

## TABLE OF CONTENTS

### **SECTION 1: GENERAL REQUIREMENTS AND PROPOSALS**

#### General Requirements

1.	Description Of The Work .....	1.1
2.	Subcontracting & Direct Employment Of Labor.....	1.2
3.	Required Time For Completion Of The Work .....	1.2
4.	Security Regulations .....	1.3
5.	Payment for Bonds and Insurance .....	1.5
6.	Item W851 – Testing of Materials and Field Testing Equipment.....	1.6
7.	Additional Insurance Requirements .....	1.7

#### Contract Drawings

Contract Drawings .....	Contract Drawings 1
-------------------------	---------------------

#### Proposal Forms

Bidder's Identification.....	Proposal Page 1
Proposal Requirements and Addendum Receipt.....	Proposal Page 2
Non-Collusive Bidding Certification.....	Proposal Page 4
Bid Page(s).....	Proposal Page 6
Contractor's Acknowledgement.....	Proposal Page 7
Contractor's Acknowledgement (Corporation/Sole Officer).....	Proposal Page 8
Limited Liability Company Acknowledgement .....	Proposal Page 9
Certificate of Authority.....	Proposal Page 10
Certificate of Authority-Limited Liability Company .....	Proposal Page 11
Bid Bond and Consent of Surety .....	Proposal Page 12
Affirmative Action Program Requirement (Contractors) .....	Proposal Page 13
Apprenticeship Training Program Requirement .....	Proposal Page 14
Certificate of License (Electrical) .....	Proposal Page 15
Certificate of License (Plumbing).....	Proposal Page 17
Certificate of License (Hauler) .....	Proposal Page 19
Stormwater Pollution Prevention Certification.....	Proposal Page 20
Prevailing Wage Rates and Supplement .....	Proposal Page 21
MBE/WBE Program Questionnaire .....	Proposal Page 22
Contractor Disclosure Statement .....	Proposal Page 23
Required Disclosure of Relationships to County .....	Proposal Page 32
Service-Disabled Veterans-Owned Business Questionnaire .....	Proposal Page 34
Schedule "F" Criminal Background Disclosure .....	Proposal Page 35
Subcontractors Sealed Bid Submission.....	Proposal Page 41

## TABLE OF CONTENTS

### **SECTION 2: INFORMATION FOR BIDDERS**

1.	Addenda And Interpretation .....	2.1
2.	Voided Clauses .....	2.1
3.	Pre-Bid Site Inspection .....	2.1
4.	Bid Security .....	2.1
5.	Performance And Payment Bond.....	2.2
6.	Indemnification Agreement .....	2.3
7.	Insurance Requirements.....	2.3
8.	Prevailing Wage Rates And Supplements .....	2.6
9.	Labor And Compliance With Labor Law .....	2.9
10.	Contractor's Report Of Employment And Weekly Affidavit .....	2.13
11.	Laws/Regulations And Appropriations.....	2.13
12.	Refusal To Answer Questions .....	2.13
13.	Bid Requirements.....	2.14
14.	Miscellaneous Additional Work (Item W-800).....	2.14
15.	Correction Of Errors .....	2.15
16.	Shown Quantities.....	2.15
17.	Qualification Of Bidders.....	2.15
18.	Required Experience .....	2.16
19.	Increase Or Decrease Of Quantities: Elimination Of Items.....	2.16
20.	Breakdown Cost Of Lump Sum Items And Contracts.....	2.16
21.	Engineering Charges.....	2.17
22.	Estimates And Payments.....	2.17
23.	Payments To Subcontractors And Materialmen By Contractor .....	2.21
24.	Time Of Starting .....	2.22
25.	Safety And Health Regulations For Construction And Demolition Work .....	2.22
26.	Accident Prevention And First Aid Facilities.....	2.23
27.	Fire Prevention And Control.....	2.23
28.	State And Local Sales Tax Exemption .....	2.24
29.	Apprentices .....	2.24
30.	Affirmative Action Provision .....	2.24
31.	Affirmative Action Program Requirement .....	2.24
32.	Authority To Do Business In New York .....	2.25
33.	License Requirements (Electrical).....	2.25
34.	License Requirements (Plumbing).....	2.26
35.	License Requirements (Haulers).....	2.27
36.	Minority Participation Policy.....	2.30
37.	Sexual Harassment Policy.....	2.32
38.	Smoke-Free Workplace Policy .....	2.33
39.	County Energy Efficient Purchasing Policy .....	2.33
40.	Restriction On Use Of Tropical Hardwoods.....	2.33
41.	Disclosure Of Relationships To County .....	2.34
42.	Contractor Disclosure Statement .....	2.34
43.	Criminal Background Information.....	2.34
44.	Mandatory OSHA Construction Safety And Health Training.....	2.36

