



INVITATION TO BID
Leon County School Board
Purchasing Department

Release Date: May 9, 2023

ITB No.: 5742-2023

ITB Title: Gilchrist Elementary School Millwork Replacement

Procurement Shelly W. Kelley

Officer: purchasing@leonschools.net

Phone: 850-717-2283

The Leon County School Board ("School Board") solicits your company to submit a bid on the above referenced goods or services. All terms, specifications and conditions set forth in this request are incorporated by this reference into your response. This sealed bid must be submitted to The Leon County School Board, Purchasing Department, 3397 W. Tharpe St, Tallahassee, Florida 32303, no later than **2:00 P.M.** local time on **June 1, 2023**, and plainly marked ITB No. **5742-2023**. Bids are due and will be opened at this time.

REQUIRED SUBMITTAL CHECKLIST - For each item below, insert Bidder Authorized Agent initials verifying that forms are accurately completed, signed by an officer of the business and returned with the bid. **Failure to provide all requested documents may result in your proposal being declared non-responsive.**

Bidder should submit one (1) original, two (2) copies

- | | |
|---|---|
| <input type="checkbox"/> ITB – Bidder Acknowledgement Form | <input type="checkbox"/> Drug-Free Workplace (Attachment C) |
| <input type="checkbox"/> Dispute Contact – pg. 5, item 19 | <input type="checkbox"/> Certification Regarding Debarment (Attachment D) |
| <input type="checkbox"/> Bid Proposal Form – pg. 13 | <input type="checkbox"/> Local Preference Affidavit (Attachment E) |
| <input type="checkbox"/> Conflict of Interest Certificate (Attachment A) | |
| <input type="checkbox"/> Application for Vendor Status Forms (Attachment B) | |

THE FOLLOWING MUST BE COMPLETED, SIGNED AND RETURNED AS PART OF YOUR BID. BIDS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE BIDDER.

_____ Authorized Representative's Name/Title		_____ Authorized Representative's Signature		_____ Date	
_____ Company's Name		_____ Telephone Number		_____ FAX Number	
_____ Address		_____ City		_____ State	_____ Zip Code
_____ Area Representative		_____ Telephone Number		_____ FAX Number	
_____ Federal Employer's Identification Number (FEIN)		_____ Email			

I certify that I have not divulged, discussed, or compared this proposal with any other Proposers and have not colluded with any other proposer in the preparation of this proposal in order to gain an unfair advantage in the award of this contract. I acknowledge that all information contained herein is part of the public domain as defined in the Public Records Act, Chapter 119, FS.

By signing and submitting this proposal, I certify that I am authorized to sign this bid for this vendor and further certify unconditional acceptance of the contents of this ITB, all Attachments, Worksheets, Appendices, Supplemental Materials, and the contents of any Addendum released hereto.

_____ Signature of Authorized Officer/Agent: (<i>Bid must be signed by an officer or employee having authority to legally bind the Bidder</i>)	_____ Typed or Printed Name
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NO RESPONSE – I HEREBY SUBMIT THIS AS A "NO RESPONSE" FOR THE REASON(S) CHECKED BELOW

- | | | |
|---|--|--|
| <input type="checkbox"/> Remove our name from this bid list only | <input type="checkbox"/> Insufficient time to respond to the ITB | <input type="checkbox"/> Could not meet insurance requirements |
| <input type="checkbox"/> Keep our company on bid list for future bids | <input type="checkbox"/> Could not meet specifications | <input type="checkbox"/> Product schedule would not permit us to perform |
| <input type="checkbox"/> We do not offer the product or service requested | <input type="checkbox"/> Other _____ | |

TABLE OF CONTENTS

	Page
Bidder Identification Label (affixed to submittal)	3
Section I: General Terms and Conditions	4
Dispute Resolution Contact	5
Section II: Licensure, Insurance and Liability	6
Section III: Goods and Services	7
Section IV: Bidder Requirements	8
Section V: Instruction to Bidders	11
Bid Proposal Form	13
Conflict of Interest Certificate	ATTACHMENT A
Applications for Vendor Status	ATTACHMENT B
Drug Free Workplace Certification	ATTACHMENT C
Certification Regarding Debarment	ATTACHMENT D
Affidavit for Claiming Local Purchasing Preference	ATTACHMENT E
Mandatory Responsive Checklist	EXHIBIT 1
Construction and Specification Documents	EXHIBIT 2

BID IDENTIFICATION LABEL

NOTICE TO ALL BIDDERS: A label has been provided to properly identify your bid. Place the bid in a sealed envelope, type the name and address of the Bidder on the label and affix the label to the front of the envelope.

The hours for the School Board Purchasing office are from 8:00 a.m. - 5:00 p.m. Monday through Friday, except District holidays. If you are hand delivering a proposal, a Purchasing representative will be available to time/date stamp your submittal during these hours.

Cut out the label below and attach it to your envelope.

Sealed Bid – DO NOT OPEN	Sealed Bid – DO NOT OPEN
<p>Bid Title: Gilchrist Elementary School Millwork Replacement</p> <p>Bid No.: ITB 5742-2023</p> <p>Bids Due: June 1, 2023 at 2:00 P.M.</p> <p>From: _____</p> <p>Address: _____</p> <p> _____</p> <p>Deliver To: Leon County School Board Purchasing Department 3397 West Tharpe Street Tallahassee, Florida 32303</p> <p style="text-align: center;">Sealed Bid – DO NOT OPEN Sealed Bid – DO NOT OPEN</p>	

I. GENERAL TERMS AND CONDITIONS

1. INTRODUCTION: The purpose and intent of this Invitation to Bid (ITB) is to secure a firm price and to identify a qualified vendor for the Gilchrist Elementary School Millwork Replacement Project.

Interested firms must hold a current Certificate of Prequalification from the Leon County School Board. Certificates will be valid for one year from the date of School Board approval and must be renewed annually. Instructions are available at: <https://www.leonschools.net/Page/4815>. **Submittals for work from firms not prequalified at the time of submittal will be deemed nonresponsive and will not be considered.**

2. SCHOOL BOARD CONTACT: All contact, request for clarifications, and questions regarding this ITB must be directed to the designated Procurement Officer (noted on the title page) via email no later than **May 18, 2023**. The written answers to written questions received will be posted as an addendum to this ITB on the District's website and on DemandStar no later than **May 22, 2023**.

Prospective Bidders shall not contact any member of the Leon County School Board, Superintendent, or staff, except the designated Procurement Officer, regarding this Bid prior to posting of the award recommendation on the LCS Purchasing website. Any contact may result in a Bid being deemed as nonresponsive.

3. DEFINITIONS: The term "Bidder" as used within this Invitation to Bid (ITB) refers to the person, company, or organization responding to this ITB. The Bidder is responsible for understanding and complying with the terms and conditions herein. The term "Contractor" refers to the Bidder who is awarded the Contract(s) to deliver the goods or services sought in this ITB. The term "School Board" or "Board" refers to the Leon County School Board located in Leon County, Florida. The term "Substantial Completion" refers to the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use.

4. BIDDER'S RESPONSIBILITY: It is the responsibility of the Bidder to obtain all pages of the ITB package and all attachments thereto, together with any addenda to the ITB package that may be issued prior to the ITB due date. ITB package and addenda as well as general information can be found at www.leonschools.net/Page/4411.

Before submitting their Bid, each Bidder is required to carefully examine the ITB specifications and to completely familiarize themselves with all of the terms and conditions that are contained within this request. Ignorance on the part of the Bidder will in no way relieve them of any of the obligations and responsibilities, which are a part of this ITB.

5. PUBLIC OPENING: The Bids shall be opened at the date, time, and place listed herein, or as amended in the form of an addenda. The names of the Bidders and the price submitted will be read aloud at the public opening. All Bids received after the time indicated will be rejected as non-responsive and returned to sender. The School Board will not accept verbal bids or those submitted via email or fax. The School Board is not responsible for lost or late delivery of bids by the U.S. Postal Service or other delivery services used by the Bidder.

A list of the vendors submitting Bids can be requested in writing from the Board's Procurement Officer. In accordance with Section 119.071(1)(b), F.S., sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from Section 119.07(1), F.S., and Section 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until thirty (30) days after opening the bids, proposals, or final replies, whichever is earlier. If an agency rejects all bids, proposals, or replies submitted in response to a competitive solicitation and the agency concurrently provides notice of its intent to reissue the competitive solicitation, the rejected bids, proposals, or replies remain exempt from Section 119.07(1), F.S., and Section 24(a), Art. I of the State Constitution until such time as the Board provides notice of an intended

decision concerning the reissued competitive solicitation or until the Board withdraws the solicitation.

6. AWARD: The Board intends to award the resulting Contract to the responsible Bidder whose responsive Bid is determined to be the lowest total price. In the event the responsible Bidder with the lowest total price is found non-responsive, the Board may proceed to the next responsible Bidder who submitted a responsive Bid with the lowest total price and continue the award process. Any or all award(s) made as a result of this ITB shall conform to all applicable laws, rules, and Board policies and procedures.

It is anticipated that a recommendation for award will be presented to the School Board for consideration at the **June 20, 2023**, meeting.

7. ORIGINAL AND RENEWAL TERM: The School Board intends to issue a purchase order upon Board approval of the award, on or about **June 21, 2023**, with on-site work anticipated to begin upon receiving a Notice to Proceed and substantially completed on or before July 10, 2023, with final completion 30 days after Substantial Completion. All work must be scheduled with the Board's Project Coordinator. By submitting a Bid, the Bidder agrees that work can be completed within this timeframe.

8. RESERVATION FOR REJECTION OR AWARD: The School Board reserves the right to reject any or all bids and to waive minor irregularities or technicalities.

9. CONTRACT The submission of a Bid constitutes a firm offer by the Bidder. Upon award by the School Board, the Purchasing Department will issue a purchase order(s) for any supplies, equipment, or services as a result of this ITB. The ITB and the corresponding purchase order(s) will constitute the complete agreement between the successful Bidder and the School Board. Unless otherwise stipulated in the ITB or agreed to in writing by both parties, no other Contract documents shall be issued or accepted.

10. FIRM OFFER: Any Bid may be withdrawn until the date and time set for the opening of Bids. Any Bid not withdrawn shall constitute a binding offer to provide the School Board the services/products set forth in this ITB. Such offer shall be held for a period of 90 days from the ITB opening date.

11. CONFIDENTIALITY: The District takes its public records responsibilities as provided under Chapter 119, F.S., and Article I, Section 24 of the Florida Constitution, very seriously. If the Bidder considers any portion of the documents, data, or records submitted in response to this solicitation to be confidential, trade secret, or otherwise not subject to disclosure under Chapter 119, F.S., the Florida Constitution, or other authority, the Bidder must also simultaneously provide the District with a separate redacted copy of its Bid and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the District's solicitation name, number, and the name of the Bidder on the cover, and shall be clearly titled "Redacted Copy." The redacted copy shall be provided to the District at the same time the Bidder submits its Bid to the solicitation, and must only exclude or redact those exact portions which are claimed confidential, proprietary, or trade secret. The Bidder shall be responsible for defending its determination that the redacted portions of its response are confidential, trade secret, or otherwise not subject to disclosure. Further, the Bidder shall protect, defend, and indemnify the District for any and all claims arising from or relating to Bidder's determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If the Bidder fails to submit a Redacted Copy with its Bid, the District is authorized to produce the entire documents, data, or records submitted by the Bidder in answer to a public record request for these records. In no event shall the District, Board, or any of its employees or agents, be liable for disclosing, or otherwise failing to protect, the confidentiality of information submitted in response to this solicitation.

12. PUBLIC RECORDS LAW: Pursuant to Chapter 119.071(1), F.S., bids received as a result of this ITB will not become public record until 30 days after the date of opening or until posting a recommendation for award, whichever occurs first. Thereafter, all documents and materials submitted by Bidders in response to this ITB will be open for inspection by any person and in accordance with Chapter 119, F.S. To the extent a Bidder asserts any portion of its Bid is exempt or confidential from disclosure under Florida's public records, the burden shall be on the Bidder to defend this determination.

13. AUDITS, RECORDS, AND RECORDS RETENTION: REQUIRED PUBLIC RECORDS ACKNOWLEDGEMENT

To the extent Contractor is required to comply with the Florida Public Records Law, Chapter 119, F.S., in the performance of its duties under this contract, Contractor will specifically:

- A. Keep and maintain public records required by LCSB to perform the service.
- B. Upon request from LCSB's custodian of public records, provide LCSB with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in the Chapter 119, F.S. or as otherwise provided by law.
- C. Ensure that public records that are confidential or exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to LCSB.
- D. Upon completion of the Contract, transfer, at no cost to LCSB, all public records in possession of the Contractor or keep and maintain public records required by LCSB to perform the service. If the Contractor transfers all public records to LCSB upon completion of the Contract, the Contractor shall destroy any duplicate public records that are confidential or exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to LCSB, upon request of LCSB's custodian of public records, in a format that is compatible with the information technology systems of LCSB.
- E. The failure of the Contractor to comply with the provisions set forth herein shall constitute a default and material breach of this Contract, which may result in immediate termination, with no penalty to LCSB.

PUBLIC RECORDS NOTICE

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS.

CONTACT: JULIE JERNIGAN

PHONE: (850)487-7177

EMAIL: JERNIGANJ@LEONSCHOOLS.NET

**ADDRESS: 520 SOUTH APPELYARD DRIVE
TALLAHASSEE, FLORIDA 32304**

14. BID PREPARATION COSTS: Neither the School Board nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this ITB.

15. CLARIFICATIONS AND INTERPRETATIONS: The School Board reserves the right to allow for clarification of questionable entries, and for the Bidder to withdraw items with obvious mistakes. In the event of a conflict between the General Bid Terms and Conditions and any Special Terms and Conditions attached hereto, the Special Terms and Conditions shall have precedence. Any questions concerning terms, conditions, or specifications shall be directed to the designated Procurement Officer. It is the Bidder's responsibility to assure the receipt of all addendum issued. No person is authorized to give oral interpretations of, or make oral changes to the Bid. Oral statements given before the bid opening date will not be binding. The School Board will consider no interpretations binding unless provided in writing through an Addendum to the solicitation. Addenda will be made available at <http://www.leonschools.net/Domain/195>. Interested parties are responsible for monitoring the School Board website for new, changing, or clarifying information relative to this solicitation.

16. DEFAULT: In the event that the awarded Bidder should breach this Contract, the School Board reserves the right to seek all remedies in law and/or in equity.

17. TERMINATION:

- A. **WITH CAUSE:** In the event any of the provisions of the Contract are violated by the Bidder, the Superintendent or designee shall give written notice to the Bidder stating the deficiencies and unless the deficiencies are corrected within 10 days, the recommendation will be made to the School Board or its designee for immediate cancellation. Upon cancellation, hereunder the School Board may pursue any and all legal remedies as provided herein and by law.
- B. **AT WILL:** The School Board or its designee reserves the right to terminate the Contract resulting from this ITB at any time and for no reason whatsoever, upon giving 30 days prior written notice to the Bidder. If the Contract should be terminated for convenience as provided herein, the School Board shall be relieved of all obligations under said Contract. The School Board or its designee shall only be required to pay to the successful Bidder that amount of the Contract actually performed to the date of termination.

18. TIE BID: According to Section 287.087, F.S. preference in a tied bid shall be awarded to Bidders with drug-free work place programs. Whenever two (2) or more Bids are equal in price, quality, and service, a Bid received from a business that certifies that it has implemented a drug-free work place program shall be given preference in the award process. In the event both Bidders have a drug-free work place, preference shall be awarded in the following order: Local Vendors, as specified in School Board Policy 6450, and then SBE certified, as specified in School Board Policy 6325. If both Bidders meet all requirements, according to standard purchasing practice, the Director of Purchasing will flip a coin to break the tie. The Bidder's company name closest to the letter "A" will always be assigned heads in the coin toss.

19. DISPUTE: Any dispute concerning the performance of the terms of the Contract shall be resolved informally with the District's Project Coordinator. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the District's Divisional Director of Business Services, or designee. The District's Divisional Director of Business Services, or designee, shall decide the dispute, reduce the decision to writing, and deliver a copy to the parties, the Contract representatives, and the District's Contract Administrator.

20. BID PROTESTS: Any person desiring to protest the conditions/specifications in this Bid or any Addenda thereto, shall file a written notice of protest within 72 hours after public posting of the Bid, Addendum, or Board decision and shall file a formal written protest within 10 days after the date the Notice of Protest was filed. Saturdays, Sundays and District holidays shall be excluded in the computation of the 72-hour

period. If the 10th calendar day falls on a Saturday, Sunday or District holiday, the formal written protest must be received on or before 4:30 p.m. of the next calendar day that is not a Saturday, Sunday, or District holiday.

Failure to file a protest within the time prescribed in Section 120.57 (3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S., and School Board Policy 6326.

21. GOVERNING LAW AND VENUE: All legal proceedings brought in connection with this ITB or the resulting contract shall only be brought in a state or federal court located in the state of Florida. Venue in state court shall be in Leon County, Florida. Venue in federal court shall be in the United States District Court, Northern District of Florida, Tallahassee Division. Each party hereby agrees to submit to the personal jurisdiction of these courts for any lawsuits filed there against such party arising under or in connection with this ITB. In the event that a legal proceeding is brought for the enforcement of any term of the Contract, or any right arising there from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit. All questions concerning the validity, operation, interpretation, construction and enforcement of any terms, covenants, or conditions of this Contract shall in all respects be governed by and determined in accordance with the laws of the State of Florida without giving effect to the choice of law principles thereof and unless otherwise preempted by federal law.

