



**Roanoke Regional Airport Commission**

5202 AVIATION DRIVE, N.W.

ROANOKE, VA 24012

PHONE: (540) 362-1999

**ISSUE DATE: MAY 28, 2026**

**INVITATION FOR BID # 26-010**

**FOR**

**INTERIOR RENOVATIONS FOR  
ROANOKE-BLACKSBURG AIRPORT  
ADMINISTRATION OFFICE**

**SEALED BIDS DUE:**  
**FRIDAY, JUNE 26, 2026**

**ON OR BEFORE**  
**2:00 P.M. (LOCAL TIME)**

**SECTION 000101  
PROJECT TITLE PAGE**

**PROJECT MANUAL**

**FOR**

**INTERIOR RENOVATIONS TO ROANOKE-BLACKSBURG AIRPORT ADMINISTRATION OFFICE -  
5240 VALLEYPARK DR. ROANOKE, VA**

**RRAC PROJECT NO. 26-010**

**ARCHITECT'S PROJECT 26008.001.**

**PROJECT LOCATION**

**5240 VALLEYPARK DR.**

**ROANOKE, VA 24019**

**DATE: MAY 28, 2026**

**PREPARED BY:**

**HUGHES ASSOCIATES ARCHITECTS & ENGINEERS**

**END OF SECTION**

**SECTION 000102  
PROJECT INFORMATION**

**PART 1 GENERAL**

**1.01 PROJECT IDENTIFICATION**

- A. Project Name: Interior Renovations to Roanoke-Blacksburg Airport Administration Office, located at 5240 Valley Park Dr. Roanoke, VA 24019.
- B. Architect's Project 26008.001.
- C. Architect's Project Manager: Alan Downie
  - 1. 3800 Electric Road, Suite 300
  - 2. Roanoke, VA 24018
  - 3. Phone: 540-342-4002
  - 4. E-mail: adownie@hughesae.com

Project Location

5240 Valley Park Dr.

Roanoke, Virginia 24019

- D. The Owner, hereinafter referred to as Owner: Roanoke Regional Airport Commission
- E. Owner's Project Manager: Sarah Glenn.

**1.02 NOTICE TO PROSPECTIVE BIDDERS**

- A. These documents constitute an Invitation for Bid to General Contractors for the construction of the project described below.

**1.03 PROJECT DESCRIPTION**

- A. Summary Project Description: Interior renovations to an existing office building located at 5240 Valley Park Drive in Roanoke County. The Work is indicated on the Construction Documents. Generally, The Work includes an Existing Building Level 2 Alteration consisting of an interior renovation and selective finishes replacement throughout the building, the addition of a moveable glass wall system on the main floor, and the replacement of an existing cooktop with a new range and an exhaust hood in the break room.
- B. Contract Scope: Construction, demolition, renovation, and facility operations during occupancy.
- C. Contract Terms: Lump sum (fixed price, stipulated sum).

**1.04 PROCUREMENT TIMETABLE**

- A. Non-Mandatory Pre-Bid Site Tour: 2:00PM on June 8, 2026 at 5240 Valley Park Dr. Roanoke, VA 24019.
- B. Last Request for Information Due: 5:00PM on June 18, 2026.
- C. Bid Due Date: June 26, 2026, before 2 PM local time.
- D. Bid Opening: Same day.
- E. Bids May Not Be Withdrawn Until: 30 days after due date.
- F. The Owner reserves the right to change the schedule or terminate the entire procurement process at any time.

**1.05 PROCUREMENT DOCUMENTS**

- A. Availability of Documents: Complete sets of procurement documents may be obtained:
  - 1. From a digital link provided by, Troy Philpott, Procurement & Contracts Manager, Roanoke Regional Airport Commission, troy.philpott@flyroa.com, 540-362-1999 Ext. 283.
  - 2. RRAC website: <https://flyroa.com/current-bids-and-proposals>
  - 3. eVA: <https://eva.virginia.gov/>

**1.06 BID SECURITY**

- A. Bids shall be accompanied by a security deposit as follows:
1. Bid Bond of a sum no less than 5 percent of the Bid Amount .
  2. Bid Security shall be a certified check, cash escrow, or a Bid Bond payable to Roanoke Regional Airport Commission.

**PART 2 PRODUCTS - NOT USED**

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**END OF SECTION**

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**INVITATION TO BID**

**2.01 BID SUBMISSION**

- A. Bid must be submitted on the Bid Form. The Bid Form is to be completed, signed, sealed and dated. Bid will be received at the office of Roanoke Regional Airport Commission, Administrative Offices, at 5202 Aviation Drive, Roanoke, VA 24012 before 2:00 p.m. local standard time on June 26, 2026.
- B. Bids may be submitted in a sealed opaque envelope before the bid due date and time. The outside of the envelope shall be clearly identified with the Bidders's Name and the Project name - "Bid No. 26-010 for Interior Renovations to ROA Administration Office - 5240 Valleypark Dr. Roanoke, VA". No other information to be included on the outside of the envelope.
- C. Bids may be submitted electronically by emailing Troy Philpott, Procurement and Contracts Manager Roanoke Regional Airport Commission at [procurement@flyroa.com](mailto:procurement@flyroa.com) PRIOR to the date and time stated above. The Subject line of the email MUST state "Bid for Interior Renovations to ROA Administration Office - 5240 Valleypark Dr. Roanoke, VA". The bid must be submitted as a .pdf attached to the email. Neither the email nor the name of the .pdf can identify any information about the amount of the bid. The .pdf must be received, not just be sent, before the deadline.
- D. Oral, telephonic and telegraphic, bids will not be considered.
- E. Bids submitted after the above time may be automatically disqualified and will not be considered.

- F. Bids will be opened publicly after the time for receipt of bids.

## **2.02 INTENT**

- A. The intent and purpose of this Invitation for Bid is to establish a STIPULATED SUM Contract with a qualified source that can provide Interior Renovations to ROA Administration Office, 5240 Valleypark Dr. Roanoke, VA, per the contract documents.
- B. The Owner encourages bidders to identify questions or concerns during the bidding phase so that they may be addressed by addendum prior to bid submission.

## **2.03 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS**

- A. Work of this proposed Contract comprises building construction, renovation, and demolition, including general construction, mechanical, and electrical Work.
- B. Project Location:  
Project Location Address: 5240 Valleypark Drive  
Roanoke, Virginia 240149

## **2.04 CONTRACT TIME**

- A. Bidder to identify Contract Time in the Bid Form. The completion date in the Agreement shall be the Contract Time added to the commencement date.

## **BID DOCUMENTS AND CONTRACT DOCUMENTS**

### **3.01 DEFINITIONS**

- A. Bid Documents: Contract Documents supplemented with Instructions to Bidders, Bid Form
- B. Contract Documents: Drawings, Specifications, General/Supplemental/Special Conditions, Addenda, Change Orders, Agreements.
- C. Bid, Offer, or Bidding: Act of submitting an offer.
- D. Bid Amount: Monetary sum identified by the Bidder in the Bid Form.
- E. Contract Sum: The stipulated sum identified in the Contract for which the Contractor will perform, furnish, and install all of the Work required for the Project.
- F. Work: The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, supplies, and services reasonably inferable from the Contract Documents as necessary to be provided by the Contractor to fulfill its obligations under the Contract Documents to complete the Project, and all other labor, materials, services, and items required to produce fully connected, complete, code-compliant, operational and functional systems and finishes. The Work may constitute the whole or a part of the Project.

### **3.02 AVAILABILITY**

- A. Bid documents are available from a Digital Link provided by the Airport Commission. Request this link by emailing or calling Troy Philpott, troy.philpott@flyroa.com, 540-362-1999 Ext. 283. Bid documents are also available on the Commission website, <https://flyroa.com/current-bids-and-proposals>, and eVA, <https://eva.virginia.gov/>.
- B. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.

### **3.03 EXAMINATION**

- A. Upon receipt of Bid Documents verify that documents are complete. Notify the Airport Commission, Troy Philpott, should the documents be incomplete.
- B. Immediately notify the Airport Commission, Troy Philpott, upon finding discrepancies or omissions in the Bid Documents.
- C. Owner and Architect are not responsible for errors or omissions by contractor or vendors who do not receive and examine complete sets of drawings or the Project Manual.

- D. The Bidder waives any claim, defense, or objection arising from a failure to examine, identify, and notify the Owner or Architect of any such ambiguity, inconsistency, or error.

### **3.04 INQUIRIES/ADDENDA**

- A. Direct questions to Troy Philpott, troy.philpott@flyroa.com, 540-362-1999 Ext. 283.
- B. Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount.
- C. Verbal answers are not binding on any party.
- D. Clarifications requested by bidders must be in writing not later than 5:00 PM on June 18, 2026. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients.

## **SITE ASSESSMENT**

### **4.01 SITE EXAMINATION**

- A. Examine the project site before submitting a bid.
- B. Each Bidder is responsible for examining carefully the site of the Work and the Contract Documents relating to the Work. By submitting a Bid, the Bidder represents that it has examined and considered the conditions to be encountered at the Project site, the character, quality, and quantities of Work to be performed, the material to be furnished, and other requirements of the Contract Documents. The Bidder waives any claims, defense, or objection arising from a failure to have done any such examination, from failures in the performance of any such examination, or based on site conditions.
- C. Bidder's signature on the Bid Form certifies that you have either inspected the job site or voluntarily declined the inspection, are aware of the conditions under which the work must be accomplished, that you are aware of and understand the requirements for the Project, and that you fully understand the solicitation. It is the responsibility of each Bidder to inquire about and clarify any requirements of this solicitation that are not understood. Failure to understand the requirements of this solicitation will not relieve the Contractor of any responsibilities under any contract. Claims, as a result of failure to inspect the job site or failure to obtain clarification of requirements, will not be considered by the Owner.

### **4.02 PREBID CONFERENCE**

- A. A non-mandatory pre-bid conference will be held at 2:00 p.m. on the 8th day of June, 2026 at 5240 Valley Park Drive, Roanoke, VA 24019.
- B. All general contract bidders and suppliers are invited.
- C. Representatives of the Architect and Owner will be in attendance.
- D. Information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients.

## **BID SUBMISSION**

### **5.01 SUBMISSION PROCEDURE**

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed in 2.01 Bid Submission.
- B. Bid must be submitted upon the Bid Form. Except as may be otherwise noted, the blank spaces in the Bid Form must be completed. Bid Forms shall be completed and signed in ink.
- C. Any alterations to the Bid must be made on the Bid Form in the spaces provided. The alterations must be made prior to Bid submittal and the sealing of the bid envelope. Alterations shall be dated and signed. Bids containing any conditions, omissions, unexplained erasures, alterations or items not called for in the bid documents, or irregularities of any kind, may be rejected by the Owner as being incomplete and/or non-responsive. **NO ALTERATIONS MADE TO THE BID BY NOTATIONS ON THE OUTSIDE OF THE ENVELOPE WILL BE**

CONSIDERED IN THE REVIEW AND TABULATION OF BIDS OR FOR ANY OTHER PURPOSE.

- D. Each Bidder shall submit: (i) a signed and completed Bid Form; (ii) a Bid Bond or guarantee of five percent (5%) of the amount of the bid, which shall be a certified check, cash escrow, or bid bond payable to Roanoke Regional Airport Commission.
- E. All Bid Forms shall be signed by a person on behalf of the responding Bidder who is authorized to do so. The printed name of that authorized person should be shown as well. Any Bid submitted should be in the complete legal name of the Bidder responding. No Bid shall be considered from any Bidder not properly licensed as may be required by law. All Bids submitted shall be deemed to incorporate by reference the terms, conditions, provisions, and requirements of the Contract Documents. Bidder agrees that its Contract performance shall be in strict conformance with the Contract Documents.
- F. Owner will not be responsible for the premature opening of improperly addressed, labeled or misidentified Bids.
- G. Improperly completed information, may be cause for Owner not to open the Bid and/or to declare the bid invalid.
- H. The Bidder certifies that this Bid has been arrived at independently, without consultation, communication, or agreement with any other Bidder concerning any matter relating to this Bid.
- I. The Bidder may amend or withdrawal a bid prior to the Opening

## **5.02 BID INELIGIBILITY**

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of Owner, be declared unacceptable.

## **BID ENCLOSURES/REQUIREMENTS**

### **6.01 BID GUARANTEE**

- A. Bids must be accompanied by a bid guarantee as follows:
  - 1. Bid Bond of a sum no less than 5 percent of the Bid Amount, which shall be a certified check, cash escrow, or a bid bond payable to Roanoke Regional Airport Commission.
- B. The bid bond will be returned after delivery to the Owner of the required Performance and Payment Bond(s) by the accepted Bidder.
- C. If no contract is awarded, all security deposits will be returned.

### **6.02 PERFORMANCE ASSURANCE**

- A. Accepted Bidder: A Performance Bond and a Labor and Materials Payment Bond each in the amount of one hundred percent (100%) of the Contract Sum must be furnished by the successful Bidder with the Roanoke Regional Airport Commission as obligee.
- B. Should the successful Bidder fail or refuse to execute the Contract or furnish the required Performance Bond and Labor and Material Payment Bond, or other securities, within the stipulated time, the Bid or other security shall be due and paid to the Owner and the Owner shall be entitled to collect the Bid Bond or other security. In addition, the Owner may pursue any and all other remedies available to it at law or in equity against

### **6.03 FEES FOR CHANGES IN THE WORK**

- A. Include in the Bid Form, the overhead and profit fees on own Work and Work by subcontractors, applicable for Changes in the Work, whether additions to or deductions from the Work on which the Bid Amount is based. .

### **6.04 BID FORM SIGNATURE**

- A. The Bid Form shall be signed by a person authorized to sign on behalf of the bidder, as follows:

1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature.
2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature.
3. Limited Liability Company: Signature of a duly authorize member or manager. Insert the individual's name and title.
4. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature.

#### **6.05 SELECTION AND AWARD OF ALTERNATES**

- A. Indicate variation of bid price for Alternates listed on the Bid Form. Unless otherwise indicated, indicate Alternates as a difference in bid price by adding to or deducting from the base bid price.
- B. Bids will be evaluated on the base bid price. After Determination of a successful bidder, consideration will be given to Alternates and bid price adjustments.

#### **OFFER ACCEPTANCE/REJECTION**

##### **7.01 DURATION OF OFFER**

- A. Bids shall remain open to acceptance for a period of thirty (30) days after the bid closing date.

