



# **CUYAHOGA COMMUNITY COLLEGE**

Office of Supplier Managed Services (SMS)  
700 Carnegie Ave.  
Cleveland, OH 44115

## **Request for Proposal Bid Package 25 – Final Construction Cleaning**

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**ISSUED: August 10, 2018**

**STEM Center Addition and Renovation  
West Campus  
Tri-C Project No. C20163108**

**PRE-BID MEETING DATE: August 24, 2018**

**BID DUE DATE: August 31, 2018**

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# 1 INTRODUCTION

Cuyahoga Community College District (Tri-C) is issuing this Request for Proposal (RFP) and inviting responses for the goods and services described in the accompanying specifications according to the terms, conditions, and requirements herein.

Vendors responding to this RFP shall be herein called the “Bidder.”

## 1.1 Project Overview

This project includes New Construction of the West STEM Center Addition as well as Renovations of existing facilities following the new Addition construction, specifically for Painting work. These will be solicited as three (3) individual bids within this Request for Proposal. Please refer to the following Specifications and Drawings created by Weber Murphy Fox Inc.

Refer to Appendix F for a Listing of Project Drawings and Specifications

**Specific information about Cuyahoga Community College can be obtained at [www.tri-c.edu](http://www.tri-c.edu).**

# 2 SUBMITTING YOUR PROPOSAL

Bidders are cautioned to read the information contained in this RFP carefully. Bidders must submit complete responses to all requirements and questions, in the order listed, and in accordance with the instructions specified in this RFP.

A pre-bid review meeting will be held on August 24, 2018 at 11:30 am. The location of the meeting will be at 11000 West Pleasant Valley Road, Parma, OH at the West STEM Project office trailer.

The Bid Due Date is August 31, 2018, by 2:00 PM. Proposals must be received at the location set forth below. Late proposals will not be accepted. Tri-C will confirm receipt of hard copies with a date and time stamp. No public opening is planned.

See Appendix A: Proposal Form

See Appendix B: Bidder’s Certification and Authorization to Execute

Two hard-copy proposals (one electronic copy to [phillip.pallone@tri-c.edu](mailto:phillip.pallone@tri-c.edu)) are to be submitted to:

**Cuyahoga Community College  
Supplier Managed Services (SMS)  
700 Carnegie Avenue, Cleveland, OH 44115  
Attn: Rob Ruppe**

## 2.1 Contacts

Bidders must direct all technical questions regarding this RFP to Phil Pallone. Procurement-related questions should be directed to Rob Ruppe.

<b>Buyer</b>	<b>Technical</b>
Name: Rob Ruppe Title: Buyer Phone: 216-987-4719 Fax: 216-987-3495 Email: robert.ruppe@tri-c.edu	Name: Clete Miller Title: Principal Phone: 216-452-1202 Fax: 216-623-3710 Email: cmiller@wmf-inc.com

## 2.2 Preparation of Proposal

In submitting a proposal or in its performance under an award by Tri-C, the successful Bidder warrants and represents that it is not suspended or debarred by the Federal Government or the State of Ohio.

- Bidders must notify Tri-C promptly of any ambiguity, inconsistency, or errors.
- Tri-C will not provide compensation for any expenses incurred by the Bidder for preparation of the proposal or for product or service demonstrations.
- Tri-C will not assume responsibility for errors or misinterpretations resulting from the use of incomplete documents.
- Tri-C may not consider proposals that require or request changes to the terms of this RFP.
- Proposals and any other information submitted in response to this proposal are the property of the Tri-C, and will not be returned.

## 2.3 Supplier Diversity

Tri-C is committed to diversity and to supporting Greater Cleveland's economy. All suppliers are encouraged to do business with Tri-C. Tri-C encourages all Bidders to exceed the following expectations:

- a. Supplier Participation: 15% minority, 5% female, and 3% veteran.
- b. Workforce Diversity: 20%

## 3 ADMINISTRATIVE AND CONTRACTUAL INFORMATION

- Tri-C reserves the right to reject any or all proposals received as a result of this RFP, modify specifications proposed, waive any formalities or technicalities, or negotiate separately with any source and in any manner whatsoever.
- Tri-C does not discriminate in admission, access, or treatment in programs and activities, employment policies or practices based on race, creed, sex, color, national or ethnic origin, religion, marital status, age, sexual orientation, Vietnam-era or qualified disabled veteran status, or qualified disability.

### **3.1 Award of Contract**

Tri-C, at its sole discretion, shall decide if contract award(s) will result from this RFP for the three (3) Base Bid Items.

Proposals must be fully responsive to all requirements stated in the RFP to obtain consideration. Tri-C may not consider any proposal not prepared and submitted in accordance with the provisions outlined herein.

In the event a contract is awarded, this RFP and the proposal of the successful Bidder(s) will be included as an addendum to the contractual obligations. Therefore, no information should be submitted which cannot be incorporated into that agreement.

Price alone will not be the sole determining factor in the selection process.

- Tri-C reserves the right to award based on various selection criteria.
- Tri-C is not bound to accept the lowest cost proposal(s), if in its judgment the lowest cost proposal(s) do not provide the best overall value.
- Portions of the RFP may be awarded separately.
- Tri-C reserves the right to negotiate the final details of the Contract with the successful Bidder(s).

#### **Pricing**

- Labor Requirements:
  - The Bidder shall base its bid upon the prevailing rates of wages as ascertained by the Ohio Department of Commerce, Wage and Hour Bureau. Comply with ORC Section 4115.03 through 4115.04
- The prevailing wage rates are available at the Ohio Department of Commerce's web site; <http://com.state.oh.us/>.
- Any price increase granted by Tri-C will be in the form of a written addendum to the original purchase order.

### **3.2 Delivery of Products and Services**

Delivery requirements including inside delivery, and or installation for products and services are to be coordination with Cuyahoga Community College or its designee, Late deliveries may be assessed a late fee.

- Additionally deliveries of products & services must also be coordinated and scheduled with Tri-C.
- Project Completion for Phase I – New Construction is July 31, 2019 and for Phase II – Renovation of Buildings 'A' and 'B' - March 3, 2020

### 3.3 Billing

Invoices must reflect the purchase order number and be addressed to:

Cuyahoga Community College  
Capital & Construction  
700 Carnegie Avenue  
Cleveland, Ohio 44115  
Attention: Nancy Stopp

**\*\* All invoices associated with the purchase order will be reviewed and routed by AM Higley as Construction Manager for Tri-C. Pencil draft invoices as well as subsequent approved invoices should be e-mailed to AM Higley – Attention: Robert McCoy at [rmccoy@amhigley.com](mailto:rmccoy@amhigley.com)**

### 3.4 Contract and License Agreements

Respondents must comply with all State of Ohio and Federal regulations concerning wages, liability insurance, worker's compensation, discrimination, intimidation, and any other applicable regulations.

