



INVITATION TO BID

SOLICITATION TITLE: Modifications to the Ventilation System at the Beazley Bldg., Zambarano Hospital, DOA
SOLICITATION NUMBER: 7549732
BID PROPOSAL SUBMISSION DEADLINE: September 3, 2015 at 2:00 PM

PREBID CONFERENCE

NONMANDATORY

MANDATORY → Bidder must attend the mandatory prebid conference. The bidder's representative must register with the Division of Purchases at the mandatory prebid conference and identify the bidder he or she represents.

Location: Zambarano Hospital, 2090 Wallum Lake, Pasoag, RI, Meet on the First Floor Room 119 (Maint. Office)
Date: Wednesday, August 19, 2015
Time: 1:00 PM

QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at doa.purconstruction@purchasing.ri.gov no later than Monday, August 24, 2015, 5:00 PM, in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at www.purchasing.ri.gov as an addendum to this solicitation

BID BOND REQUIRED: NO
 YES

PAYMENT AND PERFORMANCE BOND REQUIRED: NO
 YES

SPECIFICATIONS AND PLANS: NO
 YES → See Electronic Solicitation Bidding Information.
Click on the online active "D" link in the "info" column.

Continued onto next page



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RIVIP REGISTRATION: Bidders must be registered vendors through the online Division of Purchases Rhode Island Vendor Information Program at www.purchasing.ri.gov. To register or update information, click on "Vendor Center," then "Vendor Information" from the dropdown menu on the left.

BIDDER CERTIFICATION COVER FORM: Bidders must download (obtainable at www.purchasing.ri.gov), complete, and submit a Bidder Certification Cover Form with each bid proposal.

Solicitation Date: Wednesday, August 05, 2015

Project Description: Modifications to the Ventilation Systems at (2) Building, DOA

Project Location: Beazley Bldg., (Zambarano Hospital) 2090 Wallum Lake Road, Pascoag, RI

Completion Time: 90 days

User Agency: RI Department of Administration

Awarding Authority: The State of Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill, Providence, RI 02908-5855

Design Agent: AKAL Engineering, Inc.
44 Central St. Unit 4
Berlin, Ma 01503

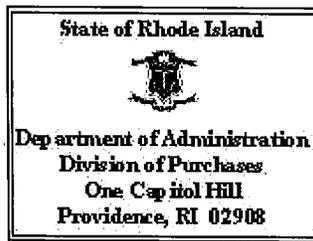
The State of Rhode Island through its, Department of Administration, Division of Purchases, is soliciting bid proposals to perform the work described in the plans and specifications dated May 1, 2014 for the Project in accordance with this solicitation.

Bidders are invited to submit bid proposals to the Division of Purchases by the bid proposal submission deadline.

This solicitation contains, and is subject to the terms and conditions of, the Invitation to Bid, Instructions to Bidders, Bid Preparation Checklist (with applicable forms), Agreement, General Conditions, any Supplemental Conditions, Specifications and Plans, Bidder Certification Cover Form, and Bid Form. The solicitation is available at www.purchasing.ri.gov.

The award of the contract pursuant to this solicitation will be made to the responsive and responsible bidder with the lowest bid price. *The Division of Purchases reserves the right to waive any technicalities in the bid proposals, accept or reject any bid proposal, award a contract in the best interest of the State, or revoke any solicitation.*

Continued onto next page



INVITATION TO BID

Electronic Solicitation Bidding Information

Downloading and Accessing Additional Electronic Solicitation Files

Accessing electronic files on the purchasing website will require Adobe viewer. All bid solicitations that include a "D" in the "Info" column will require WinZip 8.1 software. The WinZip file may contain one or more files. These files may require additional software such as Microsoft Office.

Specifications that have a file for download are marked with a "D" in the "Info" field of the bid search results page located on the Purchasing website. The "D" will indicate an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the WinZip file associated with the bid. Opening the WinZip file will offer you the option of saving to your local computer.

Once saved, you can open the WinZip file and view the files. The individual files can be saved to your computer in a location such as "Desktop" or "My Documents".

Buyer Name: John F. O'Hara II, Title: Chief Buyer



State of Rhode Island Department of Administration
Division of Purchases

REVISED
November 20, 2013

NOTICE TO VENDORS

Each bid proposal for a *public works project* must include a "public copy" to be available for public inspection upon the opening of bids. **Bid proposals that do not include a copy for public inspection will be deemed nonresponsive.**

The public copy must be submitted in .pdf (portable document file) format on a *read-only* CD-R media disc. The disc must include *all of the documents* submitted in response to the solicitation concatenated or merged into one file. The file must be named in the following manner:

BidNumber_DateofBid_VendorName_VendorID.pdf

The Bidder Certification Cover Form contains all of the information for the file name. The date of bid must appear as mm-dd-yyyy. The vendor name must appear as one word, with no spaces or punctuation. Underscores must separate the fields.

Example: 7543210_11-08-2013_OceanStateCompanyInc_9867.pdf

The public copy disc must be separately enclosed in a protective cover clearly marked "Public Copy" and include the following information (all available from the Bidder Certification Cover Form): (1) title of solicitation; (2) name of bidder and RIVIP vendor ID number; (3) bid number; and (4) date of bid.

The public copy may redact any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 *et seq.*

For further information on how to comply with this statutory requirement, see R. I. Gen. Laws §§ 37-2-18(b) and (j). Also see Procurement Regulation 5.11 accessible at www.purchasing.ri.gov

Solicitation #:7549732

Solicitation Title: Modifications to the Ventilation System at the Beazley
Bldg., Zambarano Hospital,
DOA

BID FORM

To: The State of Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill, Providence, RI 02908-5855

Bidder:

Legal name of entity	

Address (street/city/state/zip)	

Contact name	Contact email

Contact telephone	Contact fax

1. BASE BID PRICE

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*):

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

(base bid price *in words* printed electronically, typed, or handwritten legibly in ink)

• **Allowances**

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

No. 1: Allowance as per Section 1019-3	\$ 2,000.00
No. 2: _____	\$ _____
No. 3: _____	\$ _____
Total Allowances:	\$ _____

Solicitation #:7549732

Solicitation Title: Modifications to the Ventilation System at the Beazley
Bldg., Zambarano Hospital,
DOA

- **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: _____

Addendum No. 4 dated: _____

Addendum No. 5 dated: _____

Addendum No. 6 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: _____

\$ _____

Solicitation #:7549732

Solicitation Title: Modifications to the Ventilation System at the Beazley Bldg., Zambarano Hospital, DOA

(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: _____

\$ _____

(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: _____

\$ _____

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

_____ (alternate 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:

Solicitation #: 7549732

Solicitation Title: Modifications to the Ventilation System at the Beazley
Bldg., Zambarano Hospital,
DOA

Name of Bidder

Signature in ink

Printed name and title of person signing on behalf of Bidder

#

Bidder's Contractor Registration Number

MODIFICATIONS TO VENTILLATION SYSTEMS
TO COMPLY WITH NFPA STANDARDS.

LOCATION OF WORK:

A. BEAZLEY BUILDING (ZAMBARANO), 2090 WALLUM LAKE ROAD. PASCOAG, RI

PER PLANS AND SPECS PREPARED BY AKAL ENGINEERING, CONTRACTOR WILL
SUPPLY .ALL LABOR AND MATERIAL REQUIRED TO MODIFY EXISTING EXHAUST
RISERS FOR CODE COMPLIANCE

PLEASE NOTE:

- ∴> ALL STAFF ASSIGNED WILL BE REQUIRED TO PARTICIPATE IN A HOSPITAL
ORIENTATION/CONTRACTOR TRAINING PRIOR TO PERFORMING ANY WORK.
TRAINING REQUIRES ABOUT 2 HOURS; ONE ATTENDANCE WILL SATISFY
BOTH LOCATIONS.
- ∴> ONLY TRAINED STAFF WILL BE ALLOWED ON CAMPUS.
- ∴> WORK WILL BE PERFORMED IN A FUNCTIONING HOSPITAL, SAFETY IS
PARAMOUNT WORK AREAS WILL BE KEPT SAFE, FREE OF DEBRIS, FREE OF
HAZARDS AND WILL BE POLICED ON AN ON GOING BASIS
- ∴> TOOLS WILL BE KEPT SECURED AT ALL TIMES, SHARP TOOLS AND
INSTRUMENTS AND ANY DEBRIS WILL NOT BE LEFT WHERE A PATIENT
MIGHT BE ABLE TO REACH.
- ∴> CHEMICALS REQUIRE PRIOR APPROVAL AND WILL ONLY BE ALLOWED ONLY
AFTER HOSPITAL HAS REVIEWED THE MSDS. QUANTITIES WILL BE KEPT TO
A MINIMUM AND CHEMICALS WILL BE REMOVED WHEN NOT BEING USED OR
USE NO LONGER REQUIRED.
- ∴> DUST AND NOISE, INCLUDING CONVERSATION AND RADIOS, WILL BE KEPT
TO A MINIMUM

PROJECT SPECIFICATION

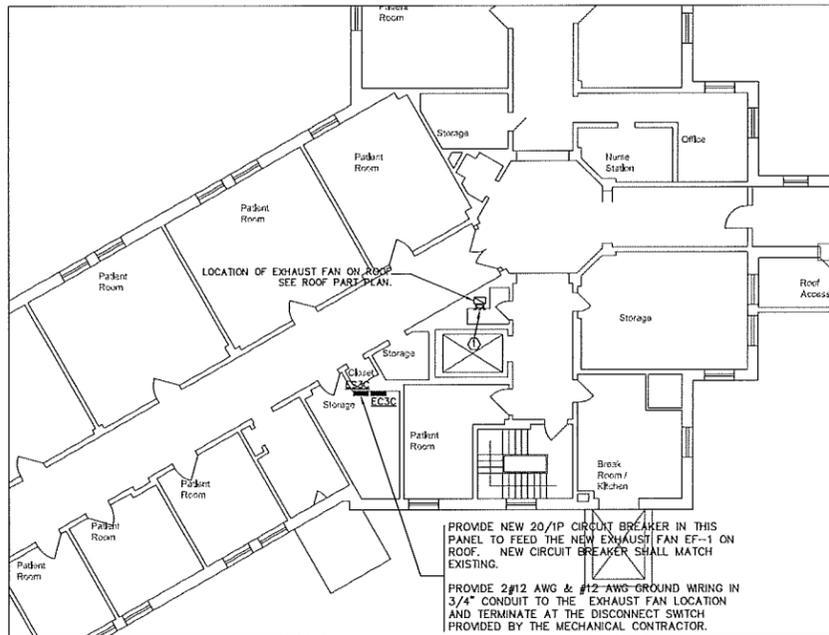
Exhaust Riser Upgrade
at
Elenor Slater Hospital
Zambarano Unit
Rhode Island

State of Rhode Island
Department of Administration

Engineer

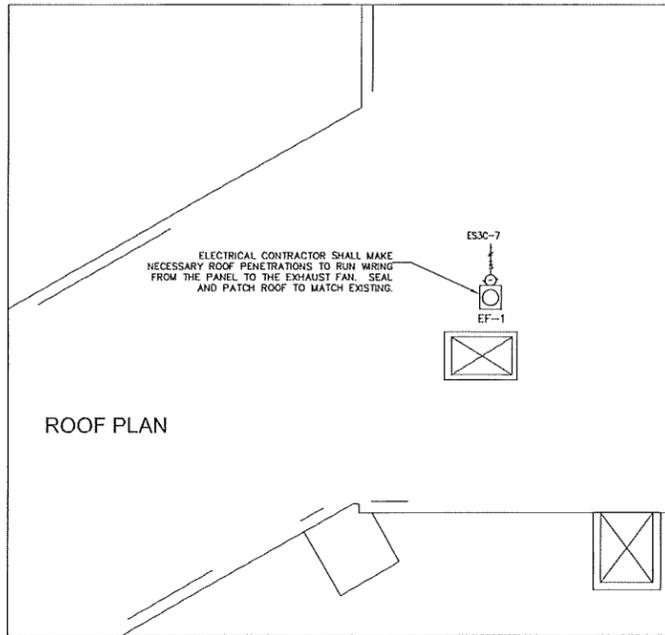
AKAL Engineering Inc
44 Central St. Unit 4
Berlin, MA 01503

May 2014



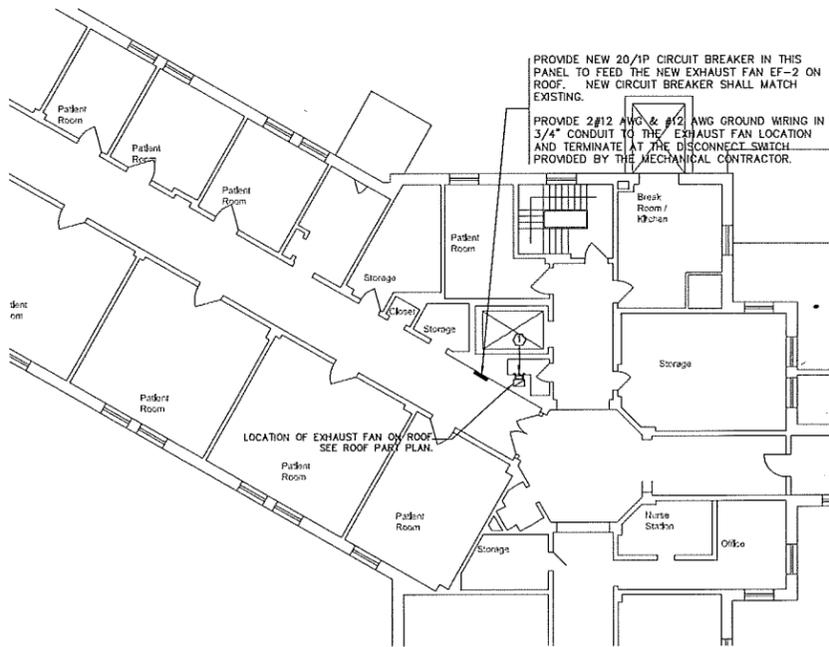
THIRD FLOOR SOUTH PART PLAN

SCALE: 1/8" = 1'-0"



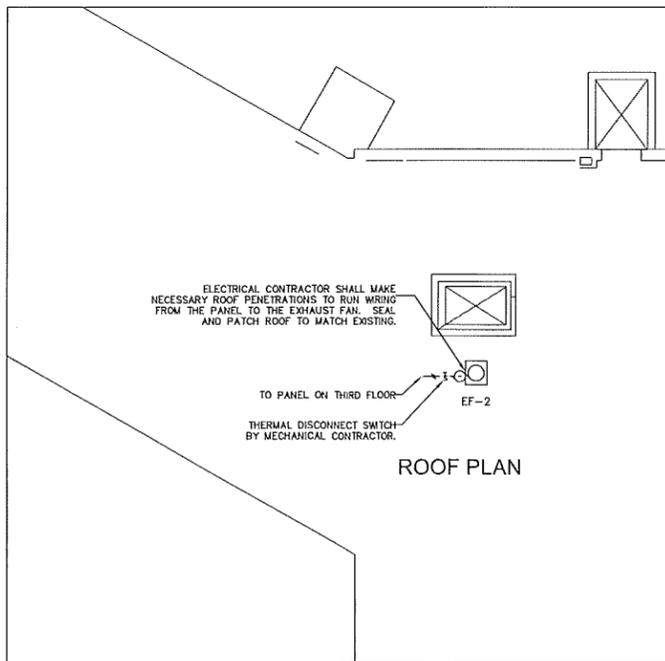
ROOF SOUTH PART PLAN

SCALE: 1/8" = 1'-0"



THIRD FLOOR NORTH PART PLAN

SCALE: 1/8" = 1'-0"

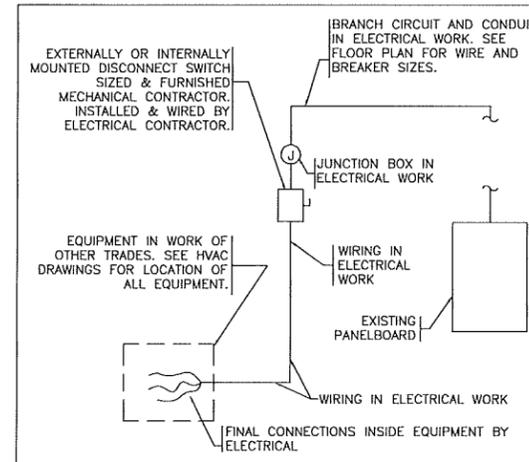


ROOF NORTH PART PLAN

SCALE: 1/8" = 1'-0"

KEY NOTE:

① DISCONNECT AND REMOVE POWER FROM EXISTING BATH ROOM EXHAUST FAN (TYPICAL ON 1ST, 2ND AND THIRD FLOOR). REMOVE WIRING, CONDUIT, ETC. BACK TO THE NEAREST JUNCTION BOX. CONFIRM ALL OTHER DEVICES/EQUIPMENT CONNECTED TO THE CIRCUIT ARE WORKING AS NEEDED.