##### **7.02 ACCEPTANCE OF OFFER**

- A. Owner reserves the right to accept or reject any or all offers.

**END OF SECTION**

**SECTION 004100  
BID FORM**

**THE PROJECT AND THE PARTIES**

**TO:**

Roanoke Regional Airport Commission  
5202 Aviation Drive  
Roanoke, Virginia 24012

**FOR:**

Project: Interior Renovations to Roanoke-Blacksburg Airport Administration Office, 5240  
Valleypark Dr. Roanoke, VA  
Architect's Comm. Number: 26008.001  
5240 Valleypark Dr.  
Roanoke, Virginia 24019

**DATE:** \_\_\_\_\_ **(BIDDER TO ENTER DATE)**

**SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)**

Bidder's Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Licensed Class A Virginia Contractor No. \_\_\_\_\_ Exp. \_\_\_\_\_

**OFFER**

Having examined the Place of The Work and the Bid Documents prepared by Hughes Associates Architects & Engineers for the above-mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

\_\_\_\_\_  
\_\_\_\_\_ dollars

(\$ \_\_\_\_\_), in lawful money of the United States of America.

**ALTERNATE 1 BID (FOLDING GLASS PARTITION SYSTEM AND FRAMING BETWEEN ROOMS 209 AND 210)**

\_\_\_\_\_  
\_\_\_\_\_ dollars

(\$ \_\_\_\_\_), in lawful money of the United States of America.

We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.

The cost of the required performance assurance bonds is \_\_\_\_\_ dollars  
(\$ \_\_\_\_\_), in lawful money of the United States of America.

All applicable federal taxes are included and Commonwealth of Virginia taxes are included in the Bid Sum.

All Allowances described in Section 012100 - Allowances are included in the Bid Sum.

**ACCEPTANCE**

This offer shall be open to acceptance for thirty days from the bid closing date.

**CONTRACT TIME**

If this Bid is accepted, we will:

Complete the Work in \_\_\_\_\_ calendar weeks from Notice to Proceed. (Bidder to enter number of weeks.)

**UNIT PRICES**

We have incorporated the following quantities for specific portions of the Work in our bid as Allowances. Unit prices indicated below will be used to adjust the allowance for actual costs.

Replacement of Raised Access Floor Tile in Server Rm. 220: 80 sq. feet  
Unit Price \$ \_\_\_\_\_/s.f.

**CHANGES TO THE WORK**

When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:  
\_\_\_\_\_ percent overhead and profit on the net cost of our own Work;  
\_\_\_\_\_ percent on the cost of work done by any Subcontractor.

On work deleted from the Contract, our credit to Owner shall be Architect-approved net cost plus \_\_\_\_\_ of the overhead and profit percentage noted above.

**ADDENDA**

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.  
Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.  
Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.

**BID FORM SIGNATURE(S)**

\_\_\_\_\_  
(Authorized signing officer, Title)

SECTION 005100  
**ROANOKE REGIONAL AIRPORT COMMISSION  
GENERAL CONTRACT TERMS AND CONDITIONS**  
(Non-AIP)

**GC-1 COMPLIANCE WITH LAWS AND LICENSING REQUIREMENTS**

- A. Contractor covenants and warrants that it has all licenses and permits necessary to perform the Work and that it shall maintain all such licenses and permits as may be required by Federal, State and local agencies during the term of the Contract.
- B. Contractor expressly warrants that in performance of the Work it shall comply with all applicable laws, codes, regulations, standards, etc., which may be required of it by all applicable local, state and federal jurisdictions and their respective agencies, offices, bureaus, and other administrative/regulatory entities.

**GC-2 SUBCONTRACTING AND ASSIGNMENT**

Contractor shall not assign this Contract or any of its rights or duties hereunder, nor shall Contractor subcontract any of the Work hereunder, without the prior written consent of the Commission's Executive Director.

The Commission will not recognize any subcontractor on the Work. The Contractor shall at all times, when work is in progress, be represented either in person or by a qualified superintendent or foreman from its staff. The qualified representative shall be duly authorized to receive and execute orders of the Commission and/or its representative.

The Contractor may only replace or add subcontractors with the prior written consent of the Commission.

Upon Commission's request(s), Contractor shall provide a listing of all subcontractors for the projects, including name, contact, address, phone, work to be performed by the respective subcontractor, contract price, and amount actually paid.

**GC-3 PERFORMANCE REQUIREMENTS**

**A. General**

- (1) The Work shall be performed in a good, workmanlike and safe manner, consistent with accepted industry practices and techniques, and subject to all applicable laws and regulations.
- (2) Contractor shall protect the property of the Commission, airport tenants and private property Commissions from any and all damage caused by Contractor's operations.
- (3) Contractor agrees to furnish its best skill and judgment in furtherance of

the interest of the Commission. Contractor agrees to furnish at all times an adequate supply of trained and qualified workmen, materials and equipment to perform the Work in the best way and in the most expeditious, economic and safe manner consistent with the interest of the Commission.

- (4) All services shall be performed with due diligence and with minimal interference to the Commission and private property Commission(s) in the use of the/their property.
- (5) Contractor shall maintain the work area in a neat, clean and safe condition at all times. Recognizing the Foreign Object Debris (FOD) could severely damage aircraft and jeopardize the lives of passengers, Contractor shall vigilantly comply with the requirements in the Contract Documents related to the clean-up and removal of demolition/removal debris and waste materials.

B. Character of Workers, Methods, and Equipment

The Contractor shall, at all times, employ sufficient labor and equipment for prosecuting the Work to full completion in the manner and time required by the Contract Documents.

All workers shall have sufficient skill and experience to perform properly the work assigned to them. Workers engaged in special work or skilled work shall have sufficient experience in such work and in the operation of the equipment required to perform the work satisfactorily. Neither Contractor nor its employees, agents, invitees or subcontractors shall bring any firearms or other weapons onto the work sites; nor shall any person come onto or remain upon the work sites while under the influence of alcohol or illegal drugs.

Any person employed by the Contractor or by any subcontractor including the project superintendent, who, in the opinion of the Commission, does not perform his work in a proper and skillful manner or is intemperate or disorderly shall, at the written request of the Commission, be removed forthwith by the Contractor or subcontractor employing such person, and shall not be employed again in any portion of the Work without the consent of the Commission.

Should the Contractor fail to remove such person or persons or fail to furnish suitable and sufficient personnel for the proper prosecution of the Work, the Commission may suspend the Work by written notice until compliance with such orders.

C. Equipment

All equipment used by Contractor shall be of sufficient type and size and in such mechanical condition as is necessary to meet the requirements of the work. Contractor warrants that such equipment shall be of such type as to cause no hazard or reasonably foreseeable danger to Commission employees,

or members of the public.

D. Inspection

A representative of the Commission and/or Consultant shall have the right at all times to examine the supplies, materials, equipment and methods used by Contractor; to observe the operations of the Contractor and its employees; to verify the activities being performed; and to do any act or thing which the Commission may be obligated or have the right to do under this Contract.

E. Clean-Up

Contractor shall clean up daily the work sites, access ways or exit routes from the work site.

F. Damage and Repair.

Contractor shall be responsible for and shall repair, or make financial and other arrangements for the repair, of any and all damages to the property of the Commission or others which may arise from its actions and the Work under this contract.

**GC-4 HAZARDOUS AND OTHER WASTES, MATERIAL AND SUBSTANCES**

- A. Contractor shall not dispose of or release any wastes of any kind, whether hazardous or not, on Commission property.
- B. Contractor shall remove from Commission property all waste and debris arising from its work and shall dispose of it properly, in accordance with all applicable laws. In particular, Contractor shall properly handle and remove all solvents and cleaners, and rags, cloths, containers, etc. used in conjunction with the Work.
- C. Contractor shall not bring or allow or permit to be brought onto the Commission property and shall not dispose of or release onto or from the Commission property any hazardous, toxic or petroleum material, substance, or waste. Compliance with all environmental laws shall be Contractor's sole responsibility at its sole cost. Contractor shall immediately furnish to the Commission's Executive Director written notice of any and all releases of hazardous wastes, materials or substances whenever such releases are required to be reported to any federal, state or local authority, and pay for all clean up and removal costs. Such written notice shall identify the substance released, the amount released, and the measures undertaken to clean up and remove the released material and any contaminated soil or water, and shall further certify that no contamination remains. Contractor shall also provide Commission with copies of any and all reports resulting from tests on Commission's property or made to any governmental agency which relate to property.
- D. Environmental Indemnification: Regardless of Commission's acquiescence and in addition to indemnification provisions contained elsewhere in this

Contract, Contractor shall defend, indemnify, and hold harmless the Commission, and all of its officers, agents, and employees, from all costs, liabilities, fines or penalties, including attorney's fees, resulting from or arising out of violation of this section. Contractor also agrees to reimburse said parties for any and all costs and expenses incurred in eliminating or remedying such violations. Contractor further agrees to reimburse Commission and hold harmless the Commission, and all of its officers, agents and employees from any and all costs, expenses, attorney's fees and all penalties or civil judgments obtained against the Commission as a result of Contractor's use, release or disposal of any petroleum product, hazardous substance, material, or waste onto the ground or into the water or air.

## **GC-5 INVOICES**

- A. Payment will be made in accordance with Contractor's bid for the Work, plus the cost of any additional services agreed to in advance, in writing by Commission, within thirty (30) days after the satisfactory completion of the Work, as determined by Commission, and Contractor's presentation of a proper invoice.

A detailed invoice, including the dates, on which the services were performed, shall be sent to the:

[Payables@flyroa.com](mailto:Payables@flyroa.com)  
Roanoke Regional Airport Commission  
Department of Finance  
5202 Aviation Drive  
Roanoke, VA 24012

- B. Contractor shall pay all applicable taxes, including sales tax on materials supplied. Contractor agrees that the Commission may withhold and/or offset payment to Contractor when property of the Commission, Commission's tenant/subtenant or adjoining private property is damaged or destroyed by poor performance or defective equipment or materials employed by Contractor, or for unsatisfactory performance under this Contract. Contractor also agrees that it shall be liable to the Commission for actual damages for replacement or repair of property, materials, or services caused by this damage or destruction to the Commission or Tenant's property, or for unsatisfactory performance.
- C. Prior to receiving any payments under this Contract, if the Contractor is an individual, the Contractor shall provide its social security number to the Commission and if the Contractor is a proprietorship, partnership, or corporation, the Contractor shall provide its federal employer identification number ("EIN") to the Commission.
- D. ACH Vendor Payments  
The Roanoke Regional Airport Commission pays its vendors electronically rather than by paper check. All payments to Contractor shall be deposited into the checking account of Contractor's choice. In addition to having the money deposited electronically, Contractor will also be notified of the

deposit by email. The email will provide Contractor with all the information that would normally be on Contractor's check stub. To receive payments electronically Contractor must print, and complete the ACH form, include a voided check and return both with this executed signed Contract to [finance@flyroa.com](mailto:finance@flyroa.com)

By signing the form, Contractor authorizes the Roanoke Regional Airport Commission to initiate credit entries and if necessary, debit entries and adjustments for any credit entries in error to Contractor's checking account.

#### **GC-6 SUBCONTRACTOR AND OTHER PAYMENT CONDITIONS; CLAIMS**

- A. The Contractor shall take one of the two following actions within seven days after receipt of amounts paid to the Contractor by the Commission for work performed by any subcontractor under this contract:
- a. Pay the subcontractor for the proportionate share of the total payment received from the Commission attributable to work performed by the subcontractor under the contract; or
  - b. Notify the Commission and the subcontractor, in writing, of Contractor's intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
- B. The Contractor shall pay interest to any subcontractor on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the Commission for work performed by the subcontractor under the contract, except for amounts withheld as allowed under paragraph "5b" above.
- Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent per month.
- C. The Contractor shall include in its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
- D. Contractual claims, disputes and other matters relating to the acceptability of the work, the interpretation or the requirements of the Contract, or the performance or furnishing of the work, including without limitation, Engineer's or Commission's denial of Contractor's request for a change order for additional money and/or an increase in time, shall be submitted in writing together with all supporting data and evidence and a request for a formal decision to the Commission's Executive Director. Contractor shall deliver the written notice with supporting data and evidence for each such claim, dispute or other matter promptly, but in no event later than ten (10) calendar days after the start of the occurrence of the event giving rise to the claim. Contractor's failure to submit written notice of such claim, dispute or other matter with the supporting data and evidence to Commission's Executive Director within the time specified shall be deemed to be and shall

constitute a waiver by Contractor of any and all claims for such matters and shall be an absolute bar to any future claim or suit against Commission for damages or relief of any kind based upon such occurrence or event. In reviewing any such claim or dispute, Commission's Executive Director may request any additional information or documentation from Contractor or other parties, and may utilize appropriate assistance from other sources. Any final decision in writing by the Commission's Executive Director shall be issued to Contractor within ninety (90) calendar days from the later of: i.) receipt of the written claim; or ii.) receipt of any additional information requested from the Contractor. Failure by the Commission's Executive Director to render a decision within ninety (90) calendar days shall be deemed a final decision by the Roanoke Regional Airport Commission denying the claim, and shall not result in the Contractor being awarded the relief claimed or in any other relief or penalty.

### **GC-7 INDEMNIFICATION**

Contractor shall defend, indemnify and hold harmless the Commission, its officials, officers, board members, agents, and employees, against any and all loss, cost, or expense, including reasonable attorney's fees, resulting from any claim, whether or not reduced to judgment, and for any liability of any nature whatsoever, that may arise out of or result from the Work or its performance by Contractor or its subcontractor(s) or the violation of any of the terms and conditions of this Contract, including, without limitation, fines and penalties, violations of federal, state or local laws or regulations promulgated hereunder, personal injury, wrongful death or property damage claims, or damage to or vandalism of the Contractor's equipment or personal property used to perform the Work. Should Contractor inadequately remedy or fail to remedy a violation of this Contract after notification by Commission, Commission shall be authorized to take whatever corrective action Commission deems necessary to eliminate the violation, at the sole expense of Contractor.

Contractor's obligation to indemnify shall not be affected, waived or diminished by the negligence of any party indemnified hereunder that in part contributes to the loss, cost, or expense, nor shall it be limited by any limitation on the amount or types of damages, compensation or benefits payable by or for Contractor or any subcontractor under worker compensation acts, disability benefit acts or other employee benefit acts.

