



State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387

ADDENDUM # 1

11/17/14
Solicitation #7549092

*Title: Renovations to Warwick Camps Art Department – Community
College of Rhode Island*

Submission Deadline: 11/24/14 @ 10:00 AM

Per the issuance of ADDENDUM # 1 the following are noted:

See attached addendum prepared by designLAB architects

This Addendum forms a part of the Contract Documents and modifies the Solicitation Documents dated May 6, 2014.

*Bidders must use revised **Bid Form, Document 00 41 00 (inserted as part of addendum #1)** when submitting proposals. Failure to use revised form may deem bid non-responsive.*

No further requests for information will be provided.

Interested Parties should monitor this website on a regular basis, for any additional information that may be posted.

Gary P. Mosca
Senior Buyer

ADDENDUM #1 – November 13, 2014

Solicitation 7549092

Renovations to Warwick Campus Art Department – Community College of Rhode Island

Questions & Concerns:

Notes from Pre-Bid Conference November 5, 2014:

- Question deadline 11/6/14 @5pm
- Bid Bond and Performance Bond apply to this project
- Tours of the Art Dept. can be accommodated at 7am on 11/6 and 11/7
- The third floor ceiling must be done after hours, expect during winter break (12/23/14 through 1/16/15) work can be done during regular hours
- Asbestos is the responsibility of the contractor, should be allowed for in bid price, floor mastic contains asbestos.
- Storage – required to rent box can be located behind field-house for the duration of the project.

Vendor Questions:

Question #1: Is there art work available for the water jet cutting for the 6 areas?

Response: Architect will generate the artwork for each respective classroom entry. Classroom names will be verified and coordinated with current CCRI standards for wayfinding.

CCRI states that water coring is acceptable as long as the vendor can contain the water. Any damages to the existing finishes, equipment, etc. is the responsibility of the vendor to protect and or replace at their expense.

Question #2: Is there a finish schedule for the Mezzanine?

Response: There is currently no finish schedule for the Mezzanine.

Question #3: Specification section 23 00 00 item 1 g. calls for the HVAC control system to integrate into the existing open protocol Niagara Tridium Framework located on the campus.

- a. Where is the nearest Niagara jace controller located with respect to AC-34?
- b. What manufacturer and model number is the current controller for AC-34?
- c. What is the communication protocol from the jace controller to the AC-34 controller?
- d. Can the existing control wiring diagrams for AC-34 and the diagrams for the campus Niagara system network architecture be made available for bidding purposes?

Response: a. Nearest Jace is in the 3rd floor closet between the men's and women's bathroom where AC #34 starter relays are.
b. Westinghouse
c. See print sequence of operations.
d. See attached drawings on pg.

Question #4: Will lifts be allowed during this construction and, if so, where can they be stored while school is in session?

Response: LIFTS WILL BE ALLOWED ON THE 4TH FLOOR AT THE ART DEPT. RENOVATION AREA ONLY. ROLLING STAGING WILL BE REQUIRED AT THE THIRD FLOOR CEILING WORK AREA. THIS STAGING MUST BE REMOVED TO THE 4TH FLOOR ART DEPT. RENOVATION AREA BEFORE THE START OF CLASS AT 8:00AM. SEE ALTERNATE NUMBER 1 CONCERNING WINTER BREAK WORK.

Question #5:

In regards to Section 12 24 00 (window shade manufacturer) , would SWFcontract be a suitable alternative?

Response: CCRI states: as long as they meet or exceed the warrantee requirements, it should be accepted.

As long as it meets all of the desired lengths, spans, and accessibility in the drawing set, the architect approves this as a substitution.

Order of Revised Sections:

1. Vendor Questions and Responses for Addendum #1
2. Section 00 01 00
3. Section 00 01 05
4. Section 00 01 10
5. Section 00 01 00
6. Section 00 20 00
7. Section 00 21 00
8. Section 00 41 00
9. Section 00 90 01
10. Section 01 23 00
11. Section 01 33 00
12. Section 12 24 00 – Shading Substitution Request (pg. 49 – 64)
13. Section 23 00 00 – Niagara System Diagram (pg. 65 – 67)
14. Pre-Bid Sign Up Sheet (pg. 68 – 69)

DOCUMENT 00 90 01

ADDENDUM NO. 1

DATE: November 13, 2014

TO: PROSPECTIVE BIDDERS

PURCHASER: State of Rhode Island
Department of Administration, Division of Purchases
One Capitol Hill
Providence, Rhode Island 02908

OWNER: Community College of Rhode Island - Knight Campus
400 East Avenue
Warwick, Rhode Island 02886

ARCHITECT: designLAB architects, inc.
35 Channel Center Street, Suite 103
Boston, Massachusetts 02210

PROJECT: CCRI ART DEPARTMENT RENOVATION
COMMUNITY COLLEGE OF RHODE ISLAND – KNIGHT CAMPUS
400 East Avenue
Warwick, Rhode Island 02886

This Addendum forms part of and modifies the Bidding Documents (BID SET), dated May 6, 2014. Acknowledge this Addendum on the Bid Form (Document 00 41 00, Bid Form).

This Addendum consists of three (3) pages plus attachments consisting of the following Project Manual documents: revised Introductory Information documents [revised Document 00 01 00, Project Title Page; revised Document 00 01 05 – Consultant Pages; revised Document 00 01 10, Table of Contents]; one (1) deleted Procurement Requirements document (Document 00 10 00 – Invitation to Bid]; revised Procurement Requirements [Document 00 20 00, Instructions to Bidders; revised Document 00 21 00, Special Instructions to Bidders; revised Document 00 41 00, Bid Form]; revised Division 01 – General Requirements Specifications [Section 01 23 00 – Alternates and Section 01 33 00 – Submittal Procedures]; plus an attachment to this Addendum consisting of the Photo Equipment list (6 pages).

Where any original item called for in the Project Manual or indicated on the Drawings is supplemented hereby, the supplemental requirements shall be considered as added thereto.

Where any original item is amended, voided, or superseded hereby, the other provisions of such items not specifically amended, voided, or superseded shall remain in effect.

DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS

INTRODUCTORY INFORMATION

Document 00 01 00 – Project Title Page

1. Document 00 01 00, Project Title Page (one page) is revised. A copy of this revised Document, marked "Rev. November 13, 2014 (Addendum No. 1), is attached to and made part of this Addendum.

Document 00 01 05 – Consultant Pages

1. Document 00 01 05, Consultant Pages (two pages) is revised. A copy of this revised Document, marked "Rev. November 13, 2014 (Addendum No. 1)", is attached to and made part of this Addendum.

Document 00 01 10 - Table of Contents

1. Document 00 01 10, Table of Contents (pages 00 01 10-1 through 4) is revised. A copy of this revised Document, marked "Rev. November 13, 2014 (Addendum No. 1)", is attached to and made part of this Addendum.

PROCUREMENT REQUIREMENTS

Document 00 10 00 – Invitation to Bid

1. Document 00 10 00, Invitation to Bid (pages 00 10 00-1 through 2) is deleted in its entirety.

Document 00 20 00 – Instructions to Bidders

1. Document 00 20 00, Instructions to Bidders (pages 00 20 00-1 through 2) is revised. A copy of this revised Document, marked "Rev. November 13, 2014 (Addendum No. 1)", is attached to and made part of this Addendum.

Document 00 21 00 – Special Instructions to Bidders

1. Document 00 21 00, Special Instructions to Bidders (pages 00 21 00-1 through 6) is revised. A copy of this revised Document, marked "Rev. November 13, 2014 (Addendum No. 1)", is attached to and made part of this Addendum.

Document 00 41 00 – Bid Form

1. Document 00 41 00, Bid Form (pages 00 41 00-1 through 5) is revised. A copy of this revised Document, marked "Rev. November 13, 2014 (Addendum No. 1)", is attached to and made part of this Addendum. This revised Bid Form shall be the form used for submitting Bid Proposal.

SPECIFICATIONS

DIVISION 01 - GENERAL REQUIREMENTS

Section 01 23 00 - Alternates

1. Section 01 23 00, Alternates (pages 01 23 00-1 through 2) is revised. A copy of this revised Section, marked "Rev. November 13, 2014 (Addendum No. 1)", is attached to and made part of this Addendum.
2. Attachment for Photo Equipment: Immediately following this revised Section 01 23 00, Alternates, include the following attachment to this Addendum:

“Art Department. Warwick – Knight Campus Renovation. Photo Equipment Requests.” (Dated 4/10/11; revised 9/15/14), (6 pages total)

Section 01 33 00 - Submittals

1. Section 01 33 00, Submittals (pages 01 33 00-1 through 12) is revised. A copy of this revised Section, marked "Rev. November 13, 2014 (Addendum No. 1), is attached to and made part of this Addendum.

END OF DOCUMENT 00 90 01

Project Manual



CCRI ART DEPARTMENT RENOVATION COMMUNITY COLLEGE OF RHODE ISLAND - KNIGHT CAMPUS

400 East Avenue
Warwick, Rhode Island 02886

BID SET – MAY 6, 2014

Purchaser:

State of Rhode Island
Department of Administration, Division of Purchases
One Capitol Hill
Providence, Rhode Island 02908

Owner:

~~**State of Rhode Island Board of Governors for Higher Education**~~
~~80 Washington Street~~
~~Providence, Rhode Island 02903~~

User Owner:

Community College of Rhode Island - Knight Campus
400 East Avenue
Warwick, Rhode Island 02886

Architect:

designLAB architects, inc.
35 Channel Center Street, Suite 103
Boston, Massachusetts 02210

Project No. 2012-09

Rev. November 13, 2014 (Addendum No. 1)

PROJECT MANUAL

PROJECT: CCRI Art Department Renovation
Community College of Rhode Island - Knight Campus
400 East Avenue
Warwick, Rhode Island 02886

PURCHASER: State of Rhode Island
Department of Administration, Division of Purchases
One Capitol Hill
Providence, Rhode Island 02908

OWNER: ~~State of Rhode Island Board of Governors for Higher Education~~
~~80 Washington Street~~
~~Providence, Rhode Island 02903~~

USER OWNER: Community College of Rhode Island - Knight Campus
400 East Avenue
Warwick, Rhode Island 02886

ARCHITECT: designLAB architects, inc.
35 Channel Center Street, Suite 103
Boston, Massachusetts 02210

ARCHITECT and ARCHITECT'S CONSULTANTS

ARCHITECTURE:	designLAB architects 35 Channel Center Street Boston, Massachusetts 02210 Telephone: 617-350-3005; Fax: 617-959-9397 www.designlabarch.com
STRUCTURAL ENGINEERING:	Richmond So Engineers, Inc. 63 Pleasant Street, Suite 200 Watertown, Massachusetts 02472 Telephone: 617-926-9300; Fax: 617-926-9301 www.richmondso.com
MECHANICAL and ELECTRICAL ENGINEERING:	Creative Environment Corp. 50 Office Parkway East Providence, Rhode Island 02914 Telephone: 401-438-7733; Fax: 401-438-7620 www.cec-engineering.com
LIGHTING CONSULTANT:	LAM Partners, Inc. 84 Sherman Street Cambridge, Massachusetts 02140 Telephone: 617-354-4502; Fax: 617-497-5038 www.lampartners.com
ACOUSTICAL CONSULTANT:	Cavanaugh Tocci Associates, Incorporated 327 F Boston Post Road Sudbury, Massachusetts 01776-3027 Telephone: 978-443-7871; Fax: 978-443-7873 www.cavtocci.com
COST CONSULTANT:	KVAssociates, Inc. 303 Congress Street, 5th Floor Boston, Massachusetts 02210 Telephone: 617-695-0856 www.kvaboston.com
SPECIFICATIONS CONSULTANT:	Paul DiBona Specifications LLC 108 Hayden Rowe Street Hopkinton, Massachusetts 01748-2508 Telephone: 508-625-1098; Fax: 508-686-8539

DOCUMENT 00 01 10

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~~DOCUMENT 00-10-00~~

~~INVITATION TO BID~~

AWARDING AUTHORITY: ~~STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION
OFFICE OF PURCHASES
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908
401-277-2317~~

OWNER: ~~COMMUNITY COLLEGE OF RHODE ISLAND
400 EAST AVENUE
WARWICK, RHODE ISLAND 02886~~

PROJECT: ~~CCRI ART DEPARTMENT RENOVATION
COMMUNITY COLLEGE OF RHODE ISLAND – KNIGHT CAMPUS
400 EAST AVENUE
WARWICK, RHODE ISLAND 02886~~

PROJECT NO. ~~2012-09~~

~~Contractors are invited to submit a sealed lump sum bid proposal on the BID FORM (Document 00-41-00, BID FORM) provided in the Specifications for the above referenced Project in accordance with the requirements of the Contract Documents and the following instructions. The work comprises a single General Contract for the project consists of renovations of existing Art Department (approximately 7,000 gross sq. ft.) located on the fourth floor at the CCRI Knight Campus.~~

~~Bid Proposals are to be submitted in duplicate on Document 00-41-00, BID FORM in a sealed envelope addressed to the Awarding Authority/Owner, c/o Division of Purchases, Department of Administration, 1 Capitol Hill, 2nd Floor, Providence, Rhode Island 02908, on or before: _____ clearly marked with the Project Name.~~

~~Bid Documents may be examined or obtained from the Rhode Island Building Commission, Department of Administration, 1 Capitol Hill, Providence, Rhode Island 02908-5859, upon receipt of a refundable deposit of \$ _____ (_____) for each set. Deposit must be in the form of a certified check or money order.~~

~~Bid Documents will be available for pickup, in person only, from _____ to _____, between the hours of _____ to _____.~~

~~Any bonafide bidder, upon returning the documents in good condition within ten (10) days of the bid opening date shall be returned their deposit in full; otherwise the deposit will be forfeited.~~

~~Bid Security is required in the amount of five percent (5%) of the Bid for all bidders, in accordance with the Document 00-20-00, INSTRUCTIONS TO BIDDERS. Bid Security shall be in the form of Bid Bond or a certified check payable to the State of Rhode Island.~~

~~The successful Contractor shall furnish Performance and Labor and Materials Payment Bonds covering the faithful performance of the Contract and payment of obligation arising thereunder. The cost of bonds shall be included in the Contract Sum. The amount of each bond shall be equal to one hundred percent (100%) of the Contract Sum.~~

~~Prospective Bidders' attention is referred to the State of Rhode Island requirements pertaining to conditions of employment to be observed, including the requirement that ten percent (10%) of the dollar value of the work to be performed by Minority Business Enterprises (MBE). Attention is also called to the fact that not less than the minimum wage rates as hereinafter set forth shall be paid on this Project, in accordance with those prevailing wages on file with the Rhode Island Department of Labor, Office of the Director Unit. Bidders are subject to terms, conditions and provisions, of Chapters 12, 13, and 14 of Title 37, General Laws of the State of Rhode Island, 1956 as amended.~~

~~The Awarding Authority/Owner reserves the right to waive irregularities and to reject any or all bids, wholly or in part, to waive any informalities or defects in any or all bids and to make awards deemed in the best interest of the Owner.~~

Owner
Executive Director
Division of Purchases

END OF DOCUMENT 00 10 00

DOCUMENT 00 20 00

INSTRUCTIONS TO BIDDERS

1. RECEIPT AND OPENING OF PROPOSAL

Sealed Proposals (Bids) will be accepted in the Office of the Division of Purchases, Department of Administration, 1 Capitol Hill, 2nd Floor, Providence, Rhode Island 02908 until the time indicated on the INVITATION TO BID, for the commodities, equipment, or services designated in the Specifications and will then be publicly opened, read aloud, and then evaluated.

2. FORM OF BID

Proposal must be submitted on and in accordance with the forms attached hereto, blank places must be filled in as noted, no change shall be made in the phraseology of the proposal or in the item or items mentioned therein, must contain the name and proper address of the Bidding Firm, and must be signed by a principal member of the firm with his signature and official title. Proposals which are not complete, or contain any omissions, erasures, alterations, additions or contain irregularities of any kind, may be rejected. Failure of any bidder to receive any addendum shall not relieve such bidder from any obligation under this bid as submitted.