STANDARD ELECTRICAL CONNECTIONS TO MECHANICAL EQUIPMENT DETAIL

NOT TO SCALE

No.	Date	Revisions	By
A			DEC

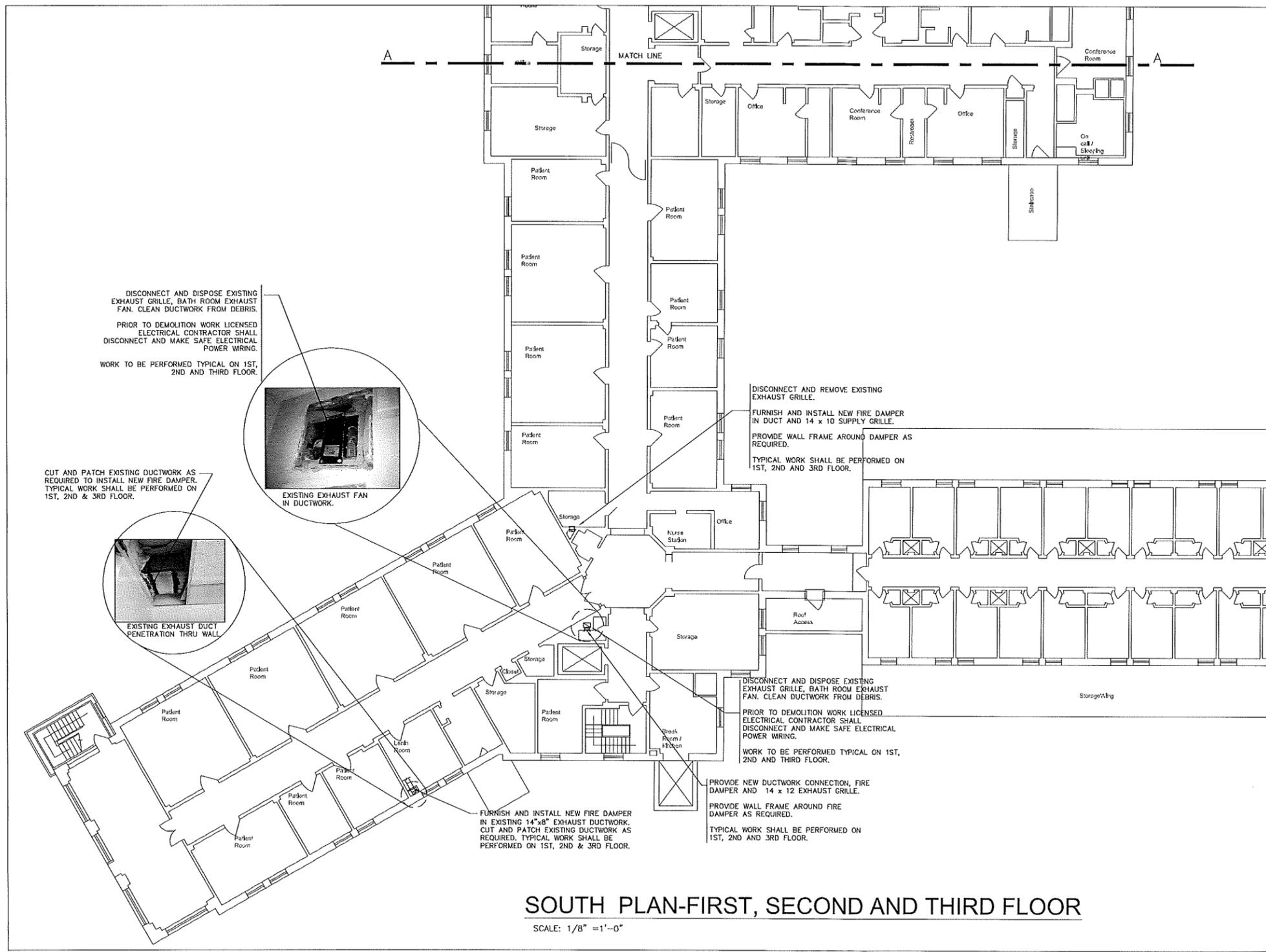
44 Central Street, Unit # 4
Burrillville, RI 02803
Phone: (401) 462-2800
www.walshgroupinc.com

ELEANOR SATER HOSPITAL
ZAMBARANO UNIT,
BURRILLVILLE, RI

SHEET TITLE
EXHAUST FAN UPGRADE
ELECTRICAL

Date 01/24/14
Drawn by JP
Chkd by AK

Drawing
E-1
(of)



SOUTH PLAN-FIRST, SECOND AND THIRD FLOOR

SCALE: 1/8" = 1'-0"

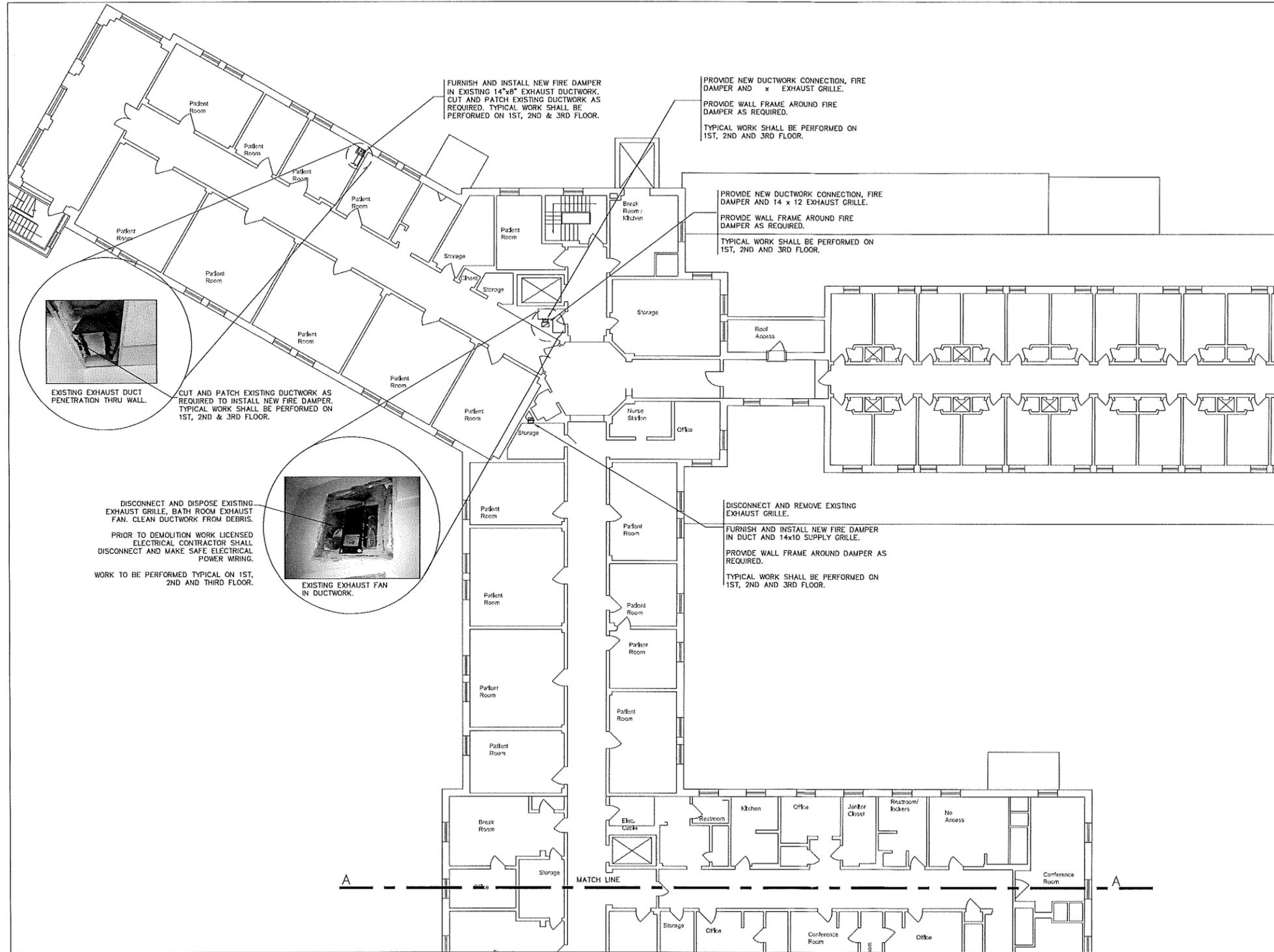
No.	Date	Revisions	By
A			DEC


 44 Central Street, Unit # 4
 Berlin, MA, 01503
 Telephone - (508) 664-0483
 Fax - (508) 664-0491
 www.zabarrano.com

ELEANOR SIATER HOSPITAL
 ZAMBARANO UNIT,
 BURRILLVILLE, RI
 SHEET TITLE
 EXHAUST RESEAL UPGRADE
 1ST, 2ND & 3RD FL. PLAN

Date	01/24/14
Drawn by	JP
Chkd by	AK

Drawing
 M-1
 (of)



NORTH PLAN-FIRST, SECOND AND THIRD FLOOR

SCALE: 1/8" = 1'-0"

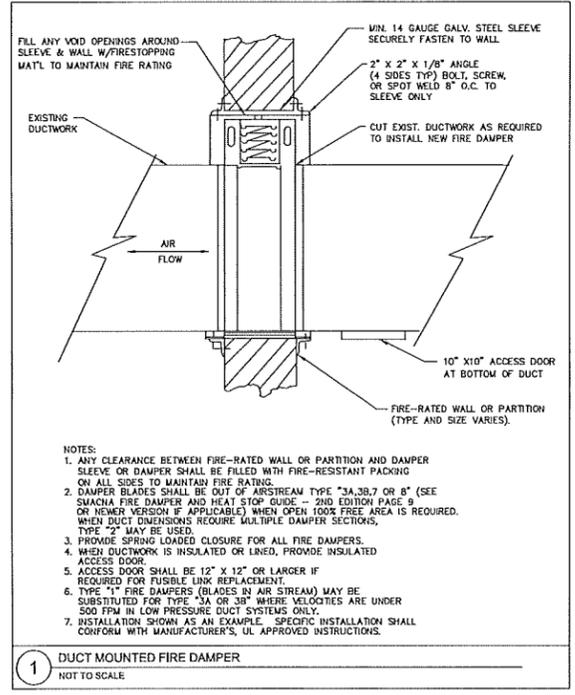
No.	Date	Revisions	By
A			DEC


 44 Central Street, Unit # 4
 Berlin, MA, 01503
 Telephone - (508) 665-0983
 Fax - (508) 665-0981
 www.zambardogroup.com

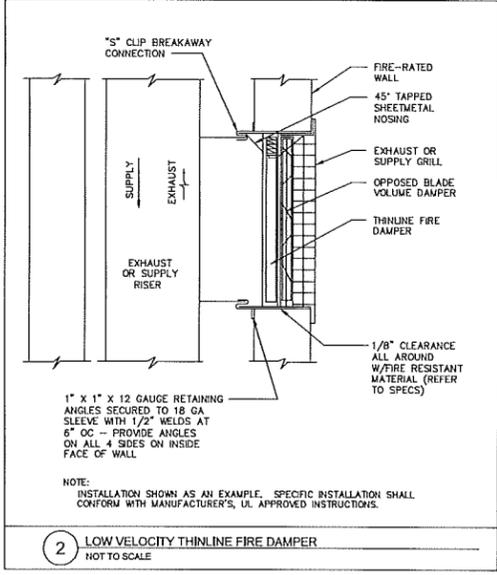
ELEANOR SLATER HOSPITAL
 ZAMBARDO UNIT,
 BURRILLVILLE, RI
 SHEET TITLE
 EXHAUST RISER UPGRADE
 1ST, 2ND & 3RD FL. PLAN

Date 01/24/14
 Drawn by JP
 Chkd by AK

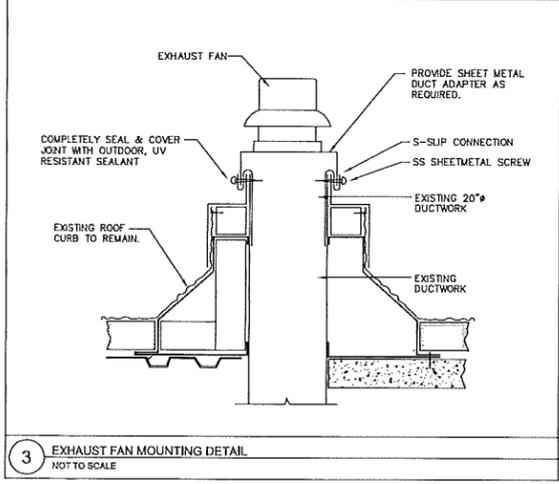
Drawing
 M-2
 of



- NOTES:
1. ANY CLEARANCE BETWEEN FIRE-RATED WALL OR PARTITION AND DAMPER SLEEVE OR DAMPER SHALL BE FILLED WITH FIRE-RESISTANT PACKING ON ALL SIDES TO MAINTAIN FIRE RATING.
 2. DAMPER BLADES SHALL BE OUT OF AIRSTREAM TYPE "3A, 3B, 7 OR 8" (SEE SWACHA FIRE DAMPER AND HEAT STOP GUIDE -- 2ND EDITION PAGE 9 OR NEWER VERSION IF APPLICABLE) WHEN OPEN 100% FREE AREA IS REQUIRED. WHEN DUCT DIMENSIONS REQUIRE MULTIPLE DAMPER SECTIONS, TYPE "2" MAY BE USED.
 3. PROVIDE SPRING LOADED CLOSURE FOR ALL FIRE DAMPERS.
 4. WHEN DUCTWORK IS INSULATED OR LINED, PROVIDE INSULATED ACCESS DOOR.
 5. ACCESS DOOR SHALL BE 12" X 12" OR LARGER IF REQUIRED FOR FUSIBLE LINK REPLACEMENT.
 6. TYPE "1" FIRE DAMPERS (BLADES IN AIR STREAM) MAY BE SUBSTITUTED FOR TYPE "3A OR 3B" WHERE VELOCITIES ARE UNDER 500 FPM IN LOW PRESSURE DUCT SYSTEMS ONLY.
 7. INSTALLATION SHOWN AS AN EXAMPLE. SPECIFIC INSTALLATION SHALL CONFORM WITH MANUFACTURER'S, UL APPROVED INSTRUCTIONS.



- NOTE:
INSTALLATION SHOWN AS AN EXAMPLE. SPECIFIC INSTALLATION SHALL CONFORM WITH MANUFACTURER'S, UL APPROVED INSTRUCTIONS.



No.	Date	Revisions	By
A			DEC


Abaco Engineering Inc.
 44 Central Street, Unit # 4
 Berlin, N.J. 07503
 Tel: (908) 862-2901
 Fax: (908) 862-2901
 www.abacoengineering.com

ELEANOR SIATER HOSPITAL
ZAMBARANO UNIT,
BURRILLVILLE, RI
 SHEET TITLE
 EXHAUST DETAILS

Date: 01/24/14
 Drawn by: JP
 Chkd by: AK

Drawing
M-4
 (of)

SECTION 00850

LIST OF DRAWINGS

General:

The drawings for this project represent an integral part of the contract documents, and should not be considered as a separate entity. These drawings, along with the technical specifications, form a complete process of disseminating information required to perform the work of this project.

The following schedule indicates the drawings of this project, which are in their respective order for convenience only, and do not obligate the Contractor to perform the work in any specific sequence. Nor is the work indicated on each drawing to be construed as specific work for a specific trade, subcontractor, or supplier.

List of Drawings:

- M-1 South Plan-1st, 2nd and 3rd Floor
- M-2 North Plan -1st, 2nd and 3rd Floor
- M-3 Roof Part Plan
- M-4 Detail
- E-1 Electrical

END OF SECTION

SECTION 01010

SUMMARY OF WORK

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A Contractor's duties.
- B Contractor use of site and premises.
- C Work sequence.
- D Owner occupancy.

1.02 CONTRACTOR'S DUTIES

- A Work of the Project generally includes Fire Damper in exhaust riser, Exhaust Fan and related electrical, structural support work
- B Except as specifically noted, provide and pay for:
 - 1 Labor, materials, and equipment.
 - 2 Tools, construction equipment, and machinery.
 - 3 Other facilities and services necessary for proper execution and completion of Work.
- C Pay legally required consumer and use taxes.
- D Secure and pay for, as necessary for proper execution and completion of work, and as applicable at time of receipt of bids.
 - 1 Permits.
 - 2 Government fees.
 - 3 Licenses.
- E Give required notices.
- F Comply with applicable codes, ordinances, rules, regulations, orders, and legal requirements of public authorities having jurisdiction.
- G Promptly submit written notice to Engineer of observed variance of Contract Documents from legal requirements.
- H Enforce strict discipline and good order among employees. DO not employ on work:
 - 1 Unfit persons.
 - 2 Persons not skilled in assigned task.
- I Notify all trades, subcontractors, and suppliers of all designated alternates and be responsible for their coordination.

1.03 WORK PHASES

- A. Before commencing Work of each phase, submit a schedule showing the sequence, commencement and completion dates, and move-out and -in dates of Owner's personnel for all phases of the Work.

1.04 CONTRACTOR USE OF SITE AND PREMISES

- A. Limit use of site and premises to allow for:
 - 1. Owner occupancy.
 - 2. Use of site and premises by public.
- B. Construction operations: Limited to areas noted on Drawings.
- C. Coordinate use of Site and Premises under direction of Owner.

1.05 OWNER'S OCCUPANCY REQUIREMENTS

- A. Full Owner Occupancy: Owner will occupy site and building during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits, unless otherwise indicated.
 - 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
 - 2. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.

1.06 WORK RESTRICTION

- A. Contractor must provide a list of all workers along with the date of birth. A background check will be performed on all employees at no cost to the contractor.

1.07 WORK SEQUENCE

- A. Construction Work to accommodate Owner's occupancy requirements during the construction period, coordinate construction schedule and operations with Engineer and Owner.

PART 2 – PRODUCTS

Not used.

PART 3 – EXECUTION

Not used.

END OF SECTION

Section 01010 - 2

SUMMARY OF WORK
Exhaust Riser Upgrade-Eleanor Slater Hospital
Zambarano Unit, RI

SECTION 01019

CONTRACT CONSIDERATIONS

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. Schedule of Values.
- B. Application for Payment.
- C. Change procedures.
- D. Allowances.

1.02 RELATED SECTIONS

- A. Sections:
 - 1. 01300 – Submittals: Submittal procedures.
 - 2. 01400 – Quality Control: Inspection and testing.
 - 3. 01600 – Materials and Equipment: Product substitutions.

1.03 SCHEDULE OF VALUES

- A. Submit typed or printed schedule on AIA Form G703 – application and Certificate for Payment Continuation sheet.
- B. Submit Schedule of Values in duplicate as soon as practicable after notification of selection for the award of a Contract.
- C. Format: Utilize the Table of Contents of this Project Manual. Identify each item with a number and title of the major Specification Section. Identify site mobilization, bonds, and insurance.
- D. Include in each line item the amount of Allowances, if any, specified in this section. For unit cost allowances, identify quantities taken from Contract Documents multiplied by the unit cost to achieve the total for the item.
- E. Include in each line item a directly proportional amount of Contractor's overhead and profit.
- F. Revise schedule to list approved Change Orders, with each Application for Payment.

1.04 APPLICATIONS FOR PAYMENT

- A. Submit one typed original and two copies of each application on AIA Form G702 – application and Certificate for Payment, and on AIA Form G703 Continuation Sheet. Applications typed on copies of AIA Documents are not acceptable.

Section 01019 - 1

CONTRACT CONSIDERATIONS
Exhaust Riser Upgrade-Eleanor Slater Hospital
Zambarano Unit, RI

- B. Content and Format: Utilize Schedule of Values for listing items in Application for Payment.
- C. Include, with each monthly application, one copy of the Certified Monthly Payroll Record for the previous month's pay period.
- D. Beginning with second application for payment, Contractor's right to payment must be substantiated by documenting that payment of monies due, less maximum retainage of 10 percent, have been paid in full to subcontractors and suppliers for work, materials, or rental of equipment billed for under specific line item numbers in the immediately preceding application.
- E. Accompany applications with substantiating data on subcontractor's "Waiver of Lien" form -- AIA Document 00640. Use as many reproductions of form as needed.
- F. Accompany applications for payment for asbestos abatement work with invoices for asbestos removal and abatement, along with copies of completed shipping documents which indicate final disposal location and acknowledge receipt of material, as substantiating data to ensure payment. Payment will not be made without inclusion of this data.
- G. Accompany final application with substantiating data on the above form, and on Contractor's "Affidavit of Release of Liens" -- AIA Document 0706A.

1.05 CHANGE PROCEDURES

- A. The Engineer will advise of minor changes in the Work not involving an adjustment to Contract Sum or Contract Time as authorized by AIA A201, 1987 Edition, Article 7.4 by issuing supplemental instructions on AIA Form G710 -- Architect's Supplemental Instructions.
- B. The Engineer may issue a Proposal Request which includes a detailed description of a proposed change with supplementary or revised Drawings and specifications, a change in Contract Time for executing the change, with stipulation of any overtime Work required, and the period of time during which the requested price will be considered valid. Contractor will prepare and submit an estimate as soon as practicable, but within a period no longer than fifteen days.
- C. The Contractor may propose changes to submitting request for change to the Engineer, describing the proposed change and its full effect on the Work. Include a statement describing the reason for change, and the effect on the Contract Sum and Contract Time with full documentation and a statement describing the effect on Work by separate or other contractors. Document any requested substitutions in accordance with section 01600.
- D. Stipulated sum change Order: Based on Proposal Request and Contractor's fixed price quotation, or Contractor's request for a Change Order as approved by Engineer.
- E. Construction Change Directive: Engineer may issue a directive on AIA Form G714 -- Construction Change Directive, signed by Owner and Engineer, instructing Contractor, in absence of total agreement on terms of a Change Order, to proceed with a change in the Work for subsequent inclusion in a Change Order. Document will describe changes in the Work and designate method of determining any change in Contract sum and contract Time. Promptly execute the change.

