the type specified for each particular location and in all cases of adequate size to accommodate the number of wires and devices installed. Boxes shall comply with UL 514.
- 2.1.2 Concealed Work for Ceiling Outlets: 4 inch octagonal.
- 2.1.3 Wet or Damp Areas: Cast box with gasket cover and vapor tight gasket, with threaded hubs and appropriate covers for devices required.
- 2.1.4 Concealed Work for Switch or Receptacle Outlet: 4 inch square standard utility sheet steel box with plaster ring.
- 2.1.5 Exposed Work for Switch or Receptacle Outlet in Unfinished Space: Standard utility cast box with metal cover for device required. For more than one device, standard gang boxes with appropriate metal cover for number of devices required.
- 2.1.6 Exposed Work for Switch or Receptacle Outlet in Finished Spaces: Fixture and device boxes shall be equal to Wiremold 400, 800 and 2300 raceway boxes.
- 2.1.7 Signal and Special Outlets: As necessary for devices.
- 2.1.8 Acceptable Manufacturers: Steel City, National, Crouse-Hinds, Raco, Appleton.

### **3 EXECUTION**

- 3.1 Use boxes suitable for the location where installed, and locate boxes where indicated or necessary. Install straight and plumb. Secure rigidly to structure, firmly anchoring boxes in place, and provide fixture supports where necessary.
- 3.2 Use suitable expansion screws with lead inserts for securing boxes to solid masonry or concrete, approved type toggles for securing to hollow masonry units, and machine screws or threaded studs for securing to steel members. Install flush mounted boxes so that face of box, or plaster ring where used, finishes flush with, or not more than 1/16 inch back from face of finished building surface.
- 3.3 Outlet locations shown on the Electrical Drawings are approximate. Before installation of outlet boxes, coordinate with Architectural Drawings, particularly with reference to finish schedules, room elevations, cabinetwork and millwork details and elevations, and approved shop drawings from other trades to determine desired mounting height and locations of outlet boxes. Wall switches and outlet heights are generally noted on the drawings, but in the absence of notes, the following shall govern the mounting height of switches and outlets:
  - 3.3.1 Wall Switches: 48 inches above floor (centerline of box), strike side of doors
  - 3.3.2 Wall Outlets: 18 inches above floor (centerline of box)
- 3.4 Contractor shall make necessary adjustments to fit conditions for recessed boxes installed in block, tile, furred walls or other special finish material, in order that all boxes may register flush with the finish wall surface. Do not locate junction boxes or pull boxes within finished spaces unless specifically permitted by the U. F. Project Manager.
- 3.5 Ceiling outlets shall be rigidly secured to ceiling structural members. Where conduits are run concealed, the boxes shall be mounted flush with the finished ceiling.
- 3.6 Wall outlets shall be rigidly secured to wall and/or structural members. Boxes shall be installed so that standard wall plate or device will completely cover opening and finish flush with the finish wall material.

END OF SECTION

16130.2

## SECTION 16141 - WIRING DEVICES

### 1. EXTENT

- 1.1 The work of this section consists of providing all wiring devices and plates.
- 1.2 All work of this section shall comply with applicable portions of Florida Building Code, and the National Electric Code (NFPA 70). All materials shall be UL listed or labeled.

### 2. SUBMITTALS

- 2.1 Submit list of materials and catalog cut sheets of all devices proposed for use. Submit sample of each color device plate to the U.F. Project Manager for color selection.

### 3. MATERIALS

#### 3.1 General:

3.1.1 Wiring devices and plates as manufactured by Hubbell, Arrow-Hart, General Electric, Leviton, Eagle, and Pass & Seymour are acceptable provided such devices meet the requirements of this specification.

3.1.2 Devices shall be high impact strength molded thermoplastic bodies, side-wired screw pressure terminals. Devices shall be in standard colors in finished areas. In unfinished areas, devices shall have gray metal plates. Devices on emergency circuits shall be red in color.