22. COMPLIANCE WITH STATE/FEDERAL REGULATIONS: All contracts involving federal funds will contain certain provisions required by applicable sections of CFR 34, Section 80.36(l) and Part 85.510, Section 257.36, F.S. or Chapter 1B, Florida Administrative Code (F.A.C.). The Bidder certifies by signing their Bid that the Bidder and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any resultant Contract with the School Board, in the event of debarment, suspension, proposed debarment, declared ineligible, or voluntarily excluded from participation in federally funded transactions, the Bidder shall immediately notify the Director of Purchasing in writing. Bidders will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three (3) years after the School Board makes final payment.

23. COMPLIANCE WITH SCHOOL CODE: The Bidder agrees to comply with all sections of the Florida K-20 Education Code, Title XLVIII, F.S. as it presently exists and further as it may be amended from time to time. Further, the Contractor agrees that failure to comply with the Florida K-20 Education Code shall constitute a material breach of this Contract and may result in the termination of this Contract by the School Board.

24. NONDISCRIMINATION NOTIFICATION AND CONTACT INFORMATION: "No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law." No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

25. SMALL BUSINESS PROGRAM: The School Board established the Small Business Development Office to support qualified small business participation as specified in School Board Policy 6325.

26. LOCAL PREFERENCE: This ITB is subject to the local preference provisions as specified in School Board Policy 6450.

II. LICENSURE, INSURANCE AND LIABILITY

1. OCCUPATIONAL LICENSE: The Contractor shall be responsible for obtaining and maintaining throughout the Contract period any licenses required pursuant to the laws or rules of Leon County, the City of Tallahassee, or the State of Florida.

2. INDEMNIFICATION: The Contractor shall be liable and agrees to be liable for, and shall indemnify, defend, and hold the District, Board, its employees, agents, officers, heirs, and assignees harmless from any and all claims, suits, judgments, or damages including court costs and attorney's fees arising out of intentional acts, negligence, or omissions by the Contractor, or its employees or agents, in the course of the operations of the Contract, including any claims or actions brought under Title 42 USC §1983, the Civil Rights Act.

3. SOVEREIGN IMMUNITY: Nothing herein is intended to serve as a waiver of sovereign immunity by the School Board. Nothing herein shall be construed as consent by the School Board to be sued by third parties in any matter arising out of any contract. Bidder shall hold harmless and defend the School Board and its agents and employees from all suits and actions, including attorney's fees and all costs of litigation and judgments of any name and description arising out of or incidental to the performance of this contract or work performed there under. This provision shall also pertain to any claims brought against the School Board by an employee of the named Bidder, any Subcontractor, or anyone directly or indirectly employed by any of them. The Bidder's obligation under this provision shall not be limited in any way by the agreed upon contract price as shown in this Contract or the Bidder's limit of, or lack of, sufficient insurance protection.

4. RISK OF LOSS: The Bidder assumes the following risks: **(1.)** all risks of loss or damage to all goods, work in process, materials and equipment until the delivery thereof as herein provided; **(2.)** all risks of loss or damage to third persons and their property until delivery of all goods as herein provided; **(3.)** all risks of loss or damage to any property received by the Bidder or held by the Bidder or its suppliers for the account of the School Board, until such property has been delivered to the School Board; **(4)** all risks of loss or damage to any of the goods or part thereof rejected by the School Board, from the time of shipment thereof to Bidder until redelivery thereof to the School Board.

5. INSURANCE: Prior to being recommended for award, the Selected Vendor has five (5) business days after notification to submit proof of insurance as required. Failure to submit a fully completed certificate of insurance signed by an authorized representative of the insurer providing such insurance coverages may cause the Vendor to be considered non-responsive and not eligible for award of the Contract. Below are the minimum insurance requirements the Contractor(s) must maintain:

- A. General Liability:** Limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate. Limits not less than \$1,000,000 for Products/Completed Operations Aggregate.
- B. Workers Compensation:** Florida Statutory limits in accordance with Chapter 440; Employer's Liability limits not less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).
- C. Auto Liability:** Owned, Non-Owned, and Hired Auto Liability with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit. If the Contractor does not own any vehicles, hired and non-owned automobile liability coverage in the amount of \$1,000,000 shall be accepted. In addition, an affidavit signed by the Contractor must be furnished to the District indicating the following: "(Contractor Name) does not own any vehicles. In the event the insured acquires any vehicles throughout the term of this agreement,

the insured agrees to provide proof of "Any Auto" coverage effective the date of acquisition".

- D. **Acceptability of Insurance Carriers:** The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A-VI by AM Best or Aa3 by Moody's Investor Service.
- E. **Verification of Coverage:** Proof of insurance must be furnished within 15 days of the award of the Contract.
- F. **Required Conditions:** Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance:
 - 1) The School Board of Leon County, Florida, its members, officers, employees, and agents are added as additional insured.
 - 2) All liability policies are primary of all other valid and collectible coverage maintained by the School Board of Leon County, Florida.
 - 3) Certificate Holder: The School Board of Leon County, Florida, 2757 W. Pensacola St. Tallahassee, FL 32303
 - 4) The School Board of Leon County, Florida reserves the right to review, reject, or accept any required policies of insurance, including limits, coverage, or endorsements, herein throughout the term of the resulting Contract.

6. PUBLIC ENTITY CRIMES: Pursuant to Section 287.133, F.S., a Bidder, person, or affiliate who has been placed on the Convicted Vendors List following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S. for Category Two for a period of 36 months from the date of being placed on the Convicted Vendor List.

7. AUDITS, RECORDS, AND RECORDS RETENTION: The School Board reserves the right to inspect and audit all the Bidder's documents and records as they pertain to the products and services delivered under the resulting Contract. Such rights will be exercised with notice to the Bidder to determine compliance with and performance of the terms, conditions, and specifications on all matters, rights and duties, and obligations established by the resulting Contract. Documents/records in any form shall be open to the School Board and may include all correspondence, ordering, payment, inspection, and receiving records, and contracts or sub-contracts that directly or indirectly pertain to the transactions between the School Board and the Bidder.

- A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures (GAAP) and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the School Board under this Contract.
- B. To retain all Contractor records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Contract for a period of five (5) years after termination of the Contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Contract.
- C. Upon completion or termination of the Contract and at the request of the School Board, the Contractor will cooperate with the School Board to facilitate the duplication and transfer of any said records or documents during the required retention period as specified above.
- D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the School Board.

- E. Persons duly authorized by the School Board and Federal auditors, pursuant to Title 45, Code of Federal Regulations, Part 92.36 (I) (10), and Title 34, Section 80.36(i), shall have full access to and the right to examine any of the Contractor's records related to this Contract, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- F. To include these aforementioned audit and record-keeping requirements in all approved subcontracts and assignments.

III. GOODS AND SERVICES

1. WARRANTY: All goods and services furnished by the Bidder, relating to and pursuant to this ITB will be warranted to meet or exceed the Specifications contained herein. In the event of breach, the Bidder will take all necessary action, at Bidder's expense, to correct such breach in the most expeditious manner possible.

2. PRICING: All pricing submitted will include all packaging, handling, shipping charges and delivery to any point within Leon County, Florida to a secure area or inside delivery. **The School Board is exempt and does not pay Federal Excise and State of Florida sales taxes.**

3. QUANTITIES: Quantities listed in the Bid are estimates provided for Bidder information purposes only. No guarantee is given or implied as to the exact quantities, which will be purchased from this Bid. The School Board reserves the right to increase or decrease all estimated quantities during the term of this Contract or to delete any item or items as it deems appropriate, without affecting the Bid pricing or the terms and conditions of the Bid.

4. MOST FAVORED CUSTOMER STATUS: The awarded Bidder shall afford the School Board the most favored customer status for all items herein. Accordingly, if during the term of this Contract, the Contractor offers more favorable promotional or Contract pricing to another entity for the same specification with similar quantities and conditions, the price under this Contract shall be immediately reduced to the lower price. Additionally, if a current state of Florida Contract, or other viable piggyback Contract contains more favorable pricing for the same specification with similar quantities and conditions, the Contractor will be afforded an opportunity to adjust its Contract price to match that of the state of Florida Contract. Should the Contractor decline, LCSB reserves the right to purchase the item(s) from the state of Florida or alternate piggyback Contract.

5. TERMS OF PAYMENT / INVOICING: The normal terms of payment will be Net 30 Days from receipt and acceptance of goods or services and the Contractor's invoice. Itemized invoices, each bearing the Purchase Order Number must be mailed on the day of shipment. Invoicing subject to cash discounts will be mailed on the day that they are dated. Retainage in the amount of five percent (5%) shall be withheld until the Work is complete. Upon Leon County School Board approval of request for release of retainage at Final Payment, and upon receipt of all close-out documents, as applicable, the final payment will be processed per Sections 255.078 and 715.12, F.S.)

6. TRANSPORTATION AND TITLE: (1) Title to the goods will pass to the School Board upon receipt and acceptance at the destination indicated herein. Until acceptance, the Bidder retains the sole insurable interest in the goods. (2) The shipper will prepay all transportation charges. The School Board will not accept collect freight charges. (3) No premium carriers will be used for the School Board's account without prior written consent of the Director of Purchasing.

IV. BIDDER REQUIREMENTS

1. E-VERIFY: Every Contractor must register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired during the term of this Agreement and must, upon request, provide evidence of compliance with this provision. Subcontractors shall provide Contractor with an affidavit stating the Subcontractor does not employ, contract with, or subcontract with an unauthorized alien. See Section 448.095, F.S., for all requirements.

2. LEVEL 2 SCREENING REQUIREMENTS: The following provisions, which implement the requirements of School Board Policy 8475, Sections 1012.315, 1012.32, 1012.465 (Jessica Lunsford Act), 1012.467 and 1012.468, F.S. are included as additional terms and conditions of the Contract.

Finger Printing and Background Check:

The Bidder/Contractor agrees to comply with all requirements of School Board Policy 8475 and Sections 1012.315, 1012.32, 1012.465 (Jessica Lunsford Act), 1012.467 and 1012.468, F.S., by certifying that all employees have completed the mandatory background screenings as required by the referenced policy and statutes and shall provide the School Board with proof of compliance. These certifications will be provided to the Leon County School Board, Safety and Security Department in advance of the Bidder/Contractor providing any services as required herein. The Bidder/Contractor will bear the cost of acquiring the background screening required and any fees imposed by the Florida Department of Law Enforcement and or the School Board to maintain the fingerprints provided with respect to Bidder/Contractor and its employees. Contractor agrees to indemnify and hold harmless the School Board, its officers, agents and employees from any liability in the form of physical injury, death, or property damage resulting from the Contractor's failure to comply with the requirements of these cited policies and statutes. The Bidder/Contractor will follow procedures for obtaining employees background screening as established by the Leon County School Board, Safety and Security Department.

Where: Leon County School Board –Safety and Security Department
2757 W. Pensacola St.
Tallahassee, Florida 32304

When: Monday - Friday
8:00 a.m. – 5:00 p.m.

Point of Contact: Donald Kimbler at 850-487-7293

LCSB Policy 8475 is subject to review and change. As a provision of this Contract, if awarded, any changes made to this policy will automatically become a part of and be incorporated into this Contract. It is the responsibility of the awardee(s) to be aware of any changes that may occur.

3. RECIPROCITY OF FLORIDA SCHOOL I.D. BADGES: If a Contractor's employee has a Level II clearance registered with another Florida School Board, they may be able to obtain a Leon County School Board Vendor I.D. badge. The Contractor should check with the LCS Safety and Security Fingerprint Services office to verify clearance and obtain a Vendor I.D. badge.

4. IDENTIFICATION: All Contractor personnel, including subcontractor employees when applicable, shall display an identification badge at all times including the employee's name, the Contractor's name and either a physical description or a photograph of the employee. Employees without proper identification shall not be permitted to work under the terms of this Contract.

5. CONTACT WITH STUDENTS: No employees or independent contractors, material men, suppliers or anyone involved in any manner with projects resulting from this Bid shall have direct or indirect contact with students at project sites. A violation of this provision shall result in immediate termination of the offender and issuance of a trespass notice from the School Board. The Bidder shall be responsible for insuring compliance by all its employees, independent contractors, and sub-contractors or other persons involved in any manner with projects resulting from this Bid.

6. WEAPONS AND FIREARMS: The School Board prohibits any Contractor from possessing, storing, making, or using a weapon, including a concealed weapon, on School Board property and any setting that is under the control and supervision of the School Board as specified in School Board Policy 7217. Violations will be subject to the immediate termination of the Contract.

7. SMOKING AND TOBACCO PRODUCTS: Smoking and the use of tobacco products are prohibited on school property, including all buildings and grounds. A fine of \$500.00 may be assessed for the first offense and termination of the Contract may be imposed for any second or additional offense.

8. ATTIRE: Proper attire shall be worn at all times.

- A. Shirts shall be worn while on school property at all times marked with the Contractor's name. No tank tops or undershirts will be permitted.
- B. Clothing displaying nudity, obscene language, obscene symbols, or pro-drug slogans is prohibited.
- C. Proper shoes shall be worn at all times.

9. INSPECTIONS AND TESTING: The School Board will have the right to inspect and test any of the goods or services covered by this ITB. All goods or services are subject to the School Board's inspection and approval upon arrival or completion. If rejected, goods will be held for disposal at the Bidder's risk. Such inspection, or the waiver thereof; however, will not relieve the Bidder from full responsibility for furnishing goods or services conforming to the requirements of this Bid or the Bid Specifications, and will not prejudice any claim, right, or privilege the School Board may have because of the use of defective or unsatisfactory goods or service. All deficiencies noted by the School Board will be submitted to the Contractor for correction within 10 calendar days after submission of deficiencies to the Contractor. An additional inspection of the goods or service may be conducted to insure corrective action was taken.

10. STOP WORK ORDER: The School Board may at any time, by written notice to the Contractor stop all or any part of the work for this Bid award. Upon receiving such notice, the Contractor will take all reasonable steps to minimize additional costs during the period of work stoppage. The School Board may subsequently either cancel the stop work order resulting in an equitable adjustment in the delivery schedule or the price, or terminate the work in accordance with the provisions of the Bid terms and conditions.

- A. Materials or work are not in conformance with applicable codes, standards, School Board specifications, or accepted industry practices.
- B. The Contractor's activities result in damage to School Board property.
- C. The Contractor's activities interfere with the normal operation of the facility.
- D. Contractor's personnel are not properly licensed to perform the work or as it pertains to school facilities, the Contractor's personnel have not received their Level II background clearances.
- E. Any other condition, situation, or circumstance, which in the opinion of the School Board Authorized Representative would be a detriment to the best interests of the School Board if allowed to persist.

11. SAFETY: The Contractor and its employees must comply with the Board's safety policies. The Contractor shall be responsible for instructing their employees in all safety measures. All equipment used by the Bidder shall be free from defects or wear that may in any way constitute a hazard to any person or persons on School Board property. At no time shall equipment be operated without guards, shields, or manufacturers' recommended safety accessories in place and functioning as intended by the manufacturer. All current OSHA safety standards shall be reinforced, including, but not limited to, the following rules:

- A. All OSHA and Federal required safety equipment shall be installed and functioning on all equipment.
- B. All equipment shall be in sound working condition and must meet all OSHA Safety Standards. All workers shall be aware of and trained in the operation of all safety equipment required for this project.
- C. The Contractor shall ensure that employees are equipped with proper safety items such as glasses, hard hats, gloves, and footwear.
- D. All incidents on campus involving School Board property or personnel shall be reported to the Director of Maintenance Services and the Campus Administrator immediately upon occurrence.

E. All debris shall be removed to an environmentally approved landfill or recycling center.

12. EMERGENCIES: In any emergency affecting the safety of persons and property, the awarded Contractor shall act immediately to prevent threatened damage, injury, or loss. Any emergency must be reported to an authorized School Board representative immediately and no later than twenty-four (24) hours from the time that the emergency is discovered by the Contractor.

13. DAMAGE TO SCHOOL BOARD-OWNED PROPERTY: Any damage to property, equipment, grounds, and buildings that is caused by the awarded Contractor will be reported to the School Board within 24 hours of discovery. The awarded Contractor will have 10 business days after report to present its written response to the claimed damages. The awarded Contractor, upon approval by an authorized School Board representative, may make repairs that are deemed within its capability. The School Board reserves the right to make immediate repairs to correct damages that are safety hazards or that pose a detrimental effect to the School Board's operations. Costs of any replacement or repairs made by the School Board for damages caused by the awarded Contractor shall be deducted from any monies due to the Contractor. This shall not prevent the School Board from seeking damages should replacement/repair costs exceed the amount of monies owed to the awarded Contractor. When requested, Bidder shall cooperate with any ongoing School Board investigation involving personal injury, economic loss, or damage to the School Board's facilities or personal property therein.

14. SUBCONTRACTING: The awarded Contractor(s) shall be the primary service provider(s) and shall perform all requested inspections and repairs. Subcontracting for these base services is not allowed.