Section 01019 - 2

CONTRACT CONSIDERATIONS
 Exhaust Riser Upgrade-Eleanor Slater Hospital
 Zambarano Unit, RI

- F. Time and Material Change Order: submit itemized account and supporting data after completion of change, within time limits indicated in Conditions of the Contract. Engineer will determine the change allowable in Contract Sum and Contract Time as provided in the Contract Documents. Work cannot begin until Engineer has approved a cost-not-to exceed proposal.
- G. Maintain detailed records of Work performed on Time and Material basis. Provide full information required for evaluation of proposed changes, and to substantiate costs and time extensions for changes in the Work.
- H. Change Order Form: AIA G701.
- I. Execution of Change Orders: Engineer will issue change Orders for signatures of parties as provided in the Conditions of the Contract.

1.06 ALLOWANCE(S)

- A. Contingency- Include in the contract, a stipulated sum of 2,000 for use upon Owner's instruction.
- B. Contractor's costs for Products, delivery, installation, labor, insurance, payroll, taxes, bonding, equipment rental, overhead and profit will be included in Change Orders authorizing expenditure of funds from this Allowance.
- C. Funds will be drawn from Contingency Allowance only by Change order
- D. At close out of Contract, funds remaining in Contingency Allowance will be created to Owner by Change Order.

PART 2 – PRODUCTS

Not Used.

PART 3 – EXECUTION

Not Used.

END OF SECTION

SECTION 01039

CUTTING AND PATCHING

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. Cutting and patching.

PART 2 – PRODUCTS

Not Used.

PART 3 – EXECUTION

3.01 EXAMINATION

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent Work. Beginning new work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural attachment of new work being applied or attached.
- C. Verify that utility services are available, of the correct characteristics, and in the correct location.
- D. Examine and verify specific conditions described in individual Specification Sections.

3.02 CUTTING AND PATCHING

- A. Employ original or skilled and experienced installer to perform cutting and patching.
- B. Submit written request in advance of cutting or altering elements which affect:
 - 1. Structural integrity of element.
 - 2. Integrity of weather-exposed or moisture-resistant elements.
 - 3. Efficiency, maintenance, or safety of element.
 - 4. Visual qualities of sight-exposed elements.
 - 4. Work of Owner or separate contractor.
- C. Execute cutting, fitting, and patching including excavation and fill to complete Work, and to:
 - 1. Fit the several parts together to integrate with other work.
 - 2. Uncover Work to install or correct ill-timed Work.
 - 3. Remove and replace defective and non-conforming Work.
 - 4. Remove samples of installed work for testing.
 - 5. Provide openings in elements of work for penetrations of mechanical and electrical work.

- D. Execute Work by methods which will avoid damage to other work, and provide proper surfaces to receive patching and finishing.
- E. Cut rigid materials using masonry saw or core drill.
- F. Restore work with new projects in accordance with requirements of Contract Documents.
- G. Fit Work tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- H. Maintain integrity of wall, ceiling, or floor construction; completely seal voids.
- I. Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection; for an assembly, refinish entire unit.
- J. Identify any hazardous substance or condition exposed during the Work to the Engineer for decision or remedy.
- K. Remove, cut, and patch Work in a manner to minimize damage and to provide a means of restoring products and finishes to original or specified condition.

END OF SECTION

SECTION 15010

BASIC MECHANICAL REQUIREMENTS

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. The provisions of the Instructions to Bidders, General Conditions, Supplementary Conditions, Alternates, Addenda, Division 1 and 16 are a part of this Specification. Contractors and Subcontractors shall examine same as well as other Divisions of the Specifications which affect work under this Division.

1.2 DESCRIPTION OF WORK

- A. Mechanical Electrical and Specifications for all the Divisions are a part of the Contract Documents.
- B. Drawings and Specifications are to be considered as supplementing each other. Work specified but not shown, or shown but not specified, shall be performed or provided as though mentioned in both Specifications and Drawings.

1.3 WORK INCLUDES

- A. Mechanical Contractor shall include in his bid proposal the cost of all labor, material for HVAC, and Electrical as specified, identified or located on the drawings and specifications.

1.4 RELATED WORK SPECIFIED ELSEWHERE

- A. Division 1.
- B. Division 16 - Electrical.

1.5 QUALITY ASSURANCE

- A. Codes and Permits:
 - 1. Comply with rules, regulations of State, County, and City authorities having jurisdiction over the premises, including safety requirements of OSHA. Do not construe this as relieving Contractor from complying with Specifications which exceed Code requirements and not in conflict therewith.

1.6 REFERENCES

- A. Comply with applicable provisions of latest editions of following National Standards:

- NFPA
- SMACNA Duct Construction Standards
- National Electric Code
- NFPA Life Safety Code and Standards

1.7 SUBMITTALS

A. Shop Drawings and Product Data:

1. Prepare shop drawings and product data for mechanical equipment with adequate details and scales as necessary to clearly show construction.
3. Shop drawings and product data includes:
 - a. Ductwork, Fire Dampers.
 - b. Exhaust Fan.

1.8 COORDINATION AND SUPERVISION

- A. Examine work of other trades which comes in contact with or is covered by this work. Do not attach to, cover, or finish against any defective work, or install work of this Division in a manner which will prevent other trades from properly installing their work. Consult all drawings, specifications and details of other Divisions included as part of the Contract Documents.

1.9 LOCAL CONDITIONS

- A. Visit site, become familiar with conditions affecting this work. No additional payment will be made on claims that arise from lack of knowledge of existing conditions.
- B. Insulation or materials shall be identified before attempting any demolition. Contractor shall comply with the requirements of EPA regulations, National Emissions Standards and the OSHA regulations, Section 1910.1001 as well as applicable Rhode Island State laws and City Codes and Ordinances. Asbestos insulation if found shall be removed under another contract.
- F. Provide temporary services of any nature required to keep building functioning. Remove temporary services when permanent facilities are completed.

1.10 PROTECTION

- A. At all times keep premises and building in neat and orderly condition, follow explicitly any instructions of Architect in regard to storing of materials, protective measures and disposing of debris.
- B. When setting up pipe shop with cutting and threading machines, protect area against staining and abrasion. Cost of correcting any such condition will be charged against the respective Contractor.
- C. Protect finished floors from chips and cutting oil by use of a chip receiving pan and oil proof cover.
- D. Protect equipment and finished surfaces from welding and cutting spatters with baffles and spatter blankets.
- E. Protect floors from paint droppings, insulation adhesive, etc. by use of drop cloths.

1.11 PRODUCT HANDLING

- A. Provide all scaffolding, tackle, hoists and rigging necessary for placing mechanical materials and equipment in their proper place. Comply with applicable Federal, State, and Local regulations for all scaffolding and hoisting equipment. Remove temporary work when no longer required.

- B. Arrange for packaging of equipment, which must be hoisted, so that there will be no damage or distortion caused by hoisting operation. Protect all coils, bearings, fan shafts and housings from any damage during hoisting operation.

1.12 OPERATING INSTRUCTIONS

- A. This Contractor must schedule all equipment and system demonstrations, including personnel, at an agreeable time with the Owner.

1.13 DAMAGE AND EMERGENCY REPAIRS

- A. Assume responsibility for any damage caused by leaks in the piping system being installed or reworked under this Contract. Repair all damage without extra cost to Owner.

1.14 GUARANTEE AND WARRANTIES

- A. Guarantee against defects in workmanship and materials; make good, repair or replace any defective work, material or equipment within one year from date of acceptance.

PART 2 PRODUCTS

2.1 FIRE DAMPERS (1 ½ HOUR RATING)

1. Acceptable Manufacturers:
 - a. Ruskin Model D1BD2, Style B (square or rectangular suitable for horizontal or vertical installations)
 - b. Ruskin Model CFD and CFD(R) (suitable for UL rated floor/ceiling and roof/ceiling assemblies)
 - d. Nailor Industries
 - e. Safe-Air
2. Fabricate in accordance with NFPA 90A and UL 555, and as indicated.
3. Ceiling Dampers: Galvanized steel, 20 gage frame and 16 gage flap, two layers 0.125 inch ceramic fiber on top side, and one layer on bottom side for round flaps, with locking clip.
4. Horizontal Dampers: Galvanized steel, 20 gage frame, stainless steel closure spring, and lightweight, heat retardant non-asbestos fabric blanket.
5. Curtain Type Dampers: Galvanized steel with interlocking blades. Provide stainless steel closure springs and latches for horizontal installations and closure under air flow conditions. Configure with blades out of air stream.
6. Fusible Links: UL 33, separate at 165 degrees F with adjustable link straps for combination fire/balancing dampers.

2.2 FIRE STOPPING

1. Seal openings of fire rated construction with a material or product that has been tested at an independent testing laboratory, such as UL, FM, etc. Fire stopping shall conform to ASTM E-814 and UL 1479, with fire ratings equal to or exceeding the fire rating of the construction involved. Fire stopping shall be UL classified, and shall be similar to the 3M brand Fire Barrier Penetration Sealing Systems, or approved equivalent. Fire stopping of this type shall also be utilized for openings through smoke rated construction. To conform with BOCA Basic Building Code Standards.
2. If desired by the Contractor and approved by local codes, the "Pro-Set" piping penetration system also may be utilized. Penetration system shall be UL certified and shall be the "Pro-Set" System A. Firestop coupling (sleeve) shall be filled with ceramic fiber material to provide insulation and fire stopping. System shall be capable of maintaining a 3-hour fire rating. Penetration system shall be secure, waterproofed, fire rated and smoke proof and shall allow for pipe expansion and contraction.

DUCTWORK

- 1 Galvanized Steel Ducts: ASTM A525 and ASTM A527 galvanized steel sheet, lock-forming quality, having G60 zinc coating of in conformance with-ASTM A90.

2.4 CENTRIFUGAL ROOF EXHAUSTERS

1. Acceptable Manufacturers:
 - a. Greenheck
 - b. Loren Cook
 - c. Penn Ventilator
2. Provide a Centrifugal Roof Exhauster having the capacities as scheduled on the drawings.
3. Performance Ratings: Conform to AMCA 210 and bear the AMCA Certified Rating Seal.
4. Sound Ratings: AMCA 301, tested to AMCA 300 and bear AMCA Certified Sound Rating Seal.
5. Fabrication: Conform to AMCA 99.
6. UL Compliance: UL listed and labeled, designed, manufactured, and tested in accordance with UL 705.
7. Fan Unit: V-belt or direct driven as indicated, with spun aluminum housing; resilient mounted motor; 1/2 inch mesh, 0.62 inch thick aluminum wire birdscreen; square base to suit roof curb with continuous curb gaskets.
8. Roof Curb: 12 inch high self-flashing of galvanized steel with continuously welded seams, built-in cant strips, one inch insulation, curb bottom and factory installed nailer strip.
9. Disconnect Switch: Factory wired, non-fusible, in housing for thermal overload protected motor.

10. Damper: Motor actuated, aluminum multiple blade construction, felt edged with offset hinge pin, nylon bearings, blades linked and line voltage motor drive (voltage to match fan motor voltage), power open, spring return.
11. Sheaves: Cast iron or steel, dynamically balanced, bored to fit shafts and keyed; variable and adjustable pitch motor sheave selected so required rpm is obtained with sheaves set at mid-position; fan shaft with self-aligning pre-lubricated ball bearings.

PART 3 EXECUTION

3.1 INSTALLATION REQUIREMENTS

- A. Location, ducts, etc., on the drawings are diagrammatic; indicated positions shall be followed as closely as possible, exact locations shall be subject to building construction and interference's with other work. Difficulties preventing the installation of any part of work as indicated, shall be called to the attention of the Engineer.
- B. All materials and equipment shall be installed in a neat and workmanlike manner by a competent specialist for each subtrade. The installation of any material and equipment not meeting these standards may require removal and reinstallation at no additional cost to the Owner.
- C. Do all cutting and patching in existing construction as necessary for installation of this work. Do not cut any structural member without specific permission from the Architect. Have cutting done by skilled mechanics as carefully as possible, and with as little damage as possible. Have patching done by first-class mechanics as skilled in the several trades.

3.2 OPERATING/MAINTENANCE MANUAL

- A. Furnish three complete bound sets of service manuals containing operating and maintenance instructions for all mechanical equipment and controls.

3.3 CLEANING UP

- A. Upon completion of work, remove all tools, equipment, surplus materials and thoroughly clean all piping, fixtures and equipment removing all dirt, grease and oil.

3.4 MISCELLANEOUS IRON WORK

- A. Furnish and install all miscellaneous iron work including, but not limited to, piping hangers, piping anchors and guides, ductwork supports, unit supports, and all other equipment supports.
- B. Where piping ductwork or other equipment pass through fire or smoke barrier stops, walls, floors or ceilings, this Contractor shall furnish and install sleeves and shall thoroughly seal openings around sleeves, pipes, etc., with fire and smoke resistant materials. Materials shall be provided by this Contractor as required to maintain the fire rating of the walls, partitions, ceiling and floors in accordance with the requirements of NFPA.

END OF SECTION

SECTION 15010 -5

BASIC MECHANICAL REQUIREMENTS
Exhaust Riser Upgrade-Eleanor Slater Hospital
Zambarano Unit, RI

SECTION 16000

ELECTRICAL WORK

PART 1 - GENERAL

1.01 GENERAL PROVISIONS

- A. Attention is directed to the CONTRACT AND GENERAL CONDITIONS and all Sections within DIVISION 01 - GENERAL REQUIREMENTS, which are hereby made a part of this Section of the Specifications.
- B. Reference Drawings: E-1

1.02 DESCRIPTION OF WORK

- A. Work Included: Provide labor, materials and equipment necessary to complete the work of this Section, including but not limited to the following:
 - 1. Providing power to feed new exhaust fan including new circuit breakers in existing electrical panels, safety disconnect switches, raceways, cables, wiring, junction and pull boxes, wireways, and all other components required for complete electrical distribution system.
 - 2. Removing existing wiring, raceways, cables junction and pull boxes, and all other components of existing equipment being removed.
 - 3. Grounding and bonding of all electrical systems and equipment.
 - 4. Testing of all new electrical work.
 - 5. Coordination between electrical and other trades.
 - 6. Cutting and patching of roof.
 - 7. Coordination drawings and record drawings and similar requirements.
- B. Items To Be Installed Only: Install the following items as furnished by the designated Sections:
 - 1. Section 15010 - HEATING, VENTILATING AND AIR CONDITIONING:
 - a. Power connections for exhaust fans.
- C. The Electrical Contractor shall be responsible for filing all documents, payment of all fees, and securing of all inspections and approvals necessary for the electrical work.

1.03 SUBMITTALS

- A. Comply with requirements specified in Section 013300 – SUBMITTAL PROCEDURES.
- B. Material and equipment requiring Shop Drawing Submittals shall include but not be limited to:
 - 1. Circuit Breakers.
 - 2. Wiring and cables.
 - 3. Conduits.

4. Boxes and fittings.
5. Safety switches.

1.04 REFERENCES

- A. Except where modified by a specific notation to the contrary, it shall be understood that the indication and/or description of any electrical item in the drawings or specifications for electrical work carries with it the instruction to furnish, install and connect the item as part of the electrical work, regardless of whether or not this instruction is explicitly stated.
- B. It shall be understood that the specifications and drawings for electrical work are complimentary and are to be taken together for a complete interpretation of the electrical work except that indications on the drawings, which refer to an individual element of work, take precedence over the specifications where they conflict with same.

1.05 REGULATORY REQUIREMENTS

- A. Comply with all applicable federal and state laws, and all local codes, by-laws and ordinances.
- B. Where provisions of the Contract Documents conflict with any codes, rules or regulations, the latter shall govern. Where the contract requirements are in excess of applicable codes, rules or regulations, the contract provisions shall govern unless the Designer rules otherwise.
- C. Request inspections from authorities having jurisdiction, obtain all permits and pay for all fees and inspection certificates as applicable and/or required. All permits and certificates shall be turned over to the Owner's Project Manager s at the completion of the work. Copies of permits shall be given to the resident engineer prior to the start of work.
- D. Unless otherwise specified or indicated, materials and workmanship and equipment performance shall conform with the latest edition of the following standards, codes, specifications, requirements and regulations:
 1. State Building Code
 2. State Electrical Code
 3. National Fire Protection Association (NFPA)
 4. Local Town Regulations and By-laws
 5. Underwriter's Laboratories, Inc. (UL)
 6. National Electrical Manufacturer's Association (NEMA)
 7. American National Standards Institute (ANSI)
- E. All electrical work shall meet or exceed any other state and local codes and/or authorities having jurisdiction including all other standards indicated herein.

1.06 SURVEYS AND MEASUREMENTS

- A. Base all required measurements, both horizontal and vertical, on reference points established by the General Contractor and be responsible for the correct laying out of the electrical work. In the event of a discrepancy between actual measurements and those indicated,

notify the General Contractor in writing, and do not proceed with the work required until written instructions have been issued by the General Contractor.

1.07 COORDINATION

- A. HVAC and Electrical Drawings are diagrammatic. They indicate general arrangements of mechanical and electrical systems and other work. They do not show all offsets required for coordination nor do they show the exact routings and locations needed to coordinate with structure and other trades and to meet Architectural requirements.
- B. Work shall be performed in cooperation with other trades on the project and so scheduled as to allow speedy and efficient completion of the work.
- C. Furnish to other trades advance information on locations and sizes of all frames, boxes, sleeves and openings needed for their work, and also furnish information and shop drawings necessary to permit trades affected by the work to install same properly and without delay.
- D. In all spaces, prior to installation of visible material and equipment, review Mechanical Drawings for exact locations and where not definitely indicated, request information from Designer. Where the electrical work shall interfere with the work of other trades, assist in working out the space conditions to make satisfactory adjustments before installation. Without extra cost to the Owner, make reasonable modifications to the work as required by normal structural interferences. Maintain maximum headroom at all locations. All piping, duct, conduit, and associated components to be as tight to underside of structure as possible.
- E. If any electrical work has been installed before coordination with other trades so as to cause interference with the work of such trades, all necessary adjustments and corrections shall be made by the electrical trades involved without extra cost to the Owner.
- F. Where conflicts or potential conflicts exist and engineering guidance is desired, submit sketch of proposed resolution to Designer for review and approval.
- G. Protect all materials and work of other trades from damage, which may be caused by the electrical work, and repair all damages without extra cost to the Owner.

1.08 MECHANICAL AND ELECTRICAL COORDINATION

- A. Mechanical contractor shall furnish and install various electrical items relating to the Exhaust Fan and control apparatus. The Electrical contractor shall be required to connect power wiring to this equipment unless noted otherwise.
- B. All power wiring and local disconnect switches will be provided by the Electrical Contractor for the line voltage power. All control and interlocking wiring shall be the responsibility of the Mechanical Contractor.
- C. 120V and above power wiring sources extended and connected to mechanical control panels, transformers and switches shall be the responsibility of the Electrical contractor. All

low voltage thermostats, zone valve and any switch wiring shall be the responsibility of the Heating and Ventilating contractor.

1.09 INSTALLATION REQUIREMENTS

- A. The arrangement of all electrical work shown on the drawings is diagrammatic only and indicates the minimum requirements of the work. Conditions at the building including actual measurements shall determine the details of the installation. All work shall be laid out and installed so as to require the least amount of cutting and patching.
- B. Check the Architectural plans and specifications before ordering any material and equipment. Any discrepancies shall be brought to the attention of the Designer for his determination prior to proceeding with the work.

1.10 TYPICAL DETAILS

- A. Typical details where shown on the drawings shall apply to each and every item of the project where such items are applicable. They are not repeated in full on the drawings, which in many cases are diagrammatic only, but with the intention that such details shall be incorporated in full. Any alternate method proposed for use by the Contractor shall have the prior approval of the Designer.

1.11 SLEEVES, INSERTS

- A. Furnish and install all sleeves, inserts, anchor bolts and similar items to be set into masonry or concrete, as required for mechanical and electrical work. Internal diameter of sleeve shall be 2" larger than the outside diameter of the pipe or insulation covered line passing through it.