3. SUBMISSION OF BIDS

- a. Envelopes containing Bids must be sealed and addressed to Division of Purchases, Department of Administration, 1 Capitol Hill, 2nd Floor, Providence, Rhode Island 02908 and must be marked with the name and address of Bidder, and name of item in Bid call.
- b. No Bids received thereafter the specified time will be considered.
- c. Each bid must be accompanied by a certified check of the Bidder, or a bid bond prepared on AIA Document A310, duly executed by the Bidder as principal and having surety thereon a surety company as approved by the Owner and the Architect, in the amount of five percent (5%) of the Base Bid.
- d. Unless otherwise specified, no Bid may be withdrawn for a period of ninety (90) days from the date of bid opening.
- e. Negligence on the part of the Bidder in preparing the Bid confers no rights for the withdrawal of the Bid after it has been opened.
- f. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to an officer or person for the premature opening of a proposal not properly addressed and identified.

4. PRICES

Bidders shall state the proposed price in the manner as designated in the BID FORM, In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

5. RHODE ISLAND SALES TAX

Community College of Rhode Island is exempt from the payment of Rhode Island Sales Tax under laws governing 501 organizations.

6. "OR EQUAL" BIDDING

When the name of a manufacturer, a brand name, or manufacturer's catalogue number is issued as the Bid Standard in describing an item followed by "Or Equal" this description is used to indicate quality, performance, and other essential characteristics of the article required.

If bidding on other than the make, model, brand, or sample specified, but equal thereto, Bidder must so state by giving the manufacturer's name, catalogue number, and any other information necessary to prove that his intended substitution of a commodity is equal in all essential respects to the Bid Standard. Bidder must prove to the satisfaction of the Owner or by person or persons designated by him, that his designated substitute is equal to the Bid Standard; otherwise, his Bid will be declared "No Bid" insofar as the item in question is concerned.

7. AWARD AND CONTRACT

Unless otherwise specified, the ~~Community College~~ **State** of Rhode Island reserves the right to make award by item or items, or by total, as may be in the best interest of the ~~Community College~~ **State** of Rhode Island. A written award (or acceptance of Bid) mailed (or otherwise furnished) to the successful Bidder followed by a ~~Community College~~ **State** of Rhode Island Purchase Order shall, unless otherwise specified, be deemed to result in a binding Contract without further action by either party.

8. RIGHT TO REJECT PROPOSALS

~~Community College~~ **The State** of Rhode Island reserves the right to reject any and all proposals, to waive any informality in the proposals received, and to accept the proposal deemed to be most favorable to the best interests of ~~Community College~~ **the State** of Rhode Island.

END OF DOCUMENT 00 20 00

DOCUMENT 00 21 00

SPECIAL INSTRUCTIONS TO BIDDERS

1. PREPARATION OF BID
2. CORRECTIONS
3. QUALIFICATIONS OF THE BIDDER
4. OBLIGATIONS OF THE BIDDER
5. CONDITIONS OF WORK
6. INFORMATION SUPPLIED TO BIDDERS
7. METHOD OF AWARD
8. EXECUTION OF THE AGREEMENT
9. NOTICE TO PROCEED
10. TIME OF COMPLETION AND LIQUIDATED DAMAGES
11. POWER OF ATTORNEY
- ~~12. ADDENDA AND INTERPRETATIONS~~
13. UNCERTAINTY OF QUANTITIES
14. ITEMS NOT LISTED IN THE BID
15. BALANCED BIDDING
16. PRICES
17. NOTICE OF SPECIAL CONDITIONS
18. LAWS AND REGULATIONS
19. MANUFACTURER'S EXPERIENCE
20. ACCESS TO SITE
21. RHODE ISLAND SALES AND USE TAX
22. JOB CONDITIONS
23. PRECONSTRUCTION CONFERENCE
24. OWNER'S RIGHT TO DELETE PORTION OF CONTRACT
25. SITE LAYOUT
26. NOTICE OF PREVAILING WAGES
27. NOTICE OF BUILDING PERMIT
28. NOTICE OF STATE BOARD OF ELECTIONS AFFIDAVIT
29. NOTICE OF DEFINITION OF OWNER
30. NOTICE OF EQUAL OPPORTUNITY

SPECIAL INSTRUCTIONS TO BIDDERS

ARTICLE 1: PREPARATION OF BID

Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten, both in words and figures. All bids must be prepared in conformity with and shall be based on and submitted subject to all requirements of the Specifications and Drawings, together with all Addenda thereto.

ARTICLE 2: CORRECTIONS

Erasures or other changes in the bid must be explained or noted over the signature of the bidder.

ARTICLE 3: QUALIFICATIONS OF THE BIDDER

The OWNER may make such investigations as he deems necessary to determine the ability of the bidder to perform the Work, and the bidder shall furnish to the OWNER all such information and data for this purpose as the OWNER may request. The OWNER reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the OWNER that such bidder is properly qualified to carry out the obligations of the Contract and to complete the Work contemplated therein.

ARTICLE 4: OBLIGATIONS OF THE BIDDER

Bidders must satisfy themselves by personal examination at the site of the proposed Work, by review of the Drawings and the Specifications including Addenda, and by such other means as they may prefer, as to the actual conditions, requirements, and limits of the proposed Work, and as to the accuracy of the information and statements herein contained, and the submission of any bid will be accepted by the OWNER as satisfactory proof that the bidder has satisfied himself in these respects. The bidder shall not at any time after the submission of a bid dispute or complain of such statements or information, nor assert that there was any misunderstanding in regard to the nature, or amount of Work to be done. The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve the bidder of his obligation to furnish all materials and labor necessary to carry out the provisions of the Contract Documents and to complete the contemplated Work for the considerations set forth in his bid, if his bid is accepted.

ARTICLE 5: CONDITIONS OF WORK

Insofar as possible, the CONTRACTOR, in carrying out his Work, must employ such methods or means as will not cause any interruption of or interference with traffic, with the use of existing facilities and utilities, with the use of municipally or State or privately owned lands, or with the Work being performed by others. The CONTRACTOR must satisfy himself by his own investigation and research as to the nature and location of the Work, the general and local conditions, including, but not restricted to, those bearing upon the transportation, disposal, handling and storage of materials, water, electric power, roads, means of access, the construction and making of connections of the Work to existing facilities and utilities, or other similar conditions at the site, the character of equipment and facilities needed preliminary to and during the prosecution of the Work, requirements of owners and controlling authorities having jurisdiction over the various lands, existing structures, facilities and utilities, and all other conditions affecting the Work to be done and labor and materials needed.

ARTICLE 6: INFORMATION SUPPLIED TO BIDDERS

The OWNER shall provide to bidders prior to bidding all information which is pertinent to, and delineates and describes, the land owned and rights-of-way acquired or to be acquired.

The Contract Documents contain the provisions required for the construction of the Project. Information obtained from any officer, agent, or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve him from fulfilling any of the Conditions of the Contract.

ARTICLE 7: METHOD OF AWARD

See Document 00 20 00 – INSTRUCTIONS TO BIDDERS.

ARTICLE 8: EXECUTION OF THE AGREEMENT

A Contract in the form set forth hereinafter will be required to be executed by the successful bidder and the OWNER. The attention of all bidders, therefore, is called to the form of the Agreement and the provisions thereof.

Should the OWNER not execute the Agreement within ninety (90) days of receipt, the bidder may, by written notice, withdraw his signed Agreement. Such notice by withdrawal shall be effective upon receipt of the notice by the OWNER.

ARTICLE 9: NOTICE TO PROCEED

The Notice to Proceed shall be issued within ten (10) days of the execution of the Agreement by the OWNER. Should there be reasons why the Notice to Proceed cannot be issued within such period, the time may be extended by mutual agreement between the OWNER and CONTRACTOR. If the Notice to Proceed has not been issued within the ten (10) day period or within the period mutually agreed upon, the CONTRACTOR may terminate the Agreement without further liability on the part of either party.

ARTICLE 10: TIME OF COMPLETION AND LIQUIDATED DAMAGES

The Contractor must be prepared to complete the work in one hundred eighty (180) calendar days. The bidder must agree also to pay as liquidated damages, the sum of which will be negotiated for each consecutive calendar day thereafter as hereinafter provided in the CONTRACT and GENERAL CONDITIONS.

ARTICLE 11: POWER OF ATTORNEY

This section is not applicable.

ARTICLE 12: ADDENDA AND INTERPRETATIONS

~~No interpretation of the meaning of the Drawings, Specifications, or other prebid documents will be made to any bidder orally. Every request for such interpretation should be in writing, addressed to:~~

~~State of Rhode Island
Department of Administration, Division of Purchases
One Capitol Hill
Providence, Rhode Island 02908
Telephone: 401-574-8100~~

~~In order to be given consideration, such request must be made at least five (5) days prior to the date fixed for the opening of bids. Any and all interpretations and any supplemental instructions will be in the form of written Addenda to the Specifications, which, if issued, will be mailed, or faxed, not later than three (3) days prior to the date fixed for the opening of bids. Failure of any bidder to receive any such Addenda or interpretations shall not relieve the bidder from any obligation under his bid as submitted. All Addenda so issued shall become a part of the Contract Documents.~~

ARTICLE 13: UNCERTAINTY OF QUANTITIES

Under the Contract, the OWNER reserves the right to increase or decrease the approximate quantities for, or to omit entirely, any of the items as listed in the bid.

Only such quantities of the respective items of Work actually performed and accepted will be paid for. An increase or decrease in the quantity for any item shall not be regarded as grounds for an increase or decrease in the bid prices.

ARTICLE 14: ITEMS NOT LISTED IN THE BID

Appurtenant items of Work shown on the Drawings or specified or required to complete the Work, but not listed separately under the list of items in the bid, shall be included in the cost of payment. It shall be the responsibility of the CONTRACTOR to verify any missing or incomplete items.

ARTICLE 15: BALANCED BIDDING

This section is not applicable.

ARTICLE 16: PRICES

Bidders shall state the proposed price for the Work by which the bids will be compared. This price is to cover all expenses incidental to the completion of the Work in full conformity with the Contract, the Specifications, and the Drawings. The price or prices proposed shall be stated both in words and in figures, and any bid not so stated may be rejected.

In the event that there is a discrepancy between the unit prices written in words and the unit prices written in figures, the unit prices written in words shall govern. No bid will be accepted which does not contain a unit or lump sum price for every item contained in the Bid Form.

ARTICLE 17: NOTICE OF SPECIAL CONDITIONS

Attention is particularly called to those parts of the Contract Documents and Specifications which deal with the following:

- a. inspection and testing of materials,
- b. insurance requirements,
- c. wage rates,
- d. interpretation of Drawings and Specifications,
- e. special requirements for Work within the limits of privately owned property and State Highways, and
- f. the use of explosives and protection.

ARTICLE 18: LAWS AND REGULATIONS

The bidder's attention is directed to the fact that all applicable State laws, municipal ordinances and rules, and regulations of all authorities having jurisdiction over construction of the Project shall apply to the Contract the same as though herein written in full. Specifically included are the requirements necessary to comply with the Americans with Disabilities Act.

ARTICLE 19: MANUFACTURER'S EXPERIENCE

Wherever it may be written that an equipment manufacturer must have a specified period of experience with his product, equipment which does not meet the specified experience period may, at the option of the OWNER, be considered if the equipment supplier or manufacturer is willing to provide a bond or cash deposit for the duration of the specified time period which will guarantee replacement of that equipment in the event of failure.

ARTICLE 20: ACCESS TO SITE

Representatives of the "OWNER" and of the State shall have access to the Work wherever it is in preparation or progress, and the CONTRACTOR shall provide proper facilities for such access and inspection.

ARTICLE 21: RHODE ISLAND SALES AND USE TAX

Materials and equipment purchased for installation under this Contract are exempt from the Rhode Island Sales Tax. The exemption from the Sales Tax shall be taken into account by the CONTRACTOR during bidding.

ARTICLE 22: JOB CONDITIONS

- A. The Bidder is advised that free vehicular and pedestrian access must be maintained to the major streets. The method of construction must be therefore compatible with this requirement of free access.
- B. The CONTRACTOR'S work is confined to the area delineated on the plans (Limit of Disturbance). He/She will not be permitted to deviate from that area.

ARTICLE 23: PRECONSTRUCTION CONFERENCE

The CONTRACTOR shall be prepared to attend a pre-construction conference scheduled by the OWNER after award of the Contract, but prior to the actual commencement of Work at the site. The main item of discussion will be the CONTRACTOR'S construction schedule, proposed superintendent, professional engineer or land surveyor, record drawings, etc.

ARTICLE 24: OWNER'S RIGHT TO DELETE PORTION OF CONTRACT

The OWNER reserves the right to delete a portion of this Contract after review of submitted bids, and prior to or after Bid award. The CONTRACTOR shall have no claim for anticipated profits or for loss of profits or for increase in prices should the OWNER exercise this right.

ARTICLE 25: SITE LAYOUT

Construction layout (line and grade) of the all site elements on the project shall be the responsibility of the CONTRACTOR.

ARTICLE 26: NOTICE OF PREVAILING WAGES

- A. Work under this Contract will be subject to “prevailing wage rates” current as of the “Bid Issuance” date for the project, as prepared by the Department of Labor, Wage Rights for the State of Rhode Island, Building and Construction Projects.
- B. R.I. Gen. Laws 28-14-2.1 “Statement of Earnings” as amended by Ch. 93-376 “Payment of Wages Act” requires a contractor to provide on each and every regular pay day to its employees: (1) a record of the employee’s regular rate of pay, and (2) a record of all deductions made from that employee’s gross earnings during such pay period together with an explanation of the basis or reason for such deductions.

ARTICLE 27: NOTICE OF BUILDING PERMIT

- A. The Rhode Island State Building Code Commission will require a building permit and all other applicable permits to be issued to the CONTRACTOR for this Project. All related fees shall be the sole responsibility of the CONTRACTOR.

ARTICLE 28: NOTICE OF STATE BOARD OF ELECTIONS AFFIDAVIT

- A. The Owner required compliance with Title 27, Chapter 17 of the Rhode Island General Laws. This law required any state vendor which enters into a contract to provide services, in the amount of \$5,000 or more, to a State agency to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the state vendor (and any related parties as defined in the law) has, within the 24 months preceding the date of the contract or subsequent to October 1, 1993, whichever is later, contributed an aggregate amount in excess of \$250,000 within a calendar year to any general officer, any candidate for a general office, or any political party. If such contributes have been made or after October 1, 1993 the affidavit must list the name of the recipient of the contribution, the amount and date of each such contribution and the total gross amount, in dollars, of contracts entered into between the state vendor and all state agencies during said period. If the affidavit contains reportable contributions, then copy of the contract must be filed with the affidavit.

ARTICLE 29: NOTICE OF DEFINITION OF OWNER

- A. The “OWNER” as referred to in these Specifications is the State of Rhode Island/Community College of Rhode Island.

ARTICLE 30: NOTICE OF EQUAL OPPORTUNITY

- A. The Bidder’s attention is directed to the fact that it will be required to comply with the State’s equal opportunity employment, employment if the handicapped, age discrimination, and provide a certificate of non-segregated facilities in accordance with Rhode Island State Law.
- B. This CONTRACTOR shall comply with the applicable requirements of R.I. Gen. Law Section 37-14.1-1 to 37-14.1-8 relating to Minority Business Enterprise and all rules and regulations promulgated thereunder.