## TABLE OF CONTENTS

### **SECTION 3: GENERAL CLAUSES**

1.	Material And Workmanship .....	3.1
2.	Definitions.....	3.1
3.	Boundaries Of Work.....	3.2
4.	Overlapping Work .....	3.2
5.	Proper Method Of Work And Proper Materials .....	3.4
6.	Control Of Area .....	3.5
7.	Permits, Fees, Etc.....	3.5
8.	Traffic .....	3.5
9.	Inspection.....	3.5
10.	Stopping Work.....	3.5
11.	Dimensions .....	3.6
12.	Payments To County.....	3.6
13.	Protection Of Utilities And Structures.....	3.6
14.	Protection Of Water Resources & The Environment .....	3.6
15.	Sanitary Regulations .....	3.8
16.	Cleaning Up .....	3.8
17.	Prevention Of Dust Hazard.....	3.8
18.	Representative Always Present.....	3.9
19.	Work In Bad Weather .....	3.9
20.	Protection Of Work Until Completion.....	3.9
21.	Removal Of Temporary Structures And Cleaning Up.....	3.9
22.	Gross Loads Hauled On Highway .....	3.9
23.	Concrete Batch Proportions - Yield.....	3.9
24.	Damage Due To Contractor's Operations .....	3.10
25.	Property Damage .....	3.10
26.	Claims For Damages.....	3.10
27.	Extensions Of Time .....	3.11
28.	Request For Approval Of Equal .....	3.12
29.	Substitution .....	3.15
30.	Extra Work: Increased Compensation/Decreased Work: Credit To The Owner.....	3.18
31.	Disputed Work - Notice Of Claims For Damages.....	3.20
32.	Contractor's Subcontracts And Material Lists .....	3.21
33.	Assignment Of Contract .....	3.22
34.	Payment For General Provisions .....	3.22
35.	Costs Incurred By County.....	3.22
36.	Guarantee Of Work.....	3.23
37.	Separate Contracts .....	3.23
38.	Cooperation With Owner.....	3.24
39.	Job Meetings & Project Superintendent .....	3.24

## TABLE OF CONTENTS

### **SECTION 3: GENERAL CLAUSES**

40.	Patent Warranty .....	3.25
41.	Materials .....	3.26
42.	Standard Of Quality .....	3.29
43.	Proprietary Item .....	3.29
44.	Shop Drawings.....	3.30
45.	Sequence Of Construction Operations.....	3.34
46.	Protection .....	3.36
47.	Cleanup And Removal Of Debris .....	3.36
48.	Temporary Service.....	3.36
49.	Operating Tests .....	3.37
50.	Operating Instructions And Parts Lists.....	3.37
51.	Cutting And Patching.....	3.37
52.	Conflicts Among Contract Documents.....	3.39
53.	Record Drawings .....	3.39
54.	Time .....	3.40
55.	Acceleration Of The Work.....	3.40
56.	Ultra Low Sulfur Diesel Fuel.....	3.40
57.	Qualified Transportation Fringe Program.....	3.42
58.	Use of Fluorescent Light Bulbs & Energy Efficient Bulbs .....	3.42
59.	County of Westchester Phosphorus-Free Lawn Fertilizer Policy.....	3.42