1.12 CORING, DRILLING

- A. Core, cut and/or drill all small holes 4.5" diameter or less in walls and floors required for the installation of sleeves and supports for the electrical work.

1.13 ACCESSIBILITY

- A. Install all work such that parts requiring periodic inspection, operation, maintenance and repair are readily accessible.
- B. Furnish all access panels appropriate to particular conditions, to be installed by trades having responsibility for the construction of actual walls, floors or ceilings at required locations.

1.14 TOOLS AND EQUIPMENT

- A. Provide all tools and equipment required for the fabrication and installation of the mechanical and electrical equipment at the site.

1.15 RECORD DRAWINGS, PROJECT CLOSEOUT

- A. Comply with requirements specified in Section 017700 – CONTRACT CLOSEOUT.

1.16 GUARANTEE/WARRANTY

- A. Guarantee Work of this Section in writing for one year following the date of beneficial occupancy by the User Agency. The guarantee shall repair or replace defective materials, equipment, workmanship and installation that develop within this period, promptly and to Designer's satisfaction and correct damage caused in making necessary repairs and replacements under guarantee within Contract Price.

1.17 OPERATING, INSTRUCTION AND MAINTENANCE MANUALS

- A. Refer to SECTION 017700 - CONTRACT CLOSEOUT for submittal procedures pertaining to operating and maintenance manuals.

1.18 QUALITY ASSURANCE

- A. The requirements of the State Building Code and local regulations establish the minimum acceptable quality of workmanship and materials, and all work shall conform thereto.

1.19 PHASING, DEMOLITION AND MAINTAINING EXISTING SERVICES

- A. During the execution of the work, required relocation, etc., of existing equipment and systems in the existing building areas where new work is to be installed or new connections are scheduled to be made, shall be performed by the Electrical contractor, as required by job conditions and as determined by the Designer in the field, to facilitate the installation of the new system, while demolition, relocation work or new tie ins will be performed. Outages required for construction purposes shall be scheduled for the shortest practical periods of time, in coordination with the User Agency's designated representative, for specified, mutually agreeable periods of time, after each of which the interruption shall cease and the service shall be restored.
- B. All deactivation, relocation and temporary tie-ins of electrical systems and equipment shall be provided by the Electrical Contractor. All demolition and removal of electrical systems and equipment designed to be demolished shall be provided by the Electrical Contractor. Place all demolished electrical materials except hazardous materials. As determined by the Authority having jurisdiction in general contractors provided dumpster. All hazardous electrical materials shall be legally disposed by the electrical contractor.
- C. Owner's Project Manger reserves the right to inspect the material scheduled for removal and salvage any items he deems usable as spare parts.

PART 2 - PRODUCTS

2.01 MANUFACTURERS

- A. Product specifications are written in such a manner so as to specify what materials may be used in a particular location or application and therefore do not indicate what is not acceptable or suitable for a particular location or application. As an example: non-metallic sheathed cable is not specified; therefore, it is not acceptable.
- B. Where Specifications list manufacturer's names and/or "as approved" or "Equal approved by Designer, other manufacturers equipment will be considered if equipment meets Specification requirements and has all features of the specified items as are considered essential by Designer.
- C. All materials shall be new and shall be UL listed.

2.02 RACEWAYS AND FITTINGS

- A. Raceways - General:
 - 1. No raceway shall be used smaller than 3/4" diameter. No conduit shall have more than three (3) 90° bends in any one run, and where necessary, pull boxes shall be provided. Intermediate metal conduit is not allowed.
 - 2. Rigid metal conduit conforming to, and installed in accordance with, Article 346 of NFPA 70 shall be heavy wall zinc coated steel conforming to American Standard Specifications C80-1 and may be used for service work, exterior work, slab work, and below grade level slab, wet locations, and in mechanical rooms and where raceway may be subject to mechanical damage, i.e., loading docks, work shops, etc.
 - 3. Thin wall conduit (EMT), conforming to, and installed in accordance with, Article 346 of NFPA 70 shall be zinc coated steel, conforming to industry standards, may be used in masonry block walls, stud partitions, above furred ceilings where exposed but not subject to mechanical damage, and shall be used for fire alarm work.
 - 4. Flexible metal conduit shall be used for connections to motors. Liquid tight flexible metal conduit shall be used for the above connections which are located in moist locations. All flexible connections shall include a grounding conductor.
 - 5. Acceptable manufacturers:
 - a. Pittsburgh Standard Conduit Company
 - b. Republic Steel and Tube
 - c. Youngstown Sheet Tube Company
 - d. Carlon
 - e. Perma-Cote Supreme
 - 6. Fittings:
 - a. Provide insulated bushings on all raceways 1 inch diameter or larger.
 - b. Manufacturer's standard fittings shall be used for raceway supports.
 - c. Expansion Fittings: Expansion fittings shall be used where structural and concrete expansion joints occur and shall include a ground strap.
 - d. Couplings for rigid metal conduit shall be threaded type.

- e. Threadless fittings for EMT shall be watertight compression type. Set-screw type fittings are not acceptable. All fittings shall be concrete tight. No diecast fittings allowed except for raceways larger than 1 inch diameter.
- f. Cable supports in vertical raceways shall be of the split wedge type. Armored cable supports for vertical runs to be of wire mesh basket design.
- g. Wall entrance seals shall be equal to O.Z. Gedney type "WSK".
- h. Couplings, elbows and other fittings used with rigid nonmetallic raceways shall be of the solvent cemented type to secure a waterproof installation.
- i. Acceptable manufacturers:
 - 1) O.Z.
 - 2) Crouse Hinds
 - 3) Appleton
 - 4) EFCOR
 - 5) Steel City

2.03 WIRING MATERIALS - 600V OR LESS SYSTEMS

- A. Conductors shall be copper with 600V insulation, THWN for branch circuitry and XHHW for feeders.
- B. Conductors shall be of soft drawn 98% minimum conductivity properly refined copper, solid construction where No. 10 AWG and smaller.
- C. Exterior of wires shall bear repetitive markings along their entire length indicating conductor size, insulation type and voltage rating.
- D. Exterior of wires shall be color coded, so as to indicate a clear differentiation between each phase and between each phase and neutral. In all cases, grounded neutral wires and cables shall be identified by the colors white or gray. In sizes and insulation types where factory applied colors are not available, wires and cables shall be color coded by the application of approved colored plastic tapes in overlapping turns at all terminal points, and in all boxes in which splices are made. Colored tape shall be applied for a distance of 6 inches along the wires and cables, or along their entire extensions beyond raceway ends, whichever is less.
- E. Minimum conductor size shall be No. 12 AWG installed in conduit. Motor control circuit wiring shall be minimum No. 14 AWG installed in conduit.
- F. Other wires and cables required for the various systems described elsewhere in this section of the Specifications shall be as specified herein, as shown on the Contract Drawings, or as recommended by the manufacturer of the specific equipment for which they are used, all installed in conduit.
- G. Wiring materials shall be manufactured by Triangle, Republic, Anaconda, General Cable, or equal.

2.04 JUNCTION AND PULL BOXES

- A. Pull and Junction Boxes: Where necessary to terminate, tap off, or redirect multiple raceway runs or to facilitate conductor installation, furnish, and install appropriately designed boxes. Boxes shall be fabricated from code gauge steel assembled with corrosion resistant machine screws. Box size shall be as required by Code. Where intermediate cable supports are necessary because of box dimensions, provide insulated removable core brackets to support conductors. Junction boxes are to be equipped with barriers to separate circuits. Where splices are to be made, boxes shall be large enough to provide ample work space. All conductors in boxes are to be clearly tagged to indicate characteristics. Boxes shall be supported independently of raceways. Junction boxes in moist or wet areas shall be galvanized type. Boxes larger than 4 inches square shall have hinged covers. Boxes larger than 12 inches in one dimension will be allowed to have screw fastened covers, if a hinged cover would not be capable of being opened a full 90 degrees due to installation location.

2.05 GROUNDING REQUIREMENTS

- A. Ground all systems and equipment in accordance with best industry practice, the requirements of NFPA 70 and RI Electrical code.

2.06 PHASING AND COLOR CODING

- A. The insulation or covering of each wire or cable shall be color coded so as to provide for circuit identification as specified below.

<u>120/208 V Circuits</u>	<u>277/480V</u>	<u>Phase Circuits</u>
1. Black	Brown	A
2. Red	Orange	B
3. Blue	Yellow	C
4. White	Grey	Neutral
5. Green	Green w/yellow tracer	Equipment Ground

- B. Color coding shall be achieved by one of the following methods:
1. The insulation or covering shall be coded during manufacture by use of one of the following methods:
 - a. Colored compounds.
 - b. Colored coatings.
 2. In sizes and insulation types where factory applied colors are not available, wires and cables shall be color coded by the application of colored plastic tapes in overlapping turns at all terminal points, and in all boxes in which splices are made.

2.07 MOLDED CASE CIRCUIT BREAKERS

- A. Molded case type circuit breakers shall consist of manually operated quick-make quick-break mechanically trip free operating mechanisms for simultaneous operation of all poles, with contacts, arc interrupters and trip elements for each pole, all enclosed in molded phenolic plastic cases.

1. Their tripping units shall be of the "thermal magnetic" type having bimetallic elements for time delay overload protection and magnetic elements for short circuit protection.
2. They shall be manually operable by means of toggle type operating handles having "tripped" position midway between the "on-off" position.

B. They shall match existing circuit breakers in existing panels.

2.08 MOTOR CONTROLS.

A. Disconnect Switches:

1. Disconnect (safety) switches shall conform to industrial standards of NEMA, be UL listed and shall be heavy duty type, quick-make, quick-break type with interlocking cover mechanism and provisions for padlocking switch handle in "OFF" position. Three pole toggle switches are not acceptable as substitute for disconnect switches.
2. Enclosures shall be of proper NEMA type for the intended location and shall be phosphate coated or equivalent code gauge galvanized sheet steel with gray baked enamel finish.
3. Acceptable Manufacturers:
 - a. General Electric
 - b. Cutler Hammer
 - c. Square D

2.09 EQUIPMENT GROUNDING REQUIREMENTS

- A. Equipment ground all systems and equipment in accordance with best industry practice.
- B. Each branch circuit and feeder shall have a dedicated equipment grounding conductor, minimum # 12 AWG. Shared or tapped equipment grounding conductor shall not be acceptable.

PART 3 - EXECUTION

3.01 BASIC REQUIREMENTS

- A. Adhere to best industry practice and the following.
- B. Route circuitry runs embedded in concrete to coordinate with structural requirements.
- C. Equip each raceway intended for the future installation of wire or cable with a nylon pulling cord 3/16 inch in diameter and clearly identify both ends of the raceway.
- D. Provide all junction boxes, and pull boxes for proper wire pulling and device installation. Include those omitted from the drawings due to symbolic methods of notation.
- E. Beyond the termination of raceways, fireproof the following:

1. Fireproofing of wires and cables shall be by means of a half-lapped layer of arcproof or by means of sleeving of a type specifically manufactured for the purpose. Ends of tape or sleeving shall be served with twine. Fireproofing shall be extended up into raceways. After conductors have been finally shaped into their permanent configuration, fireproofing tape or sleeving shall be coated with silicate of soda (water glass). Fireproofing shall be applied in an overall manner to raceway groupings of conductors.
- F. Provide all sleeves through fireproof and waterproof slabs, walls, etc. required for electric work.
1. Provide waterproof sealing for the sleeves through waterproof slabs, walls, etc.
 2. Provide fireproof sealing for the sleeves through fireproof walls, slabs, etc.
 3. Provide fireproof sealing for the openings in fireproof walls, slabs, etc., resulting from removal of existing electrical sleeves, conduits, poke-thru's, etc.
- G. Bundle wiring passing through pull boxes and panel boards in a neat and orderly manner with plastic cable ties. Cable ties shall be Ty-Raps as manufactured by Thomas & Betts, Holub Industries Inc., Quick Wrap, Bundy Unirap or equal.

3.02 TESTING REQUIREMENTS AND INSTRUCTIONS

- A. The Electrical Contractor shall provide supervision, labor, materials, tools, test instruments and all other equipment or services and expenses required to test, adjust, set, calibrate, and operationally check work and components of the electrical systems and circuitry throughout the work.

The Electrical Contractor shall pay for all tests that are required by the AHJ, including expenses incident to retests occasioned by defects and failures of equipment to meet specifications, at no additional cost to the Owner. Any defects or deficiencies discovered in any of the electrical work shall be corrected.

The Electrical Contractor shall:

1. Replace wiring and equipment found defective (defined as failing to meet specified requirements) at no additional cost to the Owner.
2. Submit three copies of test results to the engineer.

- B. Do not void equipment warranties or guarantees by testing and checkout work. Checks and tests shall be supplemental to and compatible with the manufacturer's installation instructions. Where deviations are apparent, obtain the manufacturer's approved review of procedure prior to testing. Where any repairs, modifications, adjustments, tests or checks are to be made, the Contractor shall contact the engineer to determine if the work should be performed by or with the manufacturer's representative.

All checks and tests specified for proper operating and safety of equipment and personnel are to be performed concurrent with progression of the work, prior to Final Acceptance by the Owner.

- C. Test are to:

1. Provide initial equipment/system acceptance.
2. Provide recorded data for future routine maintenance and trouble shooting.
3. Provide assurance that each system component is installed satisfactorily and can be expected to perform, and continue to perform, its specified function with reasonable reliability throughout the life of the facility.

3.03 BRANCH CIRCUITRY

- A. For all appliance branch circuitry, raceway sizes shall conform to industry standard maximum permissible occupancy requirements except where these are exceeded by other requirements specified elsewhere.
- B. Circuits shall be balanced on phases at their supply as evenly as possible.
- C. For circuitry indicated as being protected at 20 Amps or less, abide by the following:
 1. All 20 amp, 120/208 volt, 3 phase, 4 wire combined branch circuit homeruns shall be provided with a #8 AWG neutral conductor.
 2. Minimum conductor size shall be No. 12 A.W.G. copper.
 3. Conductors operating at 120 volts extending in excess of 100 Ft., the last outlet or fixture tap shall be No. 10 A.W.G. copper throughout.
 4. Circuits shall be balanced on phases at their supply point as evenly as possible.

3.04 REQUIREMENTS GOVERNING ELECTRICAL WORK IN DAMP OR WET LOCATIONS

- A. Outlets and outlet size boxes shall be of galvanized cast ferrous metal only.
- B. The finish of threaded steel-conduit shall be galvanized only.
- C. Wires for pulling into raceways for lighting and appliance-branch circuitry shall be limited to "THWN".
- D. Wires for pulling into raceways for feeders shall be limited to "THWN".
- E. Plates for toggle switches and receptacles shall have gasketed snap shut covers suitable for wet locations while in use.
- F. Final connections of flexible conduit shall be neoprene sheathed.
- G. Apply one layer of half looped plastic electric insulating tape over wire nuts used for joining the conductors of wires.
- H. Enclosures for individually mounted switching and overcurrent devices shall be NEMA Class IV weatherproof construction.
- I. The covers, doors and plates and trims used in conjunction with all enclosures, pull boxes, outlet boxes, junction boxes, cabinets and the like shall be equipped with gaskets.
- J. The following shall be interpreted as damp or wet locations within building confines:

1. Spaces where any designations indicating weatherproof (WP) or vaporproof appear on the drawings.
2. Spaces defined as wet or damp locations by article 100 of the National Electric Code.

3.05 IDENTIFICATION AND TAGGING

- A. Identify individually:
 1. Each safety disconnect switch.
 2. Each circuit breaker.
 3. Each feeder, wire or cable of all systems.
- B. Each wire or cable in a feeder shall be identified at its terminal points of connection and in each pullbox, junction box and panel gutter through which it passes.
- C. The nomenclature used to identify switches or circuit breakers shall:
 1. Where they disconnect mains or services designate this fact.
 2. Where they control appliance branch circuitry, designate the name of the space and the load supplied.
- D. Identification for switches or circuit breakers shall be by means of the following:
 1. Where individually enclosed -- engraved lamacoid nameplates showing 1/8" high white lettering on a black background fastened on the outside front face of the enclosure.
 2. Where in panelboards or load centers with doors -- typewritten directories mounted behind transparent plastic covers, in metal frames fastened on the inside face of the doors.
- E. Identification for wires and cables shall be by means of wrap around "brady" type labels.
- F. Identify each outlet box, junction box, and cabinet used in conjunction with empty raceway for wires of a future system by means of indelible markings on the inside denoting the system.

3.06 LIMITING NOISE PRODUCED BY ELECTRICAL INSTALLATION

- A. Perform the following work, in accordance with field instructions issued by the Designer to assure that minimal noise is produced by electrical installations due to equipment furnished as part of the electrical work.
- B. Check and tighten the fastenings of sheet metal plates, covers, doors and trims used in the enclosures of electrical equipment.
- C. Remove and replace any individual device containing one or more magnetic flux path metallic cores which is found to have a noise output exceeding that of other identical devices installed at the project.

3.07 SUPPORTS AND FASTENINGS

- A. Support work in accordance with best industry standards, State Electrical Code and the following:
- B. Nothing (including outlet, pull and junction boxes and fittings) shall depend on electric conduits, raceways or cables for support.
- C. Nothing shall rest on, or depend for support on, suspended ceiling media.
- D. Support less than 2" trade size, vertically run, conduits at intervals no greater than 8 Ft.
- E. Where they are not embedded in concrete, support less than 1" trade size, horizontally run, conduits at intervals no greater than 7 ft..
- F. As a minimum procedure, in suspended ceilings support small runs of circuitry (e.g., conduit not in excess of 1 inch trade size) from ceiling suspension members as defined above. Support larger runs of circuitry directly from structural slabs, decks or framing members.
- G. Fasten electric work to building structure in accordance with the best industry practice.
- H. As a minimum procedure, where weight applied to the attachment points is 100 lbs. or less, fasten to concrete and solid masonry with bolts and expansion shields.

3.08 SPLICING AND TERMINATING WIRES AND CABLES

- A. Maintain all splices and joints in removable cover boxes or cabinets where they may be easily inspected.
- B. Locate each completed conductor splice or joint in the outlet box, junction box, or pull box containing it, so that it is accessible from the removal cover side of the box.
- C. Join solid conductors No. 8 AWG and smaller by securely twisting them together and soldering, or by using insulated coiled steel spring "wire nut" type connectors. Exclude "wire nuts" employing non-expandable springs. Terminate conductors No. 8 AWG and smaller by means of a neat and fast holding application of the conductors directly to the binding screws or terminals of the equipment or devices to be connected.
- D. Except where wire nuts are used, build up insulation over conductor joints to a value, equal both in thickness and dielectric strength, to that of the factory applied conductor insulation. Insulation of conductor taps and joints shall be by means of half-lapped layers of rubber tape, with an outer layer of friction tape; by means of half-lapped layers of approved plastic electric insulating tape; or by means of split insulating casings manufactured specifically to insulate the particular connector and conductor, and fastened with stainless steel or non-metallic snaps or clips.