### **GC-8 INSURANCE REQUIREMENTS**

The following terms and conditions related to Insurance shall apply:

#### Liability Insurance Requirements.

The Contractor shall maintain general liability insurance, on a per occurrence basis, with a quality company authorized to do business in Virginia during the life of the Contract and furnish Commission Certificates of Insurance, or other appropriate evidence of coverage as may be required by Commission, naming the Contractor as insured and its subcontractors, Commission, and Commission's officers, officials, agents, board members, employees and volunteers as additional

insureds, providing coverage against any and all claims for property damages or bodily injury (including death) incurred in connection with the services to be provided under this Contract. Minimum limits of liability shall be as indicated below:

Commercial General Liability: \$1,000,000.00 Combined Single Limit to include Contractual, Commissions and Contractors Protective, and Personal Injury (Libel, Slander, Defamation of Character, etc.)

Automobile Liability: \$1,000,000.00 Combined Single Limits, such insurance shall be "any auto" type coverage or is equivalent.

The above amounts may be met by an umbrella liability policy following the form of the underlying primary coverage in a minimum amount of Two Million Dollars (\$2,000,000).

Workers' Compensation Requirements the Contractor will obtain and maintain during the life of the Contract the statutory Workers' Compensation and Employer's Liability Insurance for all of its employees engaged in work on the Project under Contract. The Contractor shall require similar coverage by all subcontractors.

Notice of Cancellation The policy or policies required hereunder shall contain substantially the following special provision, unless otherwise agreed by Commission: "The Company agrees that thirty (30) days prior to cancellation or reduction of the insurance afforded by this policy, with respect to the contract involved, written notice will be sent by certified mail to the Executive Director, Roanoke Regional Airport Commission."

Additional Insureds Prior to execution of this Contract by Commission, the Contractor shall provide the Executive Director with an exact copy of the additional insured endorsement naming the entities listed above as additional insureds, and a copy of the declaration sheet for every insurance policy required hereunder. Such documents shall as to form, coverage, carrier and limits be satisfactory and approved by the Commission's Executive Director. If at any time the coverage, carrier or limits on any policy shall become unsatisfactory to such Executive Director, or the Commission's General Counsel, the Contractor shall forthwith provide a new policy meeting the requirements of said persons. The additional insured coverage provided under the Consultant's insurance policy shall be primary with respect to the Contractor's general liability, notwithstanding other insurance covering the Commission.

#### Insurance not to be a Limit on Liability

Nothing contained in the insurance requirements is to be construed as limiting the liability of the Contractor, and/or its subcontractors, or their insurance carriers may have under this Contract, including without limitation the indemnification provision contained herein. The Commission does not in any way represent that the coverages or limits of insurance specified are sufficient or adequate to protect the Contractor's interest or liabilities, but are merely minimums. The obligation of the Contractor, and its subcontractors, to purchase insurance shall not in any way limit the obligations of the Contractor in the event that the Commission or any of those named above should suffer any injury or loss in excess of the amount actually recoverable through insurance. Furthermore, there is no requirement or obligation for the Commission to seek any recovery against the Contractor's insurance company before seeking recovery directly from the Contractor.

Insurance Company Insurance coverage shall be in a form and with an insurance company approved by the Commission, which approval shall not be unreasonably withheld. Any insurance company providing coverage under this contract shall be authorized to do business in the Commonwealth of Virginia.

Notice to Commission

Contractor shall immediately notify the Commission in writing of any changes, modifications, expiration and/or termination of any insurance coverages and/or policies required by this Contract.

Umbrella Policy

The required limits of insurance for this Contract may be achieved by combining underlying primary coverage with an umbrella liability coverage to apply in excess of the general and automobile liability policies, provided that such umbrella liability policy follows the form of the underlying primary coverage.

Insurance Company

Insurance coverage shall be in a form and with an insurance company approved by the Commission, which approval shall not be unreasonably withheld. Any insurance company providing coverage under this contract shall be authorized to do business in the Commonwealth of Virginia.

No Exclusions

The Contractor's insurance policies and/or coverages shall not contain any exclusion for the Contractor's sub-contractors.

Maintenance of Insurance

The continued maintenance of the insurance policies and coverages required by this Contract during the time that the Contractor is working for the Commission is a continuing obligation, and the lapse and/or termination of any such policies or coverages without approved replacement policies and/or coverages being obtained shall be grounds for termination of the Contractor for default.

**GC-9 REQUIREMENTS IMPOSED BY STATE and FEDERAL LAW**

A. NON-DISCRIMINATION

1. During the performance of this contract, the Contractor agrees as follows:

- (a.) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor.

The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- (b.) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  - (c.) Notices, advertisements and solicitations places in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The Contractor will include the provisions of the foregoing paragraphs 1, 2, and 3. In every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.
  3. The Roanoke Regional Airport Commission does not discriminate against faith-based organizations.

B. DRUG FREE WORKPLACE

During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and, (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00 so that the provisions will be binding upon each such subcontractor or vendor.

C. EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED

The Contractor covenants that it does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

D. EVIDENCE OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

Pursuant to 2.2-4311.2 (A) of the Code of Virginia (1950), as amended, if the Contractor is organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership, the Contractor shall provide documentation acceptable to Commission establishing that the contractor is authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia (1950), as amended, or as otherwise required by law. The Contractor shall not allow its existence or its certificate of authority or registration to transact business in the Commonwealth to lapse if so required under Title 13.1 or Title 50, or to be

revoked or cancelled at any time during the term of the contract. The Commission may void this contract if the Contractor fails to remain in compliance with the provisions of this section.

**GC-10 CODE OF FEDERAL REGULATIONS 41 CFR 60-300.5(a) and 41 CFR 60-741(a) REQUIRED EEO CLAUSE:**

The Contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741(a). These regulations prohibit discrimination against qualified individuals and protected veterans on the basis of disability or veteran status and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities and protected veterans.

**GC-11 GENERAL CIVIL RIGHTS PROVISIONS**

Contractor agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance.

Title VI Clauses for Compliance with Nondiscrimination Requirements (*Source: Appendix A of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration*)

Compliance with Nondiscrimination Requirements

During the performance of this Contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter in this section GC-11 both collectively, and jointly and severally, referred to as the "Contractor") agrees as follows:

1. Compliance with Regulations: Contractor will comply with the Title VI List of Pertinent Nondiscrimination Statutes and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Non-discrimination: Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the

Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. Information and Reports: Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Commission or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of Contractor's noncompliance with the Non-discrimination provisions of this Contract, the Commission will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
  - b. Cancelling, terminating, or suspending this Contract, in whole or in part.
6. Incorporation of Provisions: Contractor will include the provisions of paragraphs one through six of this section GC-11 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. Contractor will take action with respect to any subcontract or procurement as the Commission or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Commission to enter into any litigation to protect the interests of the Commission. In addition, Contractor may request the United States to enter into the litigation to protect the interests of the United States.

#### Title VI List of Pertinent Nondiscrimination Authorities

*(Source: Appendix E of Appendix 4 of FAA Order 1400.11, Nondiscrimination in Federally-Assisted Programs at the Federal Aviation Administration)*

During the performance of this contract, Contractor, for itself, its assignees, and successors in interest (hereinafter both collectively and jointly and severally, referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons

displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *ET seq.*).

#### **GC-12 FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)**

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR Part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

#### **GC-13 OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970**

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor-Occupational Safety and Health Administration.

## **GC-14 CANCELLATION**

### **A. For Cause**

The Commission's Executive Director may cancel the Contract upon written notice received by Contractor whenever Contractor's services fall below the quality of services generally provided by others for similar types of services, or Contractor has failed to perform in accordance with this Contract. Prior to any such cancellation, Contractor shall be given written notice and five (5) days to cure such failures. However, in the event that that Contractor's failure is a violation of law, and/or an act or condition that poses a risk of harm to people or their property, then Contractor shall immediately act to cure such failure and shall complete such cure within 24 hours. Default by Contractor hereunder shall constitute a basis for determining for future contracts that Contractor is not a responsible bidder and for Commission to refuse to award such future Contracts to Contractor.

In the event that Contractor defaults in the performance of any of the terms, conditions or Contracts contained in this Contract, and Commission places the enforcement of all or part of this Contract in the hands of an attorney for enforcement, including the filing of a suit upon the same, Contractor agrees to pay all of Commission's reasonable attorney's fees and costs related to any such proceeding.

### **B. Without Cause**

The Executive Director of the Commission may cancel the contract without cause at any time upon ten (10) days advance written notice, and may stop the work at any time during the ten-day period, provided that Contractor shall be paid for all work completed to the satisfaction of the Commission on or before the effective date of the cancellation or stop work order, whichever is sooner.

## **GC-15 GOVERNING LAW, VENUE AND ARBITRATION**

The provision of this Contract shall be governed by and are intended to be consistent with the laws of the Commonwealth of Virginia. In light of this express choice of law provision; Virginia law for determining governing law shall not apply to the provisions of this Contract. Every action brought under or related to this Contract shall be brought in a Virginia court of competent jurisdiction in the City of

Roanoke or in the United States District Court for the Western District of Virginia, Roanoke, Virginia, and not elsewhere. In the event of any such litigation, the prevailing party, as determined by the adjudicating entity, shall have its costs, including all attorney's fees, paid by the non-prevailing party.

Notwithstanding the foregoing, the parties shall make their best efforts, in good faith, to resolve by negotiation all disputes concerning the interpretation and enforcement of this Contract by negotiation. The parties may resort to formal mediation via a professional mediating entity, licensed to conduct business in Virginia, in the event such inter-party negotiation fails. In the event either negotiation or mediation fail to resolve any such dispute, the parties hereby affirmatively agree to submit any action concerning the interpretation or enforcement of this Contract to binding arbitration, pursuant to Chapter 21 of Title 8.01 of the Code of Virginia, as currently existing or amended hereafter. Said arbitration shall be conducted by a professional arbitrating entity licensed to conduct business in Virginia. In the event the parties are unable to agree upon the arbitrating entity, selection shall be determined by a coin toss, choosing between one nominee respectively proposed by each party. The cost of the arbitration shall be shared equally by the parties. The party prevailing in any such arbitration, as determined by the arbitrator, shall have its costs, including all attorney's fees, paid by the non-prevailing party.

#### **GC-16     SEVERABILITY**

Wherever possible, each provision of this Contract shall be interpreted in such manner as to be effective and valid under applicable law. If any provision of this Contract is held illegal or unenforceable in a judicial proceeding, such provision shall be severed and shall be inoperative, and all remaining provisions of this Contract shall remain operative and binding on the parties. This Contract shall be construed and interpreted without regard to the identity of the party which drafted its various provisions. Every provision of this Contract shall be construed as if all parties participated equally in the drafting of that provision. Any legal principle or rule of construction that a document is to be construed or interpreted against the drafting party shall not be applicable in any legal or other proceeding involving the provisions of this Contract, and such principle or rule is expressly waived by the parties to this Contract.

#### **GC-17     ENTIRE CONTRACT**

This Contract embodies the entire understanding between the parties. There are no oral Contracts or representations in connection herewith.

#### **GC-18     SURVIVAL**

All representations, Contracts, covenants, and indemnifications made in or given by Contractor in this Contract shall survive the completion of all services under this Contract and the termination of this Contract for any reason.

#### **GC-19     DUPLICATE COPIES**

This Contract may be executed in any number of counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

#### **GC-20 CERTIFICATION**

The undersigned individual executing this Contract on behalf of Contractor certifies and warrants that he or she is authorized to enter into this Contractor and bind Contractor to all of the terms and conditions contained herein. Commission's Executive Director has been duly authorized by affirmative vote of the Commission Board to execute this Contract on behalf of the Commission.

#### **GC-21 HEADINGS**

The headings used in this Contract are intended for convenience of reference only and do not define, expand, or limit the scope or meaning of any provision of this Contract.

#### **GC-22 NOTICES**

A. Forms of Notice. Unless otherwise specified, all notices, consents and approvals required or authorized by this Contract to be given by or on behalf of either party to the other, shall be in writing and signed by a duly designated representative of the party by or on whose behalf they are given, and shall be deemed given three days after the time a certified letter, properly addressed, postage prepaid is deposited in any United States Post Office, or upon delivery by hand, or upon delivery by overnight express carrier.

B. Notice to Commission. Notice to Commission shall be addressed to it and delivered at the office of the Executive Director, Roanoke Regional Airport Commission, 5202 Aviation Drive, Roanoke, VA 24012, or at such other office as Commission may hereafter designate by notice to Consultant in writing.

C. Notice to Contractor. Notice to Contractor may be addressed and delivered to Contractor at the address provided by Contractor in the Contract, Contractor's address as shown in the public records, or at such other address in the continental United States as Contractor may hereafter designate by notice to the Commission in writing.

#### **GC-23 CONTRACT PROVISIONS REQUIRED FOR RECIPIENTS OF VIRGINIA DEPARTMENT OF AVIATION FUNDS**

A. As a recipient of Virginia Department of Aviation grant funds, all Commission contracts and Contracts are subject to all applicable terms and conditions of the Commission's Master Contract, Allocations, and Grant Contracts with the Virginia Department of Aviation, all as amended, which are incorporated by reference as if expressly stated herein, including, without limitation, the following provisions:

1. The Contract is subject to appropriation of funds and applicable grant funding from the Virginia Department of Aviation and may be cancelled and immediately terminated in the event the Virginia of Aviation terminates the funding in whole or in part for the Contract under the provisions of an applicable Master Grant Contract, Allocation, or Grant Amendment.
2. The Contractor or Consultant and all subcontractors, sub-consultants, and any other recipients of pass through funds shall maintain all books, documents, papers, accounting records, and any other written or electronic evidence supporting their project activities and the costs incurred. Such information shall be made available for audit and inspection at the Commission's offices at all times during the Grant Contract, Grant Amendment(s), or Allocation period and for a period of four years from the end of the state fiscal year (i.e. June 30) inn which the final payment is made, except for records pertaining to terminal buildings and the acquisition of land and easements. Records for terminal buildings shall be kept for the useful like of the terminal building. Records for the acquisition of land and easements shall be kept indefinitely.
3. The Contractor or Consultant and all subcontractors, sub-consultants, and any other recipients of pass-through funds shall permit any authorized representatives of the Virginia Department of Aviation to inspect and audit all records related to the performance of the contract or Contract, the Master Contract, or any Grant Contracts, Grant Amendment(s), and Allocations. This shall include, but not limited to the following: the scope of any audit conducted must include those expenditures made by the Commission for the Grant Contract, Grant Amendment(s), or Allocation, including consultants, sub-consultants, and any other recipients of pass-through funds.