END OF DOCUMENT 00 21 00

- 3. Equipment \$ _____
- 4. Fire Protection \$ _____
- 5. Plumbing \$ _____
- 6. HVAC \$ _____
- 7. Electrical \$ _____
- 8. General Conditions \$ _____
- 9. Contractor Fee \$ _____
- 10. Bonds \$ _____

The Bidder submits this bid proposal to perform all of the work (including labor and materials) described in the solicitation for this Base Bid Price (*including the costs for all Allowances, Bonds, and Addenda*):

- **Allowances**

The Base Bid Price **includes** the costs for the following Allowances:

- No. 1: _____ \$ _____
- No. 2: _____ \$ _____
- No. 3: _____ \$ _____
- Total Allowances: \$ _____

- **Bonds**

The Base Bid Price **includes** the costs for all Bid and Payment and Performance Bonds required by the solicitation.

- **Addenda**

The Bidder has examined the entire solicitation (including the following Addenda), and the Base Bid Price **includes** the costs of any modifications required by the Addenda.

All Addenda must be acknowledged.

Addendum No. 1 dated: _____

Addendum No. 2 dated: _____

Addendum No. 3 dated: _____

2. **ALTERNATES** (*Additions/Subtractions* to Base Bid Price)

The Bidder offers to: (i) perform the work described in these Alternates as selected by the State in the order of priority specified below, based on the availability of funds and the best interest of the State; and (ii) increase or reduce the Base Bid Price by the amount set forth below for each Alternate selected.

Check "Add" or "Subtract."

___ Add ___ Subtract **Alternate No. 1: Third Floor Ceiling Work**

State the amount to be added to or subtracted from the Base Bid Contract to perform all work in Third Floor Ceiling during normal working hours within the 12/23/2014 to 01/16/2015 period including protection of existing equipment and furnishings. Include all final cleanup and having the space operational and ready for classes no later than 01/16/2015. Note all submittals required in this area shall be submitted in time to accommodate this schedule and will be expedited by the Architect.

\$ _____
(amount *in figures* printed electronically, typed, or handwritten legibly in ink)

(amount *in words* printed electronically, typed, or handwritten legibly in ink)

___ Add ___ Subtract **Alternate No. 2: Photo Equipment**

State the amount to be added to or subtracted from the Base Bid Contract to provide (furnish and install) Photo Equipment as described in the attached 5 page document "Art Department. Warwick – Knight Campus Renovation. Photo Equipment Requests." (Dated 4/10/11; revised 9/15/14), (6 pages total) which include a bid schedule of Photo Equipment including but not limited to Enlargers (Qty – 13), Electronic Timers (Qty – 14), Condenser Enlarger with Baseboard (Qty – 13), Film Drying Cabinet (Qty – 1), Filter Flow Air Dryer (Qty – 1), Water Temperature Control Panel (Qty – 1), and Print Washer (Qty – 1).

\$ _____
(amount *in figures* printed electronically, typed, or handwritten legibly in ink)

(amount *in words* printed electronically, typed, or handwritten legibly in ink)

___ Add ___ Subtract ~~Alternate No. 2~~ **Alternate No. 3: Hydronic Convactor Baseboard:**

State the amount to be added to or subtracted from the Base Bid Contract to furnish and install (provide) all lengths of commercial grade fin tube hydronic baseboard complete with end covers, outside and inside corner covers, and 18 gauge steel enclosure including for applications where piping needs to be enclosed en-route to active baseboard.

1. Baseboard shall be Vulcan Model LV4-PM Pedestal Mounted Perimeter Baseboard with Enclosure with Vulcan Model VC3/4-434 Baseboard Element (3/4 in. copper pipe with 4-1/4 in. x 3-5/8 in. fins, 40 fins per foot, and 0.020 in. fin thickness).
2. Install new baseboard lengths complete with valves, air vents and covers per Specifications and Drawings. Lengths shown on Plans are lengths of actual active fin tube sections with the typically longer enclosure lengths.
3. Enclosure access doors shall be provided to allow for service to the control valves.
4. Once the system is air tested and filled with water, bled air out of each of the baseboard lengths.
5. Remove existing additional lengths of electric resistance baseboard after the Electrical Contractor has made necessary disconnections and made safe the electrical power feeds.
6. Refer to Mechanical Drawings and Specifications.

\$ _____
(amount *in figures* printed electronically, typed, or handwritten legibly in ink)

(amount *in words* printed electronically, typed, or handwritten legibly in ink)

____ Add ____ Subtract ~~Alternate No. 3: Submittal Exchange Service:~~

~~State the amount to be added to or subtracted from the Base Bid Contract to provide a web-based electronic submittals exchange system as described in Section 01 33 00, SUBMITTALS PROCEDURES; Refer to Paragraph 1.4.~~

~~\$ _____
(amount *in figures* printed electronically, typed, or handwritten legibly in ink)~~

~~_____
(amount *in words* printed electronically, typed, or handwritten legibly in ink)~~

3. UNIT PRICES

The Bidder submits these predetermined Unit Prices as the basis for any change orders approved in advance by the State. These Unit Prices include **all** costs, including labor, materials, services, regulatory compliance, overhead, and profit.

Unit Price No. 1: _____ \$ _____

Unit Price No. 2: _____ \$ _____

Unit Price No. 3: _____ \$ _____

4. CONTRACT TIME

The Bidder offers to perform the work in accordance with the timeline specified below:

- Start of construction: **December 23, 2014**
- Substantial Completion: **June 21, 2015**
- Final Completion: **July 15, 2015**

5. LIQUIDATED DAMAGES

The successful bidder awarded a contract pursuant to this solicitation shall be liable for and pay the State, as liquidated damages and not as a penalty, the following amount for each calendar day of delay beyond the date for substantial completion, as determined in the sole discretion of the State: **\$750.00**.

This bid proposal is irrevocable for 60 days from the bid proposal submission deadline.

If the Bidder is determined to be the successful bidder pursuant to this solicitation, the Bidder will promptly: (i) comply with each of the requirements of the Tentative Letter of Award; and (ii) commence and diligently pursue the work upon issuance and receipt of the purchase order from the State and authorization from the user agency.

The person signing below certifies that he or she has been duly authorized to execute and submit this bid proposal on behalf of the Bidder.

BIDDER

Date: _____

Name of Bidder

Signature in ink

Printed name and title of person signing on behalf of Bidder

Bidder's Contractor Registration Number

SECTION 01 23 00

ALTERNATES

PART 1 - GENERAL

1.0 RELATED DOCUMENTS

- A. Division 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS and applicable parts of Division 01 - GENERAL REQUIREMENTS, as listed in the Table of Contents, shall be included in and made a part of this Section.

1.1 SUMMARY

- A. For each of the alternates Scheduled at the end of this Section, state the amount in the proposal to be added to or subtracted from the Contract Sum for the work.

1.2 ALTERNATES

- A. Definition: "Alternates" are alternate products, materials, equipment, systems, methods, units of work or major elements of the construction, which may, at the Owner's option and under the terms established by the Contract or Agreement, be selected for the work in lieu of the corresponding requirements of the Contract Documents. Selection may occur prior to the Contract Date, or may, by Agreement, be deferred for possible selection at a subsequent date.
- B. Alternate Requirements: A Schedule of Alternates is included at the end of this Section. Each alternate is defined using abbreviated language, recognizing that the Contract Documents define the requirements. Coordinate related work to ensure that work affected by each alternate is complete and properly interfaced with work of each selected alternate.
- C. Provide written proposals for each alternate on the Bid Form for Owner's consideration. Each proposal amount shall include the entire cost of the alternate portion of the work including overhead, profit, and other costs including cost of interfacing and coordinating the alternate with related and adjacent work.
- D. Selection of Alternates: Selection of alternates to be included in the work will be by the Owner.
- E. Notification: Immediately following award of Contract, prepare and distribute to each entity a notification of status of each alternate. Indicate which alternates have been accepted, rejected, or deferred for consideration at a later date. Include full description of negotiated modifications to alternates, if any.

1.3 DESCRIPTION OF ALTERNATES

- A. Alternate No. 1 – Third Floor Ceiling Work: State the amount to be added to or subtracted from the Base Bid Contract to provide the following work; refer to Section 01 73 10, CUTTING AND PATCHING, Paragraph 1.1C.:
 - 1. Perform all work in Third Floor Ceiling during normal working hours within the 12/23/2014 to 01/16/2015 period including protection of existing equipment and furnishings. Include all final cleanup and having the space operational and ready for classes no later than 01/16/2015. Note all submittals required in this area shall be submitted in time to accommodate this schedule and will be expedited by the Architect.

- B. Alternate No. 2 – Photo Equipment: State the amount to be added to or subtracted from the Base Bid Contract to provide (furnish and install) photo equipment as described in the attached 5 page document “Art Department. Warwick – Knight Campus Renovation. Photo Equipment Requests.” (Dated 4/10/11; revised 9/15/14), (6 pages total) which include a bid schedule of Photo Equipment including but not limited to Enlargers (Qty – 13), Electronic Timers (Qty – 14), Condenser Enlarger with Baseboard (Qty – 13), Film Drying Cabinet (Qty – 1), Filter Flow Air Dryer (Qty – 1), Water Temperature Control Panel (Qty – 1), and Print Washer (Qty – 1).**
- C. ~~Alternate No. 2~~ Alternate No. 3 - Hydronic Convector Baseboard: State the amount to be added to or subtracted from the Base Bid Contract to furnish and install (provide) all lengths of commercial grade fin tube hydronic baseboard complete with end covers, outside and inside corner covers, and 18 gauge steel enclosure including for applications where piping needs to be enclosed en-route to active baseboard.**
1. Baseboard shall be Vulcan Model LV4-PM Pedestal Mounted Perimeter Baseboard with Enclosure with Vulcan Model VC3/4-434 Baseboard Element (3/4 in. copper pipe with 4-1/4 in. x 3-5/8 in. fins, 40 fins per foot, and 0.020 in. fin thickness).
 2. Install new baseboard lengths complete with valves, air vents and covers per Specifications and Drawings. Lengths shown on Plans are lengths of actual active fin tube sections with the typically longer enclosure lengths.
 3. Enclosure access doors shall be provided to allow for service to the control valves.
 4. Once the system is air tested and filled with water, bled air out of each of the baseboard lengths.
 5. Remove existing additional lengths of electric resistance baseboard after the Electrical Contractor has made necessary disconnections and made safe the electrical power feeds.
 6. Refer to Mechanical Drawings and Specifications.
- ~~C. Alternate No. 3 – (Electronic Submittals Exchange System: State the amount to be added to or subtracted from the Base Bid Contract to provide a web-based electronic submittals exchange system as described in Section 01 33 00, SUBMITTALS PROCEDURES; Refer to Paragraph 4.4.~~

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 01 23 00

Art Department. Warwick- Knight Campus Renovation. Photo Equipment Requests.

Date: 9/15/14
Delivery point: Knight Campus
Room #: 4050
Discipline: Photo (1 of 5 pages)
Professor: Rebecca Clark

Suggested Vendor: B & H Photo Video
Phone #: 800-947-8003
Fax #: 212-239-7509
Email: Website: www.bhphotovideo.com

Item Description: (Include specs such as size, color, and other pertinent data. Please specify any electrical requirements.)	Mfr# only	QTY.	Unit Price \$	Total \$
<p>Beseler - Full Format 50mm Beseler Lens Kit for 23C Series Enlargers</p> <p>Kit consists of a Beseler 50mm f/3.5 lens (No.8670), a standard lensboard (No.8021), to mount the lens, and a 35mm negative carrier (No.8053), all to fit the Beseler 23C Series Enlargers.</p>	<p>Mfr: Beseler Mfr# 9170</p>	<p>13</p>		
<p>GraLab Model 451R Electronic Timer</p> <p>Specs: Choice of three ranges: 1-99 in mins.; 1-99 in secs.; .1-9.9 in tenths of secs.</p> <p>Maximum Wattage (Load), 600w, Maximum Resistive Load 1200w,</p> <p>1 outlet, Audible Options Three; End of cycle tone, once every second, or none at all, Memory - Two, separately programmable, Display - Two adjustable LEDs (for brightness, or can be switched off completely), Auto Reset, Voltage 120v/50/60Hz, Dimensions 3.5 x 4 x 8"</p>	<p>Mfr: GraLab Mfr# GR451R</p>	<p>14</p>		
			Page Total	

Art Department. Warwick- Knight Campus Renovation. Photo Equipment Requests.

Date: 4/10/11
Delivery point: Knight Campus
Room #: 4050
Discipline: Photo
Professor: Rebecca Clark (2 of 5 pages)

Suggested Vendor: B & H Photo Video
Phone # : 800-947-8003
Fax #: 212-239-7509
Email: www.bhphotovideo.com

Item Description:	Manufacturer and Mfr #	QTY.	Unit Price \$	Total \$
Beseler 23CIII-XL Condenser Enlarger with Baseboard Maximum Film Size 6 x 9cm (2-1/4 x 3-1/4") Light Source Condenser lamphouse Maximum Height 57" (1448mm) Baseboard Size H=1-1/4" (32mm) W=16" (406mm) D=25-1/2" (648mm) Maximum Print Size On Baseboard: Larger than 16 x 20" (+ 17-1/2 x 22") Filter Drawer Included for 5-1/2 x 5-1/2" filters Wall Projection-Yes Tilts Yes (left/right shift) Voltage: 120v Weight: 60 lbs (27Kg)	Mfr: Beseler Mfr # 8004-02	13		1,014.61
Page Total				

Art Department. Warwick- Knight Campus Renovation. Photo Equipment Requests.

Date: 4/10/11
Delivery point: Knight Campus
Room #: 4050
Discipline: Photo
Professor: Rebecca Clark (3 of 5 pages)

Suggested Vendor: B & H Photo Video
Phone #: 800-947-8003
Fax #: 212-239-7509
Email: Website: www.bhphotovideo.com

Item Description	Manufacturer and Mfr #	QTY.	Unit Price \$	Total \$
<p>Film Drying Cabinet (CD-40) for 40 Rolls 35mm or 20 Rolls 120 Film Outside Dimensions 15" x 21" x 78" Interior Dimensions 15" x 19" x 70" Footprint 2.2 square feet of floor space. Capacity: Forty rolls of 36 exposure 35mm film, or twenty rolls of 120 film. Power 115V, 60Hz, 13Amps, 5300Btu/hr. Weight 160lb</p>	<p>Mfr: Arkay Mfr # 602558</p>	<p>1</p>		
<p>Arkay RC-500A Filter Flow Air Dryer for RC Prints (for 8-8x10" or 4-11x14" per Drying Cycle) Thermostatically up to 850 watts. Four pull out shelves which have a capacity of four 11" x 14" or eight 8" x 10" prints per drying cycle.</p>	<p>Mfr: Arkay Mfr# 60112</p>	<p>1</p>		
Page Total				

Art Department. Warwick- Knight Campus Renovation. Photo Equipment Requests.

Date: 4/10/11
Delivery point: Knight Campus
Room #: 4050
Discipline: Photo
Professor: Rebecca Clark (4 of 5 pages)

Suggested Vendor: B & H Photo Video
Phone # : 800-947-8003
Fax #: 212-239-7509
Email: www.bhphotovideo.com

Item Description:	Manufacturer and Mfr #	QTY.	Unit Price \$	Total \$
<p>Arkay Reg 6 Water Temperature Control Panel two outlets with ball valve shut-offs, 3/4" male garden hose thread, separate volume control, check inlets, polypropylene filter housing, mounted on a heavy polypropylene wall mounted panel. This regulator can mix and control the hot and cold water temperature within a range of 65°F to 125°F with an accuracy of + 1/2°F.</p>	<p>Mfr: Arkay Mfr # 605260</p>	<p>1</p>		
<p>Cachet EcoWash 11x14" Print Washer with 12 Slots for RC and Fiber Prints (for 12-11x14 or 24-8x10 Prints) Water Consumption 26 oz. per minute Wash Slots 12 12 - 11 x 14" prints, or 12 - 30.5 x 40.6cm prints, or 24 - 8 x 10" Dimensions 17.75 x 11.5 x 15" 4 Weight 25 lbs</p>	<p>Mfr: Cachet Mfr # 3509</p>	<p>1</p>		

Item Description:	Manufacturer and Mfr #	QTY.	Unit Price \$	Total \$
Bestwell Magnasight 8x Grain Focusing Aid 6.25 x 6 x 2" (HWD) approx. Metal, 8x magnification	Mfr: Bestwell Mfr # 1192995	8	\$57.99	463.92
Doran ME-41 4-in-1 Enlarging Easel Aligned masks positioned for 1/4" margins, no adjustments, magnetic latching locks. All steel construction, rubber feet prevent slipping. Frame finished in reflection-proof black. Accommodates 8x10", 5x7", 3.5 x 5", and 2.5 x 3.5".	Mfr: Doran Mfr # ME-41	10	\$44.95	449.50
				\$
6				

SECTION 01 33 00

SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.0 RELATED DOCUMENTS

- A. Division 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS and applicable parts of Division 01 - GENERAL REQUIREMENTS, as listed in the Table of Contents, shall be included in and made a part of this Section.