- 3.2 Wall Switches: Switches shall be heavy-duty specification grade, quiet tumbler type, 1-pole, 2-pole, 3-way and 4-way as necessary. Switches shall have silver alloy contacts, and shall meet all NEMA performance standards. Switches shall be toggle-type or key-operated as indicated on Drawings. Provide pilot lamp with switch where shown on Drawings. Switches shall be rated for 20 amps, 120/277 volts, AC, and shall comply with Fed. Spec W-S-896F.

#### 3.3 Convenience Outlets:

3.3.1 General use receptacles shall be Specification Grade, 20 amp, 125 volt, 2-pole, 3-wire, grounding type, NEMA configuration 5-15R. Receptacles shall be duplex or quadruplex as indicated on Drawings. Receptacles shall comply with NEMA WD-1, UL 498.

3.3.2 Special power receptacles shall be Specification Grade, and shall be provided where shown on the drawings, or as required. Provide mating plug for each special receptacle.

3.3.3 Ground Fault Circuit Interrupter Receptacles shall be located where shown on Drawings, and in locations as required by code. Receptacles shall be duplex type, tripping at 5 milliamperes, complying with Standard UL 943 and NEMA configuration 5-15R. Furnish complete with test and reset button. GFCI cannot be overridden by holding reset button. Acceptable manufacturer: Hubbell 5262 Series.

3.4 Device Plates:

- 3.4.1 General use plates shall be thermoplastic, smooth finish, mar-proof, 0.10 inch thick plates. Plates shall be Ivory in unfinished areas, and in colors as selected by Owner in finished areas. Plates for telephone and communications outlets shall have minimum 1/2 inch bushed opening.
- 3.4.2 Stainless steel plates where called for, shall be 302 Alloy, nominal thickness 0.40 inches.
- 3.4.3 Weatherproof outlet plates shall have diecast metal spring type cover with weatherproof gasket.
- 3.4.4 Furnish engraved plates where required.

**4. EXECUTION**

- 4.1 Wiring devices shall be mounted to trim flush with finished walls. Plates shall be straight and level. Properly connect all phase, neutral, and ground conductors.

END OF SECTION

16141.2

## SECTION 16450 - SECONDARY GROUNDING

### 1. EXTENT

- 1.1 The work of this section consists of providing all equipment, fixture, receptacle and transformer grounding.
- 1.2 All work of this section shall comply with applicable portions of Florida Building Code, and the National Electric Code (NFPA 70). All materials shall be UL listed or labeled.

### 2. SUBMITTALS

- 2.1 Submit list of materials and catalog cut sheets of all connection devices proposed for use.

### 3. MATERIALS

#### 3.1 General:

3.1.1 Use copper and copper alloy materials specifically intended for electrical grounding.

- 3.2 Conductors: Conductors shall be copper only, solid or stranded, and sized as necessary. Conductors shall be either bare, or with type TW or THHN insulation. Insulated conductors shall have green color insulation.

#### 3.3 Connections:

3.3.1 Mechanical Type for connection to water pipe shall be copper alloy body, single conductor, with "U" bolt clamp.

3.3.2 Mechanical Type for connection to bus or other flat surfaces, shall be copper body, compression type, two bolt lug.

3.3.3 All grounding connections made below grade, or which are made in inaccessible locations shall be made by exothermal welds.

3.3.4 Ground rods shall be sectional type (10 foot long sections), copper clad steel, 3/4 inch diameter by 20 feet long. Note: Steel rods covered with copper tubing are not acceptable.

### 4. EXECUTION

- 4.1 All grounding shall be electrically continuous to grounding electrodes. Provide grounding type bushings and copper jumpers at main service equipment and elsewhere to provide suitable raceway grounding where conduits cannot be properly grounded to sheet metal enclosures.
- 4.2 Grounding Electrode System: Provide a grounding electrode system for each building service. System shall be in compliance with NEC Paragraphs 250-81 and 250-83.