- A. The School Board, for work where the Contractor(s) are requested to perform additional services, may allow subcontracting.
- B. Any work or service to be performed by a subcontractor must have the prior approval of the School Board. The School Board reserves the right to reject any subcontractor. Rejection of any subcontractor shall not entitle the Contractor to an adjustment of Bid prices. The Contractor shall inform the School Board Authorized Representative prior to scheduling any subcontractor's visit to any School Board facility.
- C. Failure by the Contractor to have a subcontractor approved by the School Board will not relieve the Contractor of the responsibility to meet, comply with, and fulfill all of the terms and conditions of this Contract.
- D. The Contractor(s) shall be held fully responsible and liable for the supervision and performance of all work performed by subcontractors. The School Board shall not be responsible for the resolution of disputes between the Bidder and any subcontractor.
- E. The personnel of all subcontractors shall meet all of the requirements as stated herein, including, but not limited to LCSB Policy 2.021 and the Jessica Lunsford Act.

15. ON-CAMPUS DIRECTIVES

- A. Upon arrival and departure onto any School Board school campus, the Contractor's employees shall enter their company information into the School Log Book provided in the Administrative office of each campus.
- B. Contractor shall strictly limit its operations to the designated work areas and shall not permit any employees to enter any other portions of School Board property without School Board's expressed prior written consent.
- C. All employees shall enter and leave School Board facilities only through the ingress and egress points designated, from time to time, by the School Board.
- D. The Contractor shall be responsible for the removal of all trash and debris occasioned by this Contract. Failure to adhere to this requirement will result in the costs of the performance of this work by others being charged to the Contractor.

E. Any existing surface or subsurface improvements, including, but not limited to, pavements, curbs, sidewalks, pipes, utilities, footings, structures, trees and shrubbery, not indicated in the Contract to be removed or altered, shall be protected by Contractor from damage during the prosecution of any project. Any such improvements so damaged shall be restored by Contractor to condition at least equal to that existing at the time of Contractor's commencement of any project.

F. Proper safety barricades, protective, and covering devices shall be used to divert traffic and protect personnel. Normal safety signs, necessary lighting and temporary fencing/barricades around work areas shall be installed and maintained in accordance with OSHA requirements while the work is in progress. Materials must be secured in accordance with OSHA regulations when not in use.

16. E-VERIFY: Per Executive Order 11-116, "The provider agrees to utilize the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.gov/employers>, to verify the employment eligibility of all new employees hired during the contract term by the Provider. The provider shall also include a requirement in subcontracts that the subcontractor shall utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term." Contractors meeting the terms and conditions of the E-Verify System are deemed to comply with this provision.

Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor shall not enter into a contract unless each party to the contract registers with and uses the E-Verify system per Section 448.095, F.S.

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V. INSTRUCTIONS TO BIDDERS AND SCOPE OF WORK:

- A. INTENT:** The purpose of this ITB is to identify qualified vendors and establish a Contract for the Gilchrist Elementary School Millwork Replacement Project as specified.
- B. SCHEDULE:** The Contract/Purchase Order resulting from this Bid shall be in effect on or about June 21, 2023, following Board approval. Work shall begin receipt of the Notice to Proceed from the Board and be Substantially Completed on or before September 28, 2023, with final completion 30 days after Substantial Completion.

Millwork replacement schedule:

Notice to Proceed on June 22, 2023

Submit shop drawings by June 29, 2023

Architect approved shop drawings by July 6, 2023

Substantial completion September 28, 2023

C. MINIMUM QUALIFICATIONS:

Interested firms must hold a Certificate of Prequalification as a Registered Building Contractor, Certified Building Contractor, Registered General Contractor or a Certified General Contractor from the Leon County School Board, Construction & Facilities Department. Certificates will be valid for one (1) year from the date of School Board approval and must be renewed annually. Instructions are available at: <http://www.leonschools.net/Page/4815>.

- D. MANDATORY PRE-BID MEETING:** Pre-Bid Conference and Site Visit will be held on Tuesday, May 16, 2023, at 10:00 a.m., at Gilchrist Elementary School, located at 1301 Timberlane Road, Tallahassee, Florida 32312.

Each Bidder shall have at least one (1) representative, but no more than two (2), present at the mandatory site visit. They are to meet in the front office and document attendance on the conference "sign-in" sheet. Attendees and the District's Project Coordinator will inspect the site. Questions will be answered at that time; however, verbal answers are not binding on the Leon County School Board. Only those questions subsequently submitted in writing during the question and answer period, and answered through an addendum to this ITB will be considered binding upon the Board.

- E. PRICING:** Provide a total base bid price using the Bid Proposal Form. The Contractor shall include in their cost all labor, materials, equipment, tools, transportation, and any other facilities and services required for the proper execution and completion of the work as specified herein. The price is not subject to any material or labor escalation for the duration of the Project.

F. SCOPE OF WORK:

The Board is seeking services to replace millwork in nine (9) classrooms in the south 1960 wing of Gilchrist Elementary School. The general demolition of furniture, equipment, plumbing, electrical, data, and accessories; flooring; ceiling; multi-media equipment; paint; and classroom finishes are not part of this ITB. The Contractor's work shall meet all requirements specified in Section V. and Exhibit 2, Construction and Specification Documents of this ITB.

- 1) The Contractor shall:
 - a) Coordinate all work with the designated LCS Project Contact.
 - b) Remove and dispose of all existing built-in casework in classrooms 14, 15, 16, 17, 18, 19, 20, 21 and 22 as noted on the drawings in Exhibit 2.
 - c) Alert the Board and Architect of the condition of the existing flooring once the casework is removed.
 - d) Remove debris from the site and dispose in an approved salvage yard.
 - e) Provide new built-in casework consisting of plastic laminate cabinet in classrooms 14, 15, 16, 17, 18, 19, 20, 21 and 22 as shown in the drawings in Exhibit 2.
 - f) Anchor all casework to the existing walls. Locate anchors in the partition wall studs.
 - g) Provide Corian solid surface countertops and backsplashes.

- h) Provide cam lock at casework as shown on 3/A7.1 as shown in the drawings in Exhibit 2.
- i) Install sink and plumbing as shown in casework.
- j) Provide qualified, skilled and licensed tradesman.

- G. PROPERTY DAMAGE:** The Contractor is responsible for any necessary repairs or replacement caused by damages to Board property by Contractor staff to the Board's satisfaction. Such repairs will be at the sole expense of the awarded Contractor.
- H. BIDDER RESPONSIBILITIES:** Each Bidder is required to carefully examine the ITB delivery schedule, pricing considerations, insurance requirements, licensing requirements, and all other terms and conditions of this ITB. Failure to do so on the part of the Bidder will in no way relieve it of any of the obligations and responsibilities which are a part of the ITB.
- I. QUALITY:** All materials used must be new and equal to or exceed specifications. The manufacturer's standard guarantee shall apply.
- J. CONTACT PERSON:** The successful Vendor shall be notified of the name and phone number of the District's Project Coordinator. Only the Project Coordinator may authorize changes to the scope of work by use of a written amendment.
- K. PERMITS:** The Contractor shall apply for and obtain any and all such permits (including, but not limited to building permits) and regulatory approvals as may be required by the Board or any other governmental or administrative agency, in order to legally complete the work required hereunder, and by signing and returning their Bid, Contractor acknowledges that the cost thereof has been included in the base price.
- L. PERFORMANCE AND PAYMENT BONDS:** The Performance and Payment Bonds shall be secured from a surety or insurance company who has an established place of business in the State of Florida and is duly licensed. The bond shall be furnished as prescribed in Sections 255.05 and 1013.47, F.S. The Contractor shall furnish the required Performance and Payment Bonds within eight (8) business days of award.

All questions pertaining to these general specifications should be submitted per Section 2, of this ITB.

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Bid Proposal Form
Bid No. 5742-2023 Gilchrist Elementary School,
Millwork Replacement

Vendor Acknowledgment and Approval

I certify that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same materials, supplies or equipment, and in all respects fair and without collusion or fraud. The person signing below acknowledges that all proposed information is accurate and is duly authorized to obligate their company.

Authorized Representative's Name/Title	Authorized Representative's Signature	Date
Bidder's Name	Telephone Number	FAX Number
Address	City	State Zip Code
Area Representative	Telephone Number	FAX Number

DESCRIPTION	TOTAL BASE BID
Gilchrist Elementary School Millwork Replacement Project, as specified	\$ _____

All work shall be completed on or before September 28, 2023, with Final Completion within 30 days of Substantial Completion.

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**ATTACHMENT A
CONFLICT OF INTEREST CERTIFICATION**

Bidder **must** execute either Section I or Section II hereunder relative to Chapter 112.313(12), F.S. Failure to execute either section may result in the rejection of this Bid.

SECTION I

I hereby certify that no official or employee of the School Board requiring the goods or services described in these specifications has a material financial interest in this company.

<hr style="border: 1px solid black;"/> <i>Signature</i>	<hr style="border: 1px solid black;"/> <i>Company Name</i>
<hr style="border: 1px solid black;"/> <i>Name of Official (Type or print)</i>	<hr style="border: 1px solid black;"/> <i>Business Address</i>
	<hr style="border: 1px solid black;"/> <i>City, State, Zip Code</i>

SECTION II

I hereby certify that the following named Leon County School Board official(s) and employee(s) having material financial interest(s) (in excess of 5 %) in this company have filed Conflict of Interest Statements with the Supervisor of Elections, 315 South Calhoun Street, Tallahassee, Leon County, FL prior to bid opening.

Name	Title or Position	Date of Filing
<hr style="border: 1px solid black;"/>	<hr style="border: 1px solid black;"/>	<hr style="border: 1px solid black;"/>
<hr style="border: 1px solid black;"/>	<hr style="border: 1px solid black;"/>	<hr style="border: 1px solid black;"/>
<hr style="border: 1px solid black;"/> <i>Signature</i>	<hr style="border: 1px solid black;"/> <i>Company Name</i>	
<hr style="border: 1px solid black;"/> <i>Name of Official (Type or print)</i>	<hr style="border: 1px solid black;"/> <i>Business Address</i>	
	<hr style="border: 1px solid black;"/> <i>City, State, Zip Code</i>	



ATTACHMENT B
APPLICATION FOR VENDOR STATUS
(IRS W-9 Facsimile and ACH Direct Payment)

2757 West Pensacola Street – Tallahassee, FL 32304-2998
FAX TO: (850) 487-7869 or EMAIL TO: MathisR@leonschools.net

COMPANY NAME: _____ ☐ New Vendor ☐ Update
CONTACT PERSON: _____ LCSB Employee: ☐ YES ☐ NO
PHONE NUMBER: _____ FAX NUMBER: _____
CORRESPONDENCE ADDRESS: _____
CITY: _____ STATE: _____ ZIP + 4: _____

REMITTANCE INFORMATION
(if different from above)

CONTACT PERSON: _____
REMITTANCE ADDRESS: _____
CITY: _____ STATE: _____ ZIP + 4: _____
EMAIL ADDRESS: _____ WEBSITE: _____

PLEASE CHECK THE APPROPRIATE BOX:

PLEASE CHECK THE APPROPRIATE BOX: ☐ Individual/ Sole Proprietor ☐ S Corporation ☐ C Corporation ☐ Partnership
☐ Other _____ ☐ LLC – Type (Check one) ☐ C ☐ S ☐ P

TAX ID NUMBER: _____ or _____
Federal Employer Identification Number Social Security Number

Section 6109 of the Internal Revenue Service Code requires you to provide your correct TIN to persons, businesses, or agencies that are required to file information returns with the IRS. Purchase orders will not be issued to vendors who fail to provide a TIN.

PLEASE INDICATE THE FOLLOWING:

***Minority Vendor?** ☐ Yes ☐ No **If yes, certification is required – (Please submit with form)*
Race: ☐ Caucasian ☐ Hispanic ☐ African American
☐ American Indian ☐ Asian ☐ Other: _____
Gender: ☐ Male ☐ Female

Signature

Print Name

Date

LCSB site contact requesting vendor: _____
Name Phone and Email

For LCSB Employee Use Only

Entered by: _____ Date entered: _____



ATTACHMENT B
APPLICATION FOR VENDOR STATUS
(IRS W-9 Facsimile and ACH Direct Payment)

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.																																																																													
Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.																																																																														
	2 Business name/disregarded entity name, if different from above																																																																														
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____ <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)																																																																													
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)																																																																													
	6 City, state, and ZIP code																																																																														
7 List account number(s) here (optional)																																																																															
Part I Taxpayer Identification Number (TIN)																																																																															
<p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.</p> <p>Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.</p>																																																																															
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<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none">The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); andI am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; andI am a U.S. citizen or other U.S. person (defined below); andThe FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.</p>																																																																															
Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____																																																																													
General Instructions																																																																															
<p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.</p> <p>Purpose of Form</p> <p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:</p> <ul style="list-style-type: none">Form 1099-INT (interest earned or paid)Form 1099-DIV (dividends, including those from stocks or mutual funds)Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)Form 1099-S (proceeds from real estate transactions)Form 1099-K (merchant card and third party network transactions) <ul style="list-style-type: none">Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)Form 1099-C (canceled debt)Form 1099-A (acquisition or abandonment of secured property) <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding?</i> on page 2.</p> <p>By signing the filled-out form, you:</p> <ol style="list-style-type: none">Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).Certify that you are not subject to backup withholding, orClaim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, andCertify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.																																																																															
Cat. No. 10231X		Form W-9 (Rev. 12-2014)																																																																													



ATTACHMENT B
APPLICATION FOR VENDOR STATUS
(IRS W-9 Facsimile and ACH Direct Payment)

Leon County School Board Authorization for ACH Direct Payment

Finance Department
2757 West Pensacola Street, Tallahassee, Florida 32304

Payee/Vendor Name: _____

Address: _____

City, State Zip: _____

Telephone: _____

Contact Name: _____

Contact E-mail: _____

Complete this section for new enrollments or for financial institution or account changes.

Select One: ☐ New Enrollment ☐ Financial Institution or Account Change

Bank Name _____

Branch (if applicable) _____

City, State, Zip _____

Transit/Routing Number _____

Bank Account Number _____

Account Type (check one) _____ Checking **OR** _____ Savings **OR** _____ Personal **OR** _____ Business

I, the undersigned, authorize Leon County School Board to deposit payments directly to the account indicated above and to correct any errors which may occur from the transactions. I also authorize the financial institution named above to post these transactions to that account. This authorization will remain in force until Leon County Schools receives written notice of cancellation from me. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Signature _____ Date _____

Name (printed) _____ Title _____

Complete this section to CANCEL your ACH electronic deposit authorization.

I, the undersigned, hereby cancel the authorization for the Leon County School Board Finance to originate ACH electronic deposit entries into my checking/savings account. This cancellation is effective as soon as Leon County School Board Finance has reasonable time to act upon it.

Signature _____ Date _____

Name (printed) _____ Title _____

Mail the completed form to the address above or email to marschkak@leonschools.net

For LCS use only

Vendor Name _____ Date Received _____



ATTACHMENT C DRUG-FREE WORKPLACE CERTIFICATION

The undersigned Bidder, in accordance with Section 287.087, F.S., hereby certifies that

Bidder Name

1. Publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
 2. Informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
 3. Gives each employee engaged in providing the commodities or contractual services sought in this solicitation a copy of the statement specified in Paragraph 1.
 4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services sought in this solicitation, the employee will abide by the terms of the statement and will notify the employer of any conviction of, a plea of guilty, or nolo contendere to, any violation of Chapter 893, F.S., or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
 5. Imposes sanctions on, or requires satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as available in their community.
 6. Make a good faith effort to continue to maintain a drug-free workplace through the implementation of Paragraphs 1 thru 5.
-

As the person authorized to sign this statement, I certify that this company complies fully with the above requirements.

Authorized Officer (Printed Name)

Authorized Officer (Signature)

Date



ATTACHMENT D
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSIONS -LOWER TIER COVERED TRANSACTIONS

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON THE FOLLOWING PAGE)

1. The prospective lower tier participant certifies, by submission of this bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name	PR/Project Number or Project Name
Name(s) of Authorized Representative(s)	Title(s) of Authorized Representative(s)
Signature(s)	Date

THE REMAINDER OF THIS PAGE IS DELIBERATELY LEFT BLANK

INSTRUCTIONS FOR CERTIFICATION OF DEBARMENT

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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**ATTACHMENT E
LOCAL PREFERENCE AFFIDAVIT**

**Bid No. 5742-2023, Gilchrist Elementary School
Millwork Replacement**

To qualify for the Local Vendor Preference, a Bidder must have a physical location in Leon County (or an Adjacent County), employ at least one (1) person at that location, and have been licensed, as required, for at least six (6) months before the Bid Opening. The Bidder, on a day-to-day basis, should provide the goods/services provided under this Contract substantially from the local business address. Post Office boxes are not acceptable for purposes of obtaining this preference.

By completing this Affidavit, the Bidder affirms that it is a local or Adjacent County Business, as defined by Board Policy 6450.

Please complete the following in support of the self-certification:

Bidder Name: _____

Physical Address: _____

County: _____ **Phone of Local Location:** _____

Phone of Local Location: _____ **Length of Time at this Location:** _____

Is your business certified as a small business enterprise through Leon County Schools? _____

Authorized Representative (Print)

Authorized Representative (Signature)

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online
notarization this _____ day of _____ 20____, by _____ (name of
authorized representative) as _____ (position title for
authorized representative) as _____ (position title) for

(Vendor Name).