1.1 DESCRIPTION OF WORK

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other miscellaneous submittals as described herein. ~~As an alternate (Alternate No. 3), Owner is soliciting alternate bids using a web-based electronic submittals procedure using an approved web-based service provider.~~
- B. Related Sections include the following:
 - ~~1. Section 01 23 00, ALTERNATES; Description of alternates.~~
 - 1. Section 01 29 00, PAYMENT PROCEDURES for submitting Applications for Payment.
 - 2. Section 01 31 00, PROJECT MANAGEMENT AND COORDINATION for submitting Coordination Drawings.
 - 3. Section 01 32 00, CONSTRUCTION PROGRESS DOCUMENTATION for submitting schedules and reports, including Contractor's Construction Schedule and construction photographs.
 - 4. Section 01 40 00, QUALITY REQUIREMENTS for submitting test and inspection reports and Delegated-Design Submittals and for erecting mockups.
 - 5. Section 01 77 00, CLOSEOUT PROCEDURES for submitting warranties Project Record Documents and operation and maintenance manuals.
 - 6. Divisions 02 through 28; Technical sections, for submittal requirements specific to each trade.

1.2 DEFINITIONS

- A. Action Submittals: Written and graphic information that requires Architect's responsive action.
- B. Informational Submittals: Written information that does not require Architect's approval. Submittals may be rejected for not complying with requirements.

1.3 SUBMITTAL PROCEDURES

- A. General: As a general rule, electronic copies of CAD Drawings of the Contract Drawings will not be provided by Architect for Contractor's use in preparing submittals. This Paragraph may be waived in specific instances at the Architect's sole discretion.
 - 1. The Contractor is responsible for verifying all existing conditions, materials and dimensions.
 - 2. Reproduction of contract documents by reprographic, electronic or other means is subject to the following conditions:

- a. The entity producing the Shop Drawings (the User) agrees to accept the reproduced information from the Architect or Consultant without any warranties, guarantees or representations of any nature regarding the correctness, accuracy or completeness or the information contained therein.
 - b. The User agrees that such information shall be used as reference material only for the production of Shop Drawings for the present Project.
 - c. The User agrees to release, indemnify, hold harmless and defend the Architect and Consultants with respect to any claims, costs, losses, damages or liabilities which arise from the use of the reproduced information.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal.
1. Initial Review: Allow 10 days for initial review of each submittal. Allow additional time if processing must be delayed to permit coordination with subsequent submittals. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 2. Concurrent Review: Where concurrent review of submittals by Architect's consultants, Owner, or other parties is required, allow 15 days for initial review of each submittal.
 - a. The list of sections requiring concurrent review will be included on the Contractor's submittal schedule.
 3. Direct Transmission to Consultant: Where the Contract Documents indicate that submittals may be transmitted directly to Architect's consultants, provide duplicate copy of transmittal to Architect. Submittal will be returned to Architect before being returned to Contractor.
 4. If intermediate submittal is necessary, process it in the same manner as initial submittal.
 5. Allow seven (7) days for processing each submittal.
 6. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing.
 7. Color and Finish approvals process.
 - a. The Contractor shall submit a single group of submittals for all products requiring interior finish or color approval, and a single group of submittals for products requiring exterior finish or color approvals.
 - b. Prior to submission of any product data, samples, or colors, the Contractor shall submit a list of all products proposed to be included in each submittal group for approval by the Architect.
 - c. Once the Architect has received submittals in each group that are complete and approvable as to their specified requirements the Architect shall notify the contractor that the submittal groups are complete and approvable.

- d. Upon notice of the completed submittal groups, the Architect and Owner shall have no more than 20 calendar days to complete all finish and color selections for both submittal groups and shall issue a complete color and finish schedule for the Project.
- D. General Contractor's Initial Review: Review each submittal from subcontractors and suppliers and verify accuracy of contents. As a minimum, verify:
1. Materials.
 2. Field dimensions.
 3. Adjacent construction.
 4. Conformance with specified environmental and job conditions.
 5. Coordination with other work.
 6. Conformance with the Contract Documents.
- E. Identification: Place a permanent label or title block on each submittal for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
 2. Provide a space approximately 4 by 5 inches (100 by 125 mm) on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
 3. Include the following information on label for processing and recording action taken:
 - a. Project name.
 - b. Date.
 - c. Name and address of Architect.
 - d. Name and address of Contractor.
 - e. Name and address of subcontractor.
 - f. Name and address of supplier.
 - g. Name of manufacturer.
 - h. Unique identifier, including revision number.
 - i. Number and title of appropriate Specification Section.
 - j. Drawing number and detail references, as appropriate.
 - k. Other necessary identification.
- F. Deviations: Highlight, encircle, or otherwise identify deviations from the Contract Documents on submittals.
- G. Additional Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions of the Contract Documents, initial submittal may serve as final submittal.
1. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Architect.
 2. Additional copies submitted for maintenance manuals will not be marked with action taken and will be returned.
- H. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return submittals, without review received from sources other than Contractor.
1. On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect on previous submittals, and deviations from requirements of the Contract Documents, including minor variations and limitations. Include the same label information as the related submittal.
 2. Include Contractor's review stamp stating that information submitted complies with requirements of the Contract Documents.

3. Transmittal Form: Provide locations on form for the following information:

- a. Project name.
 - b. Date.
 - c. Destination (To:).
 - d. Source (From:).
 - e. Names of subcontractor, manufacturer, and supplier.
 - f. Category and type of submittal.
 - g. Submittal purpose and description.
 - h. Submittal and transmittal distribution record.
 - i. Remarks.
 - j. Signature of transmitter.
- I. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- J. Use for Construction: Use only final submittals with mark indicating action taken by Architect in connection with construction.
- K. Fabrication of any material or performance of any work prior to final approval of required submittals will be entirely at the risk of the Contractor.

1.4 ELECTRONIC SUBMITTAL PROCEDURES (~~ALTERNATE NO. 3~~)

A. Summary:

1. Shop drawing and product data submittals shall be transmitted to Architect in electronic (PDF) format using Submittal Exchange (www.submittalexchange.com) or equal pre-approved website service designed specifically for transmitting submittals between all construction team members.
2. The intent of electronic submittals is to expedite the construction process by reducing paperwork, improving information flow, and decreasing turnaround time.
3. The electronic submittal process is not intended for color samples, color charts, or physical material samples.

B. Procedures:

1. Create submittal log in Submittal Exchange by inserting required submittals listed in individual specification sections.
2. Submittal Preparation - Contractor may use any or all of the following options:
 - a. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via the Submittal Exchange website.
 - b. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via email.
 - c. Subcontractors and Suppliers provide paper submittals to Scanning Service which electronically scans and converts to PDF format.
3. Printed Submittals: Provide two printed sets of submittals for shop drawings for structural framing in addition to electronic submittals.
4. Contractor shall review and apply electronic stamp certifying that the submittal complies with the requirements of the Contract Documents including verification of manufacturer / product, dimensions and coordination of information with other parts of the work.

5. Contractor shall transmit each submittal to Architect using the Submittal Exchange website, www.submittalexchange.com.
6. Architect / Engineer review comments will be made available on the Submittal Exchange website for downloading. Contractor will receive email notice of completed review.
7. Distribution of reviewed submittals to subcontractors and suppliers is the responsibility of the Contractor.
8. Submit paper copies of any reviewed submittals not submitted electronically at project closeout for record purposes in accordance with Section 01 77 00, CLOSEOUT PROCEDURES.

C. Costs:

1. General Contractor shall include the full cost of Submittal Exchange project subscription in their proposal. This cost is included in the Contract Amount. Contact Tanner Steinhoff at Submittal Exchange at 515-393-2437 or tanner.steinhoff@texturacorp.com to verify cost prior to bid.
2. The intent is for Submittal Exchange service cost to be in lieu of postage or shipping costs typically paid for paper submittals. Service cost is a net cost savings to Contractor because submittals sent electronically do not need to be shipped physically.
3. After award of contract, training will be provided by Submittal Exchange regarding use of website and PDF submittals. Contact Submittal Exchange at 1-800-714-0024.
4. Internet Service and Equipment Requirements:
 - a. Email address and Internet access at Contractor's main office.
 - b. Adobe Acrobat (www.adobe.com), Bluebeam PDF Revu (www.bluebeam.com), or other similar PDF review software for applying electronic stamps and comments.

D. Products:

1. Basis of specification is Submittal Exchange website system for electronic construction submittals (www.submittalexchange.com) or equal.
2. Substitution may be considered if submitted prior to bid date for pre-approval. Product requirements:
 - a. Independently hosted, web-based system for automated tracking, storage, and distribution of contract submittals, Requests For Information, and other contract related documents. FTP sites, e-mail exchanges, and server-based systems hosted from inside a contractor's office will not be considered acceptable.
 - b. Utilize 256-bit SSL encryption and hosted at SAS70 Type II compliant data centers.
 - c. Minimum five years documented experience of use on comparable commercial construction projects. "Comparable commercial construction projects" shall be defined as documented use on a minimum of five hundred governmental, public-entity, or private sector projects each of \$1 million construction value or greater.
 - d. Minimum five years documented 99.5% website uptime.
 - e. Unlimited individual user accounts and system access for all project subcontractors, general contractor, owner staff, architect, design consultants, and sub-consultants, with no additional fees for those parties to access the system.
 - f. Separate locations for owner, architect, design consultant, and sub-consultant review comments with contractors restricted from viewing comments until final review or release by owner or primary design consultant.
 - g. Full version histories and dates of exchanges automatically tracked and available for viewing, searching, and reporting in a linear log format compatible with AIA G712.
 - h. Functionality to group submittals as required packages and apply forms and review comments to entire package simultaneously.

- i. Functionality for integrated online PDF viewing and review, including graphical markups and stamps, for owner, architect, design consultants, sub-consultants, and general contractor without need for additional software purchase.
- j. Automatic, configurable email notifications for each project team member for new and reviewed submittals and other items.
- k. Automatic, configurable email reminders of past due items.
- l. Customized, automated PDF form generation for submittals, RFIs, and other documents matching standard templates used by owner, design consultants, sub-consultants, and general contractor. Documentation and demonstration of automatic form generation using each entity's templates must be submitted as part of any substitution request.
- m. Prior to project start, system vendor shall create submittal log with all required items from project manual or submittal register. Owner or primary design consultant shall have full control over required items list and access to edit, add, or remove items during project.
- n. System vendor shall provide minimum one-hour live web meeting training sessions to contractors, design consultants, sub-consultants, and owners staff prior to project start.
- o. System vendor shall make available minimum thirty-minute live web meeting training sessions for subcontractors at least twice weekly for the entire duration of the project.
- p. System vendor shall provide access for owner, design consultants, sub-consultants, general contractor, and subcontractors to live technical support by phone and email minimum of 7 AM to 6 PM CST on standard business days at no additional cost.
- q. Allowance for scanning and printing services provided by local third-party reprographic vendor to assist with obtaining documents electronically and online print ordering.
- r. At completion of project closeout, system vendor shall provide minimum of four archival discs that include all documents and tracking logs, or the ability to download this information from the live website in a single complete archive package.
- s. Design component must include automatic notifications to design team during the design phase. Additionally will include project milestones, public plan room, and the ability to do markups in multiple locations.

PART 2 - PRODUCTS

2.1 ELECTRONIC SYSTEM FOR SUBMITTALS (ALTERNATE – REFER TO ALTERNATE NO. 3)

- A. It is the intent of the Owner (~~should Alternate No. 3 be accepted~~) to utilize a web-based project management system with the capability of submittals being made electronically in lieu of 'hard copies' identified below. Once a system has been chosen the requirements for submittals will be established. It is anticipated that hard copy prints may be required only for large/oversized submittals. In addition submittals dealing with color/finish selections or approval of colors or finish may require actual samples or chips for approval.
 1. The web-based project management system will be hosted by the Architect.
 2. Refer to Paragraph 1.4 above for description of service.

2.2 ACTION SUBMITTALS

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
 1. Number of Copies: Submit a minimum of six (6) copies of each submittal, unless otherwise indicated. Architect will retain two (2) marked-up copies. The remaining copies will be marked and returned to the Contractor. One (1) set of these returned to the Contractor shall be retained and marked as a Project Record Document.

- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's written recommendations.
 - b. Manufacturer's product specifications.
 - c. Manufacturer's installation instructions.
 - d. Standard color charts.
 - e. Manufacturer's catalog cuts.
 - f. Wiring diagrams showing factory-installed wiring.
 - g. Printed performance curves.
 - h. Operational range diagrams.
 - i. Mill reports.
 - j. Standard product operating and maintenance manuals.
 - k. Compliance with recognized trade association standards.
 - l. Compliance with recognized testing agency standards.
 - m. Application of testing agency labels and seals.
 - n. Notation of coordination requirements.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
1. Preparation: Include the following information, as applicable:
 - a. Dimensions.
 - b. Identification of products.
 - c. Roughing-in and setting diagrams.
 - d. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
 - e. Templates and patterns.
 - f. Schedules.
 - g. Design calculations.
 - h. Compliance with specified standards.
 - i. Notation of coordination requirements.
 - j. Notation of dimensions established by field measurement.
 2. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
 3. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches (215 by 280 mm) but no larger than 30 by 40 inches (750 by 1000 mm).
- D. Coordination Drawings: Comply with requirements of Section 01 31 00, PROJECT MANAGEMENT AND COORDINATION.
- E. Samples: Prepare physical units of materials or products, including the following:
1. Comply with requirements in Section 01 40 00, QUALITY REQUIREMENTS for mockups.
 2. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.

3. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from the same material to be used for the Work, cured and finished in manner specified, and physically identical with the product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
4. Preparation: Mount, display, or package Samples in manner specified to facilitate review of qualities indicated. Prepare Samples to match Architect's sample where so indicated. Attach label on unexposed side that includes the following:
 - a. Generic description of Sample.
 - b. Product name or name of manufacturer.
 - c. Sample source.
5. Additional Information: On an attached separate sheet, prepared on Contractor's letterhead, provide the following:
 - a. Size limitations.
 - b. Compliance with recognized standards.
 - c. Availability.
 - d. Delivery time.
6. Submit Samples for review of kind, color, pattern, and texture for a final check of these characteristics with other elements and for a comparison of these characteristics between final submittal and actual component as delivered and installed.
 - a. If variation in color, pattern, texture, or other characteristic is inherent in the product represented by a Sample, submit at least three sets of paired units that show approximate limits of the variations.
 - b. Refer to individual Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.
7. Number of Samples for Initial Selection: Submit three full set of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
8. Number of Samples for Verification: Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned. Mark up and retain one returned sample set as a Project Record sample.
 - a. Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
9. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.

- F. Delegated-Design Submittal: Comply with requirements in Section 01 40 00, QUALITY REQUIREMENTS.
- G. Application for Payment: Comply with requirements in Section 01 29 00, PAYMENT PROCEDURES.
- H. Schedule of Values: Comply with requirements in Section 01 29 00, PAYMENT PROCEDURES.