- 4.3 All non-current-carrying metal parts of all electrical apparatus, conduit, and cabinets for power, lighting and communications shall be grounded. Provide additional grounding where required by code.
- 4.4 All feeders and 3-phase motors shall have a separate green color insulated ground wire pulled in same conduit with power wires. Ground wire shall be solidly grounded at all termination points, panel boards, and other equipment as necessary, and shall be solidly grounded to system ground.
- 4.5 All lighting and receptacle circuits shall have a separate green colored insulated ground wire pulled in the same conduit with the power conductors.
- 4.6 Provide properly sized bonding jumper to connect the equipment grounding conductors of the separately derived system to the grounded conductor as per NEC Paragraph 250-26.
- 4.7 Telephone Equipment Ground: Provide #6 AWG, insulated, green ground connector from a driven ground rod to telephone terminal board. Provide six feet slack at user end. Ground shall be run in conduit to ground rod. Connection to ground rod shall be made at an accessible location.
- 4.8 All penetrations through concrete slabs shall be through PVC sleeves and shall be properly sealed against entrance of moisture.

END OF SECTION

## SECTION 16500 - LIGHTING FIXTURES

### 1. EXTENT

- 1.1 The work of this section consists of supplying all labor, material, equipment and incidentals necessary for the furnishing and installation of all lighting fixtures.
- 1.2 Lighting fixtures shall be as indicated and scheduled on the Drawings.

### 2. APPLICABLE STANDARDS

- 2.1 All work of this section shall comply with applicable portions of Florida Building Code, and the National Electric Code (NFPA 70).

### 3. SUBMITTALS

- 3.1 Submit manufacturer's catalog sheets or cuts of all lighting fixtures. Mark each sheet to match fixture type as specified or scheduled on drawings. Submittals shall be in accordance with Section 01340.
- 3.2 Provide lighting fixtures of type and quality specified, with all accessories required for a complete installation. Furnish necessary "plaster" frames for lighting fixtures to be recessed in drywall, plaster or other non lay-in ceilings.
- 3.3 Coordinate delivery of lighting fixtures to the job site so that units will be available in time for scheduled installation.

### 4. MATERIALS

- 4.1 Light Fixtures: Provide lighting fixtures as scheduled on the Drawings. Fixtures shall have UL and manufacturer's labels, and shall be equal to the following for the various types of fixtures scheduled:
  - 4.1.1 Recessed Fluorescent Fixtures: 1' x 4', or 2' x 4', Lay-in Troffers, with 6 or 9 cell prismatic or parabolic louvers per row, energy efficient electronic ballasts, and two T-8 lamps. Fixtures shall be 120V or 277V, as required, by Hubbell Lighting, Inc., Columbia Lighting, Lithonia, or equal.
  - 4.1.2 Recessed Round Fluorescent Downlights: 7" diameter Recessed Compact Fluorescent Downlights with two 7W or two 9W PL fluorescent lamps. Fixtures shall be 120V or 277V, as required, by Hubbell Lighting, Inc., or equal.
  - 4.1.3 Recessed Incandescent Downlights: Where dimming capabilities are required, and if approved by the U. F. Physical Plant Division, 4" diameter recessed incandescent fixtures with 50W MR-16 halogen lamps may be used. Provide trim kits, baffles and accessories as selected by Owner. Fixtures shall be by Juno Lighting, Inc., or equal.