## 4 TERMS AND CONDITIONS

Tri-C's Terms and Conditions are accessible on our web site at:

<http://www.tri-c.edu/administrative/sms/Documents/Terms.pdf>

### 4.1 Entire Agreement

The RFP and any resulting Contract shall be the complete and exclusive statement of the agreement between Tri-C and the Bidder and supersedes all prior oral or written agreements.

The terms and conditions of any purchase order, agreements, amendments, modifications, or other documents submitted by either party which conflict with or in any way purport to amend or add to any of the terms and conditions of the Contract are specifically objected to by the other party and shall be of no force or effect; nor shall govern in any way the subject matter hereof, unless set forth in writing and signed by both parties.

### 4.2 Time of Performance

Bidder agrees to perform all obligations and render services set forth in the Contract, in accordance with the schedules herein and as mutually agreed upon between Tri-C and the Bidder during the term of the Contract.

### 4.3 Contracts Amendments

The Contract may be amended within the Contract period by mutual consent of both parties. No modification or amendment to the Contract shall become valid unless in writing and signed by both parties. All correspondence regarding modifications or amendments to the Contract must be forwarded to Tri-C's Vice President of Financial Services for prior review and approval.

### 4.4 Insurance

- A. For any Contract which requires the Bidder to provide on-site services, prior to commencement of work, Bidder shall provide Tri-C with Certificates of Insurance in the amounts shown below

as a minimum requirement and shall maintain such coverage in effect for the duration of the contract.

The insurer must be rated at least an ‘A’ by A. M. Best and Company.

Worker’s Compensation	Statutory
Employer’s Liability	\$1,000,000
Comprehensive General Liability	\$1,000,000 each occurrence \$2,000,000 in the aggregate
Comprehensive Automobile Liability (Any auto, hired auto, non-owned auto)	
a) Bodily Injury	\$ 500,000 each occurrence
b) Property Damage	\$ 500,000 each occurrence

If any part of the Contract is sublet, similar insurance shall be provided by or on behalf of the subcontractor to cover the subcontractor’s operations. The Bidder shall provide evidence of such insurance. In the event a subcontractor is unable to furnish insurance in the limits required under the Contract, the Bidder shall endorse the subcontractor as an additional insured on the Bidder’s policies.

The Bidder and Tri-C will include reciprocal “hold harmless” language in the contractual agreement.

**B. Bidder shall deliver to Tri-C:**

1. Certificates evidencing the existence of all such insurance promptly after the execution and delivery of contract and prior to the continued or additional performance of any services to be performed by the Bidder from or after the date of any agreement or purchase order; and
2. Such Certificates shall name Tri-C and its Board of Trustees as additional insured, with the exception of Workers Compensation and Employers Liability, and shall provide that the policies will not be cancelled until after 30 days unconditional written notice to Tri-C, giving Tri-C the right to pay the premium to maintain coverage.

**C. The insurance policies required in this RFP shall be kept in force for the periods specified below:**

1. The Bidder shall keep Commercial General Liability Insurance in force until receipt of final payment.
2. Workers’ Compensation Insurance shall be kept in force until the Bidder’s obligations have been fully performed and accepted by Tri-C in writing.

**D. The Bidder shall provide Tri-C a full and complete copy of any insurance policy promptly upon request by Tri-C, and without charge.**

**4.5 Indemnification**

The Bidder agrees to indemnify Tri-C, its officers, agents, employees, and/or subcontractors and hold them harmless from any and all liability (statutory or otherwise), claim, suit, demand, damage, judgment, cost, interest, and expense including but not limited to reasonable attorneys’ fees and charges, which the Bidder may incur or pay out, by reason of or resulting from the performance of Bidder; or by any negligent act or omission by Bidder, its officers, agents, employees, and/or subcontractors in connection with any resulting Agreement, other than as may result from the gross negligence or willful misconduct of Tri-C. Furthermore, the indemnification contained herein may not be assigned or subrogated to any third party, whether by operation of law or otherwise.

The indemnities herein shall survive the termination of any agreement or purchase order for any reason whatsoever.

#### **4.6 Other Benefits**

It is understood and agreed that no benefits, payments or considerations received by Bidder for the performance of services associated with and pertinent to a resulting Contract shall accrue directly or indirectly to any employees, elected or appointed officers or representatives, persons identified as agents of, or who are by definition an employee of Tri-C.

#### **4.7 Non-Disclosure**

The Bidder and Tri-C acknowledge that in the performance of a resultant Contract employees of either parties may come into the possession of proprietary or confidential information owned by or in the possession of the other. Neither party shall use any such information for its own benefit or make such information available to any person, firm, corporation, or other organization regardless of whether directly or indirectly affiliated with the Bidder or Tri-C, unless: (1) required by law; (2) by order of any court or tribunal; (3) such disclosure is necessary for the assertion of a right or defense of an assertion of a right; by one party against the other party hereto; or (4) such information has been acquired from other sources.

#### **4.8 Publicity**

The Bidder agrees that it shall not publicize the Contract or disclose, confirm, or deny any details thereof to third parties; use any photographs or video recordings of Tri-C employees; or use Tri-C's name in connection with any sales promotion or publicity event without the prior express written approval of Tri-C.

#### **4.9 Severability**

In case any provision hereof, or of any resulting agreement or purchase order, shall, for any reason be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision thereof, and this Contract shall be construed as if such invalid or unenforceable provision had not been included herein.

#### **4.10 Assignment**

This agreement is with the Bidder, and Bidder's interest in such agreement, duties hereunder, and/or fees due hereunder may not be assigned or delegated to a third party.

#### **4.11 Observance of College Rules and Regulations**

The Bidder agrees that at all times its employees will observe and comply with all regulations of Tri-C, including but not limited to smoking, parking, facility usage and security regulations. All Tri-C campuses are 100% smoke free (inside and out).

## **5 ADDITIONAL INFORMATION**

### **A. PRICING OF PROPOSAL**

Each proposal is to be submitted on the attached Bid Form. Complete all of the relevant blank spaces and requested information. Bidders may submit bids for one, two or three of the Base Bid Items as broken out on the Proposal Form. These forms must be properly signed.

Proposals are to be submitted in a sealed envelope and labeled:

“PRICING – C20163108 West Campus – STEM Center Addition and  
Renovation – BP 25 Final Construction Cleaning”

Installation will be performed under direct coordination of the selected Bidder(s) and Cuyahoga Community College.

If you are not able to provide the specified product, please indicate “N/A” (for not applicable). Refer to Paragraph 5.D for Substitutions.

It is requested that Bidders who may have any questions pertaining to these documents, or any concerns that may be in doubt as to the true meaning of any part of the RFP documents, shall submit to a request for interpretation to AM Higley – Robert McCoy ( [rmccoy@amhigley.com](mailto:rmccoy@amhigley.com) ) for review and response by the project team. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made by Addendum duly issued and a copy of such Addendum will be e-mailed, delivered, or faxed to each person receiving a set of pricing documents.

Pricing for the above described work must be submitted on the blank summary sheets furnished with the pricing documents. Said pricing must be submitted in duplicates.