2.3 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
- B. Number of Copies: Submit three copies of each submittal, unless otherwise indicated. Architect will not return copies.
- C. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
- D. Test and Inspection Reports: Comply with requirements in Section 01 40 00, QUALITY REQUIREMENTS.
 - 1. Contractor's Construction Schedule: Comply with requirements in Section 01 32 00, CONSTRUCTION PROGRESS DOCUMENTATION.
 - 2. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
 - 3. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements.
 - 4. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.
 - 5. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements and, where required, is authorized for this specific Project.
 - 6. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements. Include evidence of manufacturing experience where required.
 - 7. Material Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements.
 - 8. Material Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements.
 - 9. Preconstruction Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements.
 - 10. Compatibility Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.

11. Field Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements.
12. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
13. Coordinate individual Specification Sections with paragraph below by including specific model code organization in that Section. If all are same, insert name below.
14. Research/Evaluation Reports: Prepare written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - a. Name of evaluation organization.
 - b. Date of evaluation.
 - c. Time period when report is in effect.
 - d. Product and manufacturers' names.
 - e. Description of product.
 - f. Test procedures and results.
 - g. Limitations of use.
15. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements in Section 01 77 00, CLOSEOUT PROCEDURES.
16. Design Data: Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.
17. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:
 - a. Preparation of substrates.
 - b. Required substrate tolerances.
 - c. Sequence of installation or erection.
 - d. Required installation tolerances.
 - e. Required adjustments.
 - f. Recommendations for cleaning and protection.
18. Manufacturer's Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:
 - a. Name, address, and telephone number of factory-authorized service representative making report.
 - b. Statement on condition of substrates and their acceptability for installation of product.
 - c. Statement that products at Project site comply with requirements.
 - d. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 - e. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 - f. Statement as to whether conditions, products, and installation will affect warranty.

- g. Other required items indicated in individual Specification Sections.
- 19. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.
- 20. Construction Photographs: Comply with requirements in Section 01 32 00, CONSTRUCTION PROGRESS DOCUMENTATION.

2.4 MATERIAL SAFETY DATA SHEETS

- A. Submit five (5) copies of Material Safety Data Sheets (MSDS) for each product regulated under OSHA Hazard Communication Standard 1610.1200.
- B. Do not staple MSDS with other submittal materials. Attach a cover sheet to each MSDS which indicates the following:
 - 1. Date of submittal.
 - 2. Contractor's submittal number. Use the same number as the number used for the product data submittal.
 - 3. Specification reference and description of how and where the product will be used.
 - 4. The approximate quantity to be used.
- C. The Architect will not review MSDS but will forward them to Owner's Industrial Hygienist for review.
- D. Where a product is rejected by the Industrial Hygienist based on the MSDS, due to contents determined to be hazardous to building occupants, the product shall not be brought to the project site nor used in the Work.
- E. Resubmit alternative products which comply with the requirements of the Industrial Hygienist.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Review each submittal and check for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Contractor's Review Stamp: Stamp each submittal with a uniform, review stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's review, and statement certifying that submittal has been reviewed and checked, and is compliance with the Contract Documents.

3.2 ARCHITECT'S ACTION

- A. General:
 - 1. The Architect will not review submittals that do not bear Contractor's review stamp and will return them without action.
 - 2. The Architect will review only those submittals explicitly required by the Contract Documents or requested by the Architect as the work proceeds.



SUBSTITUTION REQUEST

(After the Bidding/Negotiating Phase)

Project: CCRI Art Department Renovation – Knight Campus Substitution Request Number: _____
Warick, RI From: Gene Curtis/SWFcontract
 To: Department of Administration, Division of Purchases Date: November 11, 2014
Attn: Mr. Gary P. Mosca, Sr. Buyer A/E Project Number: 2012-09
 Re: Window Shades - Substitution Request Contract For: _____

Specification Title: Division 12 Description: Window Shades
 Section: 122400 Page: 1 – 3 Article/Paragraph: 2.1/B – Manufacturers

Proposed Substitution: SWFcontract Manual Solar Shades
 Manufacturer: Springs Window Fashions Address: 7549 Graber Rd, Middleton, WI 53562 Phone: 608-828-4499
 Trade Name: SWFcontract Model No.: Manual Solar Shades
 Installer: TBD During Bidding Address: _____ Phone: _____

History: New product 1-4 years old 5-10 years old More than 10 years old
 Differences between proposed substitution and specified product: Minimal. See Attached Comparison

Point-by-point comparative data attached — REQUIRED BY A/E

Reason for not providing specified item: SWFcontract meet or exceed the specifications of the listed brand and are a comparable product.

Similar Installation:
 Project: New England Institute of Technology Architect: Saccoccio & Associates
 Address: 1 New England Tech Boulevard Owner: New England Institute of Technology
East Greenwich, RI Date Installed: October 2012

Proposed substitution affects other parts of Work: No Yes; explain _____

Savings to Owner for accepting substitution: To be determined during bidding (\$ _____).

Proposed substitution changes Contract Time: No Yes [Add] [Deduct] _____ days.

Supporting Data Attached: Drawings Product Data Samples Tests Reports _____

SUBSTITUTION REQUEST

(After the Bidding/Negotiating Phase — Continued)

The Undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Cost data as stated above is complete. Claims for additional costs related to accepted substitution which may subsequently become apparent are to be waived.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.
- Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.

Submitted by: Gene Curtis

Signed by:



Firm: Springs Window Fashions

Address: 7549 Graber Road

Middleton, WI 53562

Telephone: 608-828-4499

Attachments: Product Data Sheets, Product Comparisons, History of SWFcontract

A/E's REVIEW AND RECOMMENDATION

- Approve Substitution - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures.
- Approve Substitution as noted - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures.
- Reject Substitution - Use specified materials.
- Substitution Request received too late - Use specified materials.

Signed by: _____ Date: _____

OWNER'S REVIEW AND ACTION

- Substitution approved - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures. Prepare Change Order.
- Substitution approved as noted - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures. Prepare Change Order.
- Substitution rejected - Use specified materials.

Signed by: _____ Date: _____

Additional Comments: Contractor Subcontractor Supplier Manufacturer A/E

SWFcontract™

EXEMPLARY BRANDS FROM AN INDUSTRY LEADER

SWFcontract, the commercial arm of Springs Window Fashions, is the leading full line manufacturer of commercial window treatments. Our products have been installed in well over one million commercial buildings throughout North America, providing solutions for daylighting and glare control while addressing energy savings.

THE SWFCONTRACT FAMILY OF BRANDS

SWFcontract offers high quality window treatments from the flagship brands of Springs Window Fashions.

SWFcontract represents commercial-grade manual and motorized solar shades.

Bali aluminum horizontal blinds are a reliable choice for many commercial building projects.

Grabert wood and alternative wood blinds & shutters, cellular & pleated shades, vertical blinds and drapery hardware set the standards for window treatments.

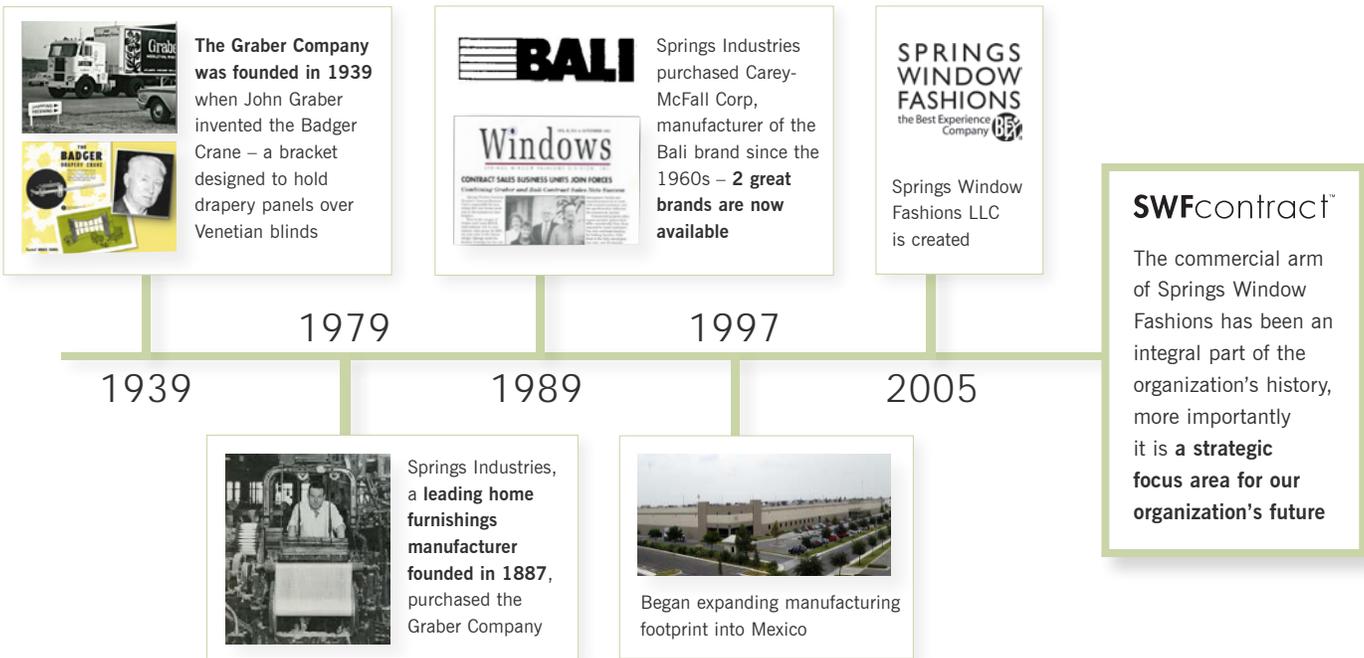
When you choose SWFcontract you can be confident that your project needs will be fully realized.

SPRINGS WINDOW FASHIONS
the Best Experience Company 



A BRIEF HISTORY OF SPRINGS WINDOW FASHIONS

Over 70 Years in Window Coverings



SERVING THE COMMERCIAL SECTOR

The SWFcontract commercial sales force is focused on assisting all stages and aspects of the commercial process, including product selection and specification assistance for architects and designers, and product ordering and installation assistance for general contractors and subcontractors. Commercial subcontractors

are also supported by the SWFcontract customer service teams, along with engineering and manufacturing groups, to ensure total project satisfaction. With decades of experience in serving the commercial trade, SWFcontract is completely focused on making your project experience as seamless as possible.

The Best Experience Company

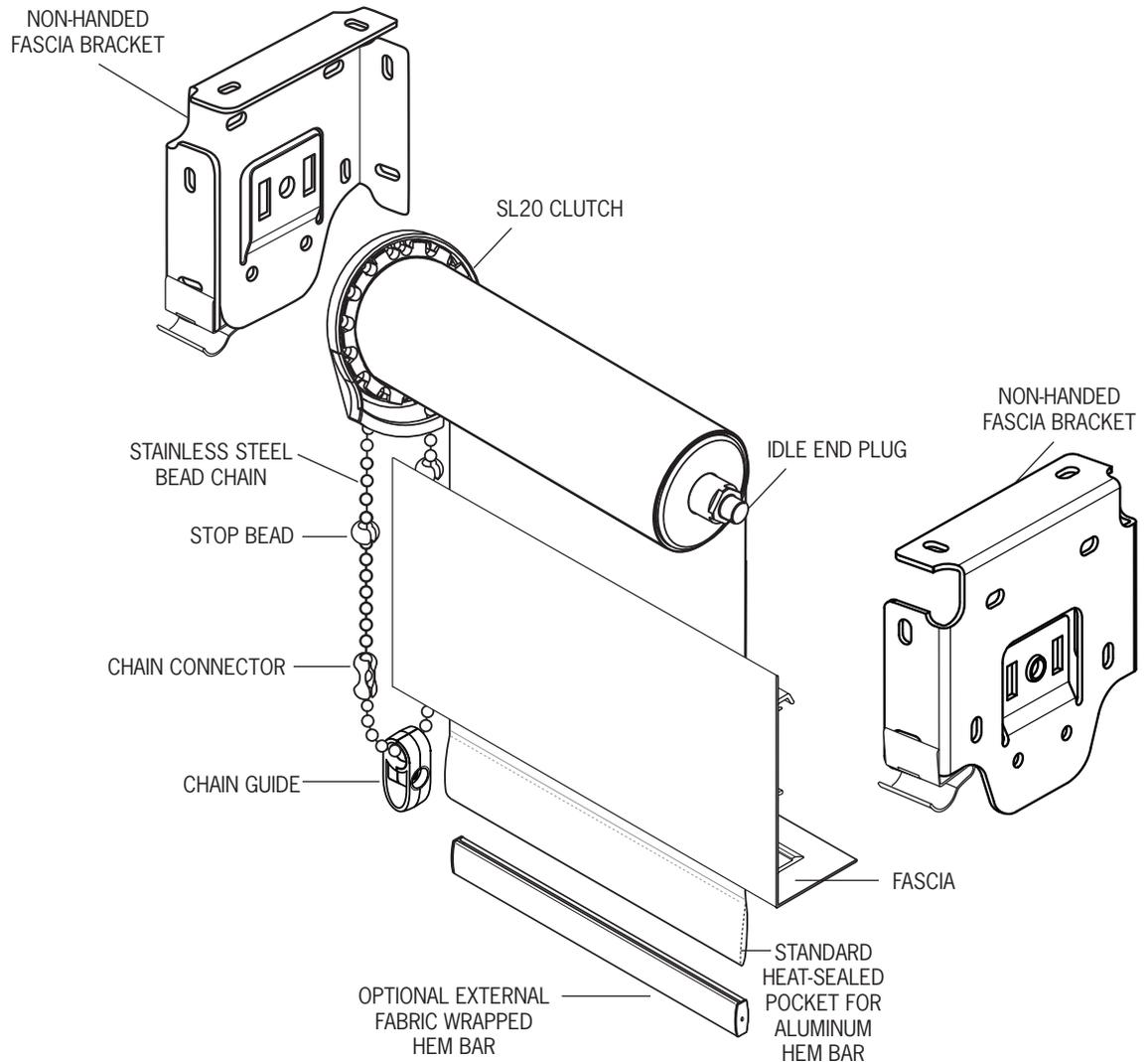
The essence of Springs Window Fashions is to create a Best Experience for customers, associates and end users. Our 5,000 associates are committed to doing everything possible to form strong and lasting partnerships with our customers.

Best Experience is what makes Springs Window Fashions stand apart from other industry manufacturers. You will see the Best Experience culture reflected in everything we do, including:

- Innovative, solution-based product designs
- Superior product performance
- Industry-leading customer service
- Proven track record of delivery by promised date
- Dedicated technical support
- Best-in-class training
- SWFassurance™ quality check process

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DATA SHEET SL20 MANUAL SHADE WITH FASCIA



- SL20 clutch system is available with 1.5", 2" or 2.5" tubes.
- Roller tube is extruded T5 aluminum, engineered with a channel to accept fabric spline, making the shade panel easy to remove.
- Clutch mechanism is fiberglass filled nylon construction for long lasting durability with Velvetrol™ internal spring arrangement for smoother operation.
- Optional spring assist reduces pull force allowing easy lifting of larger shades.
- Spring loaded idle end.
- Non-handed brackets are stamped steel and corrosion resistant. Available in powder coated white, vanilla, gray, and black.
- Shades are raised and lowered by means of a #10 stainless steel bead chain.
- Plastic bead chains are also available—colors include white, vanilla, gray, brown, and black.
- Hem bar is extruded aluminum and completely enclosed in a heat-sealed hem pocket.
- Optional external fabric wrapped hem bar is available in a maximum width of 12 feet. Colors include white, clear satin anodized, and bronze satin anodized.
- 4" fascia measures 3.75" high with a 1.25" bottom lip and snaps onto fascia bracket. 3" fascia and back fascia are also available. Available in white, vanilla, clear satin anodized, bronze satin anodized or black.
- Limited Lifetime Warranty.