## 5. INSTALLATION

- 5.1 Installation of lighting fixtures shall be coordinated with Finish Schedules and Reflected Ceiling Plans on Drawings. Fixtures shall be furnished complete with the type of fixture trim and appropriate mounting accessories for the type of ceiling involved. Refer to other sections of the specifications for requirements of ceiling suspension systems and other building components.
- 5.2 Lighting fixtures shall be installed using appropriate hangers, framing, fixture studs, bases and other accessories as necessary.
- 5.3 Where fixtures are to be mounted on or suspended from concrete ceilings, cast-in inserts shall be provided. Tamped or drilled inserts are not acceptable.
- 5.4 Fixtures shall not be supported by outlet box cover screws alone. Fixture studs shall be provided for added support.
- 5.5 Suspended fixtures shall be provided with swivel hangers in order to insure a "plumb" installation. Single unit suspended fluorescent fixtures shall have twin-stem hangers.
- 5.6 Recessed fluorescent fixtures shall be installed in suspended ceiling openings as provided. Fixtures shall have adjustable fittings to permit alignment with ceiling panels. Connect fixtures to a rigidly mounted accessible junction box by not less than 4 feet nor more than 6 feet of flexible conduit. Fixtures installed in fire-resistive ceiling construction shall be provided with fireproofing boxes having materials of the same fire rating as the ceiling panels, in conformance with the building materials list of Underwriters' Laboratories, Inc. Load-bearing supports shall be provided along sides and ends of fixtures. Lighting fixtures recessed in a hung ceiling, where the space above the ceiling is used as an air plenum chamber for the air conditioning system, shall be designed, manufactured, and wired to conform to the National Electric Code.
- 5.7 After installation of fixtures, protect all lamps, and replace broken parts. Clean all lenses and louvers after all other trades have completed their work.

END OF SECTION

16500.2

**APPENDIX – A**

FORMS

**UNIVERSITY OF FLORIDA  
CERTIFICATE OF CONTRACT COMPLETION**

Project Description

Contractor: \_\_\_\_\_  
Contract: \_\_\_\_\_  
Notice to Proceed Date: \_\_\_\_\_  
Total Amount: \$ \_\_\_\_\_

Work Order #: \_\_\_\_\_  
Purchase Order #: \_\_\_\_\_  
Purchase Order Date: \_\_\_\_\_  
Acct. #: \_\_\_\_\_

**CONTRACTOR'S AFFIDAVIT:** I CERTIFY: That the work under the above named contract and all amendments thereto have been satisfactorily completed; that all material, labor, and other charges against the project have been paid in accordance with the terms of the contract; that no liens have been attached against the project; that no suits are pending by reason of work on the project under the contract; that all workmen's compensation claims have been settled and that no public liability claims are pending; except as follows:

DATE: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_  
(typed name and title) \_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to before me at \_\_\_\_\_  
This \_\_\_\_\_ day of \_\_\_\_\_. (SEAL) \_\_\_\_\_ Notary Public

**CERTIFICATE OF ARCHITECT/ENGINEER:** I CERTIFY: That the work under the above named contract has been satisfactorily completed under the terms of the contract; that the project is recommended for occupancy by the user; that the contractor has submitted satisfactory evidence that he has paid all labor, materials and other charges against the project in accordance with the terms of the contract.

DATE: \_\_\_\_\_ ARCHITECT/ENGINEER: \_\_\_\_\_

(complete if applicable)

	<u>Date / Days</u>
Notice to Proceed	_____
Contract Time	_____
Total Contract Time	_____
Contract Completed	_____
Days to Complete	_____
Underrun	_____
Overrun	_____

**UNIVERSITY APPROVAL**

(not required for carpet, upholstery, floor coverings, draperies or painting)

By: \_\_\_\_\_  
(type name): \_\_\_\_\_  
(type title): \_\_\_\_\_  
Date: \_\_\_\_\_  
  
By: \_\_\_\_\_  
(type name): \_\_\_\_\_  
(type title): \_\_\_\_\_  
Date: \_\_\_\_\_

**CERTIFICATE OF ACCEPTANCE BY OWNING AGENCY OR AGENCIES:** THIS IS TO CERTIFY: That to the best of my knowledge and belief the statements made in the above affidavit and certificate are true and the contractor's work on the project is accepted as satisfactorily completed under the terms of the contract.