3.09 REQUIREMENTS FOR THE INSTALLATION OF JUNCTION BOXES AND PULL BOXES

- A. Locate all boxes so that their removable covers are accessible without necessitating the removal of parts of permanent building structure, including piping, ductwork, and other permanent mechanical elements.
- B. In conjunction with concealed circuitry, abide by one of the following instructions (as may be applicable to the conditions) in order to assure the aforementioned accessibility. (Not required for circuitry concealed by removable suspended ceiling tiles.)
 - 1. For a small (outlet size) box on circuitry concealed in a partition or wall, locate box or fitting so that its removable cover side (or the face of any applied raised cover) penetrates through to within 1/8" of the exposed surface of the building materials concealing the circuitry and apply a blank or device plate to suit the functional requirements.
 - 2. For a small (outlet size) box on circuitry concealed in a suspended ceiling, and intended as an outlet for a non-demountable type of recessed lighting fixtures or other such electrical items, locate box totally hidden but with its removable cover not more than one foot away from the building construction opening occupied by the demountable items.
- C. Apply junction and pull boxes in accordance with the following:
 - 1. Include pull boxes in long straight runs of raceway to assure that cables are not damaged when they are pulled in.
 - 2. Include junction and pull boxes to assure a neat and workmanlike installation of raceways.
 - 3. Include junction and pull boxes to fulfill requirements pertaining to the limitations to the number of bends permitted in raceway between cable access points, the accessibility of cable joints and splices, and the application of cable supports.
 - 4. Include all required junction and pull boxes regardless of indications on the drawings (which, due to symbolic methods of notation, may omit to show some of them).
- D. Install junction boxes, pull boxes and outlet boxes in accordance with the following:
 - 1. Exclude surface mounted outlet boxes in conjunction with concealed circuitry.
 - 2. Exclude unused circuitry openings in junction and pull boxes. In larger boxes each such opening shall be closed with a galvanized sheet steel plate fastened with a continuous weld all around. In small outlet type boxes, utilize plugs as specified for such boxes.
 - 3. Close up all unused circuitry openings in outlet boxes. Unused openings in cast boxes shall be closed with approved cast metal threaded plugs. Unused openings in sheet metal boxes shall be closed with sheet metal knock-out plugs.
 - 4. Boxes and plaster covers for duplex receptacles shall be arranged for vertical mounting of the receptacle.
 - 5. Equip outlet boxes used for devices which are connected to wires of systems supplied by more than one set of voltage characteristics with barriers to separate the different systems.

3.10 LOCATING AND ROUTING OF CIRCUITRY

- A. Circuitry run exposed shall be routed parallel to building walls and column lines.

- B. Exposed circuitry located overhead shall be run in a completely accessible manner on the underside of all piping and ductwork.
- C. Circuitry run in suspended ceilings shall be routed parallel to building walls, column lines, etc.
- D. Circuitry shall be routed so as to prevent electric conductors from being subject to high ambient temperature. Minimum clearances from heated lines or surfaces shall be maintained as follows:

1. Crossing where uninsulated	3"
2. Crossing where insulated	1"
3. Running parallel where uninsulated	36"
4. Running parallel where insulated	6"
- E. Circuitry shall not be run in elevator shafts, hoistways, and the like. Where outlets for trail cables, pit lights, run be level lights, and the like, are involved, only the "final connection" outlet boxes themselves shall be located within or open into, the confines of the shaft.
- F. Circuitry for miscellaneous systems indicated without notation as to location and routing shall be run as per the requirements and notations governing the adjacent light and power circuitry.

3.11 INSTALLING CIRCUITRY

- A. The outside surface of circuitry which is to be embedded in cinder concrete shall be coated with asphaltum paint.
- B. In runs of conduit or raceway including flexible limit the number of bends between cable access points to a total which does not exceed the maximum specified for the particular system. Where no such maximum is specified, limit the number to four right angle bends or the equivalent thereof.
- C. In each conduit or raceway assigned for the future pulling in of wires, include a nylon drag cord.
- D. Circuitry shall be arranged such that conductors of one feeder or circuitry carrying "going" current are not separated from conductors of the same feeder or circuitry carrying "return" current by any ferrous or other metal. Where not within raceways, all "going" and "return" current conductors of one feeder or circuit shall be laces together so as to minimize induction heating of adjacent metal components.
- E. Sleeves used where circuitry is to penetrate waterproof slabs, decks and walls, shall be of a type selected to suite the water condition encountered in the field.

END OF SECTION

Section 16000 - 17

ELECTRICAL WORK
Exhaust Riser Upgrade-Eleanor Slater Hospital
Burrillville, RI

Regan Building Piping Replacement
KITE Architects, Inc.
Project # 1322

February 28, 2014

SECTION 01 10 00 – ATTACHMENT B HYGIENIC CLEANING
Cleaning Procedure for Vendor

To maintain clean, hygienic and attractive surroundings without disrupting patient care.

All hospital supplies will be provided to vendor for cleaning rooms.

Dust Mop Area- Dust mop floor- Start from back of room
push mop straight ahead and avoid lifting mop from floor or moving it backwards... at the end of area, turn
and mop in opposite direction... overlap about 2-4 inches. Pick up debris with butler and broom and discard.

Wet Mopping floor - Use Hospital disinfectant germicidal solution
Immerse mop in bucket containing 2 ozs. of germicidal solution per 1 gallon of water -wring out partially
before applying to floor. Mop lengthwise along baseboard and use even strokes on balance of areas and
pick up with a mop.

Isolation and Terminal cleaning of rooms

Room must be cleaned before vendor does any work inside room.
Everything in the room needs to be completely disinfected by vendor before work begins.
The vendor personnel must be alerted to the potential hazards and carefully instructed as to proper
precautions, including the use of gowns, gloves and masks as indicated, to take when working in Isolation
and Terminal Rooms.

Terminal cleaning procedure rooms must be cleaned with Hospital approved chlorine containing
disinfectant solution.

The room must be thoroughly cleaned before another patient is admitted, so that room is hygienically clean
and attractive.

- Disinfect -walls , doors, window, window sills ,sinks, mirrors,ceiling

Room must be Free from dust or debris once vendor repairs have been completed.

ELEANOR SLATER HOSPITAL
ENVIRONMENTAL SERVICES DEPARTMENT

PROCEDURE NUMBER 1
DUST MOPPING

PURPOSE:

To remove dust and light soil from floors (on a daily basis).

Required Supplies and Equipment:

- Dust mops: 18" and 36"
- Dust pan and brush
- Putty Knife

PROCEDURE STEPS:

1. Public Areas- Corridors, Lobbies:

1.1 Pick Up Trash and Dirt

Use a dustpan and brush... empty into plastic bags.

2. Patient Rooms:

2.1 Dust Mop Area

Use proper size dust mop and begin at the back of room to front entrance... move furniture as you mop and replace in correct position... remove any gum with a putty knife.

2.2 Pick Up Trash

Use a dustpan and brush... empty into plastic bags.

2.3 Service Dust Mop

When daily work schedule has been completed, return used mop head and replace with clean mop head.

ELEANOR SLATER HOSPITAL
ENVIRONMENTAL SERVICES DEPARTMENT

PROCEDURE NUMBER 2
WET MOPPING

PURPOSE:

To assure for a clean and healthier environment for the patient.

Required Supplies and Equipment:

- Mopping outfit and wringer (1 bucket containing 2 ozs. of germicide solution per gallon of clean water).
- 16 oz. Wet Mop (patient rooms)
16 oz. Wet Mop (public areas)
- Dust Mop
- Set of "Caution" signs
- Dust pan and brush
- Putty knife

PROCEDURE STEPS:

1. **Prepare Area**
Set up "Caution" signs in all areas in a manner that all traffic will be directed to the dry side.
 2. **Dust Mop Floor**
Use a proper size dust mop... begin at back of room... hold mop handle at approximately a 45 degree angle... push mop straight ahead and avoid lifting mop from floor or moving it backwards... Remove gum with putty knife. At end of area, turn and mop in opposite direction... overlap 2-4 inches.
 3. **Pick Up Dirty Solution**
Wring out mop frequently in solution bucket until entire area is covered.
-

ELEANOR SLATER HOSPITAL
ENVIRONMENTAL SERVICES DEPARTMENT

PROCEDURE NUMBER 6
WALL WASHING

PURPOSE:

To maintain clean, hygienic and attractive surroundings and to prevent any cross-infection hazard.

Required Supplies and Equipment:

- Safety goggles
- Gloves
- Cleaning or disposable wipes
- Germicidal detergent
- Five (5) gallons of luke warm water
- Ladder
- Small abrasive pad

PROCEDURE STEPS:

1. **Washing Walls**
Start washing walls from the bottom up using even sidestrokes... Rinse cloth pads frequently.
2. **Spots (Removing)**
To remove hard to get off spots use an abrasive pad... Rinse spot area after marks are gone.

ELEANOR SLATER HOSPITAL
ENVIRONMENTAL SERVICES DEPARTMENT

PROCEDURE NUMBER 7
WINDOW WASHING

PURPOSE:

To remove all dirt, film, and dust from window glass areas so that a clean and hygienic environmental is maintained

Required Supplies and Equipment:

- Hospital approved germicidal disinfectant
- 6" to 16" window squeegee
- Synthetic sponge
- Window cleaning brush (wall brush will do)
- 10 qt. pail
- Step ladder, 4' to 12'
- One pole, 6' to 12'
- Cleaning solution/glass cleaner
- Razor blades, scrapper
- Cleaning Cloth
- Safety goggles

PROCEDURE STEPS:

1. **Wetting Glass**
Wet glass with brush or sponge on pole for high spots.
2. **Removing Stubborn Soil**
To remove stubborn soil, use razor blade to remove paint and etc.
3. **Cleaning Glass**
Scrub glass vigorously with brush or sponge. Pick up dirt around frame of windows with sponge.
4. **Squeegee Strokes**
Start at top of left corner of window and draw squeegee down to bottom of glass. Wipe blade after each stroke. Repeat this stroke until entire window has been done with squeegee... overlap 1-2 inches. Be sure to wipe squeegee with a dry cloth after each stroke. Do not use excessive pressure, just enough to keep squeegee on the glass.
5. **Remove Excess Water**
Soak up water at bottom of window with sponge... Wash sponge in cleaning solution when dirty. Wring out sponge or cloth as dry as possible before re-using.
6. **Clean Water**
Change solution as needed.

ELEANOR SLATER HOSPITAL
ENVIRONMENTAL SERVICES DEPARTMENT

Procedure Number 7 continued

ALTERNATIVE METHOD: For smaller or standard size windows, spray bottle and clean cloths will be used.

1. Spray solution on windows
2. Scrub with cleaning cloth
3. Dry and polish with clean dry cloth

PROCEDURE STEPS: Window Shades and Curtain Rods

1. Disinfect both sides of window shades and dry
2. Disinfect and dry curtain rod

PROCEDURE STEPS: Window Curtains

1. Take window curtains down
2. Send to Laundry to be washed

ELEANOR SLATER HOSPITAL
ENVIRONMENTAL SERVICES DEPARTMENT

PROCEDURE NUMBER 8
ROOM CLEANING- OCCUPIED & UNOCCUPIED PATIENT

PURPOSE:

Required Supplies and Equipment

- Double mopping outfit and wringer (1 bucket detergent solution and 1 bucket clean rinse water.
- 16 oz. wet mop
- 10 quart pail detergent solution
- Dust mop
- Dust cloth
- Cleaning cloths (3)
- Spray bottles with germicidal detergent
- Germicidal bowl cleaner
- Toilet brush or Johnny mop
- Putty knife
- Dust pan and brush

PROCEDURE STEPS:

1. **Empty Waste Baskets**
Empty plastic bags/or wax lined paper bags... wipe with damp cloth... if necessary wash.
 2. **Dust Furniture and Fixtures**
Hand duster for high places... Damp dust overbed lights, telephones, ect. with germicidal detergent.
 3. **Sanitize Toilet Bowl**
Place germicidal bowl cleaner in toilet bowl... clean thoroughly with brush/Johnny mop...
Wipe all surfaces of seat with detergent solution... Clean outside of toilet (first rinse).
 4. **Dust Mop Room and Bath**
Follow Procedure Number 1 for dust mopping... clean dust mop.
 5. **Damp Mop Room and Bath**
Follow Procedure Number 2 for Wet Mopping
 6. **Spot Clean Soiled Areas**
Check walls and doors... Spot clean only area no longer than your reach... Notify supervisor if complete wall washing is necessary.
 7. **Check and Remove Dust Webs**
Tie a clean cloth around dust mop... Use care so as not to streak.
-

ELEANOR SLATER HOSPITAL
ENVIRONMENTAL SERVICES DEPARTMENT

Procedure Number 8 continued

PROCEDURE STEPS:

8. **Inspect Curtains and Drapes**
Replace if necessary
9. **Straighten Furniture**
10. **Replenish Supplies**

ELEANOR SLATER HOSPITAL
ENVIRONMENTAL SERVICES DEPARTMENT

PROCEDURE NUMBER 10

DAILY MAINTENANCE- RESTROOMS

PURPOSE:

To maintain clean, hygienic and attractive surroundings.

Required Supplies and Equipment:

- Double mopping outfit and wringer (1 bucket detergent solution and 1 bucket clean rinse water.
- 16 oz. wet mop
- 10 quart pail detergent solution
- Cleaning cloths (2)
- Abrasive cleaner
- Germicidal bowl cleaner
- Toilet brush or Johnny mop
- Dust pan and brush
- Pair of rubber gloves
- Putty knife

PROCEDURE STEPS:

1. **Empty Trash Receptacles**
Wipe inside and out with cloth and detergent solution
2. **Damp Wipe All Fixtures**
Use cloth dipped in detergent solution... Include mirror, light fixtures, pipes under sink, etc.
3. **Clean Water Stands**
Use abrasive cleaner... Dry and polish with soft cloths.
4. **Sanitize Toilet Bowls and Urinals**
Place germicidal cleaner in toilet bowl... Put on rubber gloves... Scrub toilet bowls thoroughly with brush or Johnny mop... Wipe top and bottom of seats and inside and outside portions of toilet seats with cloth dipped in detergent solution... scrub urinals with brush/Johnny mop and detergent solution... FLUSH ALL BOWLS AND URINALS.
5. **Wet Mop Floor**
Follow Procedure Number 2
6. **Replenish Supplies**
Replenish paper towels... Toilet paper... Liquid hand soap... Dispensing machine supplies.

Eleanor Slater Hospital
 INFECTION CONTROL RISK ASSESSMENT (ICRA)
 Matrix of Precautions for Construction/Renovation

The Contractor/Vendor is responsible for following Eleanor Slater Hospital's levels of Precautions Policies and Procedures when entering an isolation room

Step 1.0:

Using the following table, identify the Type of Construction Project Activity (Check one)

Type A	Inspection and Non-Invasive Activities. Includes, but is not limited to: * removal of ceiling tiles for visual inspection limited to 1 tile per 50 square feet * painting (but not sanding) * wall covering, electrical trim work, minor plumbing, and activities which do not generate dust or require cutting of walls or access to ceilings other than for visual inspection.	
Type B	Small scale, short duration activities which create minimal dust Includes, but is not limited to: * installation of telephone and computer cabling * access to chase spaces * cutting of walls or ceilings where dust migration can be controlled.	
Type C	Work that generates a moderate to high level of dust or requires demolition or removal of any fixed building components or assemblies Includes, but is not limited to: * sanding of walls for painting or wall covering * removal of floor coverings, ceiling tiles and casework * new wall construction * minor duct work or electrical work above ceilings * major cabling activities * any activity which cannot be completed within a single work shift.	
Type D	Major demolition and construction projects Includes, but is not limited to: * activities which require consecutive work shifts * requires heavy demolition or removal of a complete cabling system * new construction.	

Step 2.0:

Using the following table, identify the Patient Risk Groups that will be affected. If more than one risk group will be affected, select the higher risk group:

Group 1 Low Risk	Group 2 Medium Risk	Group 3 High Risk	Group 4 Highest Risk
Office areas	Adolf Meyer Patient Units	Regan Patient Units	Negative pressure - Isolation rooms
Common Areas	Day Programs Patient Cafeteria	Laboratories (Specimen)	Central Sterile Supply
Dietary	Phillipe PInel Patient Unit Patient Cafeteria	Pharmacy	
	Regan Physical Therapy Respiratory Therapy Radiology Dental Clinic Patient Clinic		

Step 2 Group Determination (Check one)

1

2

3

4

Infection Prevention and Control reviews all construction/ renovation projects in regard to patient exposure.

Infection Prevention and Control determines Risk Level (See ICRA Matrix) for specific requirement based on Infection Prevention and Control assessment of risk.

Step 3.0:

Cross Reference...

The Patient Risk Group (Low, Medium, High, Highest) with the Construction Project Type (A, B, C, D) on the following matrix, to find the...Class of Precautions (I, II, III, or IV) or level of infection control activities required.

IC Matrix – Class of Precautions: Construction Project by Patient Risk

Patient Risk Group	Construction Project Type			
	TYPE A	TYPE B	TYPE C	TYPE D
LOW Risk Group	I	II	II	III
MEDIUM Risk Group	I	II	II	III
HIGH Risk Group	I	II	II	IV
HIGHEST Risk Group	II	II	II	IV

* Signifies it is the discretion of the Infection Control Officer to decide whether the project is to be classified a Class III or Class IV.

Note: Infection Control approval will be required when the Construction Activity and Risk Level Indicate that Class III or Class IV control procedures are necessary.

Step 3 Determination ;



Class I-IV or Color-Coded Precautions are delineated on the following page.

Required Infection Control Precautions by Class

During Construction Project

Upon Completion of Project

Class I	During Construction Project	Upon Completion of Project
	<ol style="list-style-type: none"> 1. Execute work by methods to minimize raising dust from construction operations. 2. Immediately replace a ceiling tile displaced for visual inspection 3. Other: 	
	<ol style="list-style-type: none"> 1. Provide active means to prevent airborne dust from dispersing into atmosphere. 2. Water mist work surfaces to control dust while cutting. 3. Place dust mat at entrance and exit of work area. 4. Seal unused doors with duct tape. 5. Block off and seal air vents. 6. Remove or isolate HVAC system in areas where work is being performed. 7. Contain construction waste before transport in tightly covered containers. 8. Wet mop and/or vacuum with HEPA filtered vacuum before leaving work area. 9. Other: 	<ol style="list-style-type: none"> 1. Wipe work surfaces with disinfectant. 2. Contain construction waste before transport in tightly covered containers. 3. Wet mop and/or vacuum with HEPA filtered vacuum before leaving work area. 4. Remove isolation of HVAC system in areas where work is being performed.
	<ol style="list-style-type: none"> 1. Remove or isolate HVAC system in area where work is being done to prevent contamination of duct system. 2. Block off and seal air vents. 3. Complete all critical barriers i.e. sheetrock, plywood, plastic, to seal area from non-work area or implement control cube method (cart with plastic covering and sealed connection to work site with HEPA vacuum for vacuuming prior to exit) before construction begins. 4. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units. 5. Contain construction waste before transport in tightly covered containers. 6. Cover transport receptacles or carts. Tape covering unless solid lid 7. Water mist work surfaces to control dust while cutting. 8. Place dust mat at entrance and exit of work area. 9. Seal unused doors with duct tape. 10. Wet mop and/or vacuum with HEPA filtered vacuum before leaving work area. 11. Other: 	<ol style="list-style-type: none"> 1. Do not remove barriers from work area until completed project is inspected by Facilities Management/DOA, EOC, Infection Control Department and thoroughly cleaned. 2. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction. 3. Vacuum work area with HEPA filtered vacuums. 4. Wet mop area with disinfectant. 5. Remove isolation of HVAC system in areas where work is being performed.