SECTION 122413 - ROLLER WINDOW SHADES

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:
 - 1. Manually operated roller shades [with single rollers].
- B. Related Requirements:
 - 1. Section 061053 "Miscellaneous Rough Carpentry" for wood blocking and grounds for mounting roller shades and accessories.
 - 2. Section 079200 "Joint Sealants" for sealing the perimeters of installation accessories for light-blocking shades with a sealant.
 - 3. Section 092900 "Gypsum Board" for coordination with installation of shade pockets, closure, and related accessories.

1.3 ALLOWANCES

- A. Roller shades are part of [Window-Covering Allowance].

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product.
 - 1. Include styles, material descriptions, construction details, dimensions of individual components and profiles, features, finishes, and operating instructions for roller shades.
- B. Shop Drawings: Show fabrication and installation details for roller shades, including shade materials, orientation to rollers, and seam and batten locations.
- C. Samples: For each exposed product and for each color and texture specified, 10 inches (250 mm) long.
- D. Samples for Initial Selection: For each type and color of fabric band material.
 - 1. Include Samples of accessories involving color selection.
- E. Samples for Verification: For each type of roller shade.
 - 1. Shade Material: Not less than [4 inches (102 mm)] [6 inches (152 mm)] square. Mark inside face of material if applicable.
 - 2. Roller Shade: Full-size operating unit, not less than 16 inches (400 mm) wide by 36 inches (900 mm) long for each type of roller shade indicated.
 - 3. Installation Accessories: Full-size unit, not less than 6 inches (152 mm) long.
- F. Roller-Shade Schedule: Use same designations indicated on Drawings.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer.
- B. Product Certificates: For each type of fabric band material, signed by product manufacturer.
- C. Product Test Reports: For each type of fabric band material, for tests performed by [manufacturer and witnessed by a qualified testing agency].

1.6 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For roller shades to include in maintenance manuals.

1.7 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Roller Shades: Full-size units equal to 5 percent of quantity installed for each size, color, and fabric band material indicated, but no fewer than [two] units.

1.8 QUALITY ASSURANCE

- A. Installer Qualifications: Fabricator of products.
 - 1. Installer shall be qualified to install specified products by prior experience and approved by Springs Window Fashions LLC.
 - 2. Installer shall be responsible for acceptable installation in accordance with instructions published by Springs Window Fashions LLC.
- B. Mockups: Build mockups to verify selections made under Sample submittals, to demonstrate aesthetic effects, and to set quality standards for materials and execution.
 - 1. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
 - 2. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

1.9 DELIVERY, STORAGE, AND HANDLING

- A. Deliver roller shades in factory packages, marked with manufacturer, product name, and location of installation using same designations indicated on Drawings.

1.10 FIELD CONDITIONS

- A. Environmental Limitations: Do not install roller shades until construction and finish work in spaces, including painting, is complete and dry and ambient temperature and humidity conditions are maintained at the levels indicated for Project when occupied for its intended use.
- B. Field Measurements: Where roller shades are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication and indicate measurements on Shop Drawings. Allow clearances for operating hardware of operable glazed units through entire operating range. Notify Architect of installation conditions that vary from Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Basis-of-Design Product: Springs Window Fashions
- B. Source Limitations: Obtain roller shades from single source from single manufacturer.

2.2 MANUALLY OPERATED SHADES WITH SINGLE ROLLERS

- A. Chain-and-Clutch Operating Mechanisms: With continuous-loop bead chain and clutch that stops shade movement when bead chain is released; permanently adjusted and lubricated.
 - 1. Bead Chains: [#10 Stainless steel].
 - a. Loop Length: [As required to operate full height of window shade].
 - b. Limit Stops: Provide upper and lower [round nickel-plated steel ball stops].
 - c. Chain-Retainer Type: Locking-style chain retainer restricts the operation of the chain unless the chain retainer is properly mounted to a fixed surface such as a window frame, sill, or wall. Compliant with American National Standard for Safety of Corded Window Covering Products ANSI A100.1. Non-locking P-Clip is not acceptable.>.
 - 1) Color: [White] [Vanilla] [Gray] [Brown] [Black].
 - 2. Spring Lift-Assist Mechanisms (SA): Manufacturer's standard for balancing roller-shade weight and lifting heavy roller shades.
 - a. Provide 6 lb (2.7 kg) lift assist for shades as recommended by manufacturer.

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- B. Rollers: Extruded-aluminum tubes engineered with channel to accept fabric spline. The diameter and wall thickness to be determined by manufacturer based on fabric selection and shade size to provide minimal deflection and optimal performance.
1. Clutch System: Consists of fiberglass filled nylon for wear resistance, smooth operation and corrosion resistance. The clutch is comprised Velvetrol™ internal spring arrangement for a smooth pulling force that locks the shade in any position when operating the control loop. The clutch mechanism is bi-directional and does not require adjustment or lubrication. Clutch to be inserted in roller tube at manufacturing. Clutch size to be selected by manufacturer based on fabric selection and shade size. Clutch size and spring assist upgrade available [SL10] [SL15] [SL20] [SL20 W/ SA] [SL30] [SL30 W/ SA].
 2. Roller Drive-End Location: [Right side of shade] [Left side of shade].
 3. Direction of Shade Roll: [Regular, from back of roller].
 4. Fabric-to-Roller Attachment: Removable spline system shall consist of a co-extruded PVC spline heat-welded to the shade fabric and inserted into an engineered channel on the roller tube. The spline system allows for adjustability on-site and ease in changing fabric bands in the field.
 5. Idler End: Constructed of high strength, fiberglass filled nylon with spring-loaded pin-end technology for wear resistance, smooth operation, and corrosion resistance.
- C. Mounting Hardware: Brackets, corrosion resistant and compatible with roller assembly, operating mechanism, installation accessories, and mounting location and conditions indicated.
1. Thickness; 16 gauge.
 2. Material: Stamped steel.
 3. Description: [Fascia bracket, white powder coated] [Fascia bracket, vanilla powder coated] [Fascia bracket, gray powder coated] [Fascia bracket, black powder coated]
- D. Roller-Coupling Assemblies: Coordinated with operating mechanism and designed to couple up to three inline rollers into a linked shade system that is operable by one roller drive-end assembly. Linking system allows alignment of hem bars without removing shade from brackets by the Infinite Adjuster.
- E. Fabric Bands:
1. Fabric Band Material: [Light-filtering fabric] [Light-blocking fabric].
 2. Fabric Band Bottom (Hem) Bar: Extruded aluminum.
 - a. Type: Hem bars to be extruded aluminum in weight sufficient for proper shade operation. [Enclosed in heat sealed pocket of fabric band material].
 - b. Color and Finish: [As selected by Architect from manufacturer's full range].
- F. Installation Accessories:
1. Front Fascia: Aluminum extrusion that conceals front and underside of roller and operating mechanism and attaches to roller brackets without exposed fasteners.
 - a. Shape: L-shaped.
 - b. Height: Manufacturer's standard height required to conceal roller and shade when shade is fully open, but not less than [3.75 inches (95.25 mm)] [3.37 inches (85.73 mm)] <Insert dimension>.
 - c. Color and Finish: [White powder coated] [Vanilla powder coated] [Black powder coated] [Clear satin anodized] [Bronze satin anodized].
 2. Fascia End Caps: Flat steel plate, adhered to fascia bracket using double-sided tape.
 - a. Shape: [3.75 inches (95.25 mm) by 4.125 inches (104.78 mm)] [3.37 inches (85.73 mm) by 3.125 inches (79.38 mm)]
 - b. Color and Finish: [White powder coated] [Vanilla powder coated]. [Gray powder coated] [Black powder coated]

2.3 FABRIC BAND MATERIALS

- A. Fabric Band Material Flame-Resistance Rating: Comply with [NFPA 701] <Insert requirement>. Testing by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
- B. SheerWeave 4400 Light-Filtering Fabric with DOW Ecolibrium: Woven fabric, stain and fade resistant.
1. Source: Phifer

2. Type: PVC-coated polyester, polyester.
 3. Weave: Basketweave.
 4. Roll Width: 4400 [63 inches (1600 mm)] [98 inches (2489 mm)] [126 inches (3200 mm)].
 5. Orientation of Fabric Band: [Vertical] [Railroaded] [As indicated on Drawings] <Insert requirements>.
 6. Openness Factor: [4400 - 3 percent].
 7. Color: [As selected by Architect from manufacturer's full range].
- C. Room Darkening Blackout Fabric, Light-Blocking Fabric: Opaque fabric, stain and fade resistant.
1. Source: Springs Window Fashions.
 2. Type: PVC-coated fiberglass with bonded PVC film.
 3. Roll Width: 72 inches (1829 mm).
 4. Orientation on Fiber Band: [Vertical] [Railroaded].
 5. Features: [Washable] [Antistatic treatment].
 6. Color: [As selected by Architect from manufacturer's full range].

2.4 ROLLER-SHADE FABRICATION

- A. Product Safety Standard: Fabricate roller shades to comply with ANSI - WCMA A 100.1, including requirements for flexible, chain-loop devices; lead content of components; and warning labels.
- B. Unit Sizes: Fabricate units in sizes to fill window and other openings as follows, measured at 74 deg F (23 deg C):
1. Between (Inside) Jamb Installation: Width equal to jamb-to-jamb dimension of opening in which shade is installed, plus or minus 1/8 inch (3.1 mm). Length equal to head-to-sill or -floor dimension of opening in which shade is installed less 1/4 inch (6 mm), plus or minus 1/8 inch (3.1 mm).
 2. Outside of Jamb Installation: Width and length as indicated, with terminations between shades of end-to-end installations at centerlines of mullion or other defined vertical separations between openings.
- C. Fabric Band Fabrication: Fabricate fabric bands without battens or seams to extent possible except as follows:
1. Railroaded Materials: Railroad material where material roll width is less than the required width of fabric band and where indicated. Provide battens and seams as required by railroaded material to produce fabric bands with full roll-width panel(s) plus, if required, one partial roll-width panel located at top of fabric band.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances, operational clearances, [accurate locations of connections to building electrical system,] and other conditions affecting performance of the Work.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 ROLLER-SHADE INSTALLATION

- A. Install roller shades level, plumb, and aligned with adjacent units according to manufacturer's written instructions.
 1. Opaque Fabric Bands: Located so fabric band is not closer than [2 inches (51 mm)] <Insert dimension> to interior face of glass. Allow clearances for window operation hardware.
- B. Electrical Connections: Connect motor-operated roller shades to building electrical system. 3.3

ADJUSTING

- A. Adjust and balance roller shades to operate smoothly, easily, safely, and free from binding or malfunction throughout entire operational range.

3.4 CLEANING AND PROTECTION

- A. Clean roller-shade surfaces after installation, according to manufacturer's written instructions.

- B. Provide final protection and maintain conditions, in a manner acceptable to manufacturer and Installer, ensuring that roller shades are without damage or deterioration at time of Substantial Completion.
- C. Replace damaged roller shades that cannot be repaired, in a manner approved by Architect, before time of Substantial Completion.

3.5 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain motor-operated roller shades.

END OF SECTION 122413

SHEERWEAVE® 4400

3% Openness

SWFcontract™ SHADING SYSTEMS



Color Name	Solar Optical Properties					Shading Coefficient w/				
	Ts	Rs	As	Tv	1/8CL	1/4 CL	1/4HA	1/2CL	1CL	1HA
Chalk	12	70	18	7	*	0.30	0.30	*	0.16	0.15
Alabaster	10	62	28	6	*	0.35	0.32	*	0.19	0.17
Pebblestone	9	51	40	6	*	0.42	0.36	*	0.38	0.28
Greystone	6	39	55	5	*	0.48	0.40	*	0.44	0.32
Granite	6	48	46	5	*	0.43	0.37	*	0.25	0.20
Pewter	3	26	71	2	*	0.56	0.44	*	0.34	0.25
Ash	3	10	87	4	*	0.66	0.49	*	0.60	0.41
Tobacco	3	5	92	3	*	0.69	0.50	*	0.62	0.42
Ebony	3	3	94	3	*	0.70	0.51	*	0.63	0.43

*Not Tested

Ts = Solar Transmittance
Rs = Solar Reflectance
As = Solar Absorbance
Tv = Visual Transmittance
1/8CL = 1/8" Clear Glass

1/4CL = 1/4" Clear Glass
1/4HA = 1/4" Heat Absorbing Glass
1/2CL = 1/2" Insulating Clear Glass
1CL = 1" Insulating Clear Glass
1HA = 1" Insulating Heat Absorbing Glass

The solar optical properties are used to calculate the shading coefficient. The shading coefficient represents the percentage of solar heat gain that is transmitted to the interior through the glass and shading system. Darker colors provide maximum glare reduction and visibility.

SPECIFICATION DATA:

Openness Factor: 3%
Composition: 25% Polyester, 75% Vinyl on Polyester
Standard Widths: 63" and 98"
Standard Roll Length: 30 LY



Fire Classification: California U.S. Title 19 (small scale), NFPA 701-2004 TM#1 (small scale), NFPA 101 (Class A Rating), UBC (Class I), BS 5867 2008 Part 2 Type B Performance, NFPA 701 TM#2 Large Scale and CAN/ULC S109-M-87 (large and small scale)

Bacteria and Fungal Resistance: ASTM E 2180 and ASTM G 22; AATCC30 Part 3, ASTM G21, ASTM D 3273, GREENGUARD Mold and Bacteria Standard ASTM 6529; includes Microban antimicrobial additives.



SheerWeave® 4400

3% Openness

Fenestration Properties for SheerWeave® 4400 - 3%

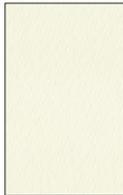
ROOM DARKENING RS (BLACKOUT)

0% Openness

SWFcontract™ SHADING SYSTEMS



Beige Duplex
R6004



Creamy Beige
R6003



White
R6001



Black Duplex
R6039



Black on Black
R6013



Smokey Duplex
R6005

Actual color may vary

The solar optical properties are used to calculate the shading coefficient. The shading coefficient represents the percentage of solar heat gain that is transmitted to the interior through the glass and shading system. Darker colors provide maximum glare reduction and visibility.

Fire Classification: NFPA 701-2004, TM#1 (small scale), California state Fire Marshall section 13115, Registration NO. F-35803, state of California, Administrative Code title 19 Section 1237.1, NFPA 701-89 Large Scale test, FTMS 191 Method 5903

Bacteria and Fungal Resistance: ASTM G 21

SPECIFICATION DATA:

Openness Factor: 0%
 Compositor: 3 Ply Vinyl with 1 Ply Fiberglass
 Standard Widths: 72"
 Standard Roll Length: 30 LY



Room Darkening RS (Blackout)

0% Openness

Room Darkening RS (Blackout) - 0%

PART 1 - PRODUCT AND COMPANY IDENTIFICATION

- A. Product Name: Solar Shades Window Blind
B. Product Use: Interior Window Treatments
C. Manufactured by: Springs Window Fashions, LLC
7549 Graber Road
Middleton, WI 53562
800-327-9798

PART 2 - RECYCLED MATERIAL CONTENT

- A. Pre Consumer Recycled Content: 2.1%
B. Post Consumer Recycled Content: 10.0%
C. Renewable Content: 31.3%
D. Total Green Content: 43.3%

Percentages are by weight

LEED - New construction v 2.2 Recycled Content Credit MR 4.1 and MR 4.2

PART 3 - LOCAL/REGIONAL MATERIALS

- A. This product is manufactured in the following SWF facilities: Middleton, WI; Reynosa, Tamp., Mexico. Determine the distance in statute miles to your project site from the Springs Window Fashions manufacturing location. You can use the following website to determine the distance to your job-site (not a SWF website); <http://www.geobytes.com>

LEED - New construction v 2.2 Local/Regional Materials Credits MR 5.1 and MR 5.2

PART 4 - INNOVATION AND DESIGN INFORMATION

- A. This product can be ordered with motorized controls to open and close the shades, and can be connected to a building lighting and environmental control system. As a result, the shades can be used to maximize solar heating, optimize daylighting, and minimize heat loss to the outside through windows, working in concert with the building control system.