DATE: \_\_\_\_\_  
By: \_\_\_\_\_  
(type name) \_\_\_\_\_  
(type title) \_\_\_\_\_

DIVISION OF PURCHASING

**UNIVERSITY OF FLORIDA  
CERTIFICATE OF PARTIAL PAYMENT**

W.O.# \_\_\_\_\_

DATE: \_\_\_\_\_ FOR PERIOD ENDING: \_\_\_\_\_ PAYMENT NO.: \_\_\_\_\_  
CONTRACTOR: \_\_\_\_\_  
CONTRACT FOR: \_\_\_\_\_  
ORIGINAL CONTRACT SUM: \_\_\_\_\_ CONTRACT TIME: \_\_\_\_\_ cal. days: \_\_\_\_\_  
Additions to Date: \_\_\_\_\_ Authorized Extension: \_\_\_\_\_ cal. days: \_\_\_\_\_  
Deductions to Date: \_\_\_\_\_ Pending Requests: \_\_\_\_\_ cal. days: \_\_\_\_\_  
Adjusted Contract Sum: \_\_\_\_\_ Time Lapsed to Date: \_\_\_\_\_ cal. days: \_\_\_\_\_

WORK PERFORMED TO DATE \_\_\_\_\_  
MATERIAL SUITABLY STORED \_\_\_\_\_  
TOTAL TO DATE \_\_\_\_\_  
LESS RETAINAGE \_\_\_\_\_ % \_\_\_\_\_  
LESS PREVIOUS PAYMENTS \_\_\_\_\_  
DUE THIS PAYMENT \_\_\_\_\_

**CERTIFICATE OF THE CONTRACTOR:** According to the best of my knowledge and belief, I certify that all items and amounts shown on the face of this Certificate are correct. I further certify that all just and lawful bills against the undersigned and his subcontractors for labor, materials and equipment employed in the performance of this contract have been paid in full accordance with their terms and conditions.

I hereby certify that all provisions of 215.19 F.S., as amended by Chap. 63-380 Laws of Florida 1963, regarding apprentices and payments of wages have been complied with by me and to the best of my knowledge and belief by all subcontractors.

DATE: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_  
(SIGNATURE)

STATE OF FLORIDA  
COUNTY OF ALACHUA

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
known (or made known to me) to be the \_\_\_\_\_ of \_\_\_\_\_  
(owner) (partner) (corporate officer - give title)

Contractor(s) who subscribed and swore to the above instrument in my presence.  
(SEAL) \_\_\_\_\_ Notary Republic  
(type name)

My Commission Expires \_\_\_\_\_, \_\_\_\_\_

**CERTIFICATE OF THE ARCHITECT-ENGINEER:** I certify that I have checked and verified this Certificate, that to the best of my knowledge and belief it is a true statement of the value of the work performed and material included in this Certificate have been inspected by me or my authorized assistant; and that all work has been performed and material supplied in full accordance with the terms of the contract.

DATE: \_\_\_\_\_ ARCHITECT/ENGINEER: \_\_\_\_\_  
(Signature)

**UNIVERSITY APPROVAL:**

DATE: \_\_\_\_\_ PROJECT MANAGER: \_\_\_\_\_  
(Signature)

DATE: \_\_\_\_\_ ASSISTANT DIRECTOR: \_\_\_\_\_  
(Signature)

# UNIVERSITY OF FLORIDA CHANGE ORDER REQUEST SUMMARY

DATE: \_\_\_\_\_

WORK ORDER NO.: \_\_\_\_\_

PROJECT NO.: \_\_\_\_\_ P.O. NO.: \_\_\_\_\_ BID NO.: \_\_\_\_\_ C.O. NO.: \_\_\_\_\_

TITLE: \_\_\_\_\_

CHANGE ORDER ITEMS WITH BACK-UP  
ATTACHMENTS AS NOTED:

SUBTRACT		ADD	
NET ADD OR SUBTRACT:			

SUBTRACT

ADD

ORIGINAL CONTRACT SUM

PREVIOUS NET ADD/SUBTRACT:

PRESENT CONTRACT SUM:

THIS CHANGE ADD/SUBTRACT:

NEW CONTRACT SUM:



DAYS/DATE

DATE OF COMPLETION

NOTICE TO PROCEED:		
ORIGINAL CONTRACT TIME:		
PRESENT CONTRACT TIME:		
THIS CHANGE ADD/SUBTRACT:		
NEW CONTRACT TIME:		

APPROVAL	AUTHORIZED SIGNATURES	DATE
ARCHITECT/ENGINEER CONSULTANT:		
UF PROJECT MANAGER:		
UF CONSTRUCTION PROJECTS - SUPERVISOR:		
UF DEPT. - ASSISTANT DIRECTOR:		

## UPD CONSTRUCTION ADMINISTRATION CHECKLIST

BUILDER SHALL BE RESPONSIBLE FOR COMPLETING THE FOLLOWING INSPECTIONS & REVIEWS AND FOR OBTAINING UPD APPROVAL FOR SUBSTANTIAL COMPLETION.

<p><i>UPD Contractor Requirements</i>                      University Police Department                      PO Box 112150, Building 27                      Gainesville, FL 32611-2150</p>					APPROVED FOR SUBSTANTIAL COMPLETION:
					(REQUIRED FOR SUBSTANTIAL COMPLETION APPROVAL BY UPD OFFICE.)
	<b>Inspection/Review Item</b>	<b>NOTICE REQUIRED</b>	<b>CONTACT PERSON</b>	<b>Phone</b>	<b>REMARKS</b>
1	Contractor Employees	Prior to use of Work Release	Capt. Earl Crews	FAX: 846-1769 Tel. 392-0401	Furnish UPD all names of persons employed under the Work Release Program. Employers will not knowingly utilize employees who have been convicted of a violent crime.
2	Supervisors	Prior to mobilization	Capt. Earl Crews	FAX: 846-1769 Tel. 392-0401	Provide UPD with a list of supervisors in charge of the construction along with telephone numbers and sites of the construction. Update as required.
3	Employees	Prior to mobilization	Capt. Earl Crews	FAX: 846-1769 Tel. 392-0401	Submit full names, and date of births of all contractors, subcontractors and their employees to the UPD. Periodic updates are expected as employees are employed and/or terminated. Employers will not knowingly utilize employees who have outstanding arrest warrants or who have been convicted of a violent crime.
4	Fencing	Prior to mobilization	Capt. Earl Crews	FAX: 846-1769 Tel. 392-0401	Prior to erection of construction fencing verify requirements required by law (including warning signs), prior to fencing completion.
5	Exterior Lighting	Prior to installation	Capt. Jeff Holcomb	392-1409	Consult with Police representative as necessary on questions concerning exterior lighting standards. Insure minimum standards are met and that all entranceways are illuminated.
6	Emergency telephones	Prior to installation	Capt. Jeff Holcomb	392-1409	Verify the location of the UF emergency phones (Blue Light Phone).
7	Landscape Plans	Prior to installation	Capt. Jeff Holcomb	392-1409	Coordination landscaping to minimize visual obstructions. Ensure Landscape and Lighting plans are compatible and do not interfere with maintaining with maintaining minimum lighting standards.
8	Test emergency telephones	UF Telecom	<b>TNI</b>	273-1113	Work order to connect Emergency Telephones shall be place with UF Telecommunications Section following installation. See TNI Checklist.
9	Crime Prevention	As needed	Capt. Jeff Holcomb	392-1409	Conduct periodic walk-thru of the construction site with UPD representative in support of UF's crime prevention program.
10	Comply with Parking regulations	Throughout project	Capt. Earl Crews	FAX: 846-1769 Tel. 392-0401	

UNIVERSITY OF FLORIDA

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
Transportation and Parking Services

FROM: \_\_\_\_\_  
UF Project Manager

SUBJECT: TEMPORARY PARKING PERMITS x CONSTRUCTION PROJECTS

Please provide temporary parking permits for me to issue to the contractor(s) listed below:

W.O. #: \_\_\_\_\_ P.O.#: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PERMITS REQUIRED UNTIL: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

CONTRACTOR

NUMBER OF VEHICLES

_____	_____
_____	_____
_____	_____
_____	_____

PLEASE CALL IF YOU HAVE QUESTIONS

**UNIVERSITY OF FLORIDA**  
**PHYSICAL PLANT DIVISION - UTILITY OUTAGE REQUEST**

**MUST BE SUBMITTED TO PPD SYSTEMS & WMC 5 WORKING DAYS PRIOR TO OUTAGE**  
**ONE OUTAGE REQUEST PER OCCURRENCE**

PROJECT NAME:	PROJECT NUMBER:
---------------	-----------------

REQUESTOR / CONTRACTOR INFORMATION		
MAIN CONTACT:	DEPARTMENT/COMPANY:	PHONE/CELL:
FIELD CONTACT (IF APPLICABLE):		PHONE/CELL:

**REQUESTS THE FOLLOWING UTILITY OUTAGE (CHECK ALL SYSTEMS THAT APPLY)**

<input type="checkbox"/> Electrical*	<input type="checkbox"/> Domestic Water**	<input type="checkbox"/> Steam	<input type="checkbox"/> Security Alarms	<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Elevators
<input type="checkbox"/> HVAC	<input type="checkbox"/> Domestic Hot Water	<input type="checkbox"/> Fire Water**	<input type="checkbox"/> Telecommunications	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Other:
<input type="checkbox"/> Chilled Water	<input type="checkbox"/> Heating Hot Water	<input type="checkbox"/> Fire Alarms	<input type="checkbox"/> Computer System	<input type="checkbox"/> Natural Gas	

\* Identify all systems that may be affected by this electrical outage.

\*\* Identify all systems (fire alarms, fire and/or domestic water) that may be affected by either fire or domestic water outage.

**OUTAGE DURATION**

Start	Time:	End	Time
Date:		Date:	:

**DESCRIBE OUTAGE PURPOSE:**

**AFFECTED BUILDINGS / AREAS (COMPLETED BY REQUESTOR)**

BLDG No	BUILDING NAME	AREAS / FLOORS / ROOMS AFFECTED	OCCUPANTS NOTIFIED
			<input type="checkbox"/> YES
			<input type="checkbox"/> YES
			<input type="checkbox"/> YES
			<input type="checkbox"/> YES

Check box if additional sheets are attached listing all affected buildings and systems.

**UNIVERSITY PROJECT MANAGER**

Name:	Department:	Phone:	Email:
PeopleSoft Chartfield:	PO#:	Initial for Approval:	Date:

NOTE: FOR OUTAGE SUPPORT WORK BUDGET \$500.

To: PPD Systems Department	Phone: 392-392-1156	Phone: 392-6361	Fax: 846-0269	Email: <a href="mailto:outage@admin.ufl.edu">outage@admin.ufl.edu</a>	Address: Bldg 702/PO Box 117735
<a href="mailto:outage@ufl.edu">outage@ufl.edu</a>					

COPY: PPD WMC	Phone: 392-1121	Fax: 392-8006	<a href="mailto:workorder@admin.ufl.edu">workorder@admin.ufl.edu</a>	Address: Bldg 701/PO Box 117730
---------------	-----------------	---------------	--	---------------------------------

BELOW IS FOR PPD USE ONLY

RECOMMENDED PPD TRADES TO PERFORM OUTAGE (ALL PPD SHOPS MUST APPROVE BY SIGNING)

OUTAGE SUPERVISOR:	SIGN: _____	CELL #: _____
	PRINT: _____	

SHOP	OPS ENGINEERING	ALARMS	HVAC	CHW	ELECTRICAL	PLUMBING
PPD APPROVAL						

WMC APPROVAL:	DATE:
---------------	-------

Copy: PPD Systems Assistant Director, University Project Manager

May 2008