#### **B. WITHDRAW OF PROPOSAL**

No bidder may withdraw their proposal for a period of (90) days after the date of opening.

#### **C. REJECTION OR ACCEPTANCE OF PRICING PROPOSAL**

Cuyahoga Community College reserves the right to reject any or all proposal and any part or parts of any proposal and the right to waive any informalities of any kind.

#### **D. SUBSTITUTIONS**

Proposed substitutions are to be e-mailed or faxed to Robert McCoy’s attention for review. The substitution shall be included if and only if written approval is received via Tri-C’s addendum.

- Proof of equality & a comparison to basis of specification shall be included with each proposed substitution.
- Substitution requests are to be emailed to Robert McCoy at AM Higley ([rmccoy@amhigley.com](mailto:rmccoy@amhigley.com)) no later than 2:00 PM on August 24, 2018.

#### **E. PRODUCT**

Workmanship and materials will be warranted for a period of not less than one year from the date of final acceptance by Tri-C. Should defects develop within warranty period, the manufacturer and/or the Bidder, shall remedy the defects and reimburse Tri-C for all damage to other work, whether caused by the defects or the work of correcting the same. Warranties extending beyond the one-year period shall be specifically provided in the Contract and may be fulfilled by the written warranty of the manufacturer.

## **F. DELIVERY, STORAGE, & HANDLING**

The Bidder shall be responsible for the receipt of products and supplies necessary to provide a complete installation. All deliveries shall be scheduled and coordinated with the individual campus plant managers. Materials must be promptly installed after delivery. All products shall be delivered in good condition and in its original and unopened packaging and covering.

## **G. DESIGN SERVICES**

N.A.

## **H. SUBMITTALS**

The following items shall be submitted at Bid Time:

1. Completed Bid Form.
2. Certificate of Insurance (ACCORD Form is acceptable)
3. Up-dated W-9 Form.
4. Registered, Legal Name of Vendor.
5. List of three past or current projects of similar size, include Owner's contact information.

The following items shall be submitted within 10 days of Contract:

6. Product Data / MSD sheets of all products included in Bidder's bid package.
7. List of sub-contractors of whom you would be working with on this project (i.e. General Trades, Mechanical, Electrical, Installation groups, etc).

## **I. INSTALLATION**

The Bidder will have full-time personnel capable of completing the job requirements in the project timeframe. Installation will be in accordance with the manufacturer's installation procedures. The Bidder will be responsible for the removal of all trash and debris associated with the installation of all materials in this project.

Installation Services: The Bidder (Contractor) shall (where applicable):

1. Notify the College One (1) week prior to performance of work. Timing of work shall be coordinated with the College.
2. Conduct an inspection of the building to identify phasing and staging or any restrictions, which might impact project installation activities.
3. Identify appropriate delivery area with Tri-C; use freight or passenger elevator permitted only with approval of the College, if applicable. Elevator may not be available for use at all times.
4. Provide all necessary equipment required to transport.
5. The site is to be left “broom-cleaned” daily.
6. Coordinate the work of all trades along with other contractors, owner, etc. as necessary for project completion. Submit a project schedule one (1) week after NTP. Two-week detailed construction/installation schedule look-aheads are required to be updated bi-weekly.
7. Protect all doors, door jambs, walls, and floor finishes from construction/installation activities.
8. Repair all scratches, tears, and dents that were a result of construction/installation activities.
9. Contractor to provide on-site field supervisor during full-term of on-site work. Cost of this person shall be included in the Bidder’s bid.
10. Safety
  - a. Bidders are to comply with all pertinent sections of CFR 1926 (OSHA) and related codes. Provide required signage, temporary protection, and barricades necessary for the protection of the public. Hard hats, safety glasses, and appropriate work gloves are required to be worn by contractors’ labor force at all times.
  - b. The Contractor shall adhere to all of the following provisions:
    1. The contractor shall download, read and comply with the AM Higley Construction Manager’s Project Safety Plan. If you are unaware of this document, ask the Construction Manager’s PM for a copy. The Construction Manager has some safety requirements in its plan that are above and beyond OSHA requirements that are outlined in this safety plan. All contractors shall flow down to subcontractors these requirements and take full responsibility to ensure compliance of such subcontractors.
      - a. Scaffolding – Fall protection required at or above 6’
      - b. Steel Erection - Fall protection required at or above 6’. Only self-retracting lanyards authorized for PFAS when in lifts or when anchor point is not overhead. Double self-retracting lanyards required any time workers are walking beams or any other scenario where there may be a break in anchor point continuity.
      - c. All excavations require the contractor to fill out and obtain approval of an excavation permit from the Construction Manager’s Superintendent. Contractor shall determine the location of underground utilities prior to beginning excavations, and must determine the exact location (depth) once in the approximate vicinity of the underground utility by an approved non-

- conductive method. Contractor conducting excavations shall be responsible for all coordination with OUPS or a private locator service.
- d. Scissor & Boom Lift – Body Harness with self-retracting lanyard required while elevated at or above 6’
  - e. Safety Monitor – No use of a safety monitor is permitted without specific approval from the Construction Manager
  - f. Controlled Decking/Access Zone – No use of controlled decking/access zone without specific approval from the Construction Manager
  - g. No 6’ shock absorbing lanyard may be used at any elevation below 18 ½ feet and never in any lift
  - h. The Onsite Safety Coordinator must have an OSHA 30 card that was issued no more than 5 years ago, or an approved 8-hour refresher card (to the OSHA 30) no more than 3 years old, and a First Aid/CPR certification no more than 2 years old.
2. The contractor shall not be permitted to begin contract work prior to an approved Site Specific Safety Plan (3SP). This shall be submitted electronically no later than 15 days prior to starting work. An approved 3SP is a condition of starting work.
  3. The contractor shall submit weekly safety inspection results, conduct and document tool box training weekly, conduct and document daily inspections of all powered equipment, occupied trenches, and scaffolding, provide the Construction Manager all Safety Data Sheets (SDSs, formally called MSDSs), acknowledge the safety violation policy, generate daily huddle meeting minutes and meet all other requirements of the project safety plan.
  4. A Site Specific Safety Plan (3SP) template is included in the Project Safety Plan (Section 1.5) to assist contractors in completing their 3SP. For any contractor who has not previously obtained approval on a 3SP, meet with a member of the Construction Manager’s Safety Team prior to attempting to generate this document.
  5. All contractor employees are required to attend the Construction Manager’s safety orientation the first day on the project site.
    - a. Each worker must bring with them to the safety orientation a photo ID and a current (within the past year) 11 panel drug card equal to or more stringent than the Construction Industry Substance Abuse Program (CISAP) listed in Appendix A of the project safety plan.
    - b. Drug cards from SCT must have the XOP on the card which indicates the 11 panel expanded opiate test.
  6. All workers on this project site must remain current within the past year on all substance abuse tests.
    - a. Post incident substance abuse test to the CISAP standards shall occur immediately but no later than the end of the work day should any injury require off-site medical attention, or an incident occur as defined in the CISAP.
    - b. For any contractor whose employees do not carry a drug card (out of town companies), this contractor shall coordinate with the Construction Manager’s Safety Team the process by which the subcontractor will demonstrate that all employees are, and shall remain, current throughout the term of the contract and their test meets CISAP standards
  7. Crystalline Silica standards

- a. Contractor shall complete the Exposure Control Plan and include a plan covering their silica dust generating tasks in the 3SP. A template is found at: [plan.silica-safe.org](http://plan.silica-safe.org) NOTE: The new OSHA regulation requires a significant amount of air sampling data. Plan for some expense for air sampling, respiratory physical evaluations, and outfitting all employees with respirators for any silica generating tasks.
- b. Contractors who may potentially generate crystalline silica dust, or have workers exposed to the hazard also must generate this exposure control plan for their specific scope of work. This plan shall be incorporated into each contractor's 3SP.
- c. Contractors must regularly update this exposure control plan so that it accurately reflects the jobsite silica hazards and effectively addresses all mitigation efforts.