## TABLE OF CONTENTS

### **SAMPLE FORMS AND ATTACHMENTS**

#### Sample Forms

Affirmative Action Program Requirement – Subcontractor(s).....	Forms Page 1
Contractor's Report Of Employment And Weekly Affidavit.....	Forms Page 2
Monthly Employment Utilization Report .....	Forms Page 4
Shop Drawing Schedule.....	Forms Page 5
Shop Drawing ID .....	Forms Page 6
Request For Approval Of Equal .....	Forms Page 7
Request For Approval Of Substitutions.....	Forms Page 8
Contractor's Ultra Low Sulfur Diesel Fuel Affidavit.....	Forms Page 9
Contractor's Ultra Low Sulfur Diesel Fuel-LOG .....	Forms Page 10
Electronic Funds Transfer (EFT)-Vendor Direct Payment Authorization Form.....	Forms Page 11

#### Sample Contract And Bond

Sample Contract And Bond For Construction.....	A-1
--	-----

#### Schedule Of Hourly Rates And Supplements

Schedule Of Hourly Rates And Supplements.....	B-1
---	-----

TABLE OF CONTENTS

## DIVISION 1 – GENERAL CONDITIONS

01 00 00	Special Requirements
01 20 00	Price and Payment Procedures
01 30 00	Administrative Requirements
01 32 16	Construction Progress Schedule
01 32 33	Pre-Construction Building Survey
01 35 26	Health and Safety Requirements
01 45 00	Quality Control
01 50 00	Temporary Facilities and Controls
01 52 14	Engineer's Field Office
01 52 15	Contractor's Field Facilities
01 65 00	Product Delivery, Storage, and Handling
01 70 00	Execution and Closeout
01 74 19	Construction Waste Management and Disposal
01 78 23	Operations and Maintenance Data
01 78 36	Warranties
01 78 39	Project Record Documents

## DIVISION 2 – EXISTING CONDITIONS

02 01 00	Maintenance of Existing Conditions
02 41 16	Structure Demolition
02 41 19	Selective Demolition
02 82 00	Asbestos Removal
02 83 33.13	Removal and Disposal of Lead-Containing Paint

## DIVISION 3 - CONCRETE

03 05 51	Concrete Bonding Agents
03 05 55	Concrete Admixtures and Additives
03 11 13	Structural Cast-in-Place Concrete Forming
03 15 00	Concrete Accessories
03 30 00	Concrete and Reinforcing Steel
03 39 00	Concrete Curing
03 49 00	Glass Fiber Reinforced Concrete (GFRC)
03 60 00	Grout

## DIVISION 5 - METAL

05 12 00	Structural Steel Framing
05 31 00	Steel Deck
05 40 00	Cold Formed Metal Framing
05 50 00	Metal Fabrications and Anchorage

## DIVISION 6 – WOOD, PLASTICS, AND COMPOSITES

06 10 00	Rough Carpentry
06 10 53	Wood Nailers and Blocking
06 13 23	Heavy Timber Construction
06 18 00	Timber Construction
06 21 00	Glued Laminated Construction
06 40 13	Exterior Architectural Woodwork
06 64 00	Fiberglass Reinforced Plastic Panels

## DIVISION 7 - THERMAL AND MOISTURE PROTECTION

07 01 50.22	Preparation for Reroofing
07 21 00	Thermal Insulation
07 31 13	Asphalt Shingles
07 46 23	Wood Siding Assemblies
07 52 16	SBS Modified Bituminous Membrane Roofing
07 62 00	Sheet Metal Flashing
07 71 00	Roof Specialties and Accessories
07 84 13	Penetration Firestopping
07 84 43	Joint Firestopping
07 92 00	Joint Sealants

## DIVISION 8 - OPENINGS

08 11 13	Hollow Metal Doors and Frames
08 14 33	Stile and Rail Wood Doors
08 31 13	Access Doors and Frames
08 33 00	Overhead Bi-Fold Doors
08 33 13	Coiling Counter Doors (Non-Fire Rated & Fire Rated)
08 33 23	Overhead Coiling Doors (Non-Fire Rated & Fire Rated)
08 51 13	Aluminum Windows
08 54 13	Fiberglass Windows
08 62 10	Steel Sash Window Restoration
08 71 00	Door Hardware
08 80 00	Glass and Glazing

## DIVISION 9 - FINISHES

09 24 00	Cement Plastering
09 29 00	Gypsum Drywall
09 30 13	Ceramic Tiling
09 67 23	Resinous Flooring
09 91 00	Painting and Finishing