**SECTION 011000  
SUMMARY**

**PART 1 GENERAL**

**1.01 PROJECT**

- A. Project Name: Interior Renovations to Roanoke-Blacksburg Airport Administration Office, 5240 Valleypark Dr. Roanoke, VA
- B. The Project consists of the interior renovations of an existing office building. .

**1.02 CONTRACT DESCRIPTION**

- A. Contract Type: A single prime contract based on a Stipulated Price .

**1.03 DESCRIPTION OF ALTERATIONS WORK**

- A. Scope of alterations work is indicated on drawings.

**1.04 PERMITS AND FEES BY CONTRACTOR**

- A. Obtain and pay for the following permits from The County of Roanoke.
  - 1. Building Permit

**1.05 CONTRACTOR USE OF SITE AND PREMISES**

- A. Construction Operations: Limited to areas noted on Drawings.
  - 1. Locate and conduct construction activities in ways that will limit disturbance to site.

**1.06 WORK SEQUENCE**

- A. Coordinate construction schedule and operations with Owner.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

**SECTION 012000  
PRICE AND PAYMENT PROCEDURES**

**PART 1 GENERAL**

**1.01 SCHEDULE OF VALUES**

- A. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit draft to Architect for approval.
- B. Forms filled out by hand will not be accepted.
- C. Submit Schedule of Values within 15 days after date of Owner-Contractor Agreement.
- D. Revise schedule to list approved Change Orders, with each Application For Payment.

**1.02 APPLICATIONS FOR PROGRESS PAYMENTS**

- A. Payment Period: Submit at intervals agreed on by the Owner..
- B. Use Form AIA G702 and Form AIA G703.
- C. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect for approval.
- D. Forms filled out by hand will not be accepted.
- E. Execute certification by signature of authorized officer.
- F. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored products.
- G. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of work.
- H. Submit one electronic copy of each Application for Payment.
- I. When Architect requires substantiating information, submit data justifying dollar amounts in question.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

**SECTION 012100  
ALLOWANCES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Payment and modification procedures relating to allowances.

**1.02 RELATED REQUIREMENTS**

- A. Section 012000 - Price and Payment Procedures: Additional payment and modification procedures.

**1.03 ALLOWANCES SCHEDULE**

- A. Tile - Replacement of Raised Access Floor Tile: Include the cost to remove and replace 50% (80 sf.) of the existing damaged floor tiles with new or refurbished tiles in Server Room 220. Provide a unit price per Square Foot for less or greater quantities.
  - 1. Tile shall conform to the notes shown on Plan Sheet ID-1 and as Specified in Section 096500.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**SECTION 012300  
ALTERNATES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Description of Alternates.

**1.02 RELATED REQUIREMENTS**

- A. Document 002113 - Instructions to Bidders: Instructions for preparation of pricing for Alternates.

**1.03 ACCEPTANCE OF ALTERNATES**

- A. Alternates quoted on Bid Forms will be reviewed and accepted or rejected at Owner's option. Accepted Alternates will be identified in the Owner-Contractor Agreement.
- B. Coordinate related work and modify surrounding work to integrate the Work of each Alternate.

**1.04 SCHEDULE OF ALTERNATES**

- A. Alternate No. 1 - Folding glass partition system and framing as indicated on Sheet A1-1 between rooms 209 and 210.:

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**SECTION 013000  
ADMINISTRATIVE REQUIREMENTS**

**PART 1 GENERAL**

**1.01 GENERAL ADMINISTRATIVE REQUIREMENTS**

- A. Make the following types of submittals to Architect:
  - 1. Requests for Interpretation (RFI).
  - 2. Requests for substitution.
  - 3. Shop drawings, product data, and samples.
  - 4. Design data.
  - 5. Applications for payment and change order requests.
  - 6. Progress schedules.
  - 7. Coordination drawings.
  - 8. Correction Punch List and Final Correction Punch List for Substantial Completion.
  - 9. Closeout submittals.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 PRECONSTRUCTION MEETING**

- A. Contractor to schedule meeting after Notice of Award.
- B. Attendance Required:
  - 1. Owner.
  - 2. Architect.
  - 3. Contractor.
- C. Agenda:
  - 1. Submission of schedule of values.
  - 2. Submission of the construction schedule.
  - 3. Designation of personnel representing the parties to Contract.
  - 4. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
  - 5. Scheduling.
- D. Contractor to record minutes and distribute copies within two days after meeting to participants, with electronic copies to Architect, Owner, participants, and those affected by decisions made.

**3.02 PROGRESS MEETINGS**

- A. Contractor to schedule and administer meetings throughout progress of the work at maximum semi-monthly intervals.
- B. Attendance Required:
  - 1. Contractor.
  - 2. Owner.
  - 3. Architect.
  - 4. Contractor's superintendent.
  - 5. Major subcontractors as appropriate.
- C. Agenda:
  - 1. Review minutes of previous meetings.
  - 2. Review of work progress.
  - 3. Field observations, problems, and decisions.
  - 4. Identification of problems that impede, or will impede, planned progress.
  - 5. Review of submittals schedule and status of submittals.
  - 6. Review of RFIs log and status of responses.
  - 7. Review of off-site fabrication and delivery schedules.

8. Maintenance of progress schedule.
  9. Corrective measures to regain projected schedules.
  10. Planned progress during succeeding work period.
  11. Coordination of projected progress.
  12. Maintenance of quality and work standards.
  13. Effect of proposed changes on progress schedule and coordination.
  14. Other business relating to work.
- D. Record minutes and distribute copies within two days after meeting to participants, with electronic copies to Architect, Owner, participants, and those affected by decisions made.

### **3.03 REQUESTS FOR INTERPRETATION (RFI)**

- A. Definition: A request seeking one of the following:
1. An interpretation, amplification, or clarification of some requirement of Contract Documents arising from inability to determine from them the exact material, process, or system to be installed; or when the elements of construction are required to occupy the same space (interference); or when an item of work is described differently at more than one place in Contract Documents.
  2. A resolution to an issue which has arisen due to field conditions and affects design intent.
- B. Whenever possible, request clarifications at the next appropriate project progress meeting, with response entered into meeting minutes, rendering unnecessary the issuance of a formal RFI.
- C. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.
- D. RFI Log: Prepare and maintain a tabular log of RFIs for the duration of the project.
1. Indicate current status of every RFI. Update log promptly and on a regular basis.
  2. Note dates of when each request is made, and when a response is received.
  3. Highlight items requiring priority or expedited response.
- E. Review Time: Architect will respond and return RFIs to Contractor within seven calendar days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 12:00 noon will be considered as having been received on the following regular working day.
1. Response period may be shortened or lengthened for specific items, subject to mutual agreement, and recorded in a timely manner in progress meeting minutes.
- F. Responses: Content of answered RFIs will not constitute in any manner a directive or authorization to perform extra work or delay the project. If in Contractor's belief it is likely to lead to a change to Contract Sum or Contract Time, promptly issue a notice to this effect, and follow up with an appropriate Change Order request to Owner.
1. Response may include a request for additional information, in which case the original RFI will be deemed as having been answered, and an amended one is to be issued forthwith. Identify the amended RFI with an R suffix to the original number.
  2. Do not extend applicability of a response to specific item to encompass other similar conditions, unless specifically so noted in the response.
  3. Upon receipt of a response, promptly review and distribute it to all affected parties, and update the RFI Log.
  4. Notify Architect within seven calendar days if an additional or corrected response is required by submitting an amended version of the original RFI, identified as specified above.

### **3.04 SUBMITTALS FOR REVIEW**

- A. When the following are specified in individual sections, submit them for review:
1. Product data. Digital (PDF)
  2. Design data. Digital (PDF)
  3. Shop drawings.(Digital (PDF)
  4. Samples for verification: Digital (PDF) marked to indicate product, color, finish..

- B. Submit to Architect for review for the limited purpose of checking for compliance with information given and the design concept expressed in Contract Documents.
- C. Samples will be reviewed for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below.

**3.05 SUBMITTALS FOR PROJECT CLOSEOUT**

- A. Submit Correction Punch List for Substantial Completion.
- B. Submit Final Correction Punch List for Substantial Completion.
- C. Submit the following at project closeout.
  - 1. Project record documents.
  - 2. Operation and maintenance data.
  - 3. Warranties.
  - 4. Bonds.
  - 5. Other types as indicated.
- D. Submit for Owner's benefit during and after project completion.

**3.06 SUBMITTAL REVIEW**

- A. Submittals for Review: Architect will review each submittal, and approve, or take other appropriate action.
- B. Submittals for Information: Architect will acknowledge receipt and review. See below for actions to be taken.
- C. Architect's actions will be reflected by marking each returned submittal using virtual stamp on electronic submittals.
  - 1. Notations may be made directly on submitted items and/or listed on appended Submittal Review cover sheet.
- D. Architect's and consultants' actions on items submitted for review:
  - 1. Authorizing purchasing, fabrication, delivery, and installation:
    - a. "Approved", or language with same legal meaning.
    - b. "Approved as Noted, Resubmission not required", or language with same legal meaning.
      - 1) At Contractor's option, submit corrected item, with review notations acknowledged and incorporated.
    - c. "Approved as Noted, Resubmit for Record", or language with same legal meaning.
  - 2. Not Authorizing fabrication, delivery, and installation:
    - a. "Revise and Resubmit".
      - 1) Resubmit revised item, with review notations acknowledged and incorporated.
    - b. "Rejected".
      - 1) Submit item complying with requirements of Contract Documents.
- E. Architect's and consultants' actions on items submitted for information:
  - 1. Items for which no action was taken:
    - a. "Received" - to notify the Contractor that the submittal has been received for record only.
  - 2. Items for which action was taken:
    - a. "Reviewed" - no further action is required from Contractor.

**END OF SECTION**

**SECTION 016000  
PRODUCT REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SUBMITTALS**

- A. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- B. Shop Drawing Submittals: Prepared specifically for this Project.
- C. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
  - 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

**PART 2 PRODUCTS**

**2.01 EXISTING PRODUCTS**

- A. Do not use materials and equipment removed from existing premises unless specifically required or permitted by Contract Documents.
- B. Existing materials and equipment indicated to be removed, but not to be re-used, relocated, reinstalled, delivered to the Owner, or otherwise indicated as to remain the property of the Owner, become the property of the Contractor; remove from site.

**2.02 NEW PRODUCTS**

- A. Provide new products unless specifically required or permitted by Contract Documents.

**2.03 PRODUCT OPTIONS**

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

**2.04 MAINTENANCE MATERIALS**

- A. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections.
- B. Deliver and place in location as directed; obtain receipt prior to final payment.

**PART 3 EXECUTION**

**3.01 SUBSTITUTION LIMITATIONS**

**3.02 TRANSPORTATION AND HANDLING**

- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
- B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.
- C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- D. Transport and handle products in accordance with manufacturer's instructions.
- E. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.

- F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
- H. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

### **3.03 STORAGE AND PROTECTION**

- A. Provide protection of stored materials and products against theft, casualty, or deterioration.
- B. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication.
- C. Store and protect products in accordance with manufacturers' instructions.
- D. Store with seals and labels intact and legible.
- E. Arrange storage of materials and products to allow for visual inspection for the purpose of determination of quantities, amounts, and unit counts.
- F. Store sensitive products in weathertight, climate-controlled enclosures in an environment favorable to product.
- G. Provide off-site storage and protection when site does not permit on-site storage or protection.
- H. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
- I. Comply with manufacturer's warranty conditions, if any.
- J. Do not store products directly on the ground.
- K. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- L. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- M. Prevent contact with material that may cause corrosion, discoloration, or staining.
- N. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- O. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

**END OF SECTION**

**SECTION 017000  
EXECUTION AND CLOSEOUT REQUIREMENTS**

**PART 1 GENERAL**

**1.01 PROJECT CONDITIONS**

- A. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.

**PART 2 PRODUCTS**

**2.01 PATCHING MATERIALS**

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.
- C. Product Substitution: For any proposed change in materials, submit request for substitution to the Architect.

**PART 3 EXECUTION**

**3.01 EXAMINATION**

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

**3.02 PREPARATION**

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

**3.03 GENERAL INSTALLATION REQUIREMENTS**

- A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- C. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
- D. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- E. Make neat transitions between different surfaces, maintaining texture and appearance.

**3.04 ALTERATIONS**

- A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.

1. Report discrepancies to Architect before disturbing existing installation.
  2. Beginning of alterations work constitutes acceptance of existing conditions.
- B. Maintain weatherproof exterior building enclosure except for interruptions required for replacement or modifications; take care to prevent water and humidity damage.
- C. Remove existing work as indicated and as required to accomplish new work.
1. Remove items indicated on drawings.
  2. Relocate items indicated on drawings.
  3. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.
  4. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.
- D. Services (Including but not limited to HVAC, Plumbing, Electrical, and Telecommunications): Remove, relocate, and extend existing systems to accommodate new construction.
1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components; if necessary, modify installation to allow access or provide access panel.
  2. Where existing systems or equipment are not active and Contract Documents require reactivation, put back into operational condition; repair supply, distribution, and equipment as required.
  3. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.
    - a. Disable existing systems only to make switchovers and connections; minimize duration of outages.
    - b. Provide temporary connections as required to maintain existing systems in service.
  4. Verify that abandoned services serve only abandoned facilities.
  5. Remove abandoned pipe, ducts, conduits, and equipment, including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification; patch holes left by removal using materials specified for new construction.
- E. Protect existing work to remain.
1. Perform cutting to accomplish removals neatly and as specified for cutting new work.
  2. Repair adjacent construction and finishes damaged during removal work.
- F. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
1. When existing finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Architect.
  2. Where removal of partitions or walls results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
  3. Where a change of plane of 1/4 inch (6 mm) or more occurs in existing work, submit recommendation for providing a smooth transition for Architect review and request instructions.
- G. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
- H. Refinish existing surfaces as indicated:
1. Where rooms or spaces are indicated to be refinished, refinish all visible existing surfaces to remain to the specified condition for each material, with a neat transition to adjacent finishes.