(NOTARY SEAL)

Notary Signature

Name of Notary (Typed, Printed or Stamped)

Personally Known _____ Or Produced Identification _____ Type of Identification _____



EXHIBIT 1

MANDATORY RESPONSIVENESS CHECKLIST

- ☐ Bid Proposal
- ☐ Representative included on the Mandatory Pre-Bid Conference Sign-In Sheet
- ☐ Firms must hold a Certificate of Prequalification as a Registered Building Contractor, Certified Building Contractor, Registered General Contractor or a Certified General Contractor from the Leon County School Board, Construction & Facilities Department

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EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

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GILCHRIST ELEMENTARY SCHOOL CASEWORK REPLACEMENT

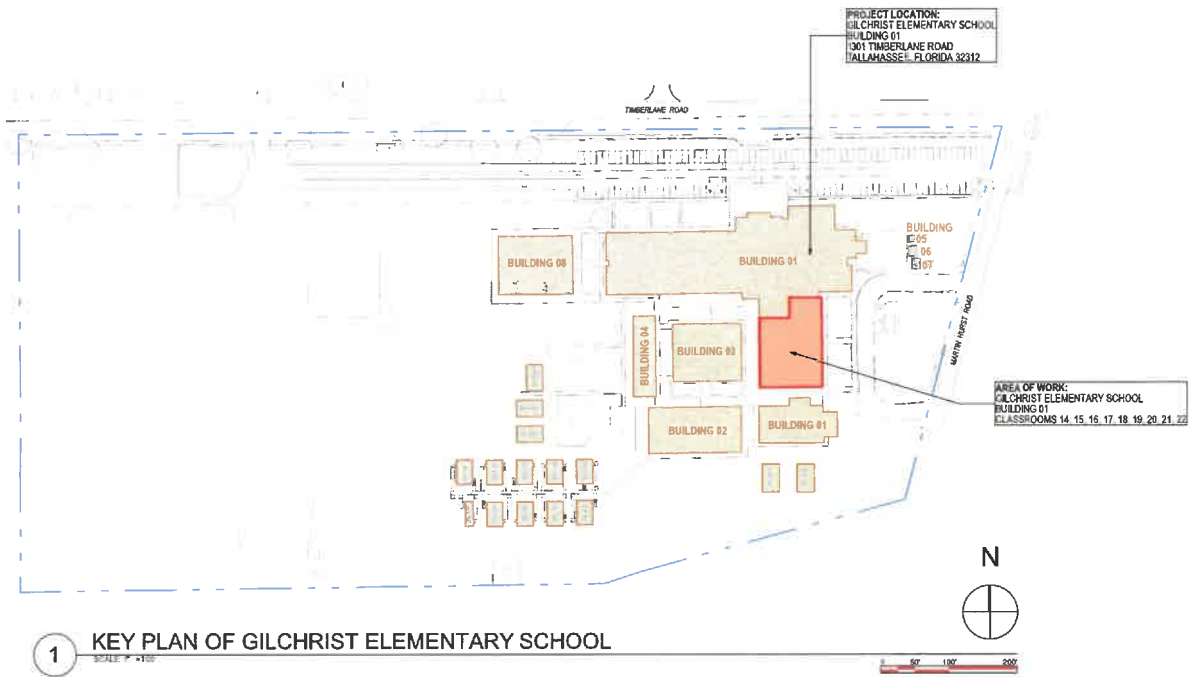
For Leon County Schools
Tallahassee, FL



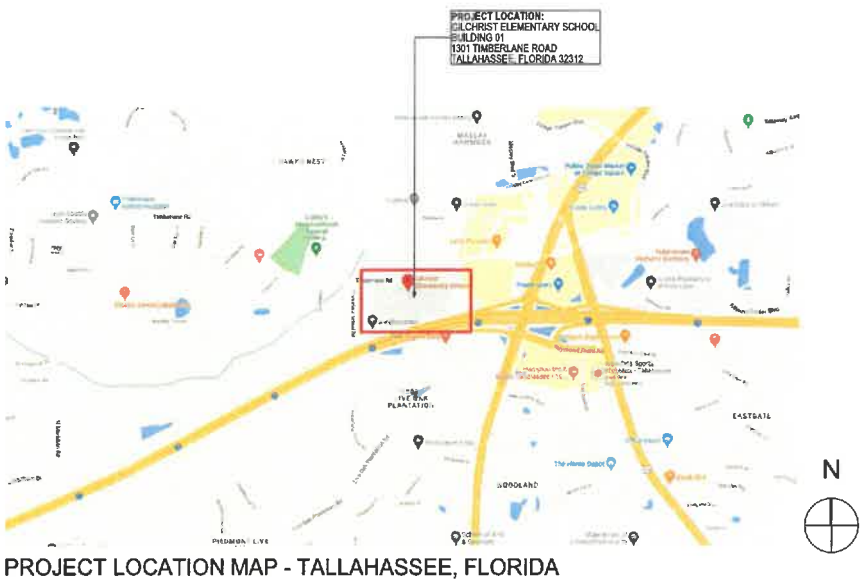
Digitally signed
by Connor D. Ross
Date: 2023.02.17
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Consultants:



1 KEY PLAN OF GILCHRIST ELEMENTARY SCHOOL



PROJECT LOCATION MAP - TALLAHASSEE, FLORIDA

100% Construction Documents

Danny Allbritton, Director of Facilities & Construction _____
Martha Chauncey, Capital Outlay Specialist _____
Director of Schools (Applicable School) _____
Christie Meressee, of Nutrition Services (If applicable) _____
Jimmy Williams, Director of Safety & Security _____
Fredrick Johnson, Director of Transportation (If applicable) _____
Principal of School _____
Project Coordinator Assigned to School _____
Alvin (Butch) Watkins, Director of Maintenance _____
Juan Williams, Fire Inspector (If applicable) _____
Jared Steele, Roof Projects (If applicable) _____

PROJECT NAME

Gilchrist Elementary School Casework Replacement

PERMIT GENERAL NOTES

1. The Contractor shall make available to the building official any document necessary to verify that all products requiring approval per FS553.42 are in compliance.

APPLICABLE CODES

Florida Building Code, Building (FBC-B) 2020 7TH Edition
Florida Accessibility Code (FACBC) 7th Edition (2020)
Florida Building Code, Plumbing (FBC-P) 2020 7TH Edition
Florida Building Code, Existing Building (FBC-EB) 2020 7TH Edition
Florida Fire Prevention Code (FFPC) 2020 7TH Edition
National Electrical Code (NEC) 2017 Edition

Sheet Index

	Issued
CS Cover Sheet	<input checked="" type="checkbox"/>
Floor Plans - Demolition	
D1.1 Partial First Floor Plan - Demolition	<input checked="" type="checkbox"/>
Floor Plans - Renovation	
A1.1 Partial First Floor Plan - Renovation	<input checked="" type="checkbox"/>
Interior Elevations	
A7.1 Casework Elevations	<input checked="" type="checkbox"/>
A7.2 Casework Elevations	<input checked="" type="checkbox"/>

100% Construction Documents
February 17, 2023

**Gilchrist Elementary
School
Casework Replacement
For
Leon County Schools**

Tallahassee, FL

GRC Project Number 22294



architects

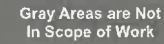
413 ALL SAINTS STREET TALLAHASSEE, FLORIDA 32301
(850) 222-4100 www.architects-gca.com

DRAWING NAME
Cover Sheet

SHEET

CS

EXHIBIT 2



Existing Millwork in Red to be Removed



- General demolition by others including furniture, equipment, plumbing, electrical, data, and accessories.
- Remove and dispose of all existing built-in casework in classrooms 14, 15, 16, 17, 18, 19, 20, 21, 22 as noted on the drawings.
- Flooring to remain.
- Alert LCS and architect on condition of existing flooring once casework is removed.
- Remove debris from site and dispose in approved salvage yard.



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[illegible]

GRC Project Number 22294



Floor Plans - Demolition DRAWING NAME Partial First Floor Plan - Demolition	SHEET D11
---	-------------------------

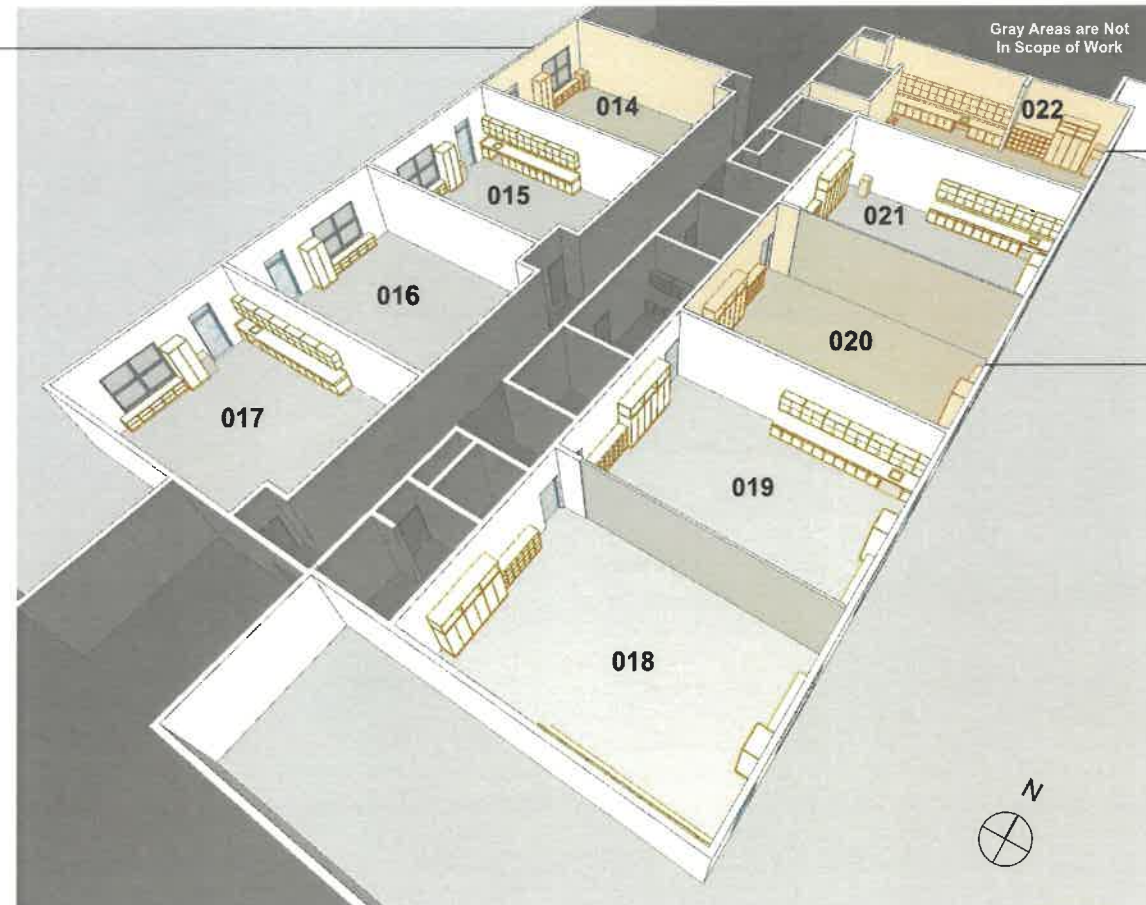
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

General Construction Notes:

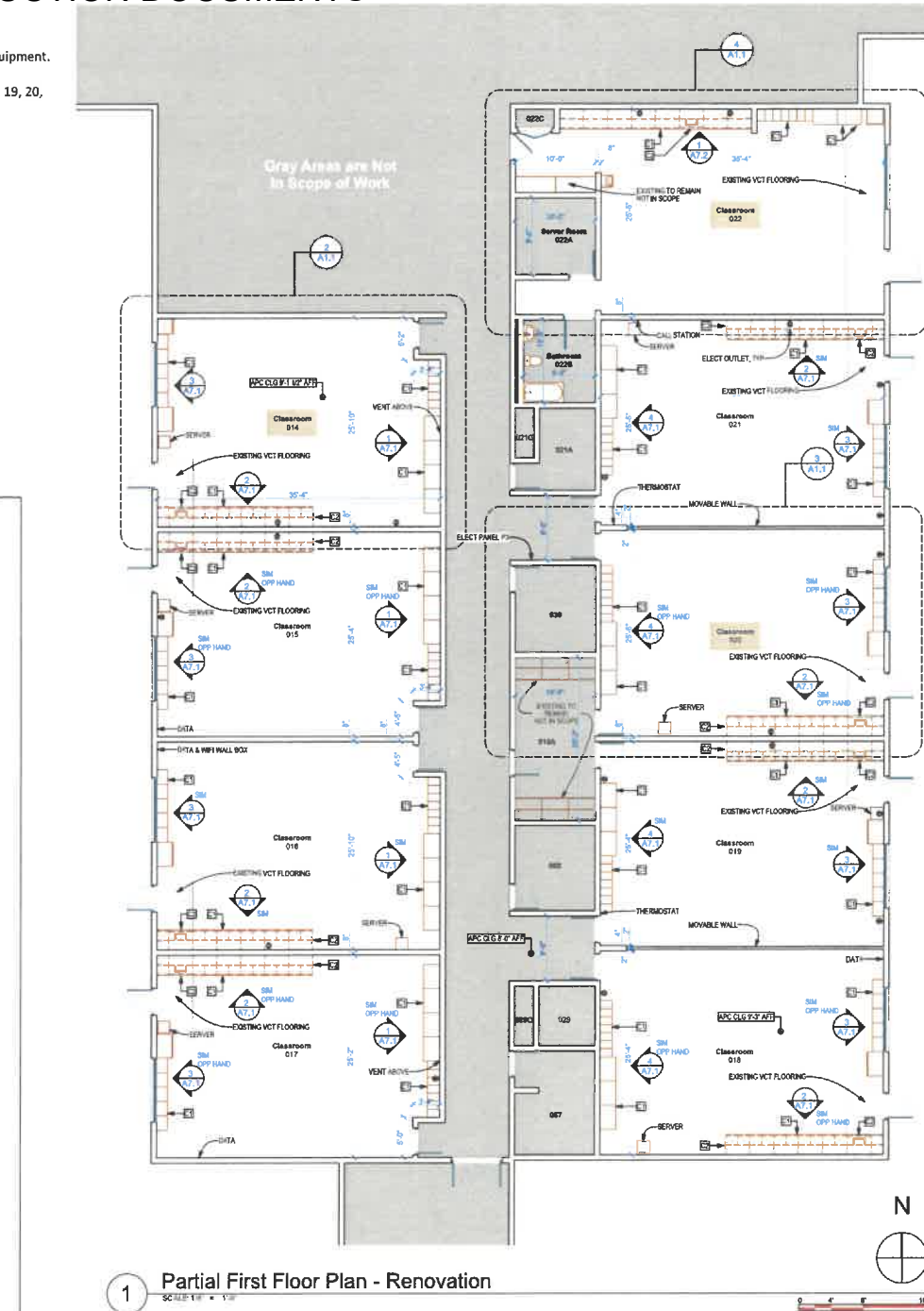
1. The project includes General Renovation to nine classroom in the south 1960 wing.
2. Work includes new casework as shown on the drawings.
3. Leon County Schools under separate contract are upgrading classroom finishes and multi-media equipment.
4. New ceiling, flooring, and paint by others
5. Provide new built-in casework consisting of plastic laminate cabinet in classrooms 14, 15, 16, 17, 18, 19, 20, 21, 22.
6. All countertops and backsplashes to be Corian solid surface.
7. Provide cam lock at casework shown on 3/A7.1
8. Coordinate this contract work with LCS maintenance.
9. Contractor to install sink and plumbing shown in casework.
10. Work this contract includes providing the cabinets and installing the sink.
11. All casework to be anchored to existing walls. Locate anchors in studs in stud partition walls.