During Construction Project

Upon Completion of Project

Class IV	<ol style="list-style-type: none"> 1. Remove or Isolate HVAC system in area where work is being done to prevent contamination of duct system. 2. Block off and seal air vents. 3. Complete all critical barriers i.e. sheetrock, plywood, plastic to seal area from non work area or implement control cube method (cart with plastic covering and sealed connection to work site with HEPA vacuum for vacuuming prior to exit) before construction begins. 4. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units. 5. Seal holes, pipes, conduits, and punctures appropriately. 6. Construct anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum cleaner before leaving work site or they can wear cloth or paper coveralls that are removed each time they leave the work site. 7. All personnel entering work site are required to wear shoe covers. Shoe covers must be changed each time the worker exists the work area. 8. Contain construction waste before transport in tightly covered containers. 9. Cover transport receptacles or carts. Tape covering unless solid lid 10. Water mist work surfaces to control dust while cutting. 11. Place dust mat at entrance and exit of work area. 12. Seal unused doors with duct tape. 13. Other: 	<ol style="list-style-type: none"> 1. Do not remove barriers from work area until completed project is inspected by Facilities Management/DOA, EOC, Infection Control Department and thoroughly cleaned. 2. Remove barrier material carefully to minimize spreading of dirt and debris associated with construction. 3. Contain construction waste before transport in tightly covered containers. 4. Cover transport receptacles or carts. Tape covering unless solid lid. 5. Vacuum work area with HEPA filtered vacuums. 6. Wet mop area with disinfectant. 7. Remove isolation of HVAC system in areas where work is being performed.
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NOTE: A re-assessment should be completed for each phase of large scale projects and/ or significant changes in scope triggering a re-evaluation of ICRA precautions.

**RULES AND REGULATIONS PERTAINING TO
IMMUNIZATION, TESTING, AND HEALTH SCREENING FOR
HEALTH CARE WORKERS**

[R23-17-HCW]



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

DEPARTMENT OF HEALTH

JULY 2002

AS AMENDED:

January 2007 (re-filing in accordance
with the provisions of section 42-35-
4.1 of the Rhode Island General Laws,
as amended)

January 2007

January 2012 (re-filing in accordance
with the provisions of section 42-35-
4.1 of the Rhode Island General Laws,
as amended)

October 2012

INTRODUCTION

These amended *Rules and Regulations Pertaining to Immunization, Testing, and Health Screening for Health Care Workers [R23-17-HCW]* are promulgated pursuant to the authority conferred under Chapters 23-17 and 23-17.7.1 of the General Laws of Rhode Island, as amended, and are established in accordance with the most current recommendations of the Centers for Disease Control and Prevention for the purpose of adopting prevailing standards for immunization and communicable disease screening and testing for health care workers prior to employment in Rhode Island-licensed health care facilities. In addition, the provisions of §3.5 of these Regulations, as it pertains to seasonal influenza and pertussis vaccination, shall apply to all health care workers employed in health care facilities licensed under the provisions of Chapter 23-17 of the Rhode Island General Laws, as amended, on and after the effective date of these Regulations.

Pursuant to the provisions of §§42-35-3(a)(3) and (a)(4) of the General Laws of Rhode Island, as amended, consideration was given to: (1) alternative approaches to the regulations; (2) duplication or overlap with other state regulations; and (3) significant economic impact on small business. Based on the available information, no known alternative approach, overlap or duplication was identified.

Upon promulgation of these amendments, these amended regulations shall supersede all previous *Rules and Regulations Pertaining to Immunization, Testing, and Health Screening for Health Care Workers* promulgated by the Rhode Island Department of Health and filed with the Secretary of State.

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Section 1.0 *Definitions*

Wherever used in these Regulations, the following terms shall be construed as follows:

- 1.1 ***"Advisory Committee on Immunization Practices (ACIP) recommendations"***, as used in these Regulations, means official federal recommendations for the use of vaccines in the United States and as published by the Centers for Disease Control and Prevention. ACIP recommendations represent the standard of care for immunization practice in the United States.
- 1.2 ***"Certified registered nurse practitioner (RNP)"*** means a registered nurse who practices in an advanced role utilizing independent knowledge of physical assessment and management of health care and illnesses. The practice includes prescriptive privileges, and collaboration with other licensed health care professionals, including, but not limited to, physicians, pharmacists, podiatrists, dentists and nurses.
- 1.3 ***"Department"*** means the Rhode Island Department of Health.
- 1.4 ***"Direct patient contact"***, as used in these Regulations, means any routinely anticipated face-to-face interaction with patients in a health care facility.
- 1.5 ***"Director"*** means the Director of the Rhode Island Department of Health.
- 1.6 ***"Health care worker"*** means any person who is temporarily or permanently employed by or at, or who serves as a volunteer in, or has an employment contract with, a health care facility, as defined in §2.1(a) of these Regulations, and has or may have direct contact with a patient in that health care facility. This may include, but not be limited to, a physician, physician assistant, nurse, nursing assistant, therapist, technician, clinician, behavioral analyst, social worker, occupational, physical or speech therapist, phlebotomist, emergency medical service personnel, dental personnel, pharmacist, laboratory personnel, autopsy personnel, students and trainees, contractual staff not employed by the health-care facility; other health care providers, including those have privileges at, but are not employed by, the health care facility; and persons (e.g., clerical, dietary, housekeeping, laundry, security, maintenance, administrative, billing, and volunteers) not directly involved in patient care but potentially exposed to infectious agents that can be transmitted to and from a health care worker and a patient. This term shall not apply to a patient's family member or friend who visits or otherwise assists in the care of that patient in a health care facility.
- 1.9 ***"Nurse"*** means an individual licensed in this state to practice nursing pursuant to the provisions of RIGL Chapter 5-34.
- 1.10 ***"Physician"***, as used in these Regulations, means an individual licensed under the provisions of RIGL Chapter 5-37 or an individual licensed to practice allopathic or osteopathic medicine under the laws of another state or territory of the United States, provided those laws are deemed to be substantially equivalent to RIGL Chapter 5-37.

- 1.11 **"Physician assistant"** means an individual licensed in this state to practice with physician supervision pursuant to the provisions of RIGL Chapter 5-54.
- 1.12 **"Practitioner"**, as used in these Regulations, means a physician, certified registered nurse practitioner, registered nurse, licensed practical nurse, or a physician assistant.
- 1.13 **"Pre-employment health screening"** means the review of health records, pertinent laboratory results, and other documentation of a health care worker performed by a licensed practitioner in order to determine that the health care worker is free of the communicable diseases cited in these Regulations, and is also appropriately immunized, tested, and counseled prior to employment.
- 1.14 **"RIGL"** means the General Laws of Rhode Island, as amended.
- 1.15 **"These Regulations"** mean all parts of Rhode Island *Rules and Regulations Pertaining to Immunization, Testing, and Health Screening for Health Care Workers* [R23-17-HCW].

Section 2.0 *General Requirements*

- 2.1 Health care facilities shall adopt, at a minimum, the standards of immunization and communicable disease testing and standards for health screening contained in §3.0 of these Regulations. For the purpose of these Regulations:
 - (a) "Health care facility" means any institutional health service provider, facility or institution, place, building, agency, or portion thereof, whether a partnership or corporation, whether public or private, whether organized for profit or not, used, operated, or engaged in providing health care services, including but not limited to hospitals; nursing facilities; home nursing care provider (which shall include skilled nursing services and may also include activities allowed as a home care provider, or as a nursing service agency); home care provider (which may include services such as personal care or homemaker services or as a nursing service agency); rehabilitation centers; kidney disease treatment centers; health maintenance organizations; free-standing emergency care facilities, and facilities providing surgical treatment to patients not requiring hospitalization (surgi-centers); hospice care, physician ambulatory surgical centers and podiatry ambulatory surgery centers providing surgical treatment and nursing service agencies licensed under the provisions of RIGL Chapter 23-17.7.1.
 - (b) Except as provided in §2.1 (c) of these Regulations, health care facility also includes organized ambulatory care facilities which are not part of a hospital but which are organized and operated to provide health care services to outpatients such as central services facilities serving more than one health care facility or health care provider, treatment centers, diagnostic centers, outpatient clinics, infirmaries and health centers, school-based health centers and neighborhood health centers.
 - (c) The term "health care facility" shall not apply to organized ambulatory care facilities owned and operated by professional service corporations as defined in RIGL Chapter 7-5.1, as amended (the "Professional Service Corporation Law"), or to a private practitioner's (physician, dentist, or other health care provider) office or group of the practitioners' offices (whether owned and/or operated by an individual practitioner,

alone or as a member of a partnership, professional service corporation, organization, or association).

(d) Any provider of hospice care who provides such hospice care without charge shall be exempt from the licensing provisions of RIGL Chapter 23-17, but shall meet the "Standards of a Hospice Program of Care."

(e) Facilities licensed by the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals and clinical laboratories licensed in accordance with RIGL Chapter 23-16.2, as well as Christian Science institutions (also known as Christian Science Nursing Facilities) listed and certified by the Commission for Accreditation of Christian Science Nursing Organizations/Facilities, Inc. shall not be considered health care facilities for purposes of RIGL Chapter 23-17.

- 2.2 It shall be the responsibility of the administrative head, or his/her designee, of any health care facility to secure compliance with these Regulations.
- 2.3 Each health care facility shall develop policies, procedures, and/or protocols for compliance with the requirements described in these Regulations.
- 2.4 **[REMOVED]**
- 2.5 Transient employees or outside contractors who are not involved in direct patient contact are exempt from the requirements stated in these Regulations.
- 2.6 **[REMOVED]**
- 2.7 Health care facilities and health care workers shall comply with additional immunization and screening requirements that the Director may prescribe from time to time in order to control communicable diseases.
- 2.8 Persons discovering communicable diseases (e.g., physicians, physician assistants, registered nurse practitioners), in the process of screening health care workers shall comply with the reporting requirements contained in the most current version of the *Rules and Regulations Pertaining to the Reporting of Communicable, Environmental and Occupational Diseases* [Reference 3].
- 2.9 In accordance with ACIP recommendations, for all vaccines discussed in these Regulations, vaccine doses administered less than or equal to four (4) days before the minimum interval or age shall be counted as valid. Doses administered five (5) or more days earlier than the minimum interval or age shall not be counted as valid doses and shall be repeated as age-appropriate. The repeat dose should be spaced after the invalid dose by the recommended minimum interval as provided in ACIP recommendations. [See References 1 and 2].
- 2.10 Health care workers who receive the first dose of a multi-dose vaccine series may begin to work after this first dose is received.

Section 3.0 *Minimum Standards for Immunization and Communicable Disease Testing for Health Care Workers*

- 3.1 A pre-employment health screening shall be required for each health care worker involved in direct patient contact. Acceptable evidence shall be provided by the health care worker that testing and/or immunization for the communicable diseases listed in these Regulations for pre-employment health screening have been completed.
- 3.2 The health care facility shall document, in written or electronic form, that said acceptable evidence has been provided by the health care worker and validated by the practitioner as being acceptable in accordance with §4.0 of these Regulations. Copies of said acceptable evidence shall be maintained in the health care worker's file.
- 3.3 A practitioner shall have responsibility for performance of the pre-employment health screening. Such a practitioner may be an employee of the facility where employment is sought or may be an independent non-employee, contracted practitioner.
- 3.4 A health care worker who is not in compliance with these requirements shall be excluded from attending patients in a health care facility until the requirements are met.

Immunization and Testing Requirements

- 3.5 In accordance with the guidelines set forth by the Advisory Committee on Immunization Practices (ACIP) for immunization of health care personnel, evidence of immunity is required for all health care workers (with the exception of health care workers who receive a medical exemption) against:

3.5.1 *Measles, Mumps and Rubella*

- (a) **Pre Employment:** Two (2) doses of MMR (measles-mumps-rubella) vaccine. Alternatively, two (2) doses of a live measles-containing vaccine, two (2) doses of a live mumps-containing vaccine and one (1) dose of a rubella vaccine. The first dose of vaccine must have been administered on or after the first birthday. The second dose of a measles or mumps containing vaccine must be administered at least four (4) weeks after the first dose. **OR**
- (b) Laboratory evidence of immunity or laboratory confirmation of disease (i.e., laboratory report of positive IgG titers for measles, and mumps and rubella). An equivocal laboratory result for measles, mumps and/or rubella are considered negative and vaccination is required.
- (c) **Current Health Care Workers.** For unvaccinated health care workers born before 1957 who lack laboratory evidence of measles immunity or laboratory confirmation of disease, two (2) doses of MMR vaccine is recommended.
- (d) **Outbreak Control.** For unvaccinated health care workers born before 1957 who lack laboratory evidence of measles immunity or laboratory confirmation of disease, health-care facilities shall require two (2) doses of MMR vaccine during an outbreak of measles.

3.5.2 *Varicella (Chickenpox)*

- (a) Two (2) doses of varicella vaccine. The second dose of varicella vaccine must be administered at least four (4) weeks after the first dose; **OR**
- (b) Laboratory evidence of immunity or laboratory confirmation of disease; **OR**
- (c) A healthcare provider diagnosis of varicella or healthcare provider verification of history of varicella disease; **OR**
- (d) History of herpes zoster based on healthcare provider diagnosis.

3.5.3 *Tetanus, Diphtheria and Pertussis (Whooping Cough):*

- (a) Pre-employment: One (1) single dose of Tdap (tetanus-diphtheria-pertussis) vaccine is required for all health care workers who have not previously received a dose of Tdap vaccine.
- (b) Effective 1 January 2014: This requirement shall apply to current employees, as well as new employees.

3.5.4 *Annual Seasonal Influenza*

- (a) Annual influenza vaccination is required for all health care workers as defined in §1.6 of these Regulations, subject to §5.8 of these Regulations when there is insufficient vaccine supply as determined by the Department.
- (b) Each health care facility shall develop a specific plan to require annual influenza vaccination of all health care workers in a timely manner in keeping with ACIP guidelines, and at no cost to the health care worker.
- (c) Each health care facility shall maintain an active surveillance program to track and record influenza vaccination levels among health care workers, including vaccinations obtained outside of the formal health care facility program.
- (d) Each health care facility shall be responsible for reporting to the Department:
 - (1) The number of health care workers who are eligible for vaccination;
 - (2) The number of health care workers who received vaccination; and
 - (3) The number of health care workers who decline annual influenza vaccination for medical or personal reasons, reported by each of the two (2) categories.
 - (4) Such reporting shall occur according to procedures and format required by the Department.

3.5.5 *Tuberculosis (TB)*

- (a) **Pre-employment.** Evidence that the health care worker is free of active tuberculosis based upon the results of a negative two-step tuberculin skin test shall be required.
 - (1) If documented evidence is provided by the health care worker that a two-step tuberculin skin test, performed within the most recent twelve (12)

months prior to hire, was negative, the requirements of this section shall be met.

- (i) For health care workers who can present documentation of serial tuberculin testing with negative results in the prior two (2) years (or more), a single baseline negative tuberculin test result is sufficient evidence of absence of TB infection.
 - (2) A negative FDA-approved blood assay for Mycobacterium tuberculosis (BAMT) may be used instead of a two-step tuberculin skin test. If the baseline BAMT is positive, screening should proceed as indicated below for positive PPD.
 - (3) Documentation shall include date and result of the tuberculin skin test (PPD), and reaction size in millimeters or an actual copy of the laboratory test result from a BAMT.
 - (4) If the PPD test or BAMT is positive, consistent with the most current Centers for Disease Control and Prevention (CDC) guidance, or a previous one is known to have been positive, a physician's or other licensed practitioner's (acting within his/her scope of practice) certification that the health care worker is free of active disease shall be required. Such certification shall be based on documentation of adequate chemotherapy for TB disease or chemo-prophylaxis for latent TB infection in the past, and a current history of freedom from signs and symptoms of TB. In the absence of documentation of chemotherapy or chemo-prophylaxis, a negative chest X-ray shall be required for certification. The chest x-ray shall have been performed at any time after the most recent positive PPD test result.
 - (5) A physician, certified registered nurse practitioner, or a physician assistant may certify that the health care worker is currently free of TB based on his/her clinical judgment for complex cases or unusual circumstances that do not fit the above criteria.
- (b) Current Health Care Workers**
- (1) Periodic follow up testing of all health care workers must be based on the most current CDC Guidelines for Preventing the Transmission of Mycobacterium tuberculosis in Health-Care Settings.
 - (2) Effective 1 January 2013, health care workers with newly detected latent TB infection (LTBI) at initial or periodic testing are required to be referred for care with intent to obtain treatment for latent TB infection. Referral of previously (prior to 1 January 2013) known LTBI for care is recommended.
 - (3) Effective 1 January 2013, LTBI cases detected in health care workers must also be reported to the RI TB Program on standard reporting forms.

3.5.6 *Hepatitis B Vaccination and Testing.*

- (a) Health care facilities shall abide by the Occupational Safety and Health Administration (OSHA) Blood Borne Pathogens Standard (29 CFR 1910-1030), including the offering of hepatitis B vaccination along with all recommendations for infection control training and provision of protective equipment to those health care workers at risk.
- (b) An exposure control plan shall be in place in all health care facilities licensed by the Department, pursuant to the provisions of RIGL Chapter 23-17.
- (c) Employees at risk of exposure to blood-borne pathogens shall be offered hepatitis B vaccine within ten (10) days of employment.
 - (1) The hepatitis B vaccination series consists of three (3) doses of vaccine given as two (2) doses four (4) weeks apart followed by a third dose five (5) months after the second dose.
 - (2) It is recommended that testing for anti-HBs be performed one (1) to two (2) months after the last dose.
 - (3) Persons failing to develop a titer shall be offered a repeat three (3) dose series with follow up titers.
 - (4) Employees have the option of signing a standard OSHA declination form if they choose not to be vaccinated and should be counseled regarding risk.
- (d) If the health care worker, upon hire, has written documentation of a full hepatitis B vaccine series administered in accordance with ACIP guidelines, testing for anti-HBs shall not be necessary. If the health care worker has a subsequent exposure to HBV, hepatitis B immunoprophylaxis should be administered following ACIP guidelines for a person who has been vaccinated, but the immune response is not known.

Section 4.0 *Documentation of Immunity and Testing (Immunization Records)*

4.1 Acceptable documentation of completion of immunizations shall include the day, month, year and type/name of each dose of vaccine administered. The record of such evidence shall be signed by a practitioner (the signature of the health care worker is not acceptable).

4.1.1 Acceptable documentation of completion of immunization consists of:

- (a) An official immunization record card, school immunization record, medical passport, World Health Organization immunization record, a copy of a medical record indicating administration of vaccine; or other official immunization records acceptable to the Director; *OR*
- (b) An electronically stored and/or transmitted documentary record (facsimile transmission, computerized record, including, but not limited to, a record on magnetic media or similar record) as may be utilized by a school; *OR*

- (c) Presentation of laboratory evidence of immunity is made in the case of measles, mumps, rubella, varicella, or hepatitis B.

Section 5.0 *Medical Exemption and Influenza Vaccination Refusal*

- 5.1 A health care worker shall be exempt from the immunization requirements described in these Regulations provided that a physician, physician assistant, or certified registered nurse practitioner signs a medical exemption stating that the health care worker is exempt from a specific vaccine because of medical reasons, in accordance with Advisory Committee on Immunization Practices (ACIP) guidelines, and determined as acceptable by the facility. [See References 1 and 2 in the endnotes to these Regulations.]
- 5.2 A "period in which flu is widespread" is defined for purposes of these Regulations as a period that commences when the Director declares that there is an outbreak of influenza that is widespread within a particular facility, or within a defined geographic area in which the facility is located, or throughout Rhode Island; and that ends when the Director declares to such a health care facility or facilities that the outbreak is no longer widespread. Whenever the Director declares a "period in which flu is widespread" in a health care facility, within a defined geographic area, or throughout Rhode Island, the requirements in §5.0 of these Regulations for wearing surgical face masks shall apply only to those nonimmunized health care workers at facilities or in geographic areas for which the period is declared.
- 5.3 Any health care worker who provides proper annual notice of a §5.1 medical exemption to annual seasonal influenza vaccination prior to December 15 of each year to each health care facility in or at which he or she is employed or volunteering, or with which he or she has an employment contract, shall be required during any declared period in which flu is widespread -- as part of his or her professional licensing obligation -- to wear a surgical face mask for the duration of each direct patient contact in the performance of his or her duties at any health care facility. "Direct patient contact" is defined in §1.4 of these Regulations.
- 5.4 Any health care worker may refuse the annual seasonal influenza vaccination requirements described in these Regulations; provided, however, that he or she provides proper annual written notice of such refusal prior to December 15 of each year to each health care facility in or at which he or she is employed or volunteering, or with which he or she has an employment contract; and provided, however, that he or she who so refuses shall be required during any declared period in which flu is widespread -- as part of his or her professional licensing obligation -- to wear a surgical face mask during each direct patient contact in the performance of his or her duties at any health care facility. "Direct patient contact" is defined in §1.4 of these Regulations.
- 5.5 Each such yearly notice required by §5.4 of these Regulations shall contain the following statement: *"I refuse to obtain the annual seasonal influenza vaccination. I understand that, by refusing such vaccination, it is my professional licensing obligation to wear a surgical face mask during each direct patient contact in the performance of my professional duties at any health care facility during any declared period in which flu is*

widespread. I understand that the consequence for failing to do so shall result in a one hundred dollar (\$100) fine for each violation. Failing to do so may also result in a complaint of Unprofessional Conduct being presented to the licensing board that has authority over my professional license. I understand that such licensing complaint, if proven, may result in a sanction such as reprimand, or suspension or revocation of my professional license." Such statement shall be signed and dated by the health care worker each year that it is submitted to each health care facility at or in which the health care worker is employed, or with which he or she has an employment contract. No health care worker shall be required to explain his or her refusal to obtain an annual seasonal influenza vaccination, nor shall any health care facility inquire into the basis of such refusal.