## 11. Installation

- a. Related Documents
  - 1) Scope of Work Document Appendix C
- b. Excess Materials
  - 1) Turn over to Tri-C upon request.
- c. Labor Requirements
  - 1) The Bidder shall base its bid upon the prevailing rates of wages as ascertained by the Ohio Department of Commerce, Wage and Hour Bureau. Comply with ORC Section 4115.03 through 4115.04.
    - a. "New" construction threshold is \$250,000.
    - b. "Reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting" threshold is \$75,000.
  - 2) Use adequate numbers of skilled workmen who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for proper performance of the work in this section.
- d. Examination
  - 1) Examine Project site 24 hours before performing work, including loading dock area, elevators, and staging area, to ensure conditions are satisfactory for proper performance of work. Existing damage to building or debris that hinders performance shall immediately be called to the attention of the campus' plant manager and Phil Pallone.
    - a. Examine substrate and conditions under which work is to be performed.
  - 2) Examine materials or equipment immediately upon delivery and again prior to installation. Reject damaged or defective items.
  - 3) Do not proceed until unsatisfactory conditions have been corrected.
- e. Performance of Work:
  - 1) Provide Scope as identified in this RFP.
  - 2) Comply with manufacturer's installation instructions and recommendations.
  - 3) Provide connection devices, hardware and accessories required for complete installation.
  - 4) Install components securely into place at heights and dimensions indicated.
- f. Cleaning

- 1) Remove material and debris from Project site at the end of each working day. The job site is to be maintained in a clean, orderly condition and kept free from the accumulation of waste materials and rubbish.

g. Finishes

- 1) Factory or site finish, color, sheen, and texture shall be uniform.

h. Protection

- 1) Cover, ventilate, and protect work to protect from damage caused by weather, moisture, heat, staining, dirt, abrasions, or other conditions that may adversely affect appearance or use.
- 2) Protect against deterioration of finish, warpage, distortion, twisting, opening of joints and seams, delamination, or other injury.
- 3) Limit exposure to the following:
  - a. Excessively high or low temperatures
  - b. Excessively high or low humidity
  - c. Water/mold
  - d. Solvents
  - e. Puncture
  - f. Abrasion
  - g. Spoiling, staining, and corrosion
  - h. Rodent and insect infestation
  - i. Combustion

12. Project Closeout:

- a. See Appendix D: Close-out Checklist

b. Final Cleaning

- 1) Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean surfaces to the condition expected in building cleaning and maintenance program. Comply with manufacturer's instructions.
  - a) Complete the following cleaning operations before requesting inspection for Certification of Contract Completion:
    - i. Remove labels that are not required to be permanent
    - ii. Clean exposed hard-surfaced finishes to a dust-free condition, free of stains, films, and similar foreign substances.
    - iii. Remove temporary protection
    - iv. Repair finished surfaces damaged during project to like new condition.

13. Scope of Work:

- a. Refer to the enclosed Appendix C Scope of Work Document and Weber Murphy Fox, Inc. drawings for detailed scope and specifications.

**Proposal Form**  
**STEM Center Addition and Renovation**  
**BP-25 Final Construction Cleaning**  
**Tri-C Project No. C20163108**

Having read the Request for Proposal, prepared by the Office of the Capital & Construction, Cuyahoga Community College District Office, Cleveland, Ohio 44115 and having also received, read, and taken into account any Addendum and likewise having inspected the sites of, and conditions affecting and governing the construction of the said project, the undersigned hereby proposes to furnish all material and to perform all labor, as specified in this RFP for the said work, for the following sum(s) (please round all numbers to the nearest dollar):

**Time of Completion**

- It is expected that the work in this Contract shall be completed by July 31, 2019 for Phase I – New Construction and by March 3, 2020 for Phase II – Renovation of Buildings ‘A’ and ‘B’.

**BASE BID ITEM 1 BP-25 Final Construction Cleaning**

For the Sum of: \$ \_\_\_\_\_

Sum in words: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B

### **Bidder's Certification and Authorization to Execute**

The Bidder hereby acknowledges that the following representations in this bid are material and not mere recitals:

1. Bidder has read and understands the Contract Documents and agrees to comply with all requirements of the Contract Documents, regardless of whether the Bidder has actual knowledge of the requirements and regardless of any statement or omission made by the Bidder, which might indicate a contrary intention.
2. The Bidder represents that the bid is based upon the Standards specified by the Bidding Documents.
3. Bidder has become familiar with local conditions and has correlated personal observations about the requirements of the Bidding Documents. The Bidder has no outstanding questions regarding the interpretation or clarification of the Bidding Documents.
4. Bidder understands that the award of the Multi Prime Contract for the Project will require sequential, coordinated and interrelated operations, which may involve interference, disruption, hindrance or delays in the progress of the Bidder's Work. The Bidder agrees that the Contract price, as amended from time to time, shall cover all amounts due from Tri-C resulting from interference, disruption, hindrance or delay caused by or between its Subcontractors or his agents and employees. The Bidder agrees that any such interference, disruption, hindrance or delay is within the contemplation of the Bidder and Tri-C and that the Bidder's sole remedy for any such interference, disruption, hindrance or delay shall be an extension of time in accordance with the Contract Documents. This provision is intended to be, and shall be construed as, consistent with, and not in conflict with, Section 4113.62, ORC.
5. During the performance of the Contract, the Bidder agrees to comply with OAC Chapters 123:2-3 through 123:2-9 and agrees to incorporate the provisions contained in the Ohio Administration Code Section 123:2-9-01 into all subcontracts on the Project, regardless of tier. The Bidder understands that the Ohio Equal Opportunity Center may conduct pre-award and post-award compliance reviews to determine if the Bidder maintains nondiscriminatory employment practices, maintains an affirmative action program and is exerting good faith efforts to accomplish the goals of the affirmative action program. For a full statement of the rules regarding Equal Employment Opportunity in the Construction Industry, see OAC Chapters 123:2-1 through 123:2-9.
6. The Bidder and each person signing on behalf of the Bidder certifies, and in the case of a joint or combined bid, each party thereto certifies as to such party's organization, under penalty of perjury, that to the best of the undersigned's knowledge and belief: (a) the Base Bid, any Unit Prices and any Alternate Bid in the bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such Base Bid, Unit Prices or Alternate bid with any other Bidder; (b) unless otherwise required by law, the Base Bid, any Unit Prices and any Alternate bid in the bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the bid opening, directly or indirectly, to any other Bidder who would have any interest in the Base Bid, Unit Prices or Alternate