Construction Key Notes:

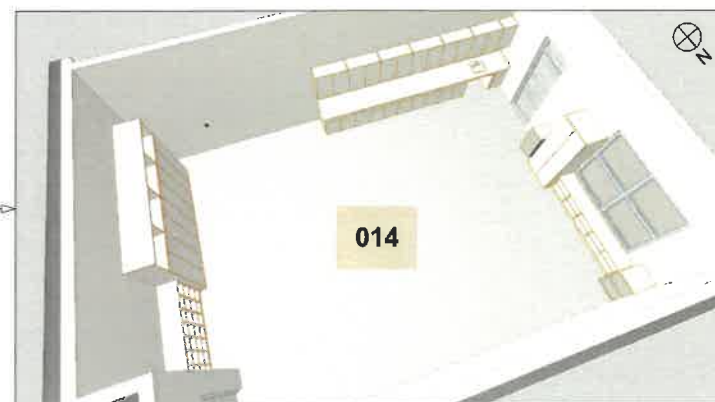
- C1. Protect edge of existing flooring at location of new millwork
- C2. Provide flooring infill to match existing adjacent flooring



Perspective of Classrooms - Showing New Casework

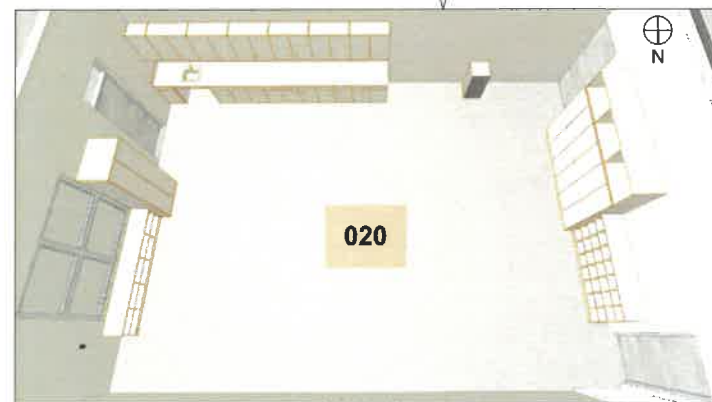


1 Partial First Floor Plan - Renovation



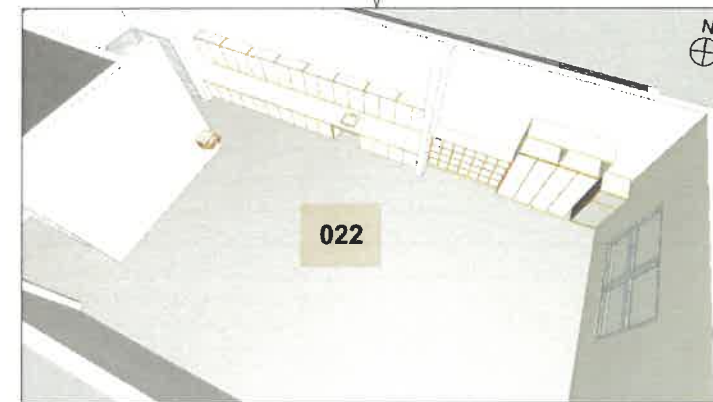
2 Birdseye View of Classroom 014

NOT TO SCALE



3 Birdseye View of Classroom 020

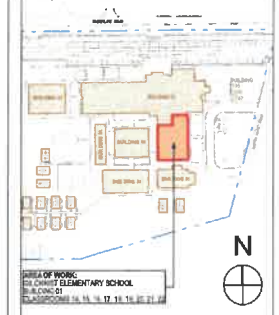
NOT TO SCALE



4 Birdseye View of Classroom 022

NOT TO SCALE

Key Plan



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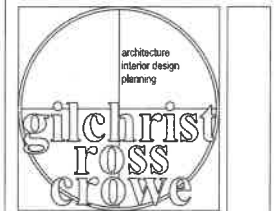
Consultants:

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DESIGN DEV DOCUMENTS	NK	CR	1-25-23
100% CONSTR DOCUMENTS	NK	CR	2-17-23
CONTRACT DOCUMENTS			
PERMIT DOCUMENTS			

Gilchrist Elementary School Casework Replacement For Leon County Schools

Tallahassee, FL

GRC Project Number 22294



architects

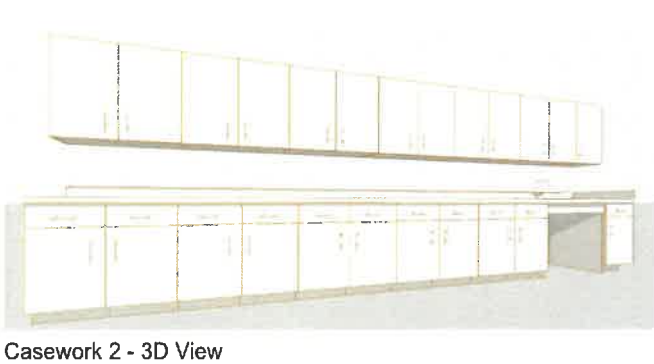
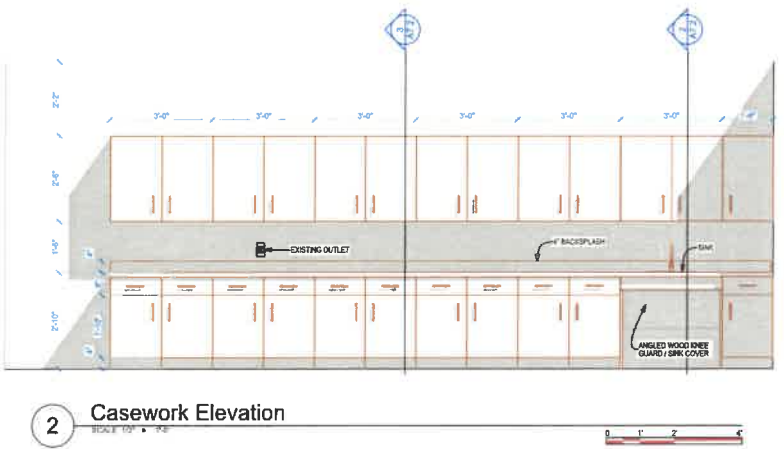
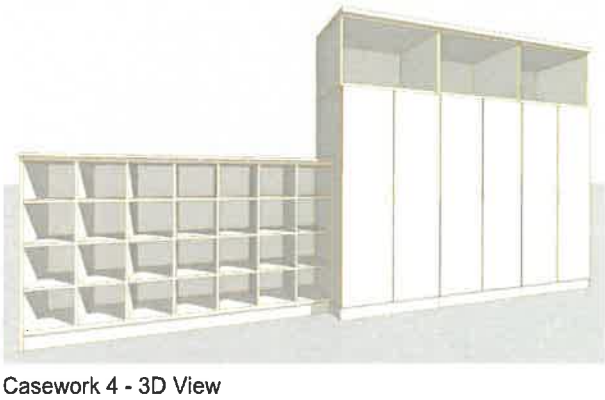
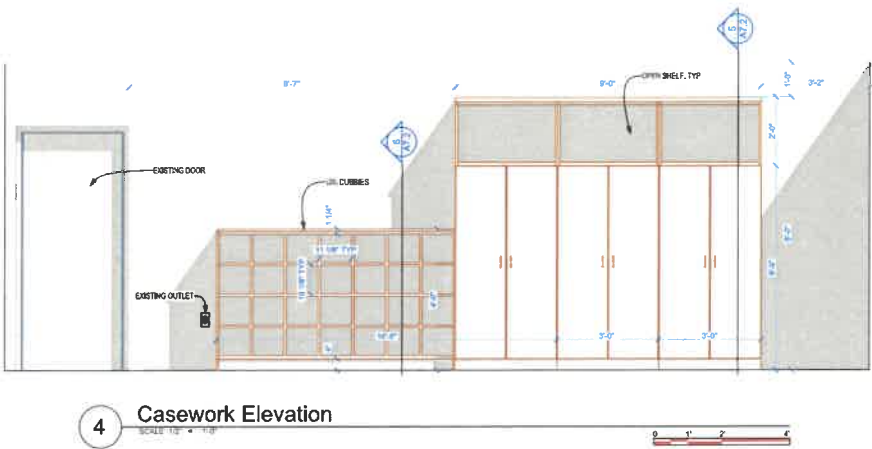
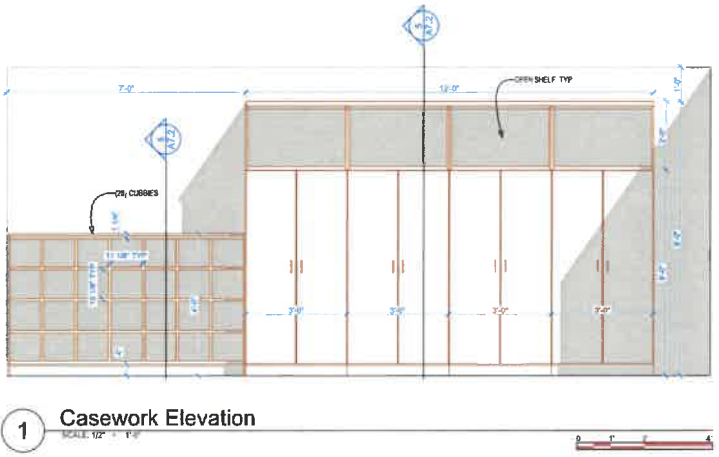
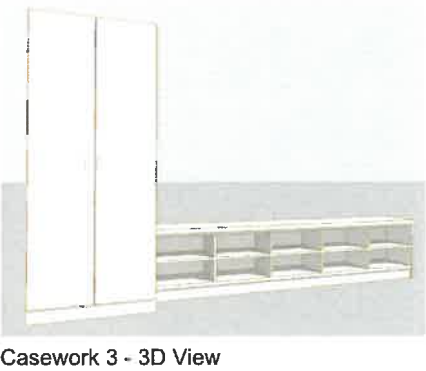
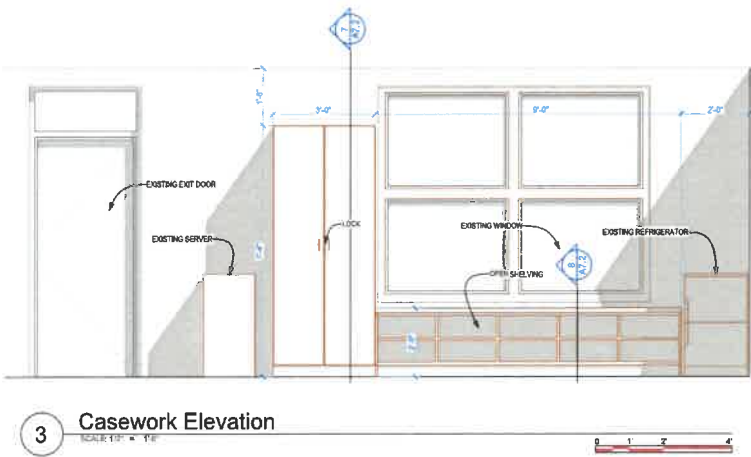
413 ALL SAINTS STREET, TALLAHASSEE, FLORIDA 32301
(850) 222-8100 www.architects-gca.com

Flour Plans - Renovation
DRAWING NAME
Partial First Floor Plan -
Renovation

SHEET

A1.1

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS



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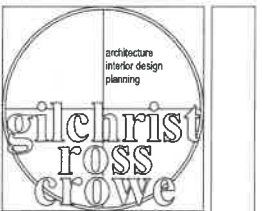
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DESIGN DEV DOCUMENTS	BY: MK	CR	1-25-23
100% CONSTR DOCUMENTS	BY: MK	CR	2-17-23
CONTRACT DOCUMENTS			
PERMIT DOCUMENTS			

Gilchrist Elementary School
Casework Replacement
For
Leon County Schools

Tallahassee, FL

GRC Project Number 22294

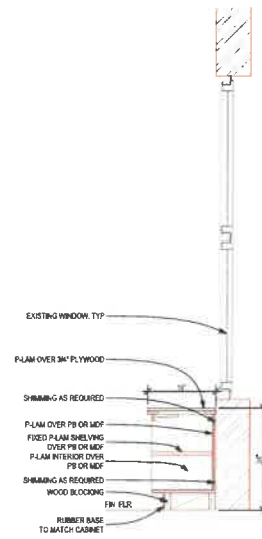
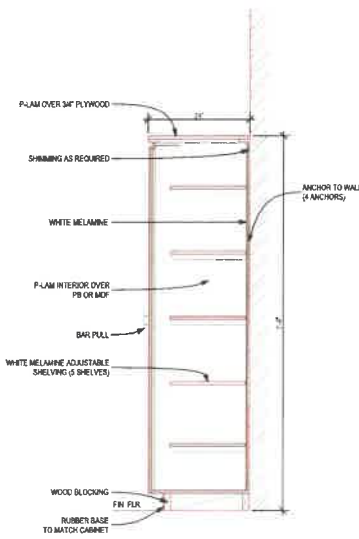
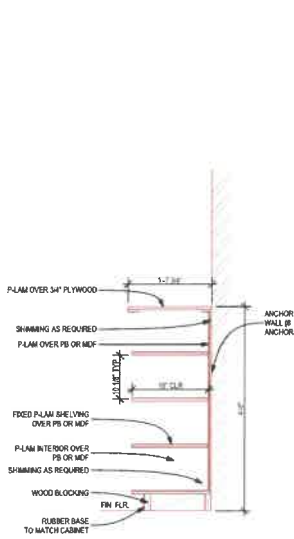
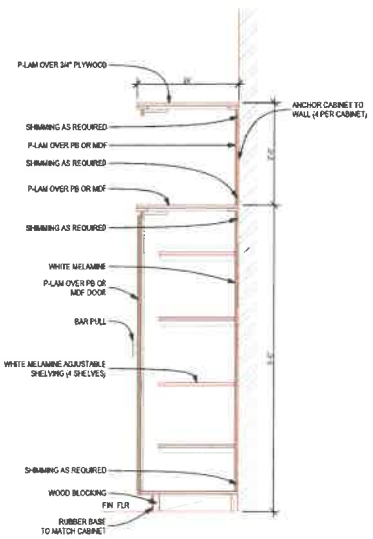
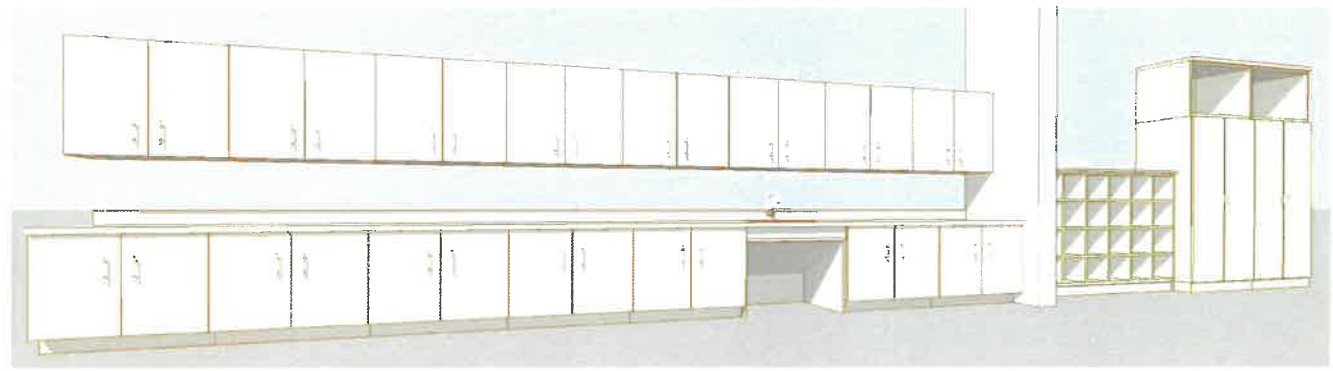
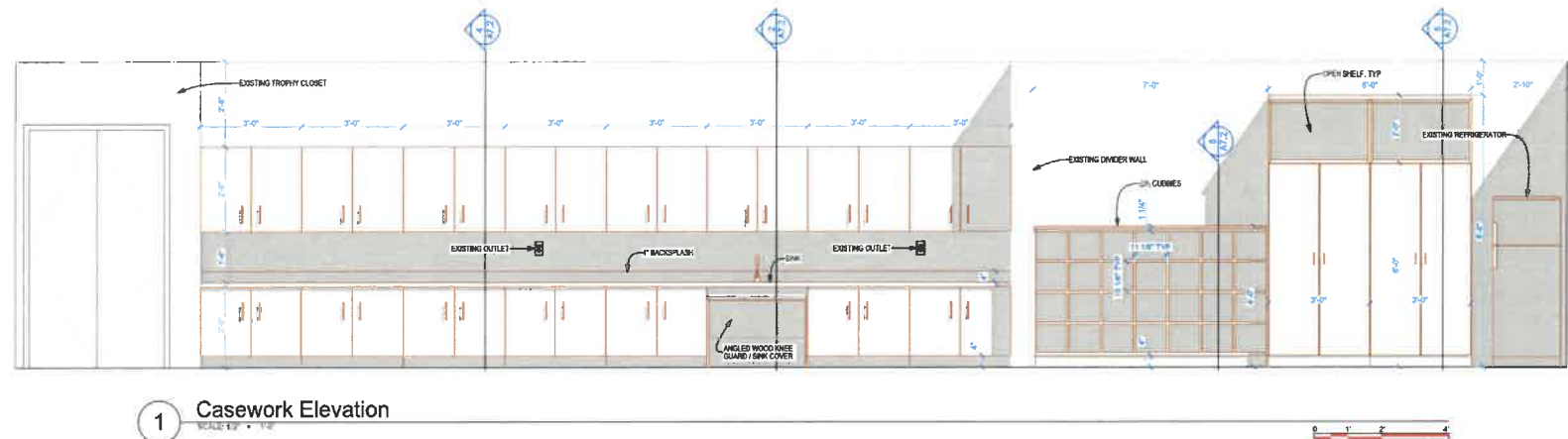
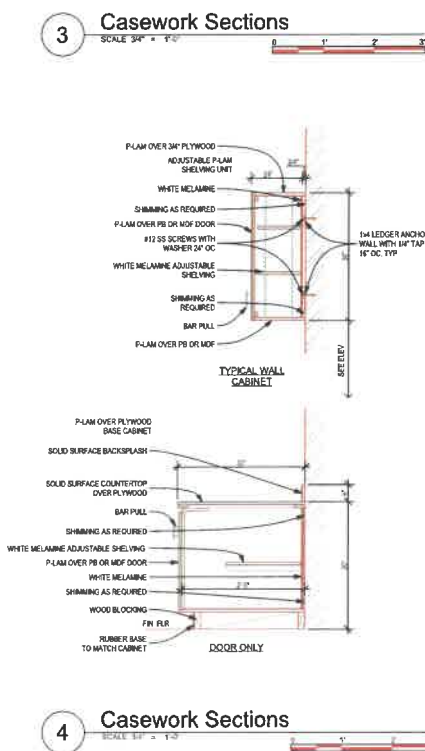
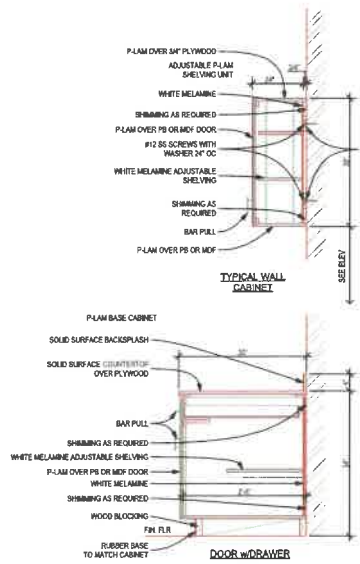
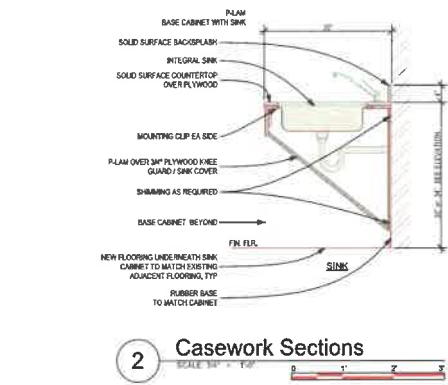