- 5.6 Any health care worker who holds a license issued by the Department and who shall violate §5.3, §5.4 or §5.5 of these Regulations shall be subject, pursuant to RIGL §23-1-25, to a fine of one hundred dollars (\$100) for each such act. Each such act shall be considered to meet the definition of "unprofessional conduct" as used in each chapter of the Rhode Island General Laws that governs each health care worker's respective professional license.
- 5.7 Each act that violates §5.3, §5.4 or §5.5 of these Regulations shall form a separate basis for each complaint that may be brought for disciplinary action, based on unprofessional conduct, before the licensing board that has authority over the health care worker's license issued by the Department. The requirements of §5.3, §5.4 and §5.5 of these Regulations apply to each health care worker regardless of any provision in any collective bargaining agreement or other contract to which the health care facility and health care workers are parties, or of any written policy of the health care facility.
- 5.8 If the Director declares that a shortage exists for annual seasonal influenza vaccine, the Director shall be permitted to modify and/or suspend any requirement for some or all health care workers to obtain an annual seasonal influenza vaccination and/or any requirement for health care workers to wear surgical face masks during any direct patient contact in the performance of his or her professional duties in any health care facility; and shall be permitted to extend the deadlines in §5.3 and §5.4 of these Regulations.
- 5.9 Any health care facility that knowingly, willingly and expressly refuses to require its health care workers who have refused an annual seasonal influenza vaccination, or who have a §5.1 medical exemption, to wear a surgical face mask during each direct patient contact in the performance of his or her professional duties in any health care facility during any declared period in which flu is widespread shall be subject, pursuant to RIGL §23-1-25, to a fine of one hundred dollars (\$100) for each such violation committed by any health care worker who is employed or volunteering in, or has an employment contract with, such facility. No health care facility shall be fined for the act of any health care worker who falsely informs such facility about his or her medical exemption and/or refusal pursuant to §5.1 or §5.4 of these Regulations.
- 5.10 Each health care facility shall provide at no financial charge an adequate supply of surgical face masks -- during any declared period in which flu is widespread at the

facility, in the geographic area in which it located, or statewide -- to any health care worker who has claimed a medical exemption to or has refused the annual seasonal influenza vaccination.

- 5.11 The purpose of these Regulations relating to annual seasonal influenza vaccination for health care workers is to protect the public as a whole, patients at health care facilities, and in particular those vulnerable to contracting annual seasonal influenza due to compromised immunity and other medical conditions. Health care workers each have a potential for spreading the disease of influenza to their patients, and it is the right of patients in health care facilities to be as safe as possible from the spread of this and other infectious diseases. The reasonable precaution of having each health care worker receive annual seasonal influenza vaccination is expected to significantly reduce the incidence of seasonal influenza in health care facilities. The purpose of allowing health care workers to wear surgical masks during direct patient contact during any declared period in which flu is widespread -- in the event they refuse, or have a medical exemption to, an annual seasonal influenza vaccination -- is to ensure patient safety and to reduce the chance of health care workers spreading the influenza virus. Scientific research has shown that the wearing of surgical face masks reduces the transmission of the influenza virus to other human beings. It is not the intent of these regulations to impose an unnecessary burden on health care workers but to effectively protect the public.

Section 6.0 [RESERVED]

Section 7.0 *Severability*

- 7.1 If any provision of these Regulations or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the provisions or application of these Regulations which can be given effect, and to this end the provisions of these Regulations are declared to be severable.

REFERENCES

1. CDC. *Recommendations of the Advisory Committee on Immunizations on Immunization Practices (ACIP)*. MMWR, 2011; 60(No. RR-2): 1-61. Available online: <http://www.cdc.gov/vaccines/pubs/ACIP-list.htm>
2. CDC. *Immunization of Health-Care Personnel: Recommendations of the Advisory Committee on Immunization Practices (ACIP)*. MMWR, 2011; 60(No. RR-7): 1-46. Available online: www.cdc.gov/mmwr/pdf/rr/rr6007.pdf
3. *Rules and Regulations Pertaining to the Reporting of Communicable, Environmental and Occupational Diseases [R23-5-6, 10, 11, 23-24.6-CD/ERD and R23-24.5 ASB]*, Rhode Island Department of Health, July 2008. <http://health.ri.gov/diseases/for/providers/>
4. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), Morbidity and Mortality Weekly Report, *Targeted Tuberculin Testing and Treatment of Latent Tuberculosis Infection*, June 9, 2000. Available online: <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr4906a1.htm>
5. "Blood Borne Pathogens", Occupational Safety and Health Administration (OSHA), *29 Code of Federal Regulations* Section 1910.1030. Available online: http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051
6. Guidelines for Preventing the Transmission of *Mycobacterium tuberculosis* in Health-Care Settings, <http://www.cdc.gov/tb/publications/guidelines/infectioncontrol.htm>
7. "Licensing of Health Care Facilities", Chapter 23-17 of the Rhode Island General Laws, as amended. Available online: <http://www.rilin.state.ri.us/Statutes/TITLE23/23-17/INDEX.HTM>

The revision dates of all regulations cited above were current when these amended regulations were filed with the Secretary of State. Current copies of all regulations issued by the RI Department of Health may be downloaded at no charge from the RI Secretary of State's Final Rules and Regulations Database website: <http://www.sos.ri.gov/rules/>



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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**DIVISION OF PURCHASES
INSTRUCTIONS TO BIDDERS
PUBLIC WORKS CONSTRUCTION (PWC)**

Compliance with Instructions to Bidders

These Instructions to Bidders contain terms and conditions that will govern the preparation and submission of a bid proposal and any contract awarded pursuant to this solicitation.

Bidders must comply with each and every requirement of these Instructions to Bidders. Any failure to comply with any requirement may result in the determination of a nonresponsive bid proposal and/or the rejection of the bid proposal.

Priority of Terms and Conditions

The terms and conditions in these Instructions to Bidders *supersede* any and all inconsistent or conflicting terms and conditions in any other provision of any other document in this solicitation or in the bid proposal and govern this solicitation, the bid proposal, and any contract awarded pursuant to this solicitation.

Offer to Contract

Bid proposals constitute an offer to contract with the State of Rhode Island through the Department of Administration Division of Purchases on the terms and conditions contained in the solicitation, the laws of the State of Rhode Island, including all procurement statutes and regulations (available at www.purchasing.ri.gov), and applicable federal and local law, all of which are incorporated into this solicitation and any contract awarded pursuant to this solicitation by this reference.

Comprehensive Review and Inspection

The bidder is responsible for carefully reviewing all of the requirements of this solicitation, inspecting the project location, including checking and/or verifying measurements, site conditions, any limitations, and other details, prior to preparing and submitting its bid proposal. Failure to submit a complete bid proposal may result in rejection of the bid proposal. Claims for additional costs or time resulting from the bidder's failure to inspect and/or verify will not be considered.

Addenda

Responses to questions from bidders, interpretations of plans and specifications, changes prior to the bid proposal submission deadline, approvals of any substitutions, and supplemental instructions and terms will be posted as addenda on the Division of Purchases website at www.purchasing.ri.gov, and all addenda become incorporated into this solicitation upon posting. Bidders are responsible for checking the website to determine the issuance of any addenda. No addenda will be posted within the 5-day period preceding the bid proposal submission deadline except for an addendum withdrawing the solicitation or extending the bid proposal submission deadline.

Prebid Conference

At the discretion of the State Purchasing Agent, a prebid conference - mandatory or nonmandatory - may be held. Bidders must attend a mandatory prebid conference and are encouraged to attend a nonmandatory prebid conference. The bidder's representative must register with the Division of Purchases at a mandatory prebid conference and identify the bidder he or she represents.

Costs

The bidder is responsible for all costs and expenses to develop and submit a bid proposal in response to this solicitation.

Preparation of Bid Proposal

Bid proposals must be made on the Bid Form included in the solicitation and in accordance with the instructions in this solicitation. All applicable blanks must be completed in a legible manner, printed electronically, typed, or handwritten in ink, and amounts must be expressed in both words and figures. In the event of any contradictory terms, handwritten terms prevail over printed or typed terms, and words prevail over figures. Signatures must be in ink. No additional provisions, conditions, or limitations may be made by the bidder, and any erasures and/or corrections must be initialed in ink by the person signing on behalf of the bidder.

This solicitation contains a Bid Preparation Checklist to assist the bidder in preparing a bid proposal for submission.

Submission of Bid Proposal

Each bid proposal (a complete package, with the signed Bidder Certification Cover Form, signed Bid Form, Bid Surety, IRS Form W-9, signed General Contractor Apprenticeship Certification, if applicable, and public copy CD-R media disk) must be submitted in a *separate sealed envelope* with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

Rhode Island Department of Administration
Division of Purchases
One Capitol Hill, Second Floor
Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

Bid Price

The bidder must submit a Base Bid Price on the Bid Form to perform all of the work specified in the solicitation, including the cost of the bonds and any allowances and addenda. The costs of alternates shall not be included in the calculation of the Base Bid Price. The bidder shall separately provide the cost for each alternate listed in the Bid Form. The cost for each alternate must be designated as an addition to, or subtraction from, the Base Bid Price. Alternates will be selected, if any, by the Division of Purchases in the order of priority listed in the Bid Form.

Bidder Certification Cover Form

The bidder must download, complete, sign, and submit the Bidder Certification Cover Form for this solicitation as the first document with each bid proposal. The Bidder Certification Cover Form is downloadable with the solicitation from the Division of Purchases website by logging in as a RIVIP vendor and clicking on the applicable "Bid Number."

Public Copy

Bid proposals submitted in response to this solicitation are public records pursuant to the Rhode Island "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 et seq. Each bid proposal must include a "public copy" to be available for public inspection upon the opening of bids. Bidders may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act.

The public copy must be submitted in .pdf (portable document file) format on a **read-only** CD-R media disk. The disk must include **all of the documents** submitted in response to the solicitation concatenated or merged into one file.

The public copy disk must be separately enclosed in a protective cover clearly marked "Public Copy" and include the following information: (1) Solicitation Title; (2) name of bidder and RIVIP vendor ID number; (3) Solicitation Number; and (4) bid proposal submission deadline.

The .pdf file must be named in the following manner:

SolicitationNumber_Bid Proposal Submission Deadline_BidderName_VendorID.pdf

The bid proposal submission deadline must appear as mm-dd-yyyy. The bidder name must appear as one word, with no spaces or punctuation. Underscores must separate the fields.

Example: 7543210_11-08-2013_OceanStateCompanyInc_9867.pdf

The public copy of each bid proposal will be posted on the Division of Purchases website.

*For Rhode Island Department of Transportation highway and bridge projects, in addition to the Quest Lite compatible electronic copy and one hard copy, the bidder must also include a duplicate original of the Quest Lite compatible electronic copy on a **read-only** CD-R media disk as the "public copy."*

Contractors Registration

The bidder must have and maintain a valid certificate of registration issued by the Contractors' Registration Board throughout the term of the contract awarded pursuant to this solicitation and ensure that its subcontractors, unless exempt from registration, also obtain and maintain valid certificates of registration.

Subcontractors

The bidder must demonstrate that it is able to perform a substantial portion of the work using its own workforce. Any bidder that does not maintain a permanent workforce and/or proposes to perform a disproportionate amount of the work through one or more subcontractors will be considered unqualified. The successful bidder must establish to the satisfaction of the State Purchasing Agent the reliability and responsibility of any subcontractors proposed to perform any work pursuant to this solicitation.

Taxes

The State of Rhode Island is exempt from federal excise taxes and state and municipal sales and use taxes. The bidder shall not include such taxes in any prices in the bid proposal.

Bid Surety

Bidders must furnish, with their bid proposals, either a bid bond from a surety licensed to conduct business in the State of Rhode Island or a certified check payable to the State of Rhode Island in the amount of five (5%) percent of the bid proposal. (*Bidders for Rhode Island Department of Transportation highway and bridge projects must furnish, with their bid proposals, a bid bond from a surety licensed to conduct business in the State of Rhode Island. Certified checks are not permitted for these projects.*) An attorney-in-fact who executes a bond on behalf of the surety must provide a certified current copy of the power of attorney. A successful bidder who fails to submit the additional documentation required by the tentative letter of award and/or fails to commence and pursue the work in accordance with the contract awarded pursuant to this solicitation may forfeit, at the discretion of the State Purchasing Agent, the full amount of the bid surety as liquidated damages. The State will retain the bid surety of all bidders until the earliest of: (i) the issuance of the Purchase Order; (ii) the 61st day following the bid proposal submission deadline; or (iii) the rejection of all bid proposals.

Divestiture of Investments in Iran Requirement

No bidder engaged in investment activities in Iran as described in R.I. Gen. Laws § 37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each bidder submitting a bid proposal or entering into a renewal of a contract is required to certify that the bidder does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws § 37-2.5-3.

Domestic Steel

Any steel products required by the plans and specifications in this solicitation must be formed, extruded, forged, cast, fabricated, or otherwise processed from steel made in the United States.

Withdrawal

A bidder may withdraw its bid proposal at any time prior to the bid proposal submission deadline. Bid proposals are irrevocable for a period of 60 days following the bid proposal submission deadline.

Reservation of Rights

The Division of Purchases reserves the right, at any time, for any reason, in its sole discretion, to: (i) revoke, suspend, or terminate this solicitation; (ii) accept or reject any and all bid proposals, in whole or in part; (iii) waive any technical defects, irregularities, or omissions in any bid proposals; and/or (iv) terminate any contract awarded pursuant to this solicitation, with or without cause.

Award

The State Purchasing Agent, in his or her sole discretion, will award the contract pursuant to this solicitation to the responsive and responsible bidder who submits the lowest responsive and responsible bid proposal. The State Purchasing Agent may determine, in his or her sole discretion, the low bid proposal on the basis of the amount of the Base Bid Price plus the alternates selected in accordance with the Bid Form. The successful bidder will receive a tentative letter of award from the Division of Purchases with instructions for the bidder to submit further documentation. The successful bidder shall be authorized to commence work only upon the issuance of the Purchase Order by the Division of Purchases and, in addition, an authorization from the user agency. The issuance of the Purchase Order and the continuation of any contract awarded pursuant to this solicitation is contingent upon the availability of funds.

Payment and Performance Bonds

The successful bidder must furnish a 100% payment and performance bond from a surety licensed to conduct business in the State of Rhode Island upon the tentative award of the contract pursuant to this solicitation.

Prevailing Wages

For contracts priced under \$1 Million

The successful bidder and its subcontractors must pay their workers at the applicable prevailing wage rates (adjusted every July 1) for the various trades on a weekly basis, pay their workers one and one-half times the applicable prevailing wage rates for each hour worked in excess of 8 hours in any one day or 40 hours in any one week, and submit certified weekly payroll forms on a monthly basis to the user agency. Prevailing wage posters and rate schedules, available at the Rhode Island Department of Labor and Training website at www.dlt.ri.gov, must be posted at the project site.

For contracts priced \$1 Million or More

The successful bidder and its subcontractors must pay their workers at the applicable prevailing wage rates (adjusted every July 1) for the various trades on a weekly basis, pay their workers one and one-half times the applicable prevailing wage rates for each hour worked in excess of 8 hours in any one day or 40 hours in any one week, submit certified weekly payroll forms on a monthly basis to the user agency, and maintain a certified prevailing wage daily log at the project site. Prevailing wage posters and rate schedules, available at the Rhode Island Department of Labor and Training website at www.dlt.ri.gov, must be posted at the project site.

Apprenticeship

if the value of the project pursuant to this solicitation is at least \$1 Million (including all alternates), the successful bidder must employ apprentices on this project (in accordance with the apprentice to journeyman ratio for each trade approved by the State Apprenticeship Council. The bidder must complete, sign, and submit the General Contractor Apprenticeship Certification Form, included in the solicitation, with the bid proposal.

The successful bidder will also be required to complete, sign, and submit the General Contractor Apprenticeship Re-Certification and Certification Form following receipt of the tentative letter of award, and, in addition, each subcontractor must complete, sign, and submit to the successful bidder the Subcontractor Apprenticeship Certification Form prior to the commencement of any work on the project pursuant to this solicitation.

Specific information about apprentice occupations and apprenticeship requirements is available on the Rhode Island Department of Labor and Training website at www.dlt.ri.gov/apprenticeship.

Occupational Safety

The successful bidder must ensure (if the total contract price is at least \$100,000) that all employees at the project site possess a card issued by the United States Department of Labor certifying successful completion of an OSHA ten (10) hour construction safety program.

Hazardous Substances

The successful bidder must submit a chemical identification list to the Rhode Island Department of Labor and Training upon receipt of a Purchase Order from the Division of Purchases prior to performance of the contract awarded pursuant to this solicitation and make available to all employees a list of any hazardous substances that may present a risk of exposure.

Substitutions

Any proposal in response to a request for substitutions in this solicitation must include the detailed information necessary for a comprehensive evaluation, including (without limitation) the name of the material or equipment of the proposed substitution and a complete description of the proposed substitution, with drawings and performance and test data. Products specified in this solicitation establish a standard of quality, performance, dimension, function, and appearance. Proposed substitutions must meet the standard and will not be considered without the prior written approval of the Division of Purchases. All substitution approvals will be posted, as addenda to the solicitation on the Division of Purchases website.

Licenses

The successful bidder and anyone performing any work on the contract awarded pursuant to this solicitation must possess all of the licenses required by any federal, state, or local law to perform such work.

Insurance

The successful bidder must submit a copy of an endorsement and a certificate of insurance that references the solicitation number and names the State of Rhode Island as "certificate holder" and as "additional insured" upon the issuance of the tentative letter of award, on an annual basis during the term of the contract awarded pursuant to this solicitation, and from time to time upon request. The certificate of insurance must state that 30 days' advance notice of cancellation, nonrenewal, or material change in coverage (referencing the solicitation number) will be sent to: Rhode Island Department of Administration, Division of Purchases, One Capitol Hill, Providence, Rhode Island 02908-5855, fax # 401-574-8387, and provide evidence of the following specific types and amounts of insurance:

<u>Type of Insurance</u>	<u>Amount of Coverage</u>
Comprehensive General Liability	\$1 Million each occurrence (inclusive of both bodily injury and property damage)_ \$1 Million products and completed operations aggregate \$1 Million general aggregate

Comprehensive General Liability coverage shall include:

- Independent contractors
- Contractual (including construction "hold harmless" and other types of contracts or agreements in effect for insured operations)
- Completed operations
- Personal injury (with employee exclusion deleted)

Automobile Liability

Combined Single Limit	\$1 Million each occurrence
Bodily injury, property damage, including nonowned and/or hired vehicles and equipment	

Workers Compensation

Coverage B	\$100,000
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Environmental Impairment ("pollution control")	\$1 Million or 5% of contract amount, whichever is greater
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Builder's Risk	Contract amount
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All insurance required by this solicitation, whether through a policy or an endorsement, shall include: (i) a waiver of subrogation, waiving any right the insurance company may have to recover against the State of Rhode Island; and (ii) a provision that the bidder's insurance coverage shall be primary in relation to any insurance, self-insurance, or self-retention maintained by the State of Rhode Island, and any insurance, self-insurance, or self-retention maintained by the State of Rhode Island shall be in excess of the bidder's insurance.