## DIVISION 10 - SPECIALTIES

10 14 23.16	Room-Identification Panel Signage
10 28 00	Toilet Accessories
10 44 16	Fire Extinguishers
10 60 00	Polycarbonate Roofing Glazing System
10 75 00	Flagpoles
10 81 13	Bird Control Netting

## DIVISION 12 – FURNISHINGS AND ACCESSORIES57

12 11 00	Mural Art
----------	-----------

## DIVISION 21 – FIRE SUPPRESSION

21 05 17	Sleeves And Sleeve Seals for Fire Suppression Piping
21 05 18	Escutcheons For Fire Suppression Piping
21 05 23	General Duty Valves for Water Based Fire Suppression Piping
21 05 29	Hangers And Supports for Fire Suppression Piping and Equipment
21 05 48	Vibration And Seismic Control for Fire Suppression Piping and Equipment
21 05 53	Identification For Fire Suppression Piping and Equipment
21 11 00	Facility Fire-Suppression Water-Service Piping
21 11 19	Fire Department Connections
21 13 13	Wet-Pipe Sprinkler Systems
21 13 16	Dry-Pipe Sprinkler Systems

## DIVISION 22 – PLUMBING

22 05 17	Sleeves and Sleeve Seals for Plumbing Piping
22 05 18	Escutcheons for Plumbing Piping
22 05 23.12	Ball Valves for Plumbing Piping
22 05 23.15	Gate Valves for Plumbing Piping
22 05 29	Hangers and Supports for Plumbing Piping and Equipment
22 05 53	Identification for Plumbing Piping and Equipment
22 07 19	Plumbing Piping Insulation
22 11 13	Facility Water Distribution Piping
22 11 16	Domestic Water Piping
22 11 19	Domestic Water Piping Specialties
22 13 13	Facility Sanitary Sewers
22 13 16	Sanitary Waste and Vent Piping
22 13 19	Sanitary Waste Piping Specialties
22 13 19.13	Sanitary Drains
22 13 29	Sanitary Sewerage Pumps
22 15 13	General-Service Compressed-Air Piping
22 15 19	General-Service Packaged Air Compressors and Receivers
22 33 00	Electric, Domestic-Water-Heaters

22 42 13.13	Commercial Water Closets
22 42 16.13	Commercial Lavatories
22 42 16.16	Commercial Sinks

## DIVISION 23 – MECHANICAL

23 05 00	Common Work Results for HVAC
23 05 13	Common Motor Requirements for HVAC Equipment
23 05 17	Sleeves and Sleeve Seals for HVAC Piping
23 05 29	Hangers and Supports for HVAC Piping and Equipment
23 05 48	Vibration and Seismic Controls for HVAC
23 05 53	Identification for HVAC Piping and Equipment
23 05 93	Testing, Adjusting, and Balancing for HVAC
23 07 00	HVAC Insulation
23 09 00	Instrumentation and Control for HVAC
23 23 00	Refrigerant Piping
23 31 13	Metal Ducts
23 33 00	Air Duct Accessories
23 34 00	HVAC Fans
23 34 10	HVAC Ceiling Fans
23 37 00	Air Outlets and Inlets
23 74 00	Packaged Outdoor Rooftop Air Handling Units
23 82 00	Terminal Heating and Cooling Units

## DIVISION 26 - ELECTRICAL

26 01 26	Testing
26 05 01	Electrical General Provision
26 05 05	Demolition Electrical
26 05 19	Wires and Cables (600V Maximum)
26 05 21	Labeling and Identification
26 05 26	Grounding System
26 05 29	Hangers and Supports
26 05 33	Electrical Raceway Systems
26 18 13	Fuses
26 22 13	Low Voltage Distribution Transformers
26 24 16	Panelboards
26 27 26	Wiring Devices
26 28 23	Low Voltage Electric Control Equipment and Devices
26 30 00	Electric Motors
26 41 13	Lightning Protection for Structures
26 51 00	Lighting System

## DIVISION 28 – ELECTRONIC SAFETY AND SECURITY

28 46 21.11	Addressable Fire-Alarm Systems
-------------	--------------------------------