415 ALL SAINTS STREET TALLAHASSEE, FLORIDA 32301
(904) 222-4100 www.gilchristrosscrowe.com

Interior Elevations
DRAWING NAME
Casework Elevations

SHEET
A7.1

EXHIBIT 2
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Gilchrist Elementary
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Casework Replacement
For
Leon County Schools

Tallahassee, FL

GRC Project Number 22294



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(850) 222-8100 www.architects-gca.com

Interior Elevations
DRAWING NAME
Casework Elevations

SHEET
A7.2

**REPLACE MILLWORK IN NINE CLASSROOMS
LCS GILCHRIST ELEMENTARY SCHOOL**



**100% COMPLETE CONTRACT DOCUMENTS
TECHNICAL SPECIFICATIONS**

SUBMITTED BY **GRC ARCHITECTS, PA**

February 17, 2023

architecture | interior design | planning
413 All Saints Street, Tallahassee, FL 32301 O 850-222-8100
www.grc-architects.com



EXHIBIT 2
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TABLE OF CONTENTS
100% Technical Specifications

DIVISION 01 – GENERAL REQUIREMENTS

011000	SUMMARY OF WORK
012600	CONTRACT MODIFICATION PROCEDURES
015000	TEMPORARY FACILITIES AND CONTROLS
017329	CUTTING AND PATCHING
017700	CLOSEOUT PROCEDURES

DIVISION 02 – SITEWORK

024119	SELECTIVE DEMOLITION
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DIVISION 06 – WOOD, PLASTICS, AND COMPOSITES

061000	ROUGH CARPENTRY
064023	INTERIOR ARCHITECTURAL WOODWORK
066116	SOLID SURFACE COUNTER TOPS

DIVISION 07 – THERMAL AND MOISTURE PROTECTION

079200	JOINT SEALANTS
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DIVISION 09 – FINISHES

099123	INTERIOR PAINTING
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Division 01 – General Requirements

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

SECTION 011000- SUMMARY OF WORK

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Access to site.
4. Work restrictions.
5. Specification and Drawing conventions.

1.2 PROJECT INFORMATION

A. Project Identification: Renovation of Building 1048 Recreation Center

1. Project Location: Gilchrist Elementary School 1301 Timberlane Rd. Tallahassee, Florida

Owner: Leon County Schools 3420 W. Tharpe street, Tallahassee, Florida, 32303-4190

B. Owner's Representative: TBA at the Pre-Bid Conference.

C. Architect: Gilchrist Ross Crowe Architects, 413 All Saints Street, Tallahassee, Florida, 32301

D. Architect's Representative During Construction: TBA at the Pre-Bid Conference.

1.3 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents consists of the following:

1. Contract Documents consist of the Project Manual, Technical Specifications and Drawings.

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

B. Summary of Work

1. In general, the work may include, but not be limited to the following:
 - a. Permitting
 - b. Selective Demolition
 - c. Architectural casework
 - d. Incidental plumbing & electrical

1.4 ACCESS TO SITE

- A. General: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.
- B. Use of Site: Limit use of Project site to [**Work in areas**] indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 1. Limits: Confine construction operations to elevator equipment rooms, elevator Hoistway, and elevator pits.
 2. Workers shall sign-in to LCS personnel when entering and exiting the buildings.
 3. The casework provided and installed by this contract is a portion of the classroom renovation work scheduled for summer.
 4. LCS maintenance is coordinating and constructing the remaining renovation work.
 5. Storage and installation of casework this contract shall be coordinated with Leon County schools.
 6. Work hours shall be coordinated with Leon County schools.
- C. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.

1.5 WORK RESTRICTIONS

- A. A background security check for all of the contractor's employees and subcontractor and its employees is required by the Leon County Schools. Required information will be provided at the Prebid conference.
 1. The Security Department will need the employee's full name and driver's license number and state of issuance or Social Security number if a driver's license is not available.
- B. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- C. On-Site Work Hours: Contractor shall coordinate working hours Monday through Friday, unless otherwise acceptable to the Owner.
- D. Restricted Substances: Use of tobacco products and other controlled substances on project site is not permitted. The campus is tobacco-free.

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

1.6 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.
 - 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.
 - 2. Notify Owner not less than **[24]** hours in advance of activities that will affect Owner's operations.

1.7 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 - 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours and as coordinated with Owner, Monday through Friday, unless otherwise indicated.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
 - 1. Notify **[Owner]** not less than **[two]** days in advance of proposed utility interruptions.
- D. Restricted Substances: Use of tobacco products and other controlled substances is not permitted.
- E. Employee Identification: **[Provide]** identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.
- F. Employee Screening: Comply with Owner's requirements for **[drug]** **[and]** **[background]** screening of Contractor personnel working on Project site.

1.8 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 - 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 - 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

SECTION 012600 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.

1.3 MINOR CHANGES IN THE WORK

- A. The Architect will issue **Architect's Supplemental Instructions (ASI's)** authorizing minor changes in the Work, not involving adjustment to the Contract Sum or Contract Time, on AIA Form G710, Architect's Supplemental Instructions or an equivalent format.

1.4 CHANGE ORDER PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests **Request for Proposal (RFP's)**: The Architect will issue a detailed description of proposed changes in the Work that will require adjustment to the Contract Sum or Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Proposal requests issued by the Architect are for information only. Do not consider them as an instruction either to stop work in progress or to execute the proposed change.
 - 2. Within 3 days of receipt of a proposal request, submit an estimate of cost necessary to execute the change to the Architect for the Owner's review.
 - a. Include a list of quantities of products required and unit costs, with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include a statement indicating the effect the proposed change in the Work will have on the Contract Time.
- B. Contractor-Initiated Proposals: When latent or unforeseen conditions require modifications to the Contract, the Contractor may propose changes by submitting a request for a change to the Architect.
 - 1. Include a statement outlining the reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and Contract Time.

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

2. Include a list of quantities of products required and unit costs, with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
4. Comply with requirements in Section "Product Substitutions" if the proposed change requires substitution of one product or system for a product or system specified.

1.6 1.7 CHANGE ORDER PROCEDURES

- A. Upon the Owner's approval of a Proposal Request, the Construction Manager shall initiate and prepare multiple copies of the Change Order in the Board of Regents' format for the Architect's and Owner's signatures.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 012600

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.
- B. Related Requirements:
 - 1. Section 011000 "Summary" for work restrictions and limitations on utility interruptions.

1.3 UTILITIES

- A. Water Service: Use of existing service is permitted at no cost to Contractor.
- B. Electric Power Service: Use of existing service is permitted at no cost to Contractor.
- C. PRODUCTS

1.4 TEMPORARY FACILITIES

- A. Portable Toilet Facility: Leon County Schools is providing a portable toilet unit from a licensed specialty vendor in proximity to the construction site. Workers are to use this portalet and not the school toilet facilities.
- B. Dumpster: Leon County Schools is providing a waste dumpster for trash and debris. Workers shall properly dispose of construction waste and coordinate with LCS when the dumpster needs hauling.

PART 2 - EXECUTION

2.1 INSTALLATION, GENERAL

- A. Locate loading area where they will serve Project adequately and result in minimum interference with performance of the Work.
- B. .

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

2.2 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered.
- B. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.
- C. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.

2.3 OPERATION, TERMINATION, AND REMOVAL

- A. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.

END OF SECTION 015000

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

SECTION 017329 - CUTTING AND PATCHING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes procedural requirements for cutting and patching.
- B. Cutting: Removal of in-place construction necessary to permit installation or performance of other Work.
- C. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of other Work.

1.3 QUALITY ASSURANCE

- A. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
- B. In-Place Materials: Use materials identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
 - 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with in-place finishes or primers.
2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- B. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

3.3 PERFORMANCE

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
- B. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 4. Proceed with patching after construction operations requiring cutting are complete.
- C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections.
 1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
 - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
 - b. Restore damaged pipe covering to its original condition.

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

3. Floors: Existing flooring shall remain. Protect flooring where existing casework is removed. Patch and repair carpet or Vinyl tile as required if damage. Install base trim at cabinet kick over existing flooring as detailed. Remove and replace vinyl transition strip after new casework is installed.
 4. Walls: Touch up paint at walls behind cabinets. Coordinate touch-up painting with LCS renovation scope. Existing walls
 - a. Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
- D. Cleaning: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.

END OF SECTION 017329

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Inspection procedures.
 - 2. Project Record Documents.
 - 3. Warranties.
 - 4. Final cleaning.
 - 5. Year-End Warranty Inspection

1.3 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
 - 1. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 2. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 3. Prepare and submit Project Record Documents, operation and maintenance manuals,

1.4 FINAL COMPLETION

- A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:
 - 1. Submit a final Application for Payment according to Division 1 Section "Payment Procedures."
 - 2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 - 3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

- B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1.5 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Preparation: Submit three copies of list. Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
 - 1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
 - 2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.

1.6 WARRANTIES

- A. Submittal Time: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated.
- B. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
 - 1. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
- C. Provide additional copies of each warranty to include in operation and maintenance manuals.

1.7 YEAR END WARRANTY INSPECTION

- A. Not later than four weeks prior to the expiration of the one-year guarantee/warranty, the Contractor in consultation with the Owner shall schedule a walkthrough with the A/E and Owner Representatives for the exclusive purposes of observing items covered by the warranties for the project.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

END OF SECTION 017700

Division 02 – Sitework

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

SECTION 024119 - SELECTIVE DEMOLITION

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Demolition and removal of selected elements.
 - 2. Salvage of existing items to be reused or recycled.
- B. Related Sections include the following:
 - 1. Division 01 Section "Cutting and Patching" for cutting and patching procedures.

1.3 DEFINITIONS

- A. Remove: Detach items from existing construction and legally dispose of them off-site, unless indicated to be removed and salvaged or removed and reinstalled.
- B. Remove and Salvage: Detach items from existing construction and deliver them to Owner ready for reuse.
- C. Remove and Reinstall: Detach items from existing construction, prepare them for reuse, and reinstall them where indicated.
- D. Existing to Remain: Existing items of construction that are not to be removed and that are not otherwise indicated to be removed, removed and salvaged, or removed and reinstalled.

1.4 QUALITY ASSURANCE

- A. Demolition Firm Qualifications: An experienced firm that has specialized in demolition work similar in material and extent to that indicated for this Project.

1.5 PROJECT CONDITIONS

- A. Owner will occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.
 - 1. Comply with requirements specified in Division 01 Section "Summary."
- B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.
- C. Notify Architect of discrepancies between existing conditions and Drawings before proceeding with selective demolition.

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

- D. Storage or sale of removed items or materials on-site is not permitted.
- E. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. When unanticipated mechanical, electrical, or structural elements that conflict with intended function or design are encountered, investigate and measure the nature and extent of conflict. Promptly submit a written report to Architect.

3.2 UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS

- A. Existing Services/Systems: Maintain services/systems indicated to remain and protect them against damage during selective demolition operations.

3.3 SELECTIVE DEMOLITION, GENERAL

- A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:
 - 1. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
 - 2. Remove decayed, vermin-infested, or otherwise dangerous or unsuitable materials and promptly dispose of off-site.
 - 3. Dispose of demolished items and materials promptly.

3.4 SELECTIVE DEMOLITION PROCEDURES FOR SPECIFIC MATERIALS

- A. Concrete: Core or cut concrete full depth using power-driven saw or drill, then remove concrete and dispose.
- B. Masonry: Demolish in small sections. Cut masonry at junctures with construction to remain, using power-driven saw, Remove and dispose all debris.
- C. Resilient Floor Coverings: Remove floor coverings and adhesive according to recommendations in RFCI-WP and its Addendum.

3.5 DISPOSAL OF DEMOLISHED MATERIALS

- A. General: Except for items or materials indicated to be recycled, reused, salvaged, reinstalled, or otherwise indicated to remain Owner's property, remove demolished materials from Project site and legally dispose of them in an EPA-approved landfill.

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

1. Do not allow demolished materials to accumulate on-site.
2. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.

B. Burning: Do not burn demolished materials.

C. Disposal: Transport demolished materials off Owner's property and legally dispose of them.

3.6 CLEANING

- A. Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

END OF SECTION 024119

Division 06 – Wood, Plastics, and Composites

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

SECTION 061000 - ROUGH CARPENTRY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Wood ledgers and nailers.

- A. PRODUCTS

1.3 WOOD PRODUCTS, GENERAL

- A. Lumber: DOC PS 20 and applicable rules of lumber grading agencies certified by the American Lumber Standards Committee Board of Review.
 - 1. Factory mark each piece of lumber with grade stamp of grading agency.
 - 2. For exposed lumber indicated to receive a stained or natural finish, mark grade stamp on end or back of each piece.
 - 3. Provide dressed lumber, S4S, unless otherwise indicated.
 - 4. Provide dry lumber with 19 percent maximum moisture content at time of dressing for 2-inch nominal (38-mm actual) thickness or less, unless otherwise indicated.

1.4 WOOD-PRESERVATIVE-TREATED MATERIALS

- A. Preservative Treatment by Pressure Process: AWPAC2 (lumber) and AWPAC9 (plywood), except that lumber that is not in contact with the ground and is continuously protected from liquid water may be treated according to AWPAC31 with inorganic boron (SBX).
 - 1. Preservative Chemicals: Acceptable to authorities having jurisdiction and the following:
 - a. Ammoniacal copper citrate (CC).
 - 2. For exposed items indicated to receive a stained or natural finish, use chemical formulations that do not require incising, contain colorants, bleed through, or otherwise adversely affect finishes.
- B. Kiln-dry material after treatment to a maximum moisture content of 19 percent for lumber. Do not use material that is warped or does not comply with requirements for untreated material.
- C. Application: Treat items indicated on Drawings, and the following:
 - 1. Wood ledgers and nailers

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

1.5 DIMENSION LUMBER

- A. General: Provide dimension lumber of grades indicated according to the American Lumber Standards Committee National Grading Rule provisions of the grading agency indicated.

1.6 MISCELLANEOUS LUMBER

- A. General: Provide lumber for support or attachment of other construction, including the following:
 - 1. Nailers.
- B. For items of dimension lumber size, provide No. 2 grade lumber with 19 percent maximum moisture content and any of the following species:
 - 1. Mixed southern pine; SPIB.

1.7 FASTENERS

- A. General: Provide fasteners of size and type indicated that comply with requirements specified in this Article for material and manufacture.
- B. Nails, Brads, and Staples: ASTM F 1667.
- C. Power-Driven Fasteners: CABO NER-272.
- D. Wood Screws: ASME B18.6.1.
- E. Screws for Fastening to Cold-Formed Metal Framing: ASTM C 954, except with wafer heads and reamer wings, length as recommended by screw manufacturer for material being fastened.

PART 2 - EXECUTION

2.1 INSTALLATION, GENERAL

- A. Set rough carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit rough carpentry to other construction; scribe and cope as needed for accurate fit. Locate furring, nailers, blocking, grounds, and similar supports to comply with requirements for attaching other construction.

END OF SECTION 061000

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

SECTION 064023 - INTERIOR ARCHITECTURAL WOODWORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:

- 1. Plastic-laminate cabinets.
- 2. Solid surface countertops.
- 3. Integral solid surface sink
- 4. Cabinet hardware
- 5. Cabinet locks for selected locations

- B. Related Sections include the following:

- 1. Division 6 Section "Rough Carpentry" for wood furring, blocking, shims, and hanging strips required for installing woodwork and concealed within other construction before woodwork installation.
- 2. Division 8 Section "Flush Wood Doors."

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated, including cabinet hardware and accessories, and finishing materials and processes.
- B. Shop Drawings: Show location of each item, dimensioned plans and elevations, large-scale details, attachment devices, and other components.
 - 1. Show details full size.
 - 2. Show locations and sizes of furring, blocking, and hanging strips, including concealed blocking and reinforcement specified in other Sections.
 - 3. Show locations and sizes of cutouts and holes for plumbing fixtures, faucets, and other items installed in architectural woodwork.
- C. Samples for Initial Selection: Manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available for each type of material indicated.
 - 1. Plastic laminates.
 - 2. Solid surface materials.
- D. Product Certificates: Signed by manufacturers of woodwork certifying that products furnished comply with requirements.