LEED - New Construction v2.2 Innovation in Design Credit ID 1

Effective Date: 5/15/2011

LEED stands for Leadership In Energy and Environmental Design. LEED is a registered trademark of the US Green Building Council. www.leedbuilding.org

All LEED rating point references are suggested applications of SWFcontract products to the LEED rating system. LEED applicants should use their own objective determinations of product attributes for LEED certification purposes.

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SPRINGS WINDOW FASHIONS
the Best Experience Company 

LIMITED WARRANTY

Springs Window Fashions, LLC ("SWF") provides the following warranties on its Bali®, Graber® and SWFcontract™ products:

TYPE OF WARRANTY

Limited lifetime warranty on all Bali®, Graber® and SWFcontract™ products sold by SWF or by an authorized dealer, other than the products listed below, which have the limited warranty periods as indicated:

2" vinyl and acrylic slats	Three years
Drapery hardware	Three years
FashionPleat pleated shade fabrics	Three years
Vertical louvers (vanes)	Three years
Exterior solar shade products	Five years
Motorization components & accessories (batteries not included)	Five years
Wood and faux wood slats (including composites)	Five years

WHAT IS COVERED

Products are warranted against original defects in materials or workmanship during the specified warranty period.

WHAT IS NOT COVERED

This Limited Warranty does not cover:

- Conditions or damage caused by abuse, accidents, alterations, misuse or failure to follow instructions for measurement, installation, use, cleaning or maintenance, including those instructions found at the end of this Limited Warranty.
- Normal wear and tear, including but not limited to fading or yellowing over the lifetime of the product, deterioration when exposed to sunlight for prolonged periods of time, and cord failure as a result of wearing out over time.
- Variations in colors from lot to lot (colors may not exactly match samples or previously purchased products).
- Products that are unusable by reason of mis-measurement or installation not in accordance with the instructions provided by SWF.
- For all products other than exterior solar shades, damage resulting from non-interior applications, exposure to outdoor elements, or extremely high humidity environments.

WHO IS COVERED

This Limited Warranty extends only to the original purchaser.

SWF's OBLIGATIONS

SWF's obligations under this Limited Warranty are limited to the repair or replacement of defective parts or products. SWF is not responsible for shipping costs or labor costs associated with measuring, removing or reinstalling products. Repairs or replacements under this Limited Warranty will be made with like or similar parts.

LIMITATION OF DAMAGES / DISCLAIMER OF WARRANTIES

THIS LIMITED WARRANTY DOES NOT COVER, AND IS INTENDED TO EXCLUDE, ANY AND ALL LIABILITY OF SWF, WHETHER UNDER THIS LIMITED WARRANTY OR UNDER ANY WARRANTY IMPLIED BY LAW, FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES. EXCEPT AS EXPRESSLY PROVIDED IN THIS LIMITED WARRANTY, SWF HEREBY DISCLAIMS ALL WARRANTIES TO THE EXTENT PERMITTED BY LAW. ANY IMPLIED WARRANTIES THAT CANNOT BE DISCLAIMED ARE, TO THE EXTENT PERMITTED BY LAW, LIMITED IN DURATION TO FIVE (5) YEARS.

Some states do not allow the exclusion or limitation of incidental or consequential damages, so the foregoing limitation or exclusion may not apply to you. This Limited Warranty gives specific legal rights, and you may also have other rights that vary from state to state. No person is authorized to extend or alter this Limited Warranty.

WARRANTY SERVICE

To obtain warranty service, contact the dealer from whom the product was purchased. The dealer will work with SWF to arrange for inspection of the product and warranty service as appropriate.

Warranty claims must be accompanied by the original sales information as well as relevant details regarding the claim, including the nature of the problem, the location of the product, cleaning/maintenance history, etc.

CLEANING AND MAINTENANCE INSTRUCTIONS

Aluminum, Vinyl, and Faux Wood Horizontal Blinds, Faux Wood Shutters, and Pleated Shades may be cleaned with mild soap and water only.

Roller shade fabric may be cleaned by regular dusting or vacuuming with a soft brush attachment. For stained shades, sponge the fabric with a mild detergent and thoroughly rinse. Allow the shade to dry completely before raising. Do NOT completely immerse the fabric. If commercial spot cleaners are used, they must first be tested and allowed to dry on an inconspicuous area, to ensure compatibility.

Solar shade fabric may be cleaned by occasional vacuuming. For stained shades, brush the fabric with a mild detergent and thoroughly rinse. Allow the shade to dry completely before raising. Do NOT completely immerse the fabric. If commercial spot cleaners or diluted bleach mixtures are used, they must first be tested and allowed to dry on an inconspicuous area, to ensure compatibility.

Vertical fabric louvers may be cleaned with regular dusting or vacuuming with a soft brush attachment. Vertical vinyl louvers may be cleaned by using mild detergent and warm water.

Wood blinds may be cleaned by occasional light vacuuming with a brush attachment. More severe soiling can be removed from painted wood blinds by using a soft cloth. Stained wood blinds can be treated with a soft cloth and lemon oil or other wood preservatives.

Wood shutters may be cleaned by occasional light vacuuming with a brush attachment. For minor soiled areas, clean with warm water using a clean cotton cloth. Dry with a second clean cotton cloth. For more severe soiling, use a mild detergent diluted to a 5% solution with room temperature water. Clean with a cotton cloth. Wipe area with clear water to remove any detergent residue and dry with cotton cloth.

Cellular shade fabric may be cleaned by regular dusting or vacuuming with a soft brush attachment. For soil removal, sponge the fabric with a mild detergent and warm water solution and blot dry. If deeper cleaning is desired, ultrasonic or injection/extraction cleaning may be done by a professional blind cleaner.

Professional blind cleaners use a variety of methods to clean blinds and vary in their capabilities. While Springs Window Fashions knows that many of our window treatments can be safely cleaned using the appropriate ultrasonic or injection/extraction cleaning methods, we cannot guarantee the outcome of any cleaning services provided by an independent company. For assistance in locating a certified blind cleaner that serves your area, visit www.blindcleaners.net.

Do not use cleaning methods involving heat, bleach, abrasives, or solvents. Use of these methods will void the warranty.

SWFcontract

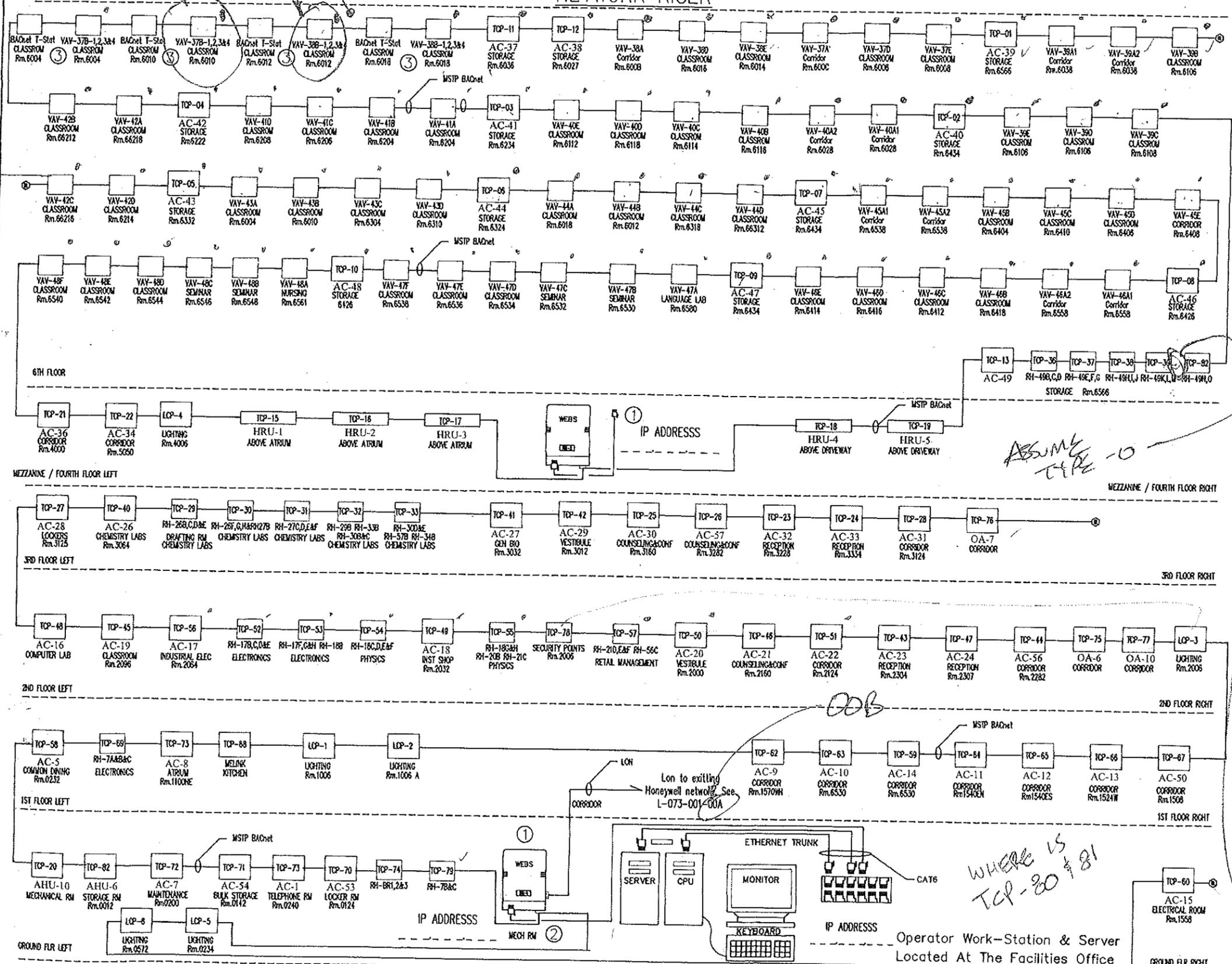
PRODUCT COMPARISON CHART Manual Shades

	SWFcontract Solar Shading System	MechoShade
Roller Tube	1.375", 1.5", 2" or 2.5" extruded aluminum roller tubes with channel to accept fabric spline	1.25", 1.5", 1.875" or 2.125" extruded aluminum roller tubes with channel to accept fabric spline
Clutch	SL10, SL15,SL20,SL30 Fiberglass Filled Nylon for wear resistance, with internal spring arrangement that lock the shade in any position for a smooth operation. Multiple clutch sizes for operational flexibility and cost efficiency. Mechanism is bi-directional and never requires adjustment or lubrication.	Mecho 5 clutch mechanism: Plastic components are DuPont Delrin™ One piece molded Delrin® sprocket with self-lubricating brake plate and steel spring for locking and smooth operation. Clutch attached to installation bracket. (one size only)
Idler End	Free spinning idle end tube plug made of high strength, glass-reinforced, polyester thermopolymer (PBT) for wear resistance	Plastic components are DuPont Delrin™ surrounding stationary metal idle rod
Edge Deductions	Idle end: 5/8" Clutch end: 5/8"	Idle end: 1/2" Clutch end: 13/16"
Installation Brackets	16 gauge galvanized/ painted steel able to mount in any position. Rated to meet and exceed shade weight and torque requirements. Idle end bracket actively locks idle pin into place.	1/8" thick steel requires L-angle for wall mount conditions. Rated to meet and exceed shade weight and torque requirements. Molded and stationary Delrin® idle end riveted to steel plate.
Lift Assist System (if required)	Heavy-duty torsion spring which reduces the pull force allowing easy lifting of larger shades attached at clutch end of shade	Heavy-duty torsion spring attached at idle end of shade
Control Chain	#10 stainless steel bead	Same
Spline System	PVC spline is RF heat-welded to the shade fabric and inserted into tube channel for easy removal of shade band	Same
Hem Bar	Extruded aluminum enclosed in a fabric hem pocket with RF heat welded seams and ends.	Same
Fascia (optional)	3", 4" or 7.625" extruded L-shaped aluminum snap-on panel	3-3/4" or 4-13/16" extruded L-shaped aluminum snap-on panel
Fabric	Solar fabrics (fiberglass & polyester) ranging from 1% to 10% openness. Blackout fabrics, PVC-free mesh, lead-free mesh, PVC-free blackout, and GreenGuard certified. Fabrics pass NFPA-701-199 FR and ASTM-G21 and G22.	Solar fabrics (polyester) ranging from 1% to 10% openness, blackout fabrics, and PVC-Free blackout fabric.
Warranty	25 year Limited Warranty	Same

ADD VFDs TO RISK To Provide Proposal TO REPAIR DOOR SECURITY POINT

MAINTENANCE GARAGE - HCl TO Provide PROPOSAL TO REPAIR DOOR SECURITY POINT

NETWORK RISER



CURRENTLY CONFERENCE CENTER IS NOT COMMUNICATING THROUGH TRANSMITTER, HCl TO Provide PROPOSAL TO RESTORE COMMUNICATION. NOTE THAT THESE 4 POINTS CAN ONLY BE INDICATED IF REPAIRS DONE.

Security point note:
 1- Maintenance Garage- The maintenance garage point is a general fire alarm point and is included in the field house control.
 2- Motorcycle Storage- The motorcycle storage security point is included in the field house control.
 3- Conference Center- The conference center security is via a stand alone system with a voice dialer and will not be included in the BMS.
 4- Observatory- The observatory has a stand alone security system with an RF transmitter for a single alarm point that shall be located on the nearest controller on the sixth floor.

CURRENTLY OBSERVATORY SECURITY ALARM IS NOT COMMUNICATING W/ CONTROLLER

- HCl TO Provide CO TO RESTORE COMMUNICATIONS
- HCl TO SHOW POINT ON CONTROLLER AND NOTE THAT IT CAN ONLY BE PROVIDED IF REPAIRS DONE

PROVIDED 6/6/12 ON FTP

- All trunk wiring and JACE placement to be field coordinated to best follow building structure and maximize trunk efficiencies.
- All trunk wiring is BACnet unless otherwise indicated, All TCP-IP Ethernet is 10-100-1000 base T unless otherwise noted.
- Each of 4 classrooms containing 4 BACnet Acutherm VAV diffusers and 1 Acutherm BACnet zone sensor, provided by others for a total of 16 diffusers and 4 sensors. Controls electricity to wire BACnet bus and 24VAC power.
- All trunk wiring and JACE placement to be field coordinated to best follow building structure and maximize trunk efficiencies.



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REVISIONS		JOB NAME
DATE	CHANGE	COMMUNITY COLLEGE OF RHODE ISLAND - EPC
4/23/12	Rev 2	Warwick Mega Structure, Warwick, RI
5/25/12	Rev 3	
DESIGNED BY		AMERESCO
CONTRACTOR		GAS
CHECKED BY		
DATE		
5-23-12		L-11-073-001-00A

Operator Work-Station & Server Located At The Facilities Office

AC-34 & 36 (Typical of 2)
 Reference Drawing L-11-073-001-11A (TCP-TCP-21 & TCP-22)
 AC34 Rm5050, AC36 Rm4000
 Fifth Floor Mezzanine Predominantly Open Spaces

For BOM see Drawing L-11-073-001-11A

Sequence of Operation:
 Air handling units shall be started, stopped, and controlled via fully programmable DDC controller. All schedules will be coordinated with owner. All set points shall be adjustable and all actuators shall be electronic. Local HAND-OFF-AUTOMATIC switches (H-O-A) on Starters for fans shall override DDC start/stop (s/s) commands. All hardwired safeties shall be active in both "H" and "A" positions. The space humidity shall be monitored and shall be displayed at the BMS work-station.

While in unoccupied mode AHU supply fans shall be off with the outside air damper, and the cooling valve cycled closed. If the space temperature of an associated reheat drops below the unoccupied space setpoint the fan shall be called on and the reheat shall modulate to bring the space temp up to setpoint. Once space setpoint is reached the unit shall shut off.