- bid; (c) no attempt has been made or will be made by the Bidder to induce any other individual, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
7. Bidder understands that the Contract is subject to all the provisions, duties, obligations, remedies and penalties of Chapter 4115, ORC, "Wages and Hours on Public Works," and that the Bidder shall pay any wage increase in the locality during the term of the Contract.
  8. The Bidder shall pay the prevailing wage rates of the Project locality, as issued by the Ohio Department of Commerce Wage and Hour Bureau, to laborers and mechanics performing Work on the Project.
  9. If the Bidder or its Subcontractors fail to comply with O.R.C Chapter 4115, Tri-C may withhold payment. The Bidder is liable for violations committed by the Bidder and/or its Subcontractors.
  10. Bidder certifies that upon the award of a Contract, the Bidder will make a good faith effort to ensure that all of the Bidder's employees, while working on Tri-C property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way and will ensure that its employees will not carry any firearm onto Tri-C premises or job site.
  11. Bidder agrees to furnish any information requested by Tri-C to evaluate the responsibility of the Bidder.
  12. Bidder certifies that it is enrolled and in good standing in an Ohio Bureau of Workers' Compensation (BWC) Drug Free Workplace Program (DFWP) or an equivalent BWC approved DFWP. Bidder certifies that it will require each of its Subcontractors on the Project to also be enrolled in a BWC approved DFWP and will submit confirmation of enrollment of its Subcontractors to Tri-C with this Bidder's Certification.
  13. Bidder certifies that the Personal Property Tax Certificate attached hereto is true and accurate in all respects.
  14. All signatures must be original.
  15. By signature hereto, Bidder offers and agrees to furnish products and / or services as proposed and comply with all terms, conditions, and requirements set forth in the RFP documents contained herein.
  16. Bidder further certifies that all statements and information prepared and submitted in response to this solicitation are complete and accurate.
  17. Bidder certifies that the individual signing this document and documents made part of the RFP is authorized to sign documents on behalf of the said company and to bind the company under any Contract that may result from the submission of a proposal.
  18. Bidder certifies compliance with all Federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.

BIDDER'S NAME: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Where Incorporated: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Contact person for Contract processing: \_\_\_\_\_

Date enrolled in an OBWC-approved  
DFWP (month/date/year): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

President or Primary Officer Name and Title: \_\_\_\_\_

\_\_\_\_\_

Acknowledge Receipt of all Addenda: \_\_\_\_\_

## Appendix C – Scope of Work Document

### 1.1 DEFINITIONS

- A. *In addition to definitions shown in other documents, the following shall also apply to this Project:*
- a) **Furnish:** Purchase and deliver to project site, ready for installation.
  - b) **Install:** Unpack, assemble, set in final position, fasten in place, make final connections, clean, adjust, and leave ready for use.
  - c) **Provide:** Furnish and install.
  - d) **Receive:** Accepting a delivery.
  - e) **Final Connections:** Complete plumbing, mechanical, and electrical connections as required and recommended by manufacturer for optimum operation of equipment.
  - f) **Drawings, Use of:** Do not scale the Drawings. If the Contractor chooses to calculate measurements by scaling the Drawings, it is at their own risk and is not considered to be an accurate measurement. The Contractor is responsible for the accuracy of measurements, elevations, lines, and grades of the Work.

### 1.2 PROJECT SCHEDULE

- B. The intent of the project schedule is to commence construction no later than Notice to Proceed is issued. Upon given notice of commencement, the Contractors shall proceed with the Project in accordance with the following unless an extension of time is granted in writing by the Architect.
- C. All Contractors' Attention is directed to the Contract provision for liquidated damages for failure to meet Contract Completion dates.
- D. Refer to the "Standard Conditions of Contract for Construction" and Section 01 32 15 - Construction Project Schedule for additional requirements.

### 1.3 QUALITY ASSURANCE

- E. It is the intent of the Owner and the Contract Documents to conform with the AMERICANS WITH DISABILITIES ACT OF 1991.

### 1.4 COORDINATION

- A. *Project Coordinator shall be responsible for coordination between the Construction Manager (Lead Contractor) and all other Prime Contractors.*
  - a) The Construction Manager / Lead Contractor shall act as the Project Coordinator.
- B. *Project Coordinator: Full-time, Non-working, Project Coordinator shall be experienced in administration and supervision of building construction, including plumbing, fire protection, HVAC, electrical and telecommunications work.*
  - a) Coordination activities of Project Coordinator include, but are not limited to, the following:
    - a. **Provide overall coordination of the scheduling of the Work and the Work itself.**
    - b. **Coordinate shared access to workspaces.**
    - c. **Coordinate product selections for compatibility.**
    - d. **Provide overall coordination of temporary facilities and controls.**
    - e. **Coordinate and schedule interruptions of permanent and temporary utilities, including those necessary to make connections for temporary services.**

- f. **Coordinate construction and operations of the Work with work performed by each Contractor, University's Material Supplier, University Services and Faculty / Student class schedules and activities.**
- g. **Prepare Coordination Drawings to coordinate work by more than one Contractor.**
- h. **Coordinate sequencing and scheduling of the Work. Include the following:**
  - 1) *Refer to the "Standard Conditions of Contract for Construction" for additional requirements.*
- i. **Provide photographic documentation.**
- j. **Provide quality-assurance and quality-control services specified in Section 01 14 00 "Quality Requirements."**
- k. **Coordinate sequence of activities to accommodate tests and inspections, and coordinate scheduling of tests and inspections.**
- l. **Provide information necessary to adjust, move, or relocate existing utility structures affected by construction.**
- m. **Provide progress cleaning of common areas and coordinate progress cleaning of areas or pieces of equipment where more than one contractor has worked.**
- n. **Coordinate cutting and patching.**
- o. **Coordinate protection of the Work.**
- p. **Coordinate firestopping.**
- q. **Coordinate hazardous material abatement.**
- r. **Coordinate completion of all punch list items for all contractors.**
- s. **Coordinate preparation of Project Close-out Procedures.**

#### 1.5 **PROJECT MANAGEMENT AND COORDINATION - ENVIRONMENTAL**

A. *Contractor's Environmental Manager (Emerald Built Environments): Each Prime Contractor shall designate an on-site party responsible for overseeing the environmental goals for the project and implementing procedures for environmental protection.*

- a) **Contractor Responsibilities: Responsibilities shall include:**
  - a. **Compliance with applicable Federal, State, and local environmental regulations, including maintaining required documentation.**
  - b. **Implementation of the Sustainable Design Requirements, including requirements and procedures for compliance with certain U.S. Green Building Council's (USGBC) LEED-NC 2.1 prerequisites and credits needed for the Project to obtain LEED SILVER certification.**
  - c. **Implementation of the Construction Waste Management Plan.**
  - d. **Implementation of the IAQ Management Plan.**
  - e. **Implementation of the Environmental Protection Plan.**
  - f. **Training for Contractor personnel in accordance with their position requirements.**
  - g. **Monitoring and documentation of environmental procedures.**

#### 1.6 **OWNER FURNISHED PRODUCTS**

A. *Owner's Responsibilities:*

- a) **Arrange for and deliver Owner reviewed Shop Drawings, Product Data, and Samples, to Contractor.**
- b) **Coordinate scheduling of, and arrange and pay for Product delivery to site.**

- c) Submit claims for transportation damage and replace damaged, defective, or deficient items.
- d) Arrange for manufacturers' warranties, inspections, and service.