- 2. If mechanical or electrical work is exposed accidentally during the work, re-cover and refinish to match.
- I. Clean existing systems and equipment.
- J. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.
- K. Do not begin new construction in alterations areas before demolition is complete.
- L. Comply with all other applicable requirements of this section.

### **3.05 CUTTING AND PATCHING**

- A. Whenever possible, execute the work by methods that avoid cutting or patching.
- B. See Alterations article above for additional requirements.
- C. Perform whatever cutting and patching is necessary to:
  - 1. Complete the work.
  - 2. Fit products together to integrate with other work.
  - 3. Provide openings for penetration of mechanical, electrical, and other services.
  - 4. Match work that has been cut to adjacent work.
  - 5. Repair areas adjacent to cuts to required condition.
  - 6. Repair new work damaged by subsequent work.
  - 7. Remove samples of installed work for testing when requested.
  - 8. Remove and replace defective and non-complying work.
- D. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing.
- E. Employ skilled and experienced installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
- F. Cut rigid materials using masonry saw or core drill.
- G. Restore work with new products in accordance with requirements of Contract Documents.
- H. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- I. Patching:
  - 1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
  - 2. Match color, texture, and appearance.
  - 3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

### **3.06 PROGRESS CLEANING**

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

### **3.07 PROTECTION OF INSTALLED WORK**

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.

- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- F. Protect work from spilled liquids. If work is exposed to spilled liquids, immediately remove protective coverings, dry out work, and replace protective coverings.
- G. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- H. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

### **3.08 FINAL CLEANING**

- A. Use cleaning materials that are nonhazardous.
- B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- C. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
- D. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- E. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

### **3.09 CLOSEOUT PROCEDURES**

- A. Make submittals that are required by governing or other authorities.
- B. Accompany Project Coordinator on preliminary inspection to determine items to be listed for completion or correction in the Contractor's Correction Punch List for Contractor's Notice of Substantial Completion.
- C. Notify Architect when work is considered ready for Architect's Substantial Completion inspection.
- D. Submit written certification containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's Substantial Completion inspection.
- E. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect.
- F. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas.
- G. Notify Architect when work is considered finally complete and ready for Architect's Substantial Completion final inspection.
- H. Complete items of work determined by Architect listed in executed Certificate of Substantial Completion.

**END OF SECTION**

**SECTION 064100  
ARCHITECTURAL WOOD CASEWORK**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Plastic laminate cladding, to re-cover existing surfaces.

**1.02 SUBMITTALS**

- A. See Section 013000 - Administrative Requirements for submittal procedures.
- B. Product Data for Wood Casework for Transparent Finish: Submit digital PDF marked of manufacturer's published, product descriptive data.
  - 1. HPDL Laminates: For each type, indicate description, thickness, and color.
- C. Shop Drawings:
  - 1. Provide field verification dimensions of existing casework and furniture.
  - 2. Indicate areas of coverage of new and existing materials.
  - 3. Identification of Materials: include a material list.
- D. Sample Verification: submit digital PDF marked to indicate material, color, and finish of each product specified.

**1.03 QUALITY ASSURANCE**

- A. Fabricator/Installer Qualifications: Firm specializing in fabricating and installing products specified in this section with minimum five years of documented experience; with qualifications indicating ability to comply with requirements of this section.

**1.04 DELIVERY, STORAGE, AND HANDLING**

- A. See Section 017419 - Construction Waste Management and Disposal for packaging waste requirements.
- B. Deliver products at the time of installation; do not store product on site.
- C. For plastic laminate products, handle in accordance with manufacturer's documented instructions.
- D. Handle materials and products to prevent damage to edges, ends, or surfaces.

**1.05 FIELD CONDITIONS**

- A. Ambient Conditions for Acclimation, Installation, and Post-Installation of Wood-Based Products:

**PART 2 PRODUCTS**

**2.01 MANUFACTURERS**

- A. Wilsonart Engineered Surfaces: [www.wilsonart.com](http://www.wilsonart.com)
- B. Substitutions: See Section 016000 - Product Requirements.
- C. Source Limitations: Furnish products provided by a single fabricator.
- D. Single Source Responsibility: Provide and install this work from single fabricator.

**2.02 RE-COVER EXISTING CASEWORK AND FURNITUR**

- A. Provide new plastic laminate and all components and equipment to successfully re-cover existing built-in casework desk in size and appearance as indicated on drawings: Badge Desk facing the Main Floor Entrance Lobby.
  - 1. Remove the existing laminate on the face and top of the Lobby side of the unit.
  - 2. Verify in field all dimensions and conditions.
  - 3. Perform re-covering work on site, in situ.
- B. Provide new plastic laminate and all components and equipment to successfully re-cover existing table tops in Break Room/Kitchen.
  - 1. Remove the existing laminate and replace with new material.

2. Verify in field the quantity and size (diameter). Estimate: 6 tables; 36" dia.
3. Verify in field that the edgebanding is of re-useable condition.
4. Work may be performed off site by prior arrangement and permission.

### **2.03 PERFORMANCE REQUIREMENTS**

- A. Architectural Woodwork Institute (AWI) Performance Requirements:
  1. Comply with AWI 300, ANSI/AWI 0641, ANSI/AWI 0400, and ANSI/AWI 0620 as applicable for specified casework finish, aesthetic grade, and performance duty level.
    - a. Aesthetic Grade: Custom.
    - b. Product Performance Duty Level: Duty Level 3.
  2. Material Thicknesses: Provide materials as required to meet specified performance duty level, subject to minimum thickness requirements of AWI 300 and ANSI/AWI 0641 and flatness requirements indicated below.
  3. Material Flatness: Provide finished laminate surface with maximum variation from flat in 12 inches (300 mm) as measured diagonally across panel.
    - a. Custom Grade: Plus or minus 0.047 inch (1.2 mm) maximum.

### **2.04 HPDL-CLAD PRODUCT**

- A. Description: Re-Cover product consisting of High-Pressure Decorative Laminate (HPDL) faces applied to existing casework and table tops, to provide a new aesthetic.
- B. High-Pressure Decorative Laminate (HPDL): Sheet consisting of fibrous material impregnated with thermosetting resins; bonded by high-pressure process.
- C. HPDL Laminates Less than 0.08 inch (2 mm) Thick: Comply with ISO 4586-3.
  1. Horizontal Grades:
    - a. HPDL HGS; for table top applications; Type PLAM-2.
  2. Vertical Grades:
    - a. HPDL VGL; for casework applications; Type
  3. Concealed Backer Materials:
    - a. Laminate materials as required and recommended by manufacturer.
  4. Products:
    - a. Wilsonart Re-Cover: peel and stick high pressure laminate.
      - 1) Exposed Exterior Surfaces: Type PLAM-1 and PLAM-2, as indicated on drawings.

### **2.05 FABRICATION**

- A. Ease sharp or rough edges .
- B. When necessary to cut and fit on site, provide materials with sufficient allowance for cutting.
- C. Casework with Laminate Cladding: Apply laminates in full uninterrupted sheets consistent with manufactured sizes. Fit corners and joints hairline.
- D. Provide cutouts for plumbing fixtures; verify locations of cutouts from on-site dimensions. Sand and seal cut edges.
- E. Edgebanding: Re-use existing as specified.
- F. Fabrication Tolerances: Comply with specified performance requirements.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify casework and table tops on in a suitable condition for re-covering.

### **3.02 PREPARATION**

- A. Clean surfaces, ensuring they are free from debris, uneven surfaces or other imperfection which would prohibit successful installation of new covering.

### **3.03 INSTALLATION**

- A. Install and secure work of this section in accordance with specified performance requirements.
- B. Install work of this section rigid, plumb, and level and in accordance with fabricator's documented instructions.

### **3.04 TOLERANCES**

- A. Comply with specified performance requirements for tolerances.

### **3.05 CLEANING**

- A. See Section 017000 - Execution and Closeout Requirements for additional requirements.
- B. Clean exposed surfaces of casework and table tops and edges.
- C. Remove all debris and trash associated with this work.

### **3.06 PROTECTION**

- A. Protect casework and table tops from subsequent construction operations.

**SECTION 088723  
SAFETY AND SECURITY FILMS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Decorative privacy window film applied to existing interior glazing assemblies.
- B. Glazing assemblies to receive film are indicated on drawings.

**1.02 RELATED REQUIREMENTS**

- A. Section 088000 - Glazing: General glazing applications to receive architectural window film.
- B. Section 088500 - Windows # : Windows to receive architectural window film.

**1.03 REFERENCE STANDARDS**

- A. 40 CFR 59, Subpart D - National Volatile Organic Compound Emission Standards for Architectural Coatings; U.S. Environmental Protection Agency; Current Edition.
- B. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials; 2026.
- C. NFPA 101 - Life Safety Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.

**1.04 SUBMITTALS**

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Submit digital PDF of manufacturer's data sheets on each product specified.
- C. Shop Drawings: For custom applications, submit digital PDF indicating custom pattern (logo) placement, including dimensions.
- D. Sample Verification: Submit digital PDF marked to indicate product style/pattern, color for each film product specified.

**1.05 QUALITY ASSURANCE**

- A. Manufacturer Qualifications: Glazing film manufacturer specializing in manufacture of decorative window films with minimum 10 years successful experience.
- B. Installer Qualifications: Installation shall be performed by a single installer with a minimum of 5 years demonstrated successful experience in installing products of the same type and scope as specified, or a single installer certified by CP Films, Inc., a subsidiary of Eastman Chemical Company.

**1.06 DELIVERY, STORAGE, AND HANDLING**

- A. Store products in manufacturer's unopened packaging until ready for installation.
- B. Store and dispose of hazardous materials, and materials contaminated hazardous materials, in accordance with requirements of authorities having jurisdiction.

**1.07 FIELD CONDITIONS**

- A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.

**1.08 WARRANTY**

- A. At project closeout, provide to Owner or Owners Representative an executed current copy of the manufacturer's standard limited warranty against manufacturing defect, outlining its terms, conditions, and exclusions from coverage.

## **PART 2 PRODUCTS**

### **2.01 MANUFACTURERS**

- A. Decorative Films, LLC: [www.decorativefilm.com](http://www.decorativefilm.com), as distributed/installed by Clear Defense Window Films of Virginia: [www.cleardefenseroa.com](http://www.cleardefenseroa.com)
- B. Substitutions: See Section 016000 - Product Requirements.

### **2.02 PRODUCT**

- A. Specified type WF-1, WF-2, and WF-3 decorative privacy window film, as indicated on drawings.
  - 1. Surface applied film.
  - 2. Requiring no supplemental anchoring devices.

### **2.03 MATERIALS**

- A. Glazing Film, Type WF-1 and WF-2: Polyester, SR Coating.
  - 1. Thickness: 3 mil, minimum.
  - 2. Color: Frosted, dusted matte crystal.
  - 3. Finish: scratch resistant, low-gloss, no glare, matte surface.
  - 4. Adhesive Type: Pressure sensitive.
  - 5. Release Liner: Silicone coated, plottable.
  - 6. Low VOC content according to 40 CFR 59, Subpart D (EPA method 24).
- B. Glazing Film, Type WF-3: Polyester, dot gradient, colored.
  - 1. Thickness: 2 mil, minimum.
  - 2. Color: Sapphire Dot Gradient.
  - 3. Finish: Translucent, frosted, with graduated opacity from bottom to top.
  - 4. Adhesive Type: Clear, pressure sensitive.
  - 5. Release Liner: Silicone coated.
  - 6. Low VOC content according to 40 CFR 59, Subpart D (EPA method 24).
- C. Glass Cleaner: As recommended by glazing film manufacturer.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Field -Applied Film: Verify that existing conditions are adequate for proper application and performance of film.
- B. Examine glass and frames. Verify that existing conditions are adequate for proper application and performance of film.
- C. Verify glass is not cracked, chipped, broken, or damaged.
- D. Verify that frames are securely anchored and free of defects.
- E. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

### **3.02 PREPARATION**

- A. Clean glass of dust, dirt, paint, oil, grease, mildew, mold, and other contaminants that would inhibit adhesion.
- B. Immediately prior to applying film, thoroughly wash glass using methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- C. Protect adjacent surfaces.
- D. Do not begin installation until substrates have been properly prepared.

### **3.03 INSTALLATION**

- A. Do not apply glazing film when surface temperature is less than 40 degrees F (4 degrees C) or if precipitation is imminent.
- B. Install in accordance with manufacturer's instructions, without air bubbles, wrinkles, streaks, bands, thin spots, pinholes, or gaps, as required to achieve specified performance.
- C. Accurately cut film with straight edges to required sizes allowing 1/16 inch (2 mm) to 1/8 inch (3 mm) gap at perimeter of glazed panel's window sealant unless otherwise required by anchorage method. Use new blade tips after 3 to 4 cuts.
- D. Seams: Seam film only as required to accommodate material sizes; form seams vertically without overlaps and gaps; do not install with horizontal seams.
- E. Clean glass and anchoring accessories following installation. Remove excess sealants and other glazing materials from adjacent finished surfaces.
- F. Upon completion of film application, allow 30 days for moisture from film installation to dry thoroughly, and to allow film to dry flat with no moisture dimples when viewed under normal viewing conditions.
- G. Remove left-over material and debris from Work area.

### **3.04 PROTECTION**

- A. Protect installed products until completion of project.
- B. Touch-up, repair or replace damaged products before Date of Substantial Completion.

**SECTION 090561  
COMMON WORK RESULTS FOR FLOORING PREPARATION**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. This section applies to floors identified in Contract Documents that are receiving the following types of floor coverings:
  - 1. Resilient luxury vinyl tile.
  - 2. Modular carpet tile.
- B. Removal of existing floor coverings, including carpet and ceramic tile.
- C. Preparation of existing concrete floor slabs for installation of floor coverings.
- D. Testing of concrete floor slabs for moisture and alkalinity (pH).
- E. Remediation of concrete floor slabs due to unsatisfactory moisture or alkalinity (pH) conditions.
  - 1. Contractor shall perform all specified remediation of concrete floor slabs. If such remediation is indicated by testing agency's report and is due to a condition not under Contractor's control or could not have been predicted by examination prior to entering into the contract, a contract modification will be issued.
- F. Patching compound.
- G. Remedial floor coatings.
- H. Remedial floor treatment.