While in the occupied mode the AHU shall start, the outdoor air damper shall be proven open before starting the supply fan via a hard wired interlock.

CO2 control, while in the occupied mode the AHU shall start, The EMS will continually calculate the required outdoor air by monitoring the CO2 level in the space, which shall conform to ASHRAE standards and applicable building codes. The minimum required CFM shall be supplied by modulating the outdoor air damper.

Occupied heating control, heating shall be accomplished through associated Reheats. VAV's shall operate on a separate sequence. Where Reheats are employed, upon a drop in space temperature below the heating set point of 68°F (adj.), the reheat valve shall modulate open to maintain set point. The reverse shall occur on a rise in room temperature above heating set point.

Occupied cooling control, the cooling valve shall modulate to maintain 60°F (adj) whenever the fan is running.

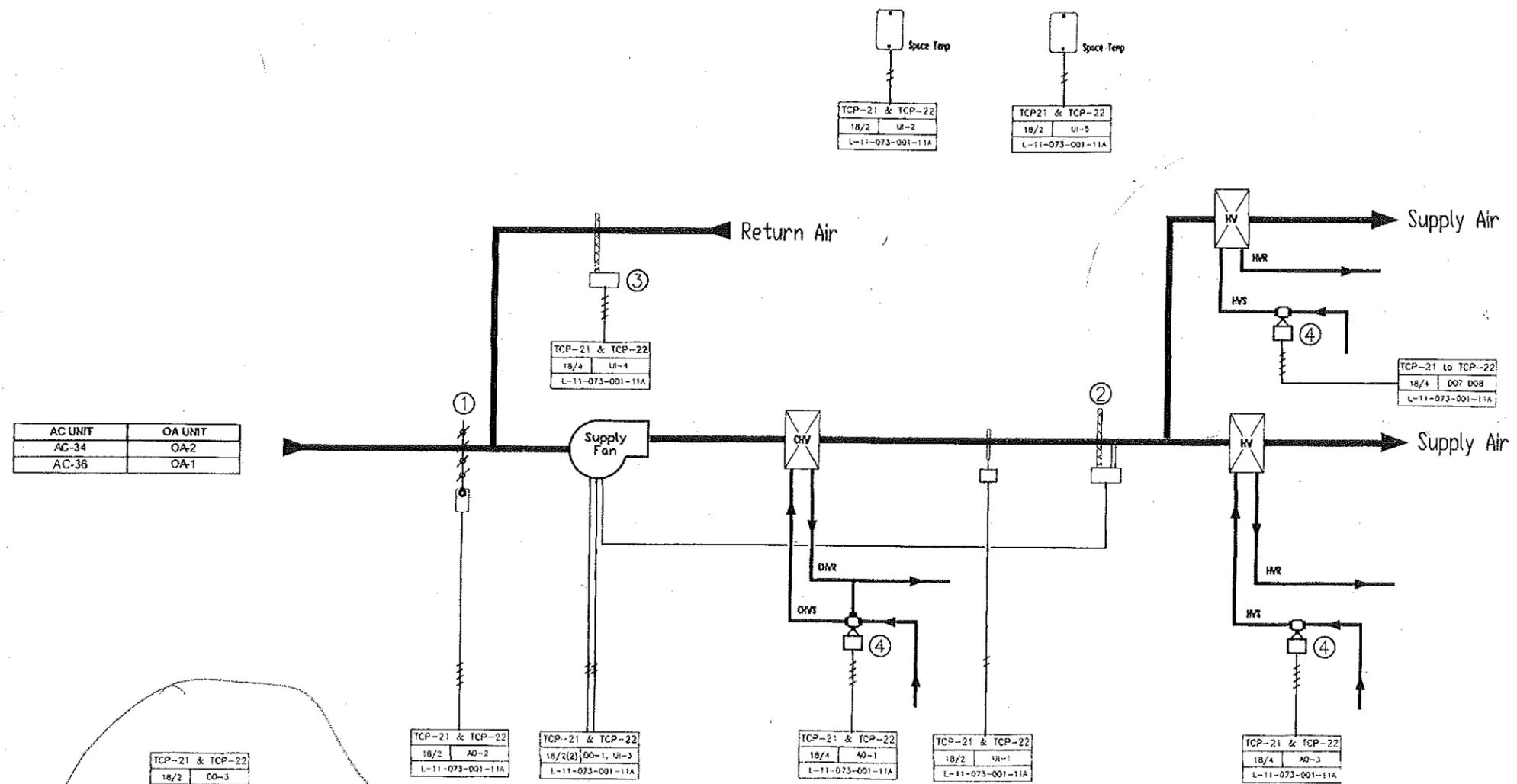
Optimum Start Time, the DDC system shall have the ability to start an AC unit prior to occupied hours to ensure and associated space temperature is within comfort limits (68-77°F) at the beginning of occupied hours.

Freeze Protection, upon the discharge temperature of the associated HRU dropping below 42°F, the fans shall stop, the outside air damper shall close and an alarm shall be generated to the DDC system. When A Low Temperature Condition Is Detected at the HRU, the BMS Shall Generate An Alarm That Will Lockout Unit Operation Until A Software Reset Is Engaged Via The BMS GUT User Interface.

Safeties and alarms, the following safeties shall shut down the AHU via hardwire interlock before the H-O-A, and initiate a specific alarm.

- Any smoke detector indicates smoke in the air stream.

- Existing Damper and Pneumatic Actuator, HCI replacing only the actuator
- All duct smokes by others HCI connecting to Aux Contacts only.
- New duct mounted CO2 Sensor
- See Valve Schedule for New/Reused valve combinations and port numbers.



AC UNIT	OA UNIT
AC-34	OA-2
AC-36	OA-1

TCP-21 to TCP-22
18/4 DO7 DO8
L-11-073-001-11A

Rm4006 Existing Valve.
 Project scope does not include sequence for control of base board, please advise.

IF ELECTRIC BASEBOARD IS NOT IN THE SCOPE PROVIDE A COST TO ADD

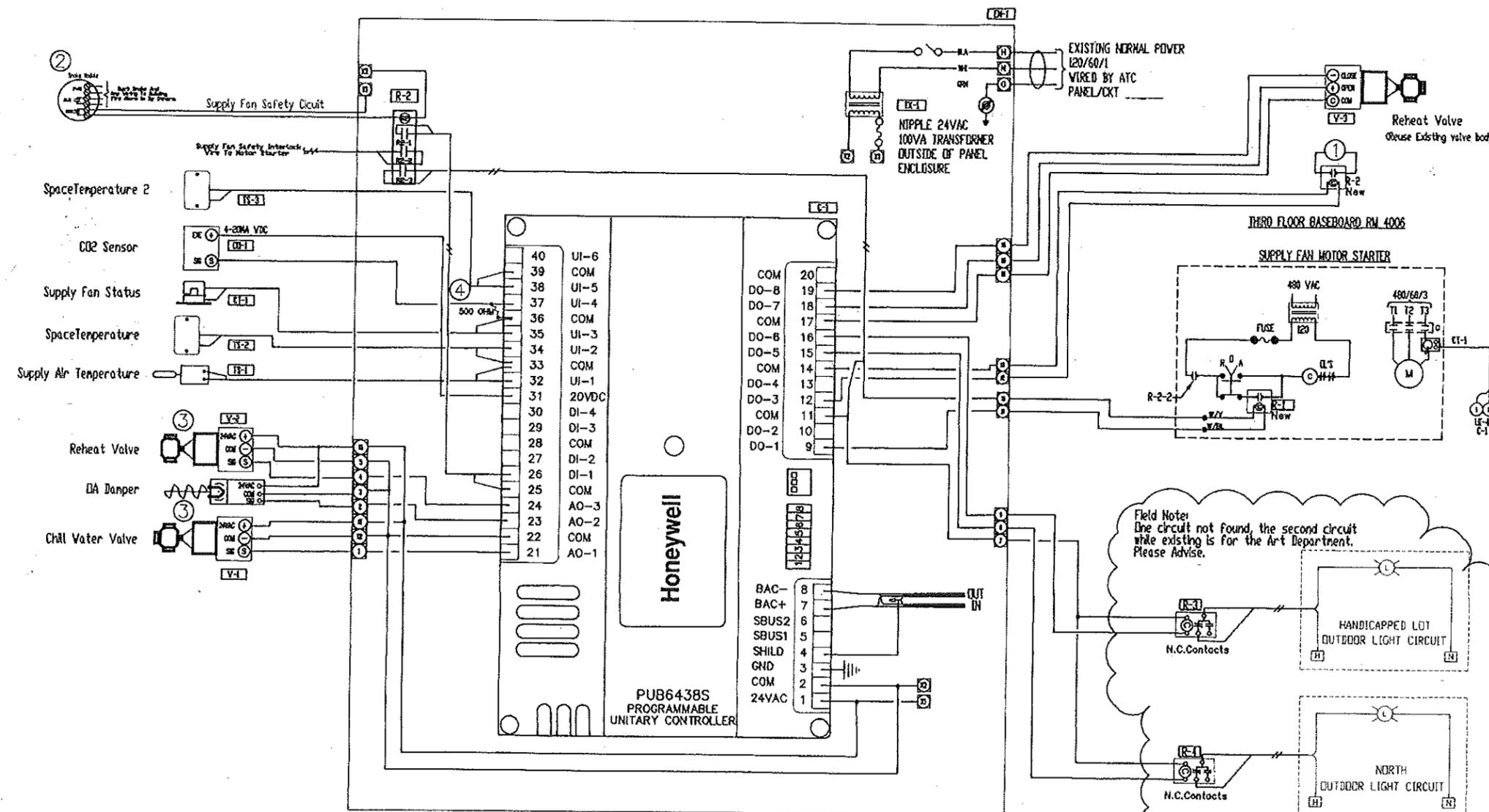
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REVISIONS	DATE	CHANGE	JOB NAME
	4/17/12	Rev. 2	COMMUNITY COLLEGE OF RHODE ISLAND - EPC
	5/23/12	Rev. 3	Warwick Mega Structure, Warwick, RI

ARCHITECT	
OWNER	
OPERATOR	AMERESCO
DRIVER	GAS
CHECKED BY	
DATE	5-23-12
DRAWING NO.	L-11-073-001-11

TCP-21 & TCP-22 AC-34 & 36 (Typical of 2) & Outdoor Lighting
 "Located At Unit"



MATERIAL LIST - TCP-21 & TCP-22

ITEM	QTY	MODEL NO.	DESCRIPTION	FC
C-1	2	PUB643BS	Supply Base Unit Controller	Honeywell
TR-1	2	TR-1-A-1	TRANSFORMER 120/24 AC 100VA	Functional Devices
CT-1	2	R8X-A	CURRENT SENSOR	Functional Devices
TS-2,3	4	TE-2 SP-17	Temp Sensor S/S Plate 2" Conn NTC thermistor	Tanac Systems
TS-1	2	C7-4192-13	DUCT SENSOR 2" CH-112 DUCT	Honeywell
CO-1	2	P-21	DUCT Mount CO2 Sensor	Siemens
RT-1,2	2	R8UTC	SPDT Relay 24V	Functional Devices
R-2	2	85348-24-3	4 pole 1-A, 24 AC LED Relay	Finder
1-1	2	472	4 Series Sockets or 55 Series Relays	Finder
1-2,3	-	-	See Valve Schedule	-
DPR-1	-	-	See Damper Schedule	-
EW-1	2	587-454	NE-1A TYPE 1 style enclosure 2" x 2" x 8"	Siemens

AC Points List

Universal Inputs		Analog Outputs	
UI-1	Supply Air Temperature	AO-1	Chilled Water Valve
UI-2	Space Temperature	AO-2	Damper
UI-3	Supply Fan Status	AO-3	Reheat Valve
UI-4	CO2 Sensor	Digital Outputs	
UI-5	Space Temperature 2	DO-1	Supply Fan S/S
UI-6		DO-2	
Digital Inputs		DO-3	Baseboard
DI-1	Safety Circuit	DO-4	
DI-2		DO-5	Lighting 1
DI-3		DO-6	Lighting 2
DI-4		DO-7	Reheat Open
		DO-8	Reheat Close

- ① First Floor Electric Baseboard new control relay located in room 4006.
- ② Fire Alarm Contractor has provided a relay module adjacent to the unit. Exact locations to be coordinated with FA Contractor.
- ③ New Actuator, reuse existing valve body.
- ④ 500 Ohm resistor needed for 4-20 mA connection.

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			DESIGNER
			CONTRACTOR
			DRAWN BY
			CHECKED BY
			DATE

ORDER NO. L-11-073-001-11A

Field Note:
 One circuit not found, the second circuit while existing is for the Art Department. Please Advise.

Denote the 2 existing the clocks located in the 4th floor Art Department controlling the outside lighting and wire these circuits into the BMS as shown.

WHY CLOUD AROUND THIS?



"NON-MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET

BID NUMBER: 7549092
BID TITLE: Renovations to Warwick Campus Art Department - Community College of Rhode Island
PRE-BID DATE AND TIME: 11/06/14 - 9:00 A.M.

Purchasing Representative:
 Gary P. Mosca

Pre-bid START TIME:
 9:00 AM

Pre-bid END TIME:
 9:30 AM

COMPANY NAME	COMPANY REPRESENTATIVE	ADDRESS	CONTACT EMAIL	CONTACT PHONENUMBER	CONTACT FAX NUMBER	PROPOSAL SUBMITTED FOR PURCHASING USE ONLY
1 State of RI	GARY P. MOSCA	One Capitol Hill, 1st fl.	g.p.mosca@purchase.ri.gov	401-574-6124	401-574-6327	
2 MPT Construction	Russell V. R. V. 2022	8 Barn Street Johanson, RI 02909	RV@VIBRANTE.COM	401-272-4774	401-272-4761	
3 Security Control	VAN PAVAO	Hudson, MA	VP@SECURITYCONTROL.COM	401-585-0655		
4 Ct. Controls Corp.	Tom Laird	Centerbrook, CT	HL@Ctcontrols.com	860-767-9747	860-767-9750	
5 ALSON Construction	George H. Calogri	370 Park Ave Johnston, RI 02908	gcalogri@alsoncorp.com	(401) 272-1100 272-0035		
6 NHOEN CORP.	Yvonne Hennessy	757 WASHINGTON ST. PROVIDENCE, RI 02903	YVONNE@NHOEN.COM	508-399-6776 508-326-8527	508-399-7276	
7 Dan Strickland	DAVE					
8 Mark Liberti	CCRT					
9 Mark K. Vollog	ART DESIGNS, CCRT					
10 Ken McLaughlin	CCRT					
11 TOM BURMAN	EBURMAN@CCRT.COM	33 VERMONT PROVIDENCE, RI 02903	estimating@eburman.com	732-5400	732-9545	
12 Paul Tierney	Boatley Builders	40 BRISTOL RD DRIVE EXETER, RI 02822	ptierney@boatleybuilders.com	401-1861	223-6499	
13 GREGG BERTZ	GREGG BERTZ	401-585-0655	gbertz@alsoncorp.com	401-585-0655		← ASBESTOS ABATEMENT
14 JTS CARDOSI	Brian Collins	28 Boston St. East Prov., RI 02903	brian@jtscardosi.com	401-435-6101	6102	
15 Jason VanYover	design LAB	35 Church Circle Providence, RI 02903	van@designlab.com			



State of Rhode Island
 Division of Purchases
 One Capitol Hill
 Providence, RI 02908

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	COMPANY NAME	COMPANY REPRESENTATIVE	ADDRESS	CONTACT E-MAIL	CONTACT PHONE NUMBER	CONTACT FAX NUMBER	PROPOSAL SUBMITTED FOR PURCHASING USER (Only)
16	COLETTA	STEVE GIULIANO		JUSTIN @ COLETTA CONTRACTING	401 727-1757		
17							
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