B. *Contractor's Responsibilities:*

- a) Review Owner provided Shop Drawings, Product Data, and Samples. Provide "takeoff" when requested.
- b) Coordinate scheduling, receive and unload Products at site; inspect for completeness or damage. Notify shipper and Owner of incomplete and damaged shipments.
- c) Handle, store, install and finish Products.
- d) Repair or replace items damaged after receipt.

1.7 **OWNER PROVIDED WORK**

A. *Owner's Responsibilities:*

- a) Arrange for Shop Drawings, Product Data and Samples, if requested by Contractor.
- b) Coordinate scheduling of the Work.

B. *Contractor's Responsibilities:*

- a) Review Owner reviewed Shop Drawings, Product Data, and Samples if necessary.
- b) Coordinate schedule and provide supervision of the Work as Owner's on-site representative.
- c) Provide access, use of utilities, vertical transportation, and construction waste management.

1.8 **GENERAL REQUIREMENTS**

1. This Contractor shall furnish all necessary surveying and layout required.
2. This Contractor is responsible to coordinate locations and elevations for all work which abuts or connects to its work and take field measurements as necessary to establish existing conditions. No additional monies will be authorized to make the work of this agreement fit properly within the building. Any inconsistencies, omissions or out of tolerance dimensions relating to the work of others that affects the work of this agreement must be reported by the Contractor to The Albert M. Higley Company as soon as they are identified for resolution.
3. This Contractor shall maintain protection against spills, over-spray, etc. on finish surfaces, adjacent buildings, etc. This applies to any work performed by this Contractor or its subcontractors.
4. This Contractor shall include coordination with the other trades working concurrently on the site. Cost for out-of-sequence, downtime, multiple mobilizations or comeback work are to be included with the Base Bid Scope.
5. This Contractor is responsible for DAILY clean-up and housekeeping from debris created as part of the work of this Contractor and its subcontractors. This Contractor and its subcontractors must leave its work area(s) broom clean at the end of each work day. All trash and/or debris resulting from their operation is to be deposited into a dumpster, trash cart, and/or trash chute as designated by The Albert M. Higley Co. Furthermore, any trash and/or debris not properly removed by the end of each work day will be removed by The Albert M. Higley Co. The Albert M. Higley Co. will email the offending Contractor a Notice of Backcharge for the time spent cleaning up said area(s). Any materials that the Contractor has on site for incorporation into the work must be

properly stored in a neat manner and segregated so as not to be misconstrued as trash and/or debris. The appropriate trades / union jurisdiction shall provide the labor forces for said clean-up.

6. This Contractor is responsible for cleaning mud / dirt from vehicles, equipment, etc. before re-entering adjacent streets. This includes all work performed by subcontractors under this contract.
7. This Contractor shall be responsible for all preparatory work, licenses, fees, permits and inspections to meet the requirements of all governing authorities and municipalities.
8. All required materials, equipment, tools and machinery required for a complete installation is the responsibility of this Contractor.
9. This Contractor is responsible for all Division 0 & 1 requirements as it relates to this Bid Package.
10. This Contractor is responsible for construction cleaning of all materials / products installed by this Contractor or its subcontractors.
11. All warranties commence from Substantial Completion for the project, NOT the manufactured date, ship date, completion of installation, etc. Any cost implications with this requirement shall be included within the Base Bid.
12. Any extra work tickets must be signed within 24 hours of completion of the work by The Albert M Higley Co. superintendent, for verification of time worked, number of employees, itemized equipment, and materials purchased. Pricing for all T&M work must be submitted within 1 week of when the work was performed. Failure to get tickets signed and submitted as stated may result in rejection of all costs. Ticket work should be in accordance with Cuyahoga Community College extra work procedures.
13. All pricing either by ASI, Bulletin, RFP, or other formal requests must be submitted within 5 working days of issuance of the document or sooner if noted on the request. If pricing is not submitted it will be assumed that there is no cost or time change associated with the work described.
14. This contractor shall provide full time supervision for all work performed by this contractor as well as its subcontractors. Failure to maintain full time supervision may result in a backcharge to this contractor for supervision and coordination of work performed by Higley. This supervisor shall remain consistent for the duration of the project and any changes shall be agreed upon by the Higley Superintendent.
15. All Change order requests must include itemized unit breakdowns for all labor and materials. Supporting documentation including material invoices, equipment rental agreements, and wage rate breakdowns, must accompany all COR's. All wage rates must comply with Current negotiated union rates, or agreed upon unit prices as a part of the contract documents. Pricing should be submitted on Cuyahoga Community College Change Order Form.
16. Change Order Requests which have not been approved and have a corresponding formal change order issued by Cuyahoga Community College. cannot be included in monthly pay applications.
17. Pay applications / schedule of values (SOV's) must be broken down in sufficient labor and material detail for the Construction manager to easily and promptly review the schedule of values. The amount of detail shall be determined by the Construction Manager. The initial schedule of vales shall be

submitted to the Construction manager with 10 days of the notice of award. SOV's must include a line item for safety as indicated below.

18. Pencil copies of the monthly billing are due to the Construction Manager by the 15<sup>th</sup> of each month, and final approved pay applications shall be submitted by the 20<sup>th</sup> of each month to the Construction Manager. All final applications must be accompanied by all waivers, affidavits, and stored material paperwork as required by AM Higley or the owner.
19. This contractor will provide a detailed schedule for all work of this contractor within 10 days of the notice to proceed. The items in this schedule must coincide with the overall master project schedule. Should the contractor fail to maintain the schedule all costs associated with the delay will be the responsibility of the contributing contractor. Should you fail to submit a schedule, it will be assumed that this contractor will conform to the logic and durations. It is understood that multiple mobilizations may be required to complete the contract work, and additional compensation shall not be provided.
20. All Submittals, Shops drawings, and samples shall be submitted within 10 calendar days of the notice of award; failure to submit within in a timely manner to work within the project schedule will result in the contractor being responsible for all costs to recover the lost time as well as any other impacts to other contractors.
21. This contractor is responsible for all licenses and permits as required for their scope of work.
22. This contractor will be responsible to attend all weekly project coordination meetings and pre-installation meetings as scheduled by Higley. A contractor representative shall be present who is able to make decisions about manpower and cost. Failure to attend any of these meetings will result in a \$100 fine per occurrence.
23. Building "D" Permanent elevator will not be in use during construction. In Buildings A & B use of the elevator will be permitted on a limited use approved by AMH & Tri-C. In buildings A & B the demolition contractor will provide a window opening for material deliveries.
24. Mockups are required per the mockup elevations and the project specifications as it pertains to your scope of work.
25. All contractors shall perform work in accordance with the project schedule, including work impacted by winter conditions. Include winter conditions as needed to perform work as scheduled.
26. All contractors will be responsible to adherer to the indoor air quality plan as well as the waste management plan. The HVAC contractor will be responsible for putting the indoor air quality plan. The General Trades Package #1 Contractor will be responsible for the waste management plan.