**1.02 RELATED REQUIREMENTS**

- A. Section 012200 - Unit Prices: Bid pricing for remediation treatments if required.
- B. Section 012300 - Alternates: Bid pricing for remediation treatments if required.
- C. Section 014000 - Quality Requirements: Additional requirements relating to testing agencies and testing.
- D. Section 017419 - Construction Waste Management and Disposal: Handling of existing floor coverings removed.
- E. Section 033000 - Cast-in-Place Concrete: Moisture emission reducing curing and sealing compound for slabs to receive adhered flooring, to prevent moisture content-related flooring failures; to remain in place, not to be removed.
- F. Section 033000 - Cast-in-Place Concrete: Concrete admixture for slabs to receive adhered flooring, to prevent moisture content-related flooring failures.
- G. Section 033000 - Cast-in-Place Concrete: Limitations on curing requirements for new concrete floor slabs.
- H. Section 035400 - Cast Underlayment: Self-leveling underlayment applied as remediation treatment.

**1.03 REFERENCE STANDARDS**

- A. ASTM F1869 - Standard Test Method for Measuring Moisture Vapor Emission Rate of Concrete Subfloor Using Anhydrous Calcium Chloride; 2023.
- B. RFCI (RWP) - Recommended Work Practices for Removal of Resilient Floor Coverings; 2018.

**1.04 ADMINISTRATIVE REQUIREMENTS**

**1.05 QUALITY ASSURANCE**

**1.06 DELIVERY, STORAGE, AND HANDLING**

- A. Deliver, store, handle, and protect products in accordance with manufacturer's instructions and recommendations.
- B. Deliver materials in manufacturer's packaging; include installation instructions.

- C. Keep materials from freezing.

### **1.07 FIELD CONDITIONS**

- A. Maintain ambient temperature in spaces where concrete testing is being performed, and for at least 48 hours prior to testing, at not less than 65 degrees F (18 degrees C) or more than 85 degrees F (30 degrees C).
- B. Maintain relative humidity in spaces where concrete testing is being performed, and for at least 48 hours prior to testing, at not less than 40 percent and not more than 60 percent.

## **PART 2 PRODUCTS**

## **PART 3 EXECUTION**

### **3.01 CONCRETE SLAB PREPARATION**

- A. Perform following operations in the order indicated:
  1. Preliminary cleaning.
  2. Moisture vapor emission tests; 3 tests in the first 1000 square feet (100 square meters) and one test in each additional 1000 square feet (100 square meters), unless otherwise indicated or required by flooring manufacturer.
  3. Internal relative humidity tests; in same locations as moisture vapor emission tests, unless otherwise indicated.
  4. Alkalinity (pH) tests; in same locations as moisture vapor emission tests, unless otherwise indicated.
  5. Specified remediation, if required.
  6. Patching, smoothing, and leveling, as required.
  7. Other preparation specified.
  8. Adhesive bond and compatibility test.
  9. Protection.

### **3.02 REMOVAL OF EXISTING FLOOR COVERINGS**

- A. Comply with local, State, and federal regulations and recommendations of RFCI (RWP), as applicable to floor covering being removed.
- B. Dispose of removed materials in accordance with local, State, and federal regulations and as specified.

### **3.03 PRELIMINARY CLEANING**

- A. Clean floors of dust, solvents, paint, wax, oil, grease, asphalt, residual adhesive, adhesive removers, film-forming curing compounds, sealing compounds, alkaline salts, excessive laitance, mold, mildew, and other materials that might prevent adhesive bond.
- B. Do not use solvents or other chemicals for cleaning.

### **3.04 MOISTURE VAPOR EMISSION TESTING**

- A. Where the floor covering manufacturer's requirements conflict with either the referenced test method or this specification, comply with the manufacturer's requirements.
- B. Where this specification conflicts with the referenced test method, comply with the requirements of this section.
- C. Test in accordance with ASTM F1869 and as follows.
- D. Plastic sheet test and mat bond test may not be substituted for the specified ASTM test method, as those methods do not quantify the moisture content sufficiently.
- E. In the event that test values exceed floor covering manufacturer's limits, perform remediation as indicated. In the absence of manufacturer limits, perform remediation if test values exceed 3 pounds per 1000 square feet (1.4 kg per 93 square meters) per 24 hours.
- F. Report: Report the information required by the test method.

### **3.05 ALKALINITY TESTING**

- A. Where the floor covering manufacturer's requirements conflict with either the referenced test method or this specification, comply with the manufacturer's requirements.
- B. In the event that test values exceed floor covering manufacturer's limits, perform remediation as indicated. In the absence of manufacturer limits, perform remediation if alkalinity (pH) test value is over 10.

### **3.06 PREPARATION**

- A. See individual floor covering section(s) for additional requirements.
- B. Comply with requirements and recommendations of floor covering manufacturer.
- C. Fill and smooth surface cracks, grooves, depressions, control joints and other non-moving joints, and other irregularities with patching compound.
- D. Do not fill expansion joints, isolation joints, or other moving joints.

### **3.07 ADHESIVE BOND AND COMPATIBILITY TESTING**

- A. Comply with requirements and recommendations of floor covering manufacturer.

**SECTION 096500  
RESILIENT FLOORING**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Removal of existing ceramic tile and carpet flooring.
- B. New resilient tile flooring.
- C. New resilient base.
- D. New resilient stair accessories.
- E. Replacement of damaged raised access floor tiles.
- F. Installation accessories.

**1.02 RELATED REQUIREMENTS**

- A. Section 016116 - Volatile Organic Compound (VOC) Content Restrictions.
- B. Section 033000 - Cast-in-Place Concrete: Restrictions on curing compounds for concrete slabs and floors to receive adhesive-applied resilient flooring.
- C. Section 090561 - Common Work Results for Flooring Preparation: Removal of existing floor coverings, cleaning, and preparation.
- D. Section 260526 - Grounding and Bonding for Electrical Systems: Grounding and bonding of static control flooring to building grounding system.
- E. Section 260539 - Underfloor Raceways for Electrical Systems: Electrical floor cover plates for installation of resilient flooring specified in this section.

**1.03 REFERENCE STANDARDS**

- A. ASTM D6329 - Standard Guide for Developing Methodology for Evaluating the Ability of Indoor Materials to Support Microbial Growth Using Static Environmental Chambers; 1998 (Reapproved 2023).
- B. ASTM E648 - Standard Test Method for Critical Radiant Flux of Floor-Covering Systems Using a Radiant Heat Energy Source; 2025a.
- C. ASTM F710 - Standard Practice for Preparing Concrete Floors to Receive Resilient Flooring; 2022.
- D. ASTM F1700 - Standard Specification for Solid Vinyl Floor in Modular Format such as Tile(s) or Plank(s); 2025.
- E. ASTM F1861 - Standard Specification for Resilient Wall Base; 2021 (Reapproved 2025).
- F. ASTM F2169 - Standard Specification for Resilient Stair Treads; 2015 (Reapproved 2025).

**1.04 SUBMITTALS**

- A. See Section 013000 - Administrative Requirements for submittal procedures.
- B. Product Data: Provide digital (PDF) of manufacturer's data on specified products, describing product style.
- C. Shop Drawings: Indicate seaming plans and floor patterns.
- D. Verification Samples: Submit digital (PDF) marked to indicate color and pattern for each resilient flooring product specified.
- E. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
  - 1. Extra Flooring Material: Quantity equivalent to 5 percent of each type and color.
  - 2. Extra Wall Base: Quantity of one full carton of each type and color.
  - 3. Extra Stair Materials: Quantity equivalent to 5 percent of each type and color.

## **1.05 QUALITY ASSURANCE**

- A. Manufacturer Qualifications: Company specializing in manufacturing specified flooring with minimum three years documented experience.
- B. Installer Qualifications: Company specializing in installing specified flooring with minimum three years documented experience.

## **1.06 DELIVERY, STORAGE, AND HANDLING**

- A. Upon receipt, immediately remove any shrink-wrap and check materials for damage and the correct style, color, quantity and run numbers.
- B. Store all materials off of the floor in an acclimatized, weather-tight space.
- C. Maintain temperature in storage area between 55 degrees F (13 degrees C) and 90 degrees F (72 degrees C).
- D. Do not double stack pallets.

## **1.07 FIELD CONDITIONS**

- A. Store materials for not less than 48 hours prior to installation in area of installation at a temperature of 70 degrees F (21 degrees C) to achieve temperature stability. Thereafter, maintain conditions above 55 degrees F (13 degrees C).

## **PART 2 PRODUCTS**

### **2.01 TILE FLOORING**

- A. Luxury Vinyl Tile - Type LVP-1: Heavy commercial luxury vinyl tile with fiberglass.
  - 1. Manufacturers:
    - a. Shaw Contract, [www.shawcontract.com](http://www.shawcontract.com).
    - b. Substitutions: See Section 016000 - Product Requirements.
  - 2. Style, Size, Color as indicated on drawings.
  - 3. Total Thickness: 0.20 inch (5 mm).
  - 4. Tile Edge: Squared.
- B. Tile - Type AFT-1: Replacement Raised Access Floor Tile.
  - 1. Manufacturers:
    - a. To Be Determined by the Contractor from available sources which provide replacement raised access floor tiles.
  - 2. Provide an allowance to replace 50% of the existing damaged floor tiles with new or refurbished tiles.
  - 3. Existing Product: USG WC 1000 9102141247 .
  - 4. Pattern and Color: to match existing tiles..
  - 5. Submit proposed selection to Architect for approval.

### **2.02 STAIR COVERING**

- A. Stair Treads: Rubber; full width and depth of stair tread, integrated in one piece; intended to increase safety conditions and visibility in stairwells.
  - 1. Manufacturers:
    - a. Shaw Contract; [www.shawcontract.com](http://www.shawcontract.com).
    - b. Substitutions: See Section 016000 - Product Requirements.
  - 2. Minimum Requirements: Comply with ASTM F2169, Type TP, rubber, thermoset.
  - 3. Product: Type ST-1, as indicated on drawings.
  - 4. Nosing: Square, angled
  - 5. Striping: Contrasting color luminous strips; lights up when stairwell becomes dark, allowing pathway to outside in emergency situation.
  - 6. Texture: Raised.
  - 7. Style, Color: As indicated on drawings.

### **2.03 RESILIENT BASE**

- A. Resilient Base - Type RB-1: ASTM F1861, Type TP, rubber, thermoplastic; style as scheduled.
  - 1. Manufacturers:
    - a. Shaw Contract; [www.shawcontract.com](http://www.shawcontract.com).
    - b. Substitutions: See Section 016000 - Product Requirements.

### **2.04 ACCESSORIES**

- A. Subfloor Filler: White premix latex; type recommended by adhesive material manufacturer.
- B. Primers, Adhesives, and Seam Sealer: Waterproof; types recommended by flooring manufacturer.
  - 1. VOC Content Limits: As specified in Section 016116.
- C. Adhesive for Vinyl Flooring:
  - 1. Manufacturers:
    - a. Shaw Contract.
    - b. Substitutions: Section 016000 - Product Requirements.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that surfaces are flat to tolerances acceptable to flooring manufacturer, free of cracks that might telegraph through flooring, clean, dry, and free of curing compounds, surface hardeners, and other chemicals that might interfere with bonding of flooring to substrate.
- B. Verify that wall surfaces are smooth and flat within the tolerances specified for that type of work, are dust-free, and are ready to receive resilient base.
- C. Cementitious Subfloor Surfaces: Verify that substrates are ready for resilient flooring installation by testing for moisture and alkalinity (pH).
  - 1. Obtain instructions if test results are not within limits recommended by resilient flooring manufacturer and adhesive materials manufacturer.

### **3.02 PREPARATION**

- A. Remove existing flooring and flooring adhesives in the specified areas; follow the recommendations of RFCI (RWP).
- B. Prepare floor substrates as recommended by flooring and adhesive manufacturers.
- C. Remove subfloor ridges and bumps. Fill minor low spots, cracks, joints, holes, and other defects with subfloor filler to achieve smooth, flat, hard surface.
- D. Provide cementitious floor leveling compound to feather the height differential at the transition of the original building and the previous addition: between Open Offices 209 and 210.
- E. Prohibit traffic until filler is fully cured.
- F. Clean substrate.
- G. Apply primer as required to prevent "bleed-through" or interference with adhesion by substances that cannot be removed.

### **3.03 INSTALLATION - GENERAL**

- A. Starting installation constitutes acceptance of subfloor conditions.
- B. Install in accordance with manufacturer's written instructions.
- C. Where type of floor finish, pattern, or color are different on opposite sides of door, terminate flooring under centerline of door.
- D. No transition nor edge strips required between flooring types (LVP and Carpet).
- E. Scribe flooring to walls, columns, cabinets, floor outlets, and other appurtenances to produce tight joints.
- F. At movable partitions, install flooring under partitions without interrupting floor pattern.

### **3.04 INSTALLATION - TILE FLOORING**

- A. Mix tile from container to ensure shade variations are consistent when tile is placed, unless otherwise indicated in manufacturer's installation instructions.
- B. Lay flooring with joints and seams parallel to building lines to produce symmetrical pattern.

### **3.05 INSTALLATION - RESILIENT BASE**

- A. Fit joints tightly and make vertical. Maintain minimum dimension of 18 inches (45 mm) between joints.
- B. Miter internal corners. At external corners, 'V' cut back of base strip to 2/3 of its thickness and fold. Bevel any exposed end edge.
- C. Install base on solid backing. Bond tightly to wall and floor surfaces.
- D. Scribe and fit to door frames and other interruptions.

### **3.06 INSTALLATION - STAIR COVERINGS**

- A. Install stair coverings in one piece for full width and depth of tread.
- B. Integrated stringers configured tightly to stair profile.
- C. Adhere over entire surface. Fit accurately and securely.

### **3.07 CLEANING**

- A. Remove excess adhesive from floor, base, and wall surfaces without damage.
- B. Clean in accordance with manufacturer's written instructions.

### **3.08 PROTECTION**

- A. Prohibit traffic on resilient flooring for 48 hours after installation.

**SECTION 096813  
TILE CARPETING**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Carpet tile, fully adhered.
- B. Removal of existing carpet floor covering in specified areas.

**1.02 RELATED REQUIREMENTS**

- A. Section 016116 - Volatile Organic Compound (VOC) Content Restrictions.
- B. Section 017419 - Construction Waste Management and Disposal: Reclamation/Recycling of new carpet tile scrap and removed carpet tile.
- C. Section 090561 - Common Work Results for Flooring Preparation: Removal of existing floor coverings, cleaning, and preparation.
- D. Section 090561 - Common Work Results for Flooring Preparation: Concrete slab moisture and alkalinity testing and remediation procedures.