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

- E. Qualification Data: For firms and persons specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

1.4 QUALITY ASSURANCE

- A. Installer Qualifications: An experienced installer who has completed architectural woodwork similar in material, design, and extent to that indicated for this Project and whose work has resulted in construction with a record of successful in-service performance.
- B. Fabricator Qualifications: A firm experienced in producing architectural woodwork similar to that indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- C. Source Limitations: Engage a qualified woodworking firm to assume undivided responsibility for production and installation of interior architectural woodwork.
- D. Quality Standard: Unless otherwise indicated, comply with AWI's "Architectural Woodwork Quality Standards" for grades of interior architectural woodwork, construction, finishes, and other requirements.
 - 1. Provide AWI Quality Certification Program certificate indicating that woodwork complies with requirements of grades specified.
- E. Mockups: Before fabricating and installing interior architectural woodwork, build mockups for each form of construction and finish required to verify selections made under sample Submittals and to demonstrate aesthetic effects and qualities of materials and execution. Build mockups to comply with the following requirements, using materials indicated for the completed Work:
 - 1. Build mockups in the location and of the size indicated or, if not indicated, as directed by Architect.
 - 2. Notify Architect seven days in advance of dates and times when mockups will be installed.
 - 3. Demonstrate the proposed range of aesthetic effects and workmanship.
 - 4. Obtain Architect's approval of mockups before starting interior architectural woodwork fabrication.
 - 5. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
 - 6. Approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.
- F. Preinstallation Conference: Conduct conference at Project site to comply with requirements in Division 1 Section "Project Meetings."

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Do not deliver woodwork until painting and similar operations that could damage woodwork have been completed in installation areas. If woodwork must be stored in other than installation areas, store only in areas where environmental conditions comply with requirements specified in "Project Conditions" Article.

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

1.6 PROJECT CONDITIONS

- A. Field Measurements: Where woodwork is indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication and indicate measurements on Shop Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
 - 1. Locate concealed framing, blocking, and reinforcements that support woodwork by field measurements before being enclosed and indicate measurements on Shop Drawings.

1.7 COORDINATION

- A. Coordinate sizes and locations of framing, blocking, furring, reinforcements, and other related units of Work specified in other Sections to ensure that interior architectural woodwork can be supported and installed as indicated.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Provide materials that comply with requirements of the AWI quality standard for each type of woodwork and quality grade specified, unless otherwise indicated.
- B. Wood Products: Comply with the following:
 - 1. Hardboard: AHA A135.4.
 - 2. Medium-Density Fiberboard: ANSI A208.2, Grade MD-Exterior Glue.
 - 3. Softwood Plywood: DOC PS 1, Medium Density Overlay.
 - 4. Hardwood Plywood and Face Veneers: HPVA HP-1.
- C. High-Pressure Decorative Laminate: NEMA LD 3, grades as indicated, or if not indicated, as required by woodwork quality standard.
 - 1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering high-pressure decorative laminates that may be incorporated into the Work include, but are not limited to, the following:
 - 2. Manufacturer: Subject to compliance with requirements, provide high-pressure decorative laminates by one of the following:
 - a. Formica Corporation.
 - b. Wilsonart International.
- D. Adhesive for Bonding Plastic Laminate: PVA.
 - 1. Adhesive for Bonding Edges: Hot-melt adhesive or adhesive specified above for faces.

2.2 CABINET HARDWARE AND ACCESSORIES

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

- A. General: Provide manufacturer's standard concealed hinges, with two-way adjustment.
- B. Hardware Basis of design: as noted below:
 - 1. Door hinges: Blum - Full overlay soft close 95 degree - BH71B9550
 - 2. Silencers: manufactures standard adhesive mounted silencer
 - 3. Drawer slides: 22" side mount heavy duty slide - Knap and Vogt KV 8815.
 - 4. Cabinet Door locks – Zoro, Disc Tumbler Keyed Cam Lock, Keyed Alike, C420A Key, For Material Thickness 1 7/16 in, model C8060-C420A-14A. Provide one per door leaf.
 - 5. Door handles - Amerock, Vaile 3-3/4 Inch Center to Center Arch Cabinet Pull, Model: BP53003ORB, Satin Nichol.
 - 6. Drawer handles- Amerock, Vaile 3-3/4 Inch Center to Center Arch Cabinet Pull, Model: BP53003ORB, Satin Nichol.
- C. Grommets for Cable Passage through Countertops: **2-inch**, molded-plastic grommets and matching plastic caps with slot for wire passage.
 - 1. Product: Subject to compliance with requirements, provide "**OG** series" by Doug Mockett & Company, Inc.

2.3 INSTALLATION MATERIALS

- A. Furring, Blocking, Shims, and Hanging Strips: Softwood or hardwood lumber, kiln-dried to less than 15 percent moisture content.
- B. Anchors: Select material, type, size, and finish required for each substrate for secure anchorage. Provide nonferrous-metal or hot-dip galvanized anchors and inserts on inside face of exterior walls and elsewhere as required for corrosion resistance. Provide toothed-steel or lead expansion sleeves for drilled-in-place anchors.

2.4 FABRICATION, GENERAL

- A. Interior Woodwork Grade: Provide Custom grade interior woodwork complying with the referenced quality standard.
 - 1. Use only plywood products on counter top as support for Solid surface counters.
- B. Wood Moisture Content: Comply with requirements of referenced quality standard for wood moisture content in relation to ambient relative humidity during fabrication and in installation areas.
- C. Fabricate woodwork to dimensions, profiles, and details indicated. Ease edges to radius indicated for the following:
 - 1. Corners of Cabinets and Edges of Solid-Wood (Lumber) Members 3/4 Inch (19 mm) Thick or Less: 1/16 inch (1.5 mm).
 - 2. Edges of Rails and Similar Members More Than 3/4 Inch (19 mm) Thick: 1/8 inch (3 mm).
 - 3. Corners of Cabinets and Edges of Solid-Wood (Lumber) Members and Rails: 1/16 inch (1.5 mm).

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

- D. Complete fabrication, including assembly, finishing, and hardware application, to maximum extent possible, before shipment to Project site. Disassemble components only as necessary for shipment and installation. Where necessary for fitting at site, provide ample allowance for scribing, trimming, and fitting.
 - 1. Notify Architect seven days in advance of the dates and times woodwork fabrication will be complete.
 - 2. Trial fit assemblies at fabrication shop that cannot be shipped completely assembled. Install dowels, screws, bolted connectors, and other fastening devices that can be removed after trial fitting. Verify that various parts fit as intended and check measurements of assemblies against field measurements indicated on Shop Drawings before disassembling for shipment.
- E. Shop cut openings, to maximum extent possible, to receive hardware, appliances, plumbing fixtures, electrical work, and similar items. Locate openings accurately and use templates or roughing-in diagrams to produce accurately sized and shaped openings. Sand edges of cutouts to remove splinters and burrs.
 - 1. Seal edges of openings in countertops with a coat of varnish.

2.5 PLASTIC-LAMINATE CABINETS

- A. Grade: Custom.
- B. Cabinet and Door and Drawer Front Interface Style: Flush Overlay
 - 1. Match laminate pattern direction on all doors and drawers fronts complying with AWI Premium Grade Standards.
- C. Laminate Cladding for Exposed Surfaces: High-pressure decorative laminate complying with the following requirements:
 - 1. Horizontal Surfaces Other Than Tops: Grade HGS.
 - 2. Vertical Surfaces: Grade HGS.
 - 3. Edges: Grade HGS, miter fold.
 - 4. Match laminate pattern direction on all doors and drawers fronts complying with AWI Premium Grade Standards.
- D. Materials for Semiexposed Surfaces:
 - 1. Surfaces Other Than Drawer Bodies: High-pressure decorative laminate, Grade VGS.
 - a. Edges of Plastic-Laminate Shelves: PVC tape, 0.018-inch (0.460-mm) minimum thickness, matching laminate in color, pattern, and finish.
 - b. For semiexposed backs of panels with exposed plastic-laminate surfaces, provide surface of high-pressure decorative laminate, Grade VGS.
 - 2. Drawer Sides and Backs: Thermoset decorative panels.
 - 3. Drawer Bottoms: Thermoset decorative panels.
- E. Concealed Backs of Panels with Exposed Plastic Laminate Surfaces: High-pressure decorative laminate, Grade BKL.

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

- F. Colors, Patterns, and Finishes: Provide materials and products that result in colors and textures of exposed laminate surfaces complying with the following requirements:
 - 1. Match Architect's sample.

2.6 SOLID-SURFACING-MATERIAL FABRICATIONS

- A. Basis of Design: Wilsonart Solid Surface
- B. Quality Standard: Comply with AWI Section 400.
- C. Grade: Custom.
- D. Solid-Surfacing-Material Thickness: 1/2 inch, unless otherwise indicated.
- E. Edge Treatment: Eased.
- F. Core Material at tops and sinks: exterior-grade plywood.
- G. Colors, Patterns, and Finishes: Provide materials and products that result in colors of solid-surfacing material complying with the following requirements:
 - 1. Provide Architect's selections from manufacturer's full range of colors and finishes.
- H. Fabricate application as seamless construction. Comply with solid-surfacing-material manufacturer's written recommendations for adhesives, sealers, fabrication, and finishing.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Condition woodwork to average prevailing humidity conditions in installation areas before installation.

3.2 INSTALLATION

- A. Quality Standard: Install woodwork to comply with AWI Section 1700 for the same grade specified in Part 2 of this Section for type of woodwork involved.
- B. Install woodwork level, plumb, true, and straight. Shim as required with concealed shims. Install level and plumb (including tops) to a tolerance of 1/8 inch in 96 inches (3 mm in 2400 mm).
- C. Anchor woodwork to anchors or blocking built in or directly attached to substrates. Secure with countersunk, concealed fasteners and blind nailing as required for complete installation. Use fine finishing nails or finishing screws for exposed fastening, countersunk and filled flush with woodwork and matching final finish if transparent finish is indicated.
- D. Cabinets: Install without distortion so doors and drawers fit openings properly and are accurately aligned. Adjust hardware to center doors and drawers in openings and to provide unencumbered operation. Complete installation of hardware and accessory items as indicated.

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

1. Install cabinets with no more than 1/8 inch in 96-inch (3 mm in 2400-mm) sag, bow, or other variation from a straight line.
 2. Maintain veneer sequence matching of cabinets with transparent finish.
 3. Fasten wall cabinets through back, near top and bottom, at ends and not more than 16 inches (400 mm) o.c. with No. 10 wafer-head screws sized for 1-inch (25-mm) penetration into wood framing, blocking, or hanging strips, or No. 10 wafer-head sheet metal screws through metal backing or metal framing behind wall finish.
 4. Install countertops with no more than 1/8 inch in 96-inch (3 mm in 2400-mm) sag, bow, or other variation from a straight line.
 5. Secure backsplashes to tops with concealed metal brackets at 12 inches o.c..
 6. Calk space between backsplash and wall with sealant specified in Division 7 Section "Joint Sealants."
- E. Scribe and cut cabinets to fit adjoining work, refinish cut surfaces, and repair damaged finish at cuts.
- F. Complete the finishing work specified in this Section to extent not completed at shop or before installation of woodwork. Fill nail holes with matching filler where exposed. Apply specified finish coats, including stains and paste fillers if any, to exposed surfaces where only sealer/prime coats were applied in shop.
- 3.3 **HARDWARE; Basis of design: as noted**
1. Door hinges: Blum - Full overlay soft close 95 degree - BH71B9550
 2. Silencers: manufactures standard adhesive mounted silencer
 3. Drawer slides: 22" side mount heavy duty slide - Knap and Vogt KV 8815.
 4. Cabinet Door locks – Zoro, Disc Tumbler Keyed Cam Lock, Keyed Alike, C420A Key, For Material Thickness 1 7/16 in, model C8060-C420A-14A. Provide one per door leaf.
 5. Door handles - Amerock, Vaile 3-3/4 Inch Center to Center Arch Cabinet Pull, Model: BP53003ORB, Satin Nichol.
 6. Drawer handles- Amerock, Vaile 3-3/4 Inch Center to Center Arch Cabinet Pull, Model: BP53003ORB, Satin Nichol.
- 3.4 **ADJUSTING AND CLEANING**
- A. Repair damaged and defective woodwork, where possible, to eliminate functional and visual defects; where not possible to repair, replace woodwork. Adjust joinery for uniform appearance.
 - B. Clean, lubricate, and adjust hardware.
 - C. Clean woodwork on exposed and semi exposed surfaces. Touch up shop-applied finishes to restore damaged or soiled areas.

END OF SECTION 064023

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

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EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

SECTION 066116 – SOLIS SURFACEING FABRICATIONS

PART 1 - GENERAL

1.01 SUMMARY

- A. Section Includes: Provide solid surfacing fabrications including but not limited to following:
 - 1. millwork counter tops with integral bowls sinks and cove backsplashes.
- B. Related Sections: Following description of work is included for reference only and shall not be presumed complete:
 - 1. Provision of finish carpentry and architectural woodwork: Section 06 40 00, Architectural Woodwork.
 - 2. Provision of elastomeric joint sealants: Section 07 92 00, Joint Sealants.
 - 3. Provision of plumbing and plumbing fixtures: [Division 22, Plumbing]
[Mechanical].

1.02 REFERENCES

- A. Definitions:
 - 1. Solid Surface: Non-porous, homogeneous material maintaining the same composition throughout the part with a composition of acrylic polymer, aluminum trihydrate filler and pigment.
- B. Reference Standards:
 - 1. ANSI/NPA A208.2-09 - Medium Density Fiberboard (MDF) For Interior Applications
 - 2. ASTM C920-14a - Standard Specification for Elastomeric Joint Sealants
 - 3. UL 723 - Standard for Test for Surface Burning Characteristics of Building Materials

1.03 ADMINISTRATIVE REQUIREMENTS

Preinstallation Meetings: Arrange preinstallation meeting 1 week prior to commencing work with all parties associated with trade as designated in Contract Documents or as requested by Architect.

1.04 SUBMITTALS

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

- A. Product Data: Indicate Product description including solid surface sheets, sinks, bowls and illustrating full range of standard colors, fabrication information and compliance with specified performance requirements. Submit Product data with resistance to list of chemicals.
- B. Shop Drawings: Submit Shop Drawings for work of this Section. Indicate plans, sections, dimensions, component sizes, edge details, thermosetting requirements, fabrication details, attachment provisions, sizes of furring, blocking, including concealed blocking and coordination requirements with adjacent work. Show locations and sizes of cutouts and holes for plumbing fixtures and other items installed in solid surface.
- C. Samples: Submit samples in accordance with Section 01 30 00. Submit minimum 6" x 6" samples. Cut sample and seam together for representation of inconspicuous seam. Indicate full range of color and pattern variation. Approved samples will be retained as standards for work.

1.05 QUALITY ASSURANCE

- A. Qualifications:
 - 1. Installers: Provide work of this Section executed by competent installers with minimum 5-years experience in the application of Products, systems and assemblies specified and with approval and training of the Product manufacturers.

1.06 DELIVERY, STORAGE AND HANDLING

- A. Delivery and Acceptance Requirements: Deliver no components to Project site until areas are ready for installation.
- B. Storage and Handling Requirements:
 - 1. Store components indoors prior to installation.
 - 2. Handle materials to prevent damage to finished surfaces.

1.07 WARRANTY

- A. Manufacturer Warranty: Provide manufacturer's standard warranty for material only for period of 10 years against defects and/or deficiencies in accordance with General Conditions of the Contract. Promptly correct any defects or deficiencies which become apparent within warranty period, to satisfaction of Architect and at no expense to Owner.

PART 2 - PRODUCTS

2.01 MANUFACTURERS

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

- A. Manufacturer List: Products of following manufacturers are acceptable subject to conformance to requirements of Drawings, Schedules and Specifications:

1. Corian® by DuPont; www.corian.com
2. Wilsonart Contract; www.wilsonartcontract.com

- B. Substitution Limitations: This Specification is based on Wilson Art Products. Comparable Products from manufacturers listed herein will be accepted provided they meet requirements of this Specification.

2.02 MATERIALS

- A. Performance/Design Criteria:

Property		Requirement (min or max)	Test Procedure
1. Solid Surface Based Products:			
a.	Tensile Strength	6000 psi min	ASTM D638
b.	Tensile Modulus	1.5 x 10 ⁶ psi min	ASTM D638
c.	Tensile Elongation	0.4% min.	ASTM D638
d.	Flexural Strength	10000 psi min	ASTM D790
e.	Microbial Resistance	Highly resistant to mold growth	UL 2824
f.	Flammability		ASTM E84, NFPA 255 & UL
g.	Flame Spread	<25	<25
h.	Smoke Developed	<25	<25
i.	Class	A	NFPA 101®, Life Safety Code

- B. Solid Surface Material:

- C. Non-porous, homogeneous material maintaining the same composition throughout the part with a composition of acrylic polymer, aluminum trihydrate filler and pigment; not coated, laminated or of composite construction; meeting following criteria:

- D. Flammability: Class 1 and A when tested to UL 723.

- E. Adhesive for Bonding to Other Products: One component silicone to ASTM C920.

- F. Sealant: A standard mildew-resistant, recognized silicone color matched sealant or clear silicone sealants.