#### 1.9 **PROJECT SPECIFIC REQUIREMENTS**

1. Work hours are 7:00 AM to 3:30 PM unless otherwise stated by AMH Supervision. All working hours must be in accordance with the Codified Ordinances of The City of Parma Ohio.
2. Construction employees and visitors will not be permitted on the grounds of the Cuyahoga Community College campus (including restroom facilities and dining areas) and will not be permitted to interact with any member of the campus community. Contact or harassment of any kind will be subject to immediate dismissal.

3. This Contractor shall protect and maintain survey stakes and construction fencing while performing this work.
4. All operations involving large trucks must enter the site from York & Letterman Drive and follow the campus road to the project location. No heavy construction traffic is permitted on paved parking lots. Violators may be subject to tickets or fines.
5. All vehicles leaving the construction area shall be cleaned. This Contractor shall clean paved areas (including driveways and public roadways) from construction dirt and mud daily.
6. All work is to be performed in accordance with the contract documents as prepared by the architect/engineer.
7. Provide warranties and guarantees per specifications. If none are stated, provided at minimum 1 year labor and material from substantial completion. Reference project drawings and specifications.
8. Parking will be as assigned by Higley's project superintendent as outlined on the project logistics plan. Companies of the tradespersons may be fined if parking policies are violated. Onsite parking within walking distance will be provided.
9. Deliveries of material and equipment can be dropped off at the project site as scheduled with Higley's superintendent. Coordination with ongoing work will be required.
10. This contractor will adhere to all governing authorities having jurisdiction over this work including but not limited to The City of Parma, the State of Ohio, Cuyahoga County, Cuyahoga Community College, and The Albert M. Higley Co.
11. This project has a no tobacco policy (including electronic smoking devices), anyone who does not comply with this policy will be subject to permanent removal from the site.
12. On site water will not be available for use. Contractors are to provide their own water as required to perform their scope of work.
13. Wheel washout will be the responsibility of each contractor on site.
14. Contractor to provide generator power while onsite for your scope of work. No temporary power will be available at this time.
15. This project is tax exempt.

#### 1.10 **BID PACKAGE 25 – FINAL CONSTRUCTION CLEANING**

##### A. Scope of Work:

It is the intention of this Subcontract to include all work necessary for a complete Final Construction Cleaning scope of work. This includes all work not necessarily detailed on the drawings, but reasonably assumable as-work to be by this Trade. This is not intended to include work not quantifiable from the design drawings. Any work that you feel should be part of this package, but cannot be quantified from

the construction documents, including drawings and specifications, shall be listed as an exclusion on your bid proposal. The general scope of work is intended to include, but not be limited to the following drawings and specifications:

- a. Weber Murphy Fox Construction & Bid Documents Dated November 2017
- b. Weber Murphy Fox Specifications Manual Dated November 2017
- c. Division 00 – Procurement & Contracting Requirements
- d. Division 01 – General Requirements
- e. 01 74 00 – Construction Cleaning

#### B. Trade Specific Requirements:

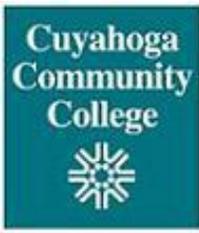
In general, this contractor shall be responsible for all work contained in the drawings and specifications sections applicable to this bid package. Due to the nature of the work required with this bid package, the scope definitions are primarily defined by the following inclusions and clarifications:

1. All of the above listed specifications are to be provided by this bid package contractor.
2. Multiple mobilizations will be required due to sequence and schedule. As many mobilizations as required to complete your scope of work are to be included in the base bid.
3. Contractor shall provide a listing of all cleaning fluids, compounds, etc., as well as cleaning tools to be utilized for its scope of work. Contractor shall be responsible for damage to any finished materials, assemblies, etc. where it has not first inquired as to manufacturer's recommended and/or restricted cleaning materials and tools.
4. Contractor shall comply with governing regulations and safety standards for cleaning operations. Remove waste materials from the site and dispose of lawfully. Do not burn waste material at the site, or bury debris or excess materials on the Owner's property, or discharge volatile or other harmful or dangerous materials into drainage systems.
5. Contractor shall provide all means of debris removal containers and carts and the General Trades contractor shall provide dumpsters either onsite or adjacent to the project site border.
6. The following phases and building locations are applicable to this scope of work:
  - a. Phase I – New Building 'D' including renovated Building 'F' corridors at the Basement, 1<sup>st</sup> and 2<sup>nd</sup> Floors, as well as basement Mechanical/Electrical rooms and Locker rooms in Building 'F'
  - b. Phase II – Renovated Rooms at Building 'A' 2<sup>nd</sup> Floor including Corridors
  - c. Phase II – Renovated Rooms at Building 'B' 2<sup>nd</sup> Floor including Corridors

Contractor understands and acknowledges that it will likely be required to work on more than one floor simultaneously, and it shall be required to provide sufficient manpower and tools for same.

7. The following final construction cleaning tasks apply to this scope of work as minimum requirements following construction as well as substantial completion:
  - a. Initial vacuuming of carpet and hard surface flooring at commencement of final cleaning for each floor. Also provide a second final vacuuming of carpet and hard surface flooring when the balance of cleaning at each floor is completed. All hard surface floors to be cleaned using manufacturer's recommended cleaning products and procedures.
  - b. Bathrooms and Locker Rooms – clean wall tile, floor tile, toilet compartments, toilet accessories, lockers, plumbing fixtures and vanities. Clean all floor base, wipe down walls, wipe down and clean window frames (including removal of drywall mud, paint and adhesives), clean inside of all windows, thoroughly wipe down all window treatments including their individual slats.