**1.03 REFERENCE STANDARDS**

- A. ASTM D2859 - Standard Test Method for Ignition Characteristics of Finished Textile Floor Covering Materials; 2016 (Reapproved 2021).
- B. ASTM E648 - Standard Test Method for Critical Radiant Flux of Floor-Covering Systems Using a Radiant Heat Energy Source; 2025a.
- C. ASTM F710 - Standard Practice for Preparing Concrete Floors to Receive Resilient Flooring; 2022.
- D. CRI 104 - Standard for Installation of Commercial Carpet; 2018.
- E. NFPA 253 - Standard Method of Test for Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat Energy Source; 2023.

**1.04 SUBMITTALS**

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide digital (PDF) manufacturer's data on specified products.
- C. Shop Drawings: Indicate laying pattern and direction for each product specified.
- D. Sample Verification: Provide digital (PDF) of each carpet tile specified, marked to indicate specified Type, style, size, and color.
- E. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
  - 1. Extra Carpet Tiles: Quantity equal to 5 percent of total installed of each color and pattern installed.

**1.05 QUALITY ASSURANCE**

- A. Manufacturer Qualifications: Company specializing in manufacturing specified carpet tile with minimum three years documented experience.
- B. Installer Qualifications: Company specializing in installing carpet tile with minimum three years documented experience.

**1.06 FIELD CONDITIONS**

- A. Store materials in area of installation for minimum period of 24 hours prior to installation.

**PART 2 PRODUCTS**

**2.01 MANUFACTURERS**

- A. Tile Carpeting:
  - 1. Shaw Contract; [www.shawcontract.com](http://www.shawcontract.com).

## **2.02 MATERIALS**

- A. Tile Carpeting, Type CPT-1, CPT-2, CPT-3; as specified on drawings.: each manufactured in one color dye lot.

## **2.03 ACCESSORIES**

- A. Subfloor Filler: White premix latex; type recommended by flooring material manufacturer.
- B. Adhesives:
  - 1. Compatible with materials being adhered; maximum VOC content as specified in Section 016116.
- C. Carpet Tile Adhesive: Recommended by carpet tile manufacturer; releasable type.
- D. No transition strips nor edge trim required between different materials.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that subfloor surfaces are smooth and flat within tolerances specified for that type of work and are ready to receive carpet tile.
- B. Verify that subfloor surfaces are dust-free and free of substances that could impair bonding of adhesive materials to subfloor surfaces.
- C. Cementitious Subfloor Surfaces: Verify that substrates are ready for flooring installation by testing for moisture and alkalinity (pH).
  - 1. Obtain instructions if test results are not within limits recommended by flooring material manufacturer and adhesive materials manufacturer.

### **3.02 PREPARATION**

- A. Remove existing carpet tile and existing ceramic tile as indicated.
- B. Prepare floor substrates as recommended by flooring and adhesive manufacturers.
- C. Remove subfloor ridges and bumps. Fill minor or local low spots, cracks, joints, holes, and other defects with subfloor filler.
- D. Provide cementitious floor leveling compound to feather and ease the incline of the floor height differential at the transition of the original building and the previous addition, between Open Offices 209 and 210.
- E. Apply, trowel, and float filler to achieve smooth, flat, hard surface. Prohibit traffic until filler is cured.
- F. Vacuum clean substrate.

### **3.03 INSTALLATION**

- A. Starting installation constitutes acceptance of subfloor conditions.
- B. Install carpet tile in accordance with manufacturer's instructions.
- C. Blend carpet from different cartons to ensure minimal variation in color match.
- D. Cut carpet tile clean. Fit carpet tight to intersection with vertical surfaces without gaps.
- E. Lay carpet tile in square pattern, with pile direction parallel to next unit, set parallel to building lines.
- F. Locate change of color or pattern between rooms under door centerline.
- G. Trim carpet tile neatly at walls and around interruptions.

### **3.04 CLEANING**

- A. Remove excess adhesive without damage, from floor, base, and wall surfaces.
- B. Clean and vacuum carpet surfaces.

**SECTION 099123  
INTERIOR PAINTING**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Surface preparation.
- B. Field application of paints.
- C. Materials for backpriming woodwork.
- D. Scope: Finish interior surfaces exposed to view, unless fully factory-finished and unless otherwise indicated.
- E. Do Not Paint or Finish the Following Items:
  - 1. Items factory-finished unless otherwise indicated; materials and products having factory-applied primers are not considered factory finished.
  - 2. Existing brick interior walls.
  - 3. Items Not In Contract (N.I.C.).
  - 4. Fire rating labels, equipment serial number and capacity labels, bar code labels, and operating parts of equipment.
  - 5. Stainless steel, anodized aluminum, bronze, terne-coated stainless steel, and lead items.
  - 6. Floors.
  - 7. Glass.
  - 8. Concealed pipes, ducts, and conduits.

**1.02 RELATED REQUIREMENTS**

- A. Section 016116 - Volatile Organic Compound (VOC) Content Restrictions.
- B. Section 099600 - High-Performance Coatings.

**1.03 DEFINITIONS**

- A. Comply with ASTM D16 for interpretation of terms used in this section.

**1.04 REFERENCE STANDARDS**

- A. ASTM D16 - Standard Terminology for Paint, Related Coatings, Materials, and Applications; 2024.
- B. ASTM D4442 - Standard Test Methods for Direct Moisture Content Measurement of Wood and Wood-Based Materials; 2020 (Reapproved 2025).
- C. MPI (APSM) - Master Painters Institute Architectural Painting Specification Manual; Current Edition.

**1.05 SUBMITTALS**

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide digital PDF of a complete list of products to be used, with the following information for each:
  - 1. Manufacturer's name, product name and/or catalog number, and general product category (e.g., "alkyd enamel").
  - 2. MPI product number (e.g., MPI #47).
  - 3. Cross-reference to specified paint system products to be used in project; include description of each system.
- C. Sample Verification: Submit digital PDF marked to indicate the specified colors and sheen for each color and system selected.
- D. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
  - 1. See Section 016000 - Product Requirements, for additional provisions.
  - 2. Extra Paint and Finish Materials: 1 gal (4 L) of each color; from the same product run, store where directed.

3. Label each container with color in addition to the manufacturer's label.

#### **1.06 QUALITY ASSURANCE**

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified, with minimum three years documented experience.
- B. Applicator Qualifications: Company specializing in performing the type of work specified with minimum three years experience and approved by manufacturer.

#### **1.07 DELIVERY, STORAGE, AND HANDLING**

- A. Deliver products to site in sealed and labeled containers; inspect to verify acceptability.
- B. Container Label: Include manufacturer's name, type of paint, brand name, lot number, brand code, coverage, surface preparation, drying time, cleanup requirements, color designation, and instructions for mixing and reducing.
- C. Paint Materials: Store at minimum ambient temperature of 45 degrees F (7 degrees C) and a maximum of 90 degrees F (32 degrees C), in ventilated area, and as required by manufacturer's instructions.

#### **1.08 FIELD CONDITIONS**

- A. Do not apply materials when surface and ambient temperatures are outside the temperature ranges required by the paint product manufacturer.
- B. Follow manufacturer's recommended procedures for producing best results, including testing of substrates, moisture in substrates, and humidity and temperature limitations.
- C. Do not apply materials when relative humidity exceeds 85 percent, at temperatures less than 5 degrees F (3 degrees C) above the dew point, or to damp or wet surfaces.
- D. Minimum Application Temperatures for Paints: 50 degrees F (10 degrees C) for interiors unless required otherwise by manufacturer's instructions.
- E. Provide lighting level of 80 fc (860 lux) measured mid-height at substrate surface.

### **PART 2 PRODUCTS**

#### **2.01 MANUFACTURERS**

- A. Provide paints and finishes used in any individual system from the same manufacturer; no exceptions.
- B. Paints:
  1. Sherwin-Williams Company: [www.sherwin-williams.com/#sle](http://www.sherwin-williams.com/#sle).
- C. Primer Sealers: Same manufacturer as top coats.
- D. Substitutions: See Section 016000 - Product Requirements.

#### **2.02 PAINTS AND FINISHES - GENERAL**

- A. Paints and Finishes: Ready-mixed, unless intended to be a field-catalyzed paint.
  1. Provide paints and finishes of a soft paste consistency, capable of being readily and uniformly dispersed to a homogeneous coating, with good flow and brushing properties, and capable of drying or curing free of streaks or sags.
  2. Provide materials that are compatible with one another and the substrates indicated under conditions of service and application, as demonstrated by manufacturer based on testing and field experience.
  3. Supply each paint material in quantity required to complete entire project's work from a single production run.
  4. Do not reduce, thin, or dilute paint or finishes or add materials unless such procedure is specifically described in manufacturer's product instructions.
- B. Volatile Organic Compound (VOC) Content: See Section 016116.
- C. Flammability: Comply with applicable code for surface burning characteristics.

- D. Sheens: Provide the sheens specified; where sheen is not specified, sheen will be selected later by Architect from the manufacturer's full line.
- E. Colors: PNT-1, PNT-2, PVT-3, PNT-4, and PNT-5, as indicated on drawings.
  - 1. Extend colors to surface edges; colors may change at any edge as directed by Architect.
  - 2. In finished areas, finish pipes, ducts, conduit, and equipment the same color as the wall/ceiling under which they are mounted.

### **2.03 PAINT SYSTEMS - INTERIOR**

- A. Paint I-OP - Interior Surfaces to be Painted, Unless Otherwise Indicated: Including gypsum board and wood.
  - 1. Two top coats and one coat primer.
  - 2. Top Coat(s): Institutional Low Odor/VOC Interior Latex; MPI #143, 144, 145, 146, 147, or 148.
    - a. Products:
      - 1) Sherwin-Williams ProMar 200 HP Series, Eg-Shel. (MPI #145)
- B. Paint I-OP-MD-DT - Medium Duty Door/Trim: For surfaces subject to frequent contact by occupants, including metals and wood:
  - 1. Medium duty applications include painted door frames.
  - 2. Two top coats and one coat primer.
  - 3. Top Coat(s): High Performance Architectural Interior Latex; 141.
    - a. Products:
      - 1) Sherwin-Williams Pro Industrial Pre-Catalyzed Waterbased Epoxy, Semi-Gloss. (MPI #141)
      - 2) Substitutions: See Section 016000 - Product Requirements

### **2.04 PRIMERS**

- A. Primers: Provide the following unless other primer is required or recommended by manufacturer of top coats.
  - 1. Alkali Resistant Water Based Primer; MPI #3 or 3 X-Green.
    - a. Products:
      - 1) Sherwin-Williams Loxon Water Blocking Primer/Finish.

### **2.05 ACCESSORY MATERIALS**

- A. Accessory Materials: Provide primers, sealers, cleaning agents, cleaning cloths, sanding materials, and clean-up materials as required for final completion of painted surfaces.
- B. Patching Material: Latex filler.
- C. Fastener Head Cover Material: Latex filler.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Do not begin application of paints and finishes until substrates have been adequately prepared.
- B. Verify that surfaces are ready to receive work as instructed by the product manufacturer.
- C. Examine surfaces scheduled to be finished prior to commencement of work. Report any condition that may potentially affect proper application.
- D. Test shop-applied primer for compatibility with subsequent cover materials.
- E. Measure moisture content of surfaces using an electronic moisture meter. Do not apply finishes unless moisture content of surfaces is below the following maximums:
  - 1. Gypsum Wallboard: 12 percent.
  - 2. Interior Wood: 15 percent, measured in accordance with ASTM D4442.

### **3.02 PREPARATION**

- A. Clean surfaces thoroughly and correct defects prior to application.

- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- C. Remove surface appurtenances, including electrical plates, hardware, light fixture trim, escutcheons, and fittings, prior to preparing surfaces or finishing.
- D. Seal surfaces that might cause bleed through or staining of topcoat.
- E. Gypsum Board: Fill minor defects with filler compound. Make smooth, flat and even. Spot prime defects after repair.

### **3.03 APPLICATION**

- A. Apply products in accordance with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual".
- B. Do not apply finishes to surfaces that are not dry. Allow applied coats to dry before next coat is applied.
- C. Apply each coat to uniform appearance in thicknesses specified by manufacturer.
- D. Dark Colors and Deep Clear Colors: Regardless of number of coats specified, apply as many coats as necessary for complete hide.
- E. Sand wood and metal surfaces lightly between coats to achieve required finish.
- F. Vacuum clean surfaces of loose particles. Use tack cloth to remove dust and particles just prior to applying next coat.
- G. Reinstall electrical cover plates, hardware, light fixture trim, escutcheons, and fittings removed prior to finishing.

### **3.04 FIELD QUALITY CONTROL**

- A. See Section 014000 - Quality Requirements, for general requirements for field inspection.

### **3.05 CLEANING**

- A. Collect waste material that could constitute a fire hazard, place in closed metal containers, and remove daily from site.

### **3.06 PROTECTION**

- A. Protect painted finishes until completion of project.
- B. Protect adjacent finishes until completion of project.
- C. Touch-up damaged finishes after Substantial Completion.

**SECTION 102239  
FOLDING GLASS PARTITIONS**

**PART 1 GENERAL**

**1.01 REFERENCE STANDARDS**

- A. 16 CFR 1201 - Safety Standard for Architectural Glazing Materials; Current Edition.
- B. AAMA 502 - Voluntary Specification for Field Testing of Newly Installed Fenestration Products; 2021.
- C. AAMA 611 - Specification for Anodized Architectural Aluminum; 2026.
- D. AAMA 1304 - Voluntary Specification for Determining Forced Entry Resistance of Side-Hinged Door Systems; 2018.
- E. AAMA 2604 - Voluntary Specification, Performance Requirements and Test Procedures for High Performance Organic Coatings on Aluminum Extrusions and Panels (with Coil Coating Appendix); 2022.
- F. ANSI Z97.1 - American National Standard for Safety Glazing Materials Used in Buildings - Safety Performance Specifications and Methods of Test; 2015 (Reaffirmed 2020).
- G. ASTM C1036 - Standard Specification for Flat Glass; 2025.
- H. ASTM C1048 - Standard Specification for Heat-Strengthened and Fully Tempered Flat Glass; 2025.
- I. ISO 9001 - Quality Management Systems — Requirements; 2015, with Amendment (2024).
- J. ISO 14001 - Environmental Management Systems — Requirements with Guidance for Use; 2015, with Amendment (2024).