The State Purchasing Agent reserves the right to accept alternate forms and plans of insurance and/or to require additional or more extensive coverage.

Minority Business Enterprises

The Division of Purchases reserves the right to give additional consideration to bid proposals submitted by minority/women business enterprises certified by the Division of Purchases, Minority Business Office ("MBEs") provided that any such bid proposal is fully responsive to the terms and conditions of this solicitation, and the bid price is determined, in the discretion of the Division of Purchases, to be within a competitive range.

Any bidder who does not intend to perform all of the work with its own forces shall recruit and engage MBEs to perform at least 10% of the dollar value of the contract awarded pursuant to this solicitation. To reach that goal, the bidder may allocate up to 60% of its costs for materials and supplies obtained from MBE dealers or 100% of its costs for materials and supplies obtained from MBE manufacturers.

The successful bidder must submit a plan to meet this requirement for approval by the Division of Purchases, Minority Business Enterprise Compliance Office within the 21-day period following the tentative letter of award, identifying all MBEs, and must also demonstrate its good faith best efforts to meet these MBE goals. Information about this requirement and a directory of MBEs certified in Rhode Island is available at www.mbe.ri.gov or (401) 574-8670.

Equal Opportunity

The successful bidder must demonstrate a commitment to equal opportunity and submit an affirmative action plan for review by the Rhode Island Department of Administration State Equal Opportunity Office within the 21-day period following the tentative letter of award. Information about this requirement is available at www.diversity.ri.gov/eo/eoophagehome.htm or (401) 222-3090.

Drug-Free Workplace

The successful bidder shall comply, and require that its employees comply, with the State of Rhode Island Drug Free Workplace policy and provide a certificate of compliance within the 21-day period following the tentative letter of award.

Sprinkler Impairment

The successful bidder must comply with the requirements of the State of Rhode Island's insurance carrier for sprinkler impairment and hot work, accessible at the Division of Purchases website at www.purchasing.ri.gov.

Foreign Corporations

No foreign corporation or limited liability company may transact business in the State of Rhode Island until it shall have obtained a Certificate of Authority from the Rhode Island Secretary of State, and no foreign limited partnership may transact business in the State of Rhode Island until it shall have obtained a Certificate of Registration from the Rhode Island Secretary of State. The successful bidder, if a corporation or limited liability company, will be required to provide a Good Standing Certificate, and if a limited partnership, will be required to provide a Letter of Legal Existence, issued by the Rhode Island Secretary of State within the 21-day period following the tentative letter of award.

Campaign Finance

The successful bidder who has contributed, within the 24 months preceding the contract award, an aggregate amount of more than \$250.00 within a calendar year to any Rhode Island general officer, candidate for general office, any member of the general assembly, or any Rhode Island political party, must file a "Vendor Affidavit" with the State of Rhode Island Board of Elections. Information about "Vendor Affidavits" and electronic filing is available at www.elections.ri.gov or Board of Elections, Campaign Finance, (401) 222-2056.

Binding Contract

The form of agreement the successful bidder will be required to execute is included in the solicitation. A binding contract between the State of Rhode Island and the successful bidder will be formed by the issuance of a Purchase Order from the Division of Purchases, *and only by the issuance of a Purchase Order, and only to the extent of available funds*. The binding contract will incorporate and be subject to the terms and conditions of the solicitation, including the Invitation to Bid, the Instructions to Bidders, the General Conditions, any Supplemental Conditions, the Plans and Specifications, the Bid Preparation Checklist, the Bid Form, the Bidder Certification Cover Form, the Agreement, and also the Purchase Order. The successful bidder shall be authorized to commence work only upon the issuance of the Purchase Order and, in addition, an authorization from the user agency.

Compliance with Terms of Contract

Failure of the successful bidder to comply with the terms and conditions of any contract awarded pursuant to this solicitation may result in nonpayment, suspension or termination of the contract, suspension or debarment of the bidder, or any other necessary or appropriate remedy.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex

1511 Pontiac Avenue
Cranston, RI 02920-4407

TTY: Via RI Relay 711

Lincoln D. Chafee
Governor

Charles J. Fogarty
Director

STATE CONTRACT ADDENDUM

RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING

PREVAILING WAGE REQUIREMENTS

(37-13-1 ET SEQ.)

The prevailing wage requirements are generally set forth in RIGL 37-13-1 et seq. These requirements refer to the prevailing rate of pay for regular, holiday, and overtime wages to be paid to each craftsmen, mechanic, teamster, laborer, or other type of worker performing work on public works projects when state or municipal funds exceed one thousand dollars (\$1,000).

All Prevailing Wage Contractors and Subcontractors are required to:

1. Submit to the Awarding Authority a list of the contractor's subcontractors for any part or all of the prevailing wage work in accordance with RIGL § 37-13-4;
2. Pay all prevailing wage employees at least once per week and in accordance with RIGL §37-13-7 (see Appendix B attached);
3. Post the prevailing wage rate scale and the Department of Labor and Training's prevailing wage poster in a prominent and easily accessible place on the work site in accordance with RIGL §37-13-11; posters may be downloaded at www.dlt.ri.gov/pw/Posters.htm .poster/htm or obtained from the Department of Labor and Training, Center General Complex, 1511 Pontiac Avenue, Cranston, Rhode Island;
4. Access the Department of Labor and Training website, at www.dlt.ri.gov on or before July 1st of each year, until such time as the contract is completed, to ascertain the current prevailing wage rates and the amount of payment or contributions for each covered prevailing wage employee and make any necessary adjustments to the covered employee's prevailing wage rates effective July 1st of each year in compliance with RIGL §37-13-8;
5. Attach a copy of this CONTRACT ADDENDUM and its attachments as a binding obligation to any and all contracts between the contractor and any

An Equal Opportunity Employer/Program./Auxiliary aids and services are available upon request to individuals with disabilities.

TTY via RI Relay 711



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex
1511 Pontiac Avenue
Cranston, RI 02920-4407

Telephone; (401) 462-8000
TTY; Via RI Relay 711

Lincoln D. Chafee
Governor
Charles J. Fogarty
Director

subcontractors and their assignees for prevailing wage work performed pursuant to this contract;

6. Provide for the payment of overtime for prevailing wage employees who work in excess of eight (8) hours in any one day or forty (40) hours in any one week as provided by RIGL §37-13-10;
7. Maintain accurate prevailing wage employee payroll records on a Rhode Island Certified Weekly Payroll form available for download at www.dlt.ri.gov/pw.forms/htm, as required by RIGL §37-13-13, and make those records available to the Department of Labor and Training upon request;
8. Furnish the fully executed RI Certified Weekly Payroll Form to the awarding authority on a monthly basis for all work completed in the preceding month.
9. For general or primary contracts one million dollars (\$1,000,000) or more, shall maintain on the work site a fully executed RI Certified Prevailing Wage Daily Log listing the contractor's employees employed each day on the public works site; the RI Certified Prevailing Wage Daily Log shall be available for inspection on the public works site at all times; this rule shall not apply to road, highway, or bridge public works projects. Where applicable, furnish both the Rhode Island Certified Prevailing Wage Daily Log together with the Rhode Island Weekly Certified Payroll to the awarding authority.
10. Assure that all covered prevailing wage employees on construction projects with a total project cost of one hundred thousand dollars (\$100,000) or more has a OSHA ten (10) hour construction safety certification in compliance with RIGL § 37-23-1;
11. Employ apprentices for the performance of the awarded contract when the contract is valued at one million dollars (\$1,000,000) or more, and comply with the apprentice to journey person ratio for each trade approved by the apprenticeship council of the Department of Labor and Training in compliance with RIGL §37-13-3.1;
12. Assure that all prevailing wage employees who perform work which requires a Rhode Island trade license possess the appropriate Rhode Island trade license in compliance with Rhode Island law; and

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TTY via Rf Relay 711



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Center General Complex
1511 Pontiac Avenue
Cranston, RI 02920-4407

Telephone: (401) 462-8000
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Lincoln D. Chafee
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Director

13. Comply with all applicable provisions of RIGL §37-13-1, et. seq;

Any questions or concerns regarding this CONTRACT ADDENDUM should be addressed to the contractor or subcontractor's attorney. Additional Prevailing Wage information may be obtained from the Department of Labor and Training at www.dlt.ri.gov/pw.

CERTIFICATION

I hereby certify that I have reviewed this CONTRACT ADDENDUM and understand my obligations as stated above.

By: _____

Title: _____

Subscribed and sworn before me this ___ day of _____, 20__.

Notary Public
My commission expires: _____

An Equal Opportunity Employer/Program, /Auxiliary aids and services are available upon request to individuals with disabilities.

TTY via RI Relay 711



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex

1511 Pontiac Avenue

Cranston, RI 02920-4407

Telephone: (401) 462-8000

APPENDIX A

TITLE 37

Public Property and Works

CHAPTER 37-13

Labor and Payment of Debts by Contractors

SECTION 37-13-5

§37-13-5 Payment for trucking or materials furnished - Withholding of sums due. -A contractor or subcontractor on public works authorized by a proper authority shall pay any obligation or charge for trucking and material which have been furnished for the use of the contractor or subcontractor, in connection with the public works being performed by him or her, within ninety (90) days after the obligation or charge is incurred or the trucking service has been performed or the material has been delivered to the site of the work, whichever is later. When it is brought to the notice of the proper authority in a city or town, or the proper authority in the state having supervision of the contract, that the obligation or charge has not been paid by the contractor or subcontractor, the proper authority may deduct and hold for a period not exceeding sixty (60) days, from sums of money due to the contractor or subcontractor, the equivalent amount of such sums certified by a trucker or materialman creditor as due him or her, as provided in this section, and which the proper authority determines is reasonable for trucking performed or materials furnished for the public works.

APPENDIX B

TITLE 37

Public Property and Works

CHAPTER 37-13

Labor and Payment of Debts by Contractors

SECTION 37-13-7

§ 37-13-7 Specification in contract of amount and frequency of payment of wages.

(a) Every call for bids for every contract in excess of one thousand dollars (\$1,000), to which the state of Rhode Island or any political subdivision thereof or any public agency or quasi-public agency is a party, for construction, alteration, and/or repair, including painting and decorating, of public buildings or public works of the state of Rhode Island or any political subdivision thereof, or any public agency or quasi-public agency and which requires or involves the employment of employees, shall contain a provision stating the minimum wages to be paid various types of employees which shall be based upon the wages that will be determined by the director of labor and training to be prevailing for the corresponding types of employees employed on projects of a character similar to the contract work in the city, town, village, or other appropriate political subdivision of the state of Rhode Island in which the work is to be performed. Every contract shall contain a stipulation that the contractor or his or her subcontractor shall pay all the employees employed directly upon the site of the work, unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account, the full amounts accrued at time of payment computed at wage rates not less than those stated in the call for bids, regardless of any contractual relationships which may be alleged to exist between the contractor or subcontractor and the employees, and that the scale of wages to be paid shall be posted by the contractor in a prominent and easily accessible place at the site of the work; and the further stipulation that there may be withheld from the contractor so much of the accrued payments as may be considered necessary to pay to the employees employed by the contractor, or any subcontractor on the work, the difference between the rates of wages required by the contract to be paid the employees on the work and the rates of wages received by the employees and not refunded to the contractor, subcontractors, or their agents.

(b) The terms "wages", "scale of wages", "wage rates", "minimum wages", and "prevailing wages" shall include:

- (1) The basic hourly rate of pay; and
- (2) The amount of:

(A) The rate of contribution made by a contractor or subcontractor to a trustee or to a third person pursuant to a fund, plan, or program; and

(B) The rate of costs to the contractor or subcontractor which may be reasonably anticipated in providing benefits to employees pursuant to an enforceable commitment to carry out a financially responsible plan or program which was communicated in writing to the employees affected, for medical or hospital care, pensions on retirement or death, compensation for injuries or illness resulting from occupational activity, or insurance to provide any of the foregoing, for unemployment benefits, life insurance, disability and sickness insurance, or accident insurance, for vacation and holiday pay, for defraying costs of apprenticeship or other similar programs, or for other bona fide fringe benefits, but only where the contractor or subcontractor is not required by other federal, state, or local law to provide any of the benefits; provided, that the obligation of a contractor or subcontractor to make payment in accordance with the prevailing wage determinations of the director of labor and training insofar as this chapter of this title and other acts incorporating this chapter of this title by reference are concerned may be discharged by the making of payments in cash, by the making of contributions of a type referred to in subsection (b)(2), or by the assumption of an enforceable commitment to bear the costs of a plan or program of a type referred to in this subdivision, or any combination thereof, where the aggregate of any payments, contributions, and costs is not less than the rate of pay described in subsection (b)(1) plus the amount referred to in subsection (b)(2).

(c) The term "employees", as used in this section, shall include employees of contractors or subcontractors performing jobs on various types of public works including mechanics, apprentices, teamsters, chauffeurs, and laborers engaged in the transportation of gravel or fill to the site of public works, the removal and/or delivery of gravel or fill or ready-mix concrete, sand, bituminous stone, or asphalt flowable fill from the site of public works, or the transportation or removal of gravel or fill from one location to another on the site of public works, and the employment of the employees shall be subject to the provisions of subsections (a) and (b).

(d) The terms "public agency" and "quasi-public agency" shall include, but not be limited to, the Rhode Island industrial recreational building authority, the Rhode Island economic development corporation, the Rhode Island airport corporation, the Rhode Island industrial facilities corporation, the Rhode Island refunding bond authority, the Rhode Island housing and mortgage finance corporation, the Rhode Island resource recovery corporation, the Rhode Island public transit authority, the Rhode Island student loan authority, the water resources board corporate, the Rhode Island health and education building corporation, the Rhode Island higher education assistance authority, the Rhode Island turnpike and bridge authority, the Narragansett Bay water quality management district commission, Rhode Island telecommunications authority, the convention center authority, the board of governors for higher education, the board of regents for elementary and secondary education, the capital center commission, the housing resources commission, the Quonset Point-Davisville management corporation, the Rhode Island children's crusade for higher education, the Rhode Island depositors economic protection corporation, the Rhode Island lottery commission, the Rhode Island

partnership for science and technology, the Rhode Island public building authority, and the Rhode Island underground storage tank board.



State of Rhode Island
Division of Purchases

Public Works
Bid Preparation Checklist

Date: 7/30/2015

Bid#: 7549732

Title: Modifications to the Ventilation system at the Beazley Bldg., Zambarano Hospital, DOA

This checklist is provided to assist the bidder in preparing a bid proposal for submission. It is not a substitute for a thorough review of the Instruction to Bidders nor a comprehensive list of all bid proposal requirements. Each bidder is responsible to review the Instructions to Bidders and to comply with all requirements of the Solicitation.

Bid Proposal Package:

- RIVIP Bidder Certification Cover Form (completed) signed in ink
- Bid Form
 - All applicable blank spaces on the Bid Form have been completed
 - All Addenda have been acknowledged
 - Bid price printed legibly in ink (in both words and figures that match where specified)
 - Erasures or corrections have been initialed by person signing the Bid Form
 - Bid Form is signed in ink
- Bid Surety
 - Bid bond or certified check (for DOT projects, bid bond only)
 - Bid surety is five percent of the bid total (or such other specified amount)
 - Bid Bond is signed by the bidder and surety
 - Power of Attorney is attached to the Bid Bond showing the name of person who signed the surety bond
- Public Copy of bid proposal in pdf format on a read-only CD-R media disk
- General Contractor Apprenticeship Certification Form "2013-14" (for projects \$1,000,000 and greater) required at time of bid proposal submission

Note: General Contractor Apprenticeship Re-Certification and Certification Form "2013-16" and Subcontractor Apprenticeship Certification Form "2013-15" are not required at time of bid proposal submission deadline.

- Applicable professional licenses (as specified in the Solicitation)
- Rhode Island Contractor Registration Board No.
- All bid proposal documents in a sealed envelope with the specific Solicitation #, Solicitation title, and the bid proposal submission deadline marked in the upper left hand corner of the envelope
- Each bid proposal submitted in a separate sealed envelope
- Completed Form W-9
- Other _____

Buyer Name: John F. O'Hara II

Contact Information: 401-574-8125

State of Rhode Island
**PAYER'S REQUEST FOR TAXPAYER
 IDENTIFICATION NUMBER AND CERTIFICATION**

THE IRS REQUIRES THAT YOU FURNISH YOUR TAXPAYER IDENTIFICATION NUMBER TO US. FAILURE TO PROVIDE THIS INFORMATION CAN RESULT IN A \$50 PENALTY BY THE IRS. IF YOU ARE AN INDIVIDUAL, PLEASE PROVIDE US WITH YOUR SOCIAL SECURITY NUMBER (SSN) IN THE SPACE INDICATED BELOW. IF YOU ARE A COMPANY OR A CORPORATION, PLEASE PROVIDE US WITH YOUR EMPLOYER IDENTIFICATION NUMBER (EIN) WHERE INDICATED.

Taxpayer Identification Number (T.I.N.)

Enter your taxpayer identification number in the appropriate box. For most individuals, this is your social security number.

Social Security No. (SSN)

Employer ID No. (EIN)

--	--	--	--	--

--	--

NAME _____

ADDRESS _____

(REMITTANCE ADDRESS, IF DIFFERENT) _____

CITY, STATE AND ZIP CODE _____

CERTIFICATION: Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct Taxpayer Identification Number (or I am waiting for a number to be issued to me), and
- (2) I am not subject to backup withholding because either: (A) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (B) the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions -- You must cross out item (2) above if you have been notified by the IRS that you are subject to backup withholding because of under-reporting interest or dividends on your tax return. However, if after being notified by IRS that you were subject to backup withholding you received another notification from IRS that you are no longer subject to backup withholding, do not cross out item (2).

PLEASE SIGN HERE

SIGNATURE _____ **TITLE** _____ **DATE** _____ **TEL NO.** _____

BUSINESS DESIGNATION:

- Please Check One: Individual Medical Services Corporation Government/Nonprofit Corporation
 Partnership Corporation Trust/Estate Legal Services Corporation

NAME: Be sure to enter your full and correct name as listed in the IRS file for you or your business.

ADDRESS, CITY, STATE AND ZIP CODE: Enter your primary business address and remittance address if different from your primary address). If you operate a business at more than one location, adhere to the following:

- 1) Same T.I.N. with more than one location -- attach a list of location addresses with remittance address for each location and indicate to which location the year-end tax information return should be mailed.
- 2) Different T.I.N. for each different location -- submit a completed W-9 form for each T.I.N. and location. (One year-end tax information return will be reported for each T.I.N. and remittance address.)

CERTIFICATION -- Sign the certification, enter your title, date, and your telephone number (including area code and extension).

BUSINESS TYPE CHECK-OFF -- Check the appropriate box for the type of business ownership.

Mail to: Supplier Coordinator, One Capitol Hill, Providence, RI 02908