2.03 COMPONENTS

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

- A. Lavatory Tops with Integral Bowls: Molded countertop of solid polymer material [complete with integrally molded bowl of solid polymer material; edge details as indicated on Drawings. Provide with backsplash [and endsplashes] as shown on Drawings.
1. Sink Basis of design – Wilsonart large ADA sink 28 ½ x 17 5/8 x 6 3/8” d model AK2716
 - a. Faucet Set – American Standard Monterrey ADA Faucet with lever handle trim - model 7500160-002
 - b. Drain tailpiece – American Standard grid drain 1 ¼” Tail piece with overflow.
 - c. Supply -provide hot and cold water stops and stainless-steel hose kit.
 - d. Provide PVC P-trap interconnect with existing waste. Insulate waste with ProFlow soft P-trap and supply covers
- B. Fabrication:
1. Fabricate components in shop to greatest extent practical to sizes and shapes indicated, in accordance with approved Shop Drawings and solid polymer manufacturer requirements. Form joints between components using manufacturer’s standard joint adhesive without conspicuous joints. Provide factory cutouts for plumbing fittings and bath accessories as indicated on Drawings.
 2. Where indicated, thermoform corners and edges or other objects to shapes and sizes indicated on Drawings, prior to seaming and joining. Cut components larger than finished dimensions and sand edges to remove nicks and scratches. Heat entire component uniformly prior to forming.
 3. Ensure no blistering, whitening and cracking of components during forming.
 4. Fabricate backsplashes from solid surfacing material with optional radius cove where counter and backsplashes meet as indicated on Drawings.
 5. Fabricate joints between components using manufacturer's standard joint adhesive. Ensure joints are inconspicuous in appearance and without voids. Attach 50 mm (2") wide reinforcing strip of solid polymer material under each joint. Reinforcing strip of solid polymer material is not required when using Joint Adhesive 2.0.
 6. Provide holes and cutouts for plumbing and bath accessories as indicated on Drawings.
 7. Rout and finish component edges to a smooth, uniform finish. Rout cutouts, then sand edges smooth. Repair or reject defective or inaccurate work.
 - a. Semi-gloss, with a 60° gloss rating of 25 - 50.
 8. Fabrication Tolerances:

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

- a. Variation in Component Size: +/-1/8".
- b. Location of Openings: +/-1/8" from indicated location.

PART 3 - EXECUTION

3.01 EXAMINATION

- A. Verification of Conditions:
 - 1. Examine substrates and conditions, with fabricator present for compliance with requirements for installation tolerances and other conditions affecting performance of work. Proceed with installation only after unsatisfactory conditions have been corrected.
 - 2. Verify actual site dimensions and location of adjacent materials prior to commencing work.
 - 3. Examine cabinets upon which counter tops are to be installed. Verify cabinets are level to within 1/8" in 10' - 0".
 - 4. Notify Architect in writing of any conditions which would be detrimental to installation.
- B. Evaluation and Assessment: Commencement of work implies acceptance of previously completed work.

3.02 INSTALLATION

- A. Install components plumb, level, rigid, scribed to adjacent finishes in accordance with reviewed Shop Drawings and Product installation details.
- B. Fabricate field joints using manufacturer's recommended adhesive, with joints being inconspicuous in finished work. Exposed joints/seams are not permitted. Keep components and hands clean when making joints. Reinforce field joints as specified herein. Cut and finish component edges with clean, sharp returns.
- C. Route radii and contours to template. Anchor securely to base component or other supports. Align adjacent components and form seams to comply with manufacturer's written recommendations using adhesive in color to match work. Carefully dress joints smooth, remove surface scratches and clean entire surface.
- D. Install countertops with no more than 1/8" sag, bow or other variation from a straight line.
- E. Provide backsplashes and endsplashes as indicated on Drawings. Adhere to countertops using a standard color-coordinated silicone sealant. Adhere applied sidesplashes to countertops using a standard color-matched silicone sealant. Provide coved backsplashes and sidesplashes at walls and adjacent millwork. Fabricate radius cove at intersection of counters with backsplashes to dimensions shown on reviewed Shop

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

Drawings. Adhere to countertops using manufacturer's standard color-coordinated joint adhesive.

- F. Keep components and hands clean during installation. Remove adhesives, sealants and other stains. Ensure components are clean on date of Substantial Completion of the Work.
- G. Coordinate connections of plumbing fixtures, and make plumbing connections to sinks.

3.03 REPAIR

- A. Repair minor imperfections and cracked seams and replace areas of severely damaged surfaces in accordance with manufacturer's "Technical Bulletins".

3.04 SITE QUALITY CONTROL

- A. Non-Conforming Work: Replace damaged work which cannot be satisfactorily repaired, restored or cleaned, to satisfaction of Architect at no cost to Owner.

3.05 CLEANING

- A. Remove excess adhesive and sealant from visible surfaces.
- B. Clean surfaces in accordance with manufacturer's "Care and Maintenance Instructions".

3.06 PROTECTION

- A. Provide protective coverings to prevent physical damage or staining following installation for duration of Project.
- B. Protect surfaces from damage until date of Substantial Completion of the Work.

END OF SECTION

Division 07 – Thermal and Moisture Protection

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

SECTION 079200 - JOINT SEALANTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes joint sealants for the applications indicated in the Joint-Sealant Schedule at the end of Part 3 for the following applications:
 - 1. Interior joints in the following vertical surfaces and horizontal nontraffic surfaces:
 - a. Perimeter joints between interior wall surfaces and new casework.
 - b. Other joints as indicated.

1.3 SUBMITTALS

- A. Product Data: For each joint-sealant product indicated.
- B. Product Certificates: For each type of joint sealant and accessory, signed by product manufacturer.
- C. Product Test Reports: Based on comprehensive testing of product formulations performed by a qualified testing agency, indicating that sealants comply with requirements.

1.4 PROJECT CONDITIONS

- A. Do not proceed with installation of joint sealants under the following conditions:
 - 1. When joint substrates are wet.
 - 2. Where joint widths are less than those allowed by joint-sealant manufacturer for applications indicated.
 - 3. Contaminants capable of interfering with adhesion have not yet been removed from joint substrates.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Available Products: Subject to compliance with requirements, products that may be incorporated into the Work include, but are not limited to, products listed in other Part 2 articles.

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

2.2 MATERIALS, GENERAL

- A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by sealant manufacturer, based on testing and field experience.
- B. VOC Content of Interior Sealants: Provide interior sealants and sealant primers that comply with the following limits for VOC content when calculated according to 40 CFR 59, Subpart D (EPA Method 24):
 - 1. Sealants: 250 g/L.
 - 2. Sealant Primers for Nonporous Substrates: 250 g/L.
 - 3. Sealant Primers for Porous Substrates: 775 g/L.
- C. Colors of Exposed Joint Sealants: As selected by Architect from manufacturer's full range.

2.3 ELASTOMERIC JOINT SEALANTS

- A. Elastomeric Sealants: Comply with ASTM C 920 and other requirements indicated for each liquid-applied chemically curing sealant specified, including those referencing ASTM C 920 classifications for type, grade, class, and uses related to exposure and joint substrates.
- B. Single-Component Mildew-Resistant Acid-Curing Silicone Sealant [ES-2]:
 - 1. Available Products:
 - a. Dow Corning Corporation; 786 Mildew Resistant.
 - b. GE Silicones; Sanitary SCS1700.
 - c. Tremco; Tremsil 200.
 - 2. Type and Grade: S (single component) and NS (nonsag).
 - 3. Class: 25.
 - 4. Use Related to Exposure: NT (nontraffic).
 - 5. Uses Related to Joint Substrates: G, A, and, as applicable to joint substrates indicated, O.
 - a. Use O Joint Substrates: ceramic tile.

2.4 LATEX JOINT SEALANTS

- A. Latex Sealant [LS-1]: Comply with ASTM C 834, Type P, Grade NF.
Available Products:
 - 1. Tremco; Tremflex 834.
 - 2. Bostik Findley; Chem-Calk 600.
 - 3. Pecora Corporation; AC-20+.
 - 4. Schnee-Morehead, Inc.; SM 8200.
 - 5. Sonneborn, Division of ChemRex Inc.; Sonolac.

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

2.5 JOINT-SEALANT BACKING

- A. General: Provide sealant backings of material and type that are nonstaining; are compatible with joint substrates, sealants, primers, and other joint fillers; and are approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.
- B. Cylindrical Sealant Backings: ASTM C 1330, Type C (closed-cell material with a surface skin, O (open-cell material), B (bicellular material with a surface skin), or any of the preceding types, as approved in writing by joint-sealant manufacturer for joint application indicated, and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance:
- C. Elastomeric Tubing Sealant Backings: Neoprene, butyl, EPDM, or silicone tubing complying with ASTM D 1056, nonabsorbent to water and gas, and capable of remaining resilient at temperatures down to minus 26 deg F (minus 32 deg C). Provide products with low compression set and of size and shape to provide a secondary seal, to control sealant depth, and to otherwise contribute to optimum sealant performance.
- D. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint where such adhesion would result in sealant failure. Provide self-adhesive tape where applicable.

2.6 MISCELLANEOUS MATERIALS

- A. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.
- B. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming joint substrates and adjacent nonporous surfaces in any way, and formulated to promote optimum adhesion of sealants to joint substrates.
- C. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine joints indicated to receive joint sealants, with Installer present, for compliance with requirements for joint configuration, installation tolerances, and other conditions affecting joint-sealant performance.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

3.2 PREPARATION

- A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer's written instructions and the following requirements:
1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.
 2. Clean porous joint substrate surfaces by brushing, grinding, blast cleaning, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining after cleaning operations above by vacuuming or blowing out joints with oil-free compressed air. Porous joint substrates include the following:
 - a. Concrete.
 - b. Unglazed surfaces of ceramic tile.
 3. Remove laitance and form-release agents from concrete.
 4. Clean nonporous surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants. Nonporous joint substrates include the following:
 - a. Metal.
 - b. Glass.
 - c. Glazed surfaces of ceramic tile.
- B. Joint Priming: Prime joint substrates, where recommended in writing by joint-sealant manufacturer, based on preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.
- C. Masking Tape: Use masking tape where required to prevent contact of sealant with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.3 INSTALLATION OF JOINT SEALANTS

- A. General: Comply with joint-sealant manufacturer's written installation instructions for products and applications indicated, unless more stringent requirements apply.
- B. Install sealant backings of type indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
1. Do not leave gaps between ends of sealant backings.
 2. Do not stretch, twist, puncture, or tear sealant backings.
 3. Remove absorbent sealant backings that have become wet before sealant application and replace them with dry materials.

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

- C. Install bond-breaker tape behind sealants where sealant backings are not used between sealants and backs of joints.
- D. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
 - 1. Place sealants so they directly contact and fully wet joint substrates.
 - 2. Completely fill recesses in each joint configuration.
 - 3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.
- E. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
 - 1. Remove excess sealant from surfaces adjacent to joints.
 - 2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
 - 3. Provide concave joint configuration per Figure 5A in ASTM C 1193, unless otherwise indicated.
 - 4. Provide flush joint configuration where indicated per Figure 5B in ASTM C 1193.
 - 5. Provide recessed joint configuration of recess depth and at locations indicated per Figure 5C in ASTM C 1193.
 - a. Use masking tape to protect surfaces adjacent to recessed tooled joints.

3.4 CLEANING

- A. Clean off excess sealant or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.

3.5 PROTECTION

- A. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out and remove damaged or deteriorated joint sealants immediately so installations with repaired areas are indistinguishable from original work.

3.6 JOINT-SEALANT SCHEDULE

- A. Joint-Sealant Application JS-8: Interior joints between sink fixture and adjoining walls.
 - 1. Joint Sealant: ES-2 Single-component mildew-resistant silicone sealant.
 - 2. Joint-Sealant Color: As selected by Architect from manufacturer's full range.
- B. Joint-Sealant Application JS-9: Perimeter joints between interior wall surfaces and casework.

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

1. Joint Sealant: LS-1.
2. Joint-Sealant Color: As selected by Architect from manufacturer's full range.

END OF SECTION 079200

Division 09 - Finishes

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

SECTION 099123 - INTERIOR PAINTING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes surface preparation and the application of paint.
- B. Touchup paint behind cabinets and counter top splash prior to installation of casework.

1.3 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to Project site in manufacturer's original, unopened packages and containers bearing manufacturer's name and label and the following information:
 - 1. Product name or title of material.
 - 2. Product description (generic classification or binder type).
 - 3. Manufacturer's stock number and date of manufacture.
 - 4. Contents by volume, for pigment and vehicle constituents.
 - 5. Thinning instructions.
 - 6. Application instructions.
 - 7. Color name and number.
 - 8. VOC content.
- B. Store materials not in use in tightly covered containers in a well-ventilated area at a minimum ambient temperature of 45 deg F (7 deg C). Maintain storage containers in a clean condition, free of foreign materials and residue.
 - 1. Protect from freezing. Keep storage area neat and orderly. Remove oily rags and waste daily.

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Available Products: Subject to compliance with requirements, products that may be incorporated into the Work include, but are not limited to, products listed in other Part 2 articles.
 - 1. PPG Industries, Inc. (Pittsburgh Paints).
 - 2. Benjamin Moore & Co. (Benjamin Moore).
 - 3. Sherwin Williams

2.2 MATERIALS, GENERAL

- A. Material Compatibility:
 - 1. Provide materials for use within each paint system that are compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
- B. Material Quality: Provide manufacturer's best-quality paint material of the various coating types specified that are factory formulated and recommended by manufacturer for application indicated. Paint-material containers not displaying manufacturer's product identification will not be acceptable.
- C. VOC Content: Products shall comply with VOC limits of authorities having jurisdiction
 - 1. Flat Paints and Coatings: 50 g/L.
 - 2. Nonflat Paints and Coatings: 150 g/L.
 - 3. Primers, Sealers, and Undercoaters: 200 g/L.
 - 4. Anticorrosive and Antirust Paints Applied to Ferrous Metals: 250 g/L.
 - 5. Pretreatment Wash Primers: 420 g/L.
- D. Colors: to match existing.

2.3 PRIMERS/SEALERS

- A. Interior Gypsum Board Primer: Factory-formulated latex-based primer for interior application.
 - 1. Pittsburgh Paints; 6-2 Speed Hide Interior Quick-Drying Latex Sealer: Applied at a dry film thickness of not less than 1.0 mil (0.025 mm).

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

2.4 INTERIOR FINISH COATS

- A. Interior Polyamide-Epoxy Semi-gloss: Factory-formulated semi-gloss water-borne epoxy for interior application.
 - 1. Pittsburgh Paints; 98-1 Series Aquapon WB Interior water-borne epoxy Wall & Trim Semi-Gloss: Applied at a dry film thickness of not less than 1.4 mils (0.036 mm).

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.
- B. Gypsum Board Substrates: Verify that finishing compound is sanded smooth.
- C. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.

3.2 PREPARATION

- A. Comply with manufacturer's written instructions and recommendations in "MPI Manual" applicable to substrates indicated.
- B. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
 - 1. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.
- C. Clean substrates of substances that could impair bond of paints, including dust, dirt, oil, grease, and incompatible paints and encapsulants.
 - 1. Remove incompatible primers and reprime substrate with compatible primers or apply tie coat as required to produce paint systems indicated.
- D. Masonry Substrates: Remove efflorescence and chalk. Do not paint surfaces if moisture content or alkalinity of surfaces or mortar joints exceed that permitted in manufacturer's written instructions.

3.3 APPLICATION

- A. Apply finishes according to manufacturer's written instructions and to recommendations in "MPI Manual."
 - 1. Use applicators and techniques suited for paint and substrate indicated.

EXHIBIT 2

SPECIFICATIONS & CONSTRUCTION DOCUMENTS

2. Paint surfaces behind movable equipment and furniture same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed equipment or furniture with prime coat only.
3. Paint front and backsides of access panels, removable or hinged covers, and similar hinged items to match exposed surfaces.
- B. Tint each undercoat a lighter shade to facilitate identification of each coat if multiple coats of same material are to be applied. Tint undercoats to match color of topcoat, but provide sufficient difference in shade of undercoats to distinguish each separate coat.
- C. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.

3.4 FIELD QUALITY CONTROL

- A. Dry Film Thickness Testing: Owner may engage the services of a qualified testing and inspecting agency to inspect and test paint for dry film thickness.
 1. Contractor shall touch up and restore painted surfaces damaged by testing.
 2. If test results show that dry film thickness of applied paint does not comply with paint manufacturer's written recommendations, Contractor shall pay for testing and apply additional coats as needed to provide dry film thickness that complies with paint manufacturer's written recommendations.

3.5 CLEANING AND PROTECTION

- A. At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.
- B. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.
- C. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.
- D. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces and finished wood surfaces.

3.6 INTERIOR PAINT SCHEDULE

- A. Gypsum Board Substrates:
 1. Interior Polyamide-Epoxy Semi-gloss:
 - a. Prime Coat: Primer sealer, latex, interior, MPI #50.
 - b. Intermediate Coat: Polyamide-Epoxy Semi-gloss, matching topcoat.

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

- c. Topcoat: Polyamide-Epoxy Semi-gloss, interior, semi-gloss, (Gloss Level 5), MPI #54.

B. Masonry: Provide the following paint finish systems over new interior wood surfaces:

- 1. Interior Polyamide-Epoxy Semi-gloss:
 - a. Prime Coat: Primer sealer, latex, interior, MPI #50.
 - b. Intermediate Coat: Polyamide-Epoxy Semi-gloss, matching topcoat.
 - c. Topcoat: Polyamide-Epoxy Semi-gloss, interior, semi-gloss, (Gloss Level 5), MPI #54.

END OF SECTION 099123

EXHIBIT 2
SPECIFICATIONS & CONSTRUCTION DOCUMENTS

architecture | interior design | planning
413 All Saints Street, Tallahassee, FL 32301 O 850-222-8100
www.grc-architects.com