**1.02 SUMMARY**

Section includes furnishing and installing a sliding-folding, acoustically rated, aluminum-framed glass panel system that includes:

- 1. Aluminum framed panels.
  - 2. Threshold.
  - 3. Sliding-folding and latching hardware.
  - 4. Sound gasketing.
  - 5. Panel Catch.
  - 6. Glass and glazing.
  - 7. Accessories as required for a complete working installation.
- A. Related Documents and Sections: Contractor to examine Contract Documents for requirements that directly affect or are affected by Work of this Section. A list of those Documents and Sections include, but is not limited to, the following:
- 1. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 General Requirements, Specification Sections, apply to this Section.
  - 2. Section 06 10 00, Rough Carpentry: Wood framing R.O. and blocking.
  - 3. Section 06 20 00, Finish Carpentry.
  - 4. Section 07 90 00, Joint Protection.

**2.01 1.03 REFERENCES**

- A. Reference Standards in accordance with Division 01 and current editions from the following:
  - 1. AAMA. American Architectural Manufacturers Association; [www.aamanet.org](http://www.aamanet.org)
    - a. AAMA 205-15, In-Plant Testing Guidelines for Manufacturers and Independent Laboratories.
    - b. AAMA 502, Voluntary Specification for Field Testing of Newly Installed Fenestration Products.

- c. AAMA 611, Voluntary Specification for Anodized Architectural Aluminum.
  - d. AAMA 920-11, Specification for Operating Cycle Performance of Side-Hinged Door System.
  - e. AAMA 1304, Voluntary Specification of Forced Entry Resistance of Side-Hinged Door Systems.
  - f. AAMA 2604, Voluntary Specifications, Performance Requirements and Test Procedures for High Performance Organic Coatings on Aluminum Extrusions and Panels.
  - g. AAMA/WDMA/CSA 101/1.S.2/A440-17, NAFS, North American Fenestration Standard Specification for Windows, Doors and Skylights.
2. ANSI. American National Standards Institute; [www.ansi.org](http://www.ansi.org)
- a. ANSI Z97.1, Safety Performance Specifications and Methods of Test for Safety Glazing Material Used in Buildings.

## **2.02 1.04 ADMINISTRATIVE REQUIREMENTS**

- A. Coordination: Coordinate Folding Glass Partition system and framing R.O.
- B. Pre-installation Meeting

### **1.05 SUBMITTALS**

Product Data: Submit manufacturer's printed product literature for each Folding Glass Partition system to be incorporated into the Work. Show performance test results and details of construction relative to materials, dimensions of individual components, profiles, and colors.

- A. Product Drawings: Indicate Folding Glass Partition system component sizes, dimensions and framing R.O., configuration, swing panels, direction of swing, stacking layout, typical head jamb, side jambs and sill details, type of glazing material, handle height and field measurements.
- B. Certificates: Submit CE Mark certificate.
- C. Manufacturers' Instructions: Submit Owner's Manual from manufacturer which includes installation instructions, operation, and maintenance data: Identify with project name, location and completion date, and type and size of unit installed.

### **1.06 QUALITY ASSURANCE**

- A. Manufacturer Qualifications: Manufacturer capable of providing complete, precision built, engineered, pre-fitted units with a minimum thirty (30) years' experience in the sale of folding-sliding door systems for large openings in the North American market.
  - 1. Manufacturer to have DIN EN ISO 9001: 2015 quality management system registration.
  - 2. Manufacturer to have DIN EN ISO 14001: 2015 environmental management system registration.
- B. Installer Qualifications: Installer experienced in the installation of manufacturer's products or other similar products for large openings. Installer to provide reference list of at least three (3) projects of similar scale and complexity successfully completed in the last three (3) years.
  - 1. Installer to be trained and certified by manufacturer.
- C. Single Source Responsibility: Furnish Folding Glass Partition system materials from one manufacturer for entire Project.

### **1.07 DELIVERY, STORAGE, AND HANDLING**

- A. Comply with manufacturer's instructions and recommendations, Section 01 60 00 requirements, and as follows:
  - 1. Deliver materials to job site in sealed, unopened cartons or crates.
    - a. Upon receipt, inspect the shipment to ensure it is complete, in good condition and meets project requirements.
  - 2. Store material under cover in a clean and dry location, protecting units against weather and defacement or damage from construction activities, especially to the edges of panels.

## 1.08 FIELD CONDITIONS

- A. Field Measurements: Contractor to field verify dimensions of rough openings (R.O.) and threshold depressions to receive sill. Mark field measurements on product drawings submittal.

## 1.09 WARRANTY

- A. Manufacturer Warranty: Provide Folding Glass Partition system manufacturer's standard limited warranty as per manufacturer's published warranty document in force at time of purchase, subject to change, against defects in materials and workmanship.
1. Warranty Period beginning with the earliest of 120 days from Date of Delivery or Date of Substantial Completion:
    - a. Rollers and Glass Seal Failure: Ten (10) years
    - b. All Other Components: Ten (10) years
      - 1) Exception: Five (5) years if NOT installed by manufacturer's specific system approved or certified trained installer.

## PART 2 PRODUCTS

### 2.01 MANUFACTURERS

Basis-of-Design Product by Manufacturer: NanaWall NW Acoustical 645 (previously SL64 Acoustical) by NANA WALL SYSTEMS, INC. ([www.nanawall.com](http://www.nanawall.com))

1. NANA WALL SYSTEMS, INC.
  2. 100 Meadow Creek Drive, Corte Madera, CA 94925
  3. Toll Free (800) 873-5673
  4. Telephone: (415) 383-3148
  5. Fax: (415) 383-0312
  6. Email: [info@nanawall.com](mailto:info@nanawall.com)
- A. Performance Criteria:
1. Acoustic Performance STC (Rw)
    - a. System STC (Rw) 38 (38) with 1/2-inch ( 0.47 inch (12 mm) ) STC 39 enhanced laminated glass
  2. Swing Panel - Operation / Cycling Performance (AAMA 920): 500,000 cycles
  3. System - Life Cycle Performance (DIN EN 1191/12400): 20,000 cycles
- B. Design Criteria:
1. Sizes and Configurations: As indicated by the Drawings for selected number and size of panels, location of swing and folding panels, and number of panels stacking to the left and to the right.
  2. Unit Operation: Adjustable sliding and folding hardware with top and bottom tracks
  3. Mounting Type: Floor track supported with upper guide track
  4. Panel Configuration: Straight
  5. Stack Storage Configuration:
    - a. Outswing type and stack storage outside jamb
  6. Sill Type:
    - a. Flush sill - ADA compliant with high heel protector insert
  7. Panel Type: Hinged
    - a. With Entry/Egress panel hinged to side jamb.
  8. Panel Pairing Configuration: See drawings
    - a. Bi-folding panels unhinged FourFold or SixFold panel sets

### 2.02 MATERIALS

- A. Nominal frame stile width of 3-7/8 inch (98 mm) between folding panels, floor track supported system. Manufacturer's standard frame and panel profiles, with head track, side jambs, sill and panels with dimensions as shown on Drawings.
1. Panels and Frame:

- a. Panels:
    - 1) Single lite.
    - 2) Panel Size (W x H): As indicated.
    - 3) Rail Depth: 2-5/8 inch (67 mm)
    - 4) Top Rail and Stile Width: 2-7/8 inch (73 mm)
    - 5) Bottom Rail Width:
      - (a) 2-5/8 inch (67 mm)
      - (b) Manufacturer's standard kick-plate of 10 inches (254 mm)
  - b. Frame:
    - 1) Top track and side jambs with multipurpose frame insert to hide anchoring connections. For long-term tight, consistent sealing, provide a lateral patented (Patent Number: US10683688B2) adjustment feature at the side jambs capable of adjustment of +/- 3/16" (0.2 inch (5 mm)). Frame finish to match panel finish.
    - 2) Frame Depth: 2-15/16 inch (75 mm)
    - 3) Head Track Width:
      - (a) 2-13/16 inch (71 mm) standard
    - 4) Side Jamb Width: 2 inches (50.8 mm)
    - 5) Sill Type:
      - (a) Black anodized finish.
2. Aluminum Extrusion: AlMgSi0.5 alloy, 6063-T5 (F-22 – European standard)
    - a. Thickness: 0.078 inch (1.98 mm) nominal
    - b. Acoustic Break: 1-1/4 inch (32 mm) wide specially designed and patented (Patent Number: US10550625B2) glass fiber reinforced (GFR) polyamide "Bionic Turtle®" for panels.
  3. Aluminum Finish:
    - a. Inside and Outside;
      - 1) Same (one-color)
    - b. Anodized (AAMA 611):
      - 1) Dark Bronze
- B. Glass and Glazing:
1. Safety Glazing: In compliance with ASTM C1036, ASTM C1048, ANSI Z97.1 and CPSC 16 CFR 1201.
  2. Manufacturer's tempered glass lites in single insulated glazing units, dry glazed with
    - a. Glass Spacers: Manufacturer's standard black finish.
    - b. Single Glass:
      - 1) 1/2-inch 0.47 inch (12 mm) STC 39 enhanced laminated glass to achieve unit STC of 38
      - 2) Standard reduced iron
- C. Latching Hardware and Handles:
1. Main Entry Panel for Models WITH a Swing Panel: No hardware or locking provided by manufacturer; Field installed panic device by Section 08 71 00.
    - a. Provide Von Duprin 33/35 panic hardware and Dorma TS93 closer with backplate on the inside, and a latchset, on primary panel only.
    - b. Horizontal mullion on the swing door(s) at same height as panic bar to reinforce the panel at that location.
  2. Pairs of Folding Panels: Provide manufacturer's Flat handles and concealed two-point locking hardware operated by 180° turn of handle between each pair. Face applied Surface Mounted Minimal bolt locking NOT acceptable.
    - a. Flat Handle - Finish:
      - 1) Black titanium stainless steel
  3. Handle Height: 41-3/8 inch (1051 mm) centered from bottom of panel or as otherwise indicated.

4. Panel Catch: panel catch to hold swing panel to adjacent folding panel to prevent incorrect operation when moving the panel.
- D. Sliding-Folding Hardware: Provide manufacturer's standard combination sliding and folding hardware with top and bottom tracks and threshold. All running carriages to be with sealed, self-lubricating, double ball bearing multi-rollers. Surface mounted hinges and running carriages NOT acceptable.
1. Lower Running Carriage Carrying Capacity: 250 lb. (120 kg). Lower running carriage provided with two vertical stainless-steel wheels with double row of ball bearings and two horizontal polyamide wheels.
  2. Vertical wheels with Gothic arch feature to ride on top of stainless-steel guide track covers over the full length of the sill track. Wheels riding on aluminum surfaces NOT acceptable.
  3. Upper guide carriage with two horizontal polyamide guiding wheels. For configurations with pairs of panels that can slide left or right, additional concealed, additional vertical tilt protection hardware.
  4. Rollers: Black double ball bearing stainless-steel wheels.
  5. Hinges: Black [anodized aluminum with stainless steel security hinge pins and set-screws. Concealed alignment with a tight seal through the patented (Patent Number: US10711510B2) TwinX mechanism reinforced between panels.
  6. Spring-Loaded Pull Handle: For outswing units with larger panel sizes, a spring loaded-pull handle is supplied for ease of closing the system. The pull handle is located above the flat handle. When not in use, the handle lays flat against the adjacent panel and is supplied with bumpers to avoid metal to metal contact.
    - a. Pull Handle – Finish:
      - 1) Black titanium stainless steel
- E. Sound Gasketing: Manufacturer's double layer EPDM between panels and EPDM gasket, Q-Ion gasket, or brush seal between panel and frame, or brush seals with a two-layer fiberglass reinforced polyamide fin attached at both inner and outer edge of bottom of door panels with a recessed sill or on frame for sealing between panels and between panel and frame.
- F. Fasteners: Installation plates for connecting frame components made of stainless steel with sealing cushion to avoid thermal connectivity.

### **2.03 FABRICATION**

- A. Folding Glass Wall: Extruded aluminum frame and panel profiles, corner connectors and hinges, sliding and folding hardware, locking hardware and handles, glass and glazing and sound gasketing.
1. Each unit factory pre-assembled and shipped with complete system components and installation instructions.
  2. Exposed work to be carefully matched to produce continuity of line and design with all joints.
  3. No raw edges visible at joints.

### **2.04 ACCESSORIES**

- A. Provide sidelights, transoms, corner posts, or single or double doors as indicated.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Examination and Acceptance of Conditions per Section 01 70 00 and as follows:
1. Carefully examine rough openings with Installer present, for compliance with requirements affecting Work performance.
    - a. Examine surfaces of openings and verify dimensions; verify rough openings are level, plumb, and square with no unevenness, bowing, or bumps on the floor; and other conditions as required by the manufacturer for readiness to receive Work.

- b. Verify structural integrity of the header for deflection with live and dead loads limited to the lesser of  $L/720$  of the span or 1/4 inch (6.35 mm). Provide structural support for lateral loads, and both wind load and eccentric load when the panels are stacked open.
2. Proceed with installation only after unsatisfactory conditions have been corrected.

### **3.02 INSTALLATION**

General: Install Folding Glass Partition system in accordance with the Drawings, approved submittals, manufacturer's recommendations, and installation instructions, and as follows:

Properly seal around opening perimeter to reduce sound infiltration from surroundings.

Securely attach anchorage devices to rigidly fit frame in place, level, straight, plumb, and square. Install frame in proper elevation, plane, and location, and in proper alignment with other work.

Install panels, handles, lockset, gasketing and other accessories in accordance with manufacturer's recommendations and instructions.

### **3.03 FIELD QUALITY CONTROL**

Field Tests and Inspections per Section 01 40 00 of the following:

Verify the Folding Glass Partition system operates and functions properly. Adjust hardware for proper operation.

Non-Conforming Work: Repair or replace non-conforming work as directed by the Architect; see General and Supplementary Conditions, and Division 01, General Requirements.

### **3.04 CLEANING AND PROTECTION**

Keep units closed and protect Folding Glass Partition installation against damage from construction activities.

Remove protective coatings and use manufacturer recommended methods to clean exposed surfaces.