- c. Offices/Storage Rooms/Stock Rooms/Study Rooms/Support spaces – clean all cabinetry (inside and out), floors, walls and devices/fixtures wiped down and cleaned. Clean all floor base, wipe down walls, wipe down and clean window frames (including removal of drywall mud, paint and adhesives), clean inside of all windows, thoroughly wipe down all window treatments including their individual slats.
  - d. Open Areas/Corridors/Commons - walls and devices/fixtures wiped down, light fixtures (pre-check allowable cleaning materials/tools). Clean all floor base, wipe down walls, wipe down and clean window frames (including removal of drywall mud, paint and adhesives), clean inside of all windows, thoroughly wipe down all window treatments including their individual slats.
  - e. Lounges – clean all cabinetry (inside and out), floors, walls, and devices/fixtures wiped down. Clean appliances as applicable. Clean window frames (including removal of drywall mud, paint and adhesives), clean inside of all windows, thoroughly wipe down all window treatments including their individual slats.
  - f. Elevator – clean the entire cab interior including wall, ceiling and floor surfaces. Clean interior and exterior side of the elevator doors.
  - g. Stairways - wipe down all handrails, guardrail. Clean all flooring material at the steps and landings. Clean window frames (including removal of drywall mud, paint and adhesives), clean inside of all windows.
  - h. Mechanical/Electrical Rooms/Utility Closets – walls and devices/fixtures wiped down, light fixtures (pre-check allowable cleaning materials/tools). Wipe down equipment following verification of safe practices for cleaning said equipment.
  - i. Lab Casework and Equipment – clean all Lab casework (inside and out), wipe down equipment following instruction on safe practices for cleaning said equipment. Wipe down all hoods at all locations throughout the building. Cleaning products and procedures shall be in compliance with manufacturer’s recommendations.
  - j. Roof Levels – clean areas of litter and foreign substances. Power wash rooftop mechanical equipment and penthouse siding utilizing appropriate practices including strictly following manufacturer’s guidelines.
8. Contractor shall clean the outside of all exterior windows and frames, as well as metal panels utilizing cleaning personnel skilled in exterior wall cleaning including windows. Exterior cleaning shall be coordinated and scheduled with the Construction Manager by building elevation. This includes the means for safely accessing exterior façade materials being cleaned with portable/mobile manlift equipment.
  9. Exterior Cleaning – contractor shall clean the project site (yard and grounds), including landscape development areas of litter and foreign substances. Sweep paved areas to a broom-clean condition; remove spills and stains and other foreign deposits. Rake all grounds (within project limits) that are neither planted nor paved to a smooth, even textured surface.
  10. Prior to sign-off for cleaning completion at each floor and/or building location, Contractor shall notify Construction Manager in writing (e-mail) that it has completed all required cleaning for that floor. Construction Manager shall perform a walkthrough of each location on the floor and provide a list of incomplete or insufficiently cleaned items to the contractor. Upon transmittal of that list, contractor shall complete all work items within 24 hours.



Contract Completion Checklist

Project Name: \_\_\_\_\_ Contractor Name: \_\_\_\_\_  
 Project Number: \_\_\_\_\_ Address: \_\_\_\_\_  
 Project Location \_\_\_\_\_

N/A      Included    Not Included

**Closeout Forms / Certifications Required (3 original copies to Owner required):**

- Payment Release Affidavit
- Final Certified Payroll Reports
- Updated Form 26
- Affidavit of Compliance to Prevailing Wages for each sub
- Certification of Equipment Demonstrations
- Partial Certification of Contract Completion
- Certification of Warranty Commencement
- Final Certification of Contract Completion
- Waiver of Lien
- Affidavit of Contractor/Subcontractor

**Closeout Action Items and Record Documents (3 original copies to Owner required):**

- Final Cleaning
- Complete Punch List Work
- Certificate of Occupancy
- Inspection Certificates
- Letter of Approval - State Fire Marshal for Fire Suppression System
- Operations and Maintenance Manuals
- As-Built Drawings
- Detailed Drawings - concealed utilities, MEP systems
- Warranties and Guarantees, including the most recent address and telephone number of any Subcontractors, Material Suppliers, or manufacturers
- Extra Material, e.g. Attic Stock, keys, specialized wrenches, etc.
- Consent of Surety for Final Payment

Reviewed by:

Construction Manager (or Architect / Engineer for Stipulated Sum Contracts)

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Plant Manager

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Capital and Construction

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_



<b>Appendix F</b>	
<b>Listing of Drawings and Specifications</b>	
<b>Sheet Number</b>	<b>Sheet Title</b>
IEQ03	SECTIONS AND ELEVATIONS
SK-1	EXISTING NATATORIUM OPENING
<b>GENERAL</b>	
G-001	COVERSHEET - VOLUME 1 OF 2
G-002X1	PROJECT INFORMATION & CODE INFORMATION
GI100FX1	BLDG 'F' BASEMENT LEVEL LIFE SAFETY PLAN
GI101DX1	BLDG 'D' FIRST LEVEL LIFE SAFETY PLAN
GI102A	BLDG 'A' SECOND LEVEL LIFE SAFETY PLAN
GI102B	BLDG 'B' SECOND LEVEL LIFE SAFETY PLAN
GI102DX1	BLDG 'D' SECOND LEVEL LIFE SAFETY PLAN
<b>CIVIL</b>	
C-100	GENERAL NOTES
C-200	DEMOLITION PLAN
C-300	SITE PLAN
C-400	GRADING PLAN
C-500	UTILITY PLAN
C-501	UTILITY PROFILES
C-502	UTILITY PROFILES
C-600	SWPPP
C-601	SWPPP NOTES
C-602	SWPPP DETAILS
C-700	DETAILS
C-701	UTILITY DETAILS
C-702	UTILITY DETAILS
<b>LANDSCAPE ARCHITECTURE</b>	
L-100	SITE PLAN
L-101	PLANTING PLAN
L-500	SITE LANDSCAPE DETAILS
<b>STRUCTURAL</b>	
S-001	GENERAL STRUCTURAL NOTES
S-002	STATEMENT OF SPECIAL INSPECTIONS
S-101D	FOUNDATION PLAN
S-201	FOUNDATION SECTIONS AND DETAILS
S-301D	SECOND FLOOR FRAMING PLAN
S-302D	LOW ROOF FRAMING PLAN
S-303D	HIGH ROOF FRAMING PLAN
S-304D	STRUCTURAL PARALLELOGRAM STAIR FRAMING PLANS AND DETAILS
S-305D	STRUCTURAL STAIR FRAMING PLANS
S-401	FRAMING SECTIONS AND DETAILS
S-402	FRAMING SECTIONS AND DETAILS
S-403	FRAMING SECTIONS AND DETAILS
S-404	FRAMING SECTIONS AND DETAILS

<b>Appendix F</b>	
<b>Listing of Drawings and Specifications</b>	
<b>Sheet Number</b>	<b>Sheet Title</b>
S-405	FRAMING SECTIONS AND DETAILS
ARCHITECTURAL	
A-001	GENERAL NOTES, ABBREVIATIONS & SYMBOLS
AD100FX1	BLDG 'F' BASEMENT LEVEL DEMOLITION PLAN
AD102AX1	BLDG 'A' SECOND FLOOR DEMOLITION PLAN
AD102BX1	BLDG 'B' SECOND FLOOR DEMOLITION PLAN
AD112A	BLDG 'A' SECOND FLOOR REFLECTED CEILING PLAN DEMOLITION
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