

NOTICE

NO HAND CARRIED BIDS! **NO MAILED BIDS!**

Current security requirements established by the U.S. Capitol Police to screen mail being delivered to the U.S. Capitol Complex of buildings preclude the use of U.S. Postal Service by offerors to deliver their proposals submitted in response to this solicitation. In addition, because all packages must be screened for security purposes at a central location prior to their delivery, the Architect of the Capitol cannot accept packages containing offers handcarried directly to the Bid Room address within the Ford House Office Building, as specified elsewhere in this solicitation, or at any other location in the U.S. Capitol Complex of buildings.

Due to these unusual circumstances the Procurement Division for the Architect of the Capitol will only accept offers/proposals via UPS or FEDEX. See provision AOC52.215-1 Instructions to Offerors located in Section L for solicitations for services/supplies or the Solicitation Conditions for solicitations for construction. All handcarried offers/proposals will be rejected. Any attempt to handcarry an offer/proposal to any location in the U.S. Capitol Complex of buildings will be refused. Offerors are advised when sending proposals via FEDEX or UPS *not* to use same day delivery. FEDEX/UPS often subcontract out the delivery for same-day service. It is necessary for delivery personnel to arrive in a FEDEX/UPS truck and be in a uniform recognized as FEDEX/UPS. Offerors are encouraged to determine who will be making the delivery when making arrangements with FEDEX/UPS.



**NINTH FLOOR SPRINKLER SYSTEM
UPGRADE, HART SENATE OFFICE
BUILDING**

April 17, 2009

Architect of the Capitol
United States Capitol
Washington, D.C. - 20515

Site Visit Information - A site visit will be held at 2:00pm on April 29, 2009 in Conference Room SDG45 of the Dirksen Senate Office Building. See AOC 52.236-13 Visit to the Site of Work - Construction for additional details.

Specifications and Drawings - Upon request to the Contracting Officer, Matt Hazlinsky, either a compact disc (cd) containing project drawings or hard copy drawings will be mailed to your company. Requests should be made via email tomhazlins@aoc.gov and include a mailing address and point of contact at your company.

RFP No. 090037

ISSUED BY: ARCHITECT OF THE CAPITOL

**HART SENATE OFFICE BUILDING NINTH FLOOR SPRINKLER SYSTEM UPGRADE,
HART SENATE OFFICE BUILDING**

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(FOR INFORMATIONAL PURPOSES ONLY)**

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SOLICITATION, OFFER, AND AWARD <i>(Construction, Alteration, or Repair)</i>	1. SOLICITATION NO. RFP090037	2. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	3. DATE ISSUED 04/17/2009
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IMPORTANT -The "offer" section on the reverse must be fully completed by offeror.

4. CONTRACT NO.	5. REQUISITION/PURCHASE REQUEST NO. SB 090116	6. PROJECT NO. 000217
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7. ISSUED BY AOC - Procurement Division 2nd & D Streets, SW Room H2-263 WASHINGTON, DC 20515	CODE 9901	8. ADDRESS OFFER TO AOC - Procurement Division 2nd & D Streets, SW Room H2-263 WASHINGTON, DC 20515
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9. FOR INFORMATION CALL:	a. NAME Matt Hazlinsky	b. TELEPHONE NO. (Include area code)(NO COLLECT CALLS) 202-226-0994
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SOLICITATION

NOTE: In sealed bid solicitations "offer" and "offeror" means "bid" and "bidder".

10. THE GOVERNMENT REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS (Title, identifying no., date)

See Section B.1 and B.2 of the Schedule for a description of the work and complete list of the documents incorporated into the solicitation.

11. The Contractor shall begin performance 10 calendar days and complete it within 380 calendar days after receiving award, notice to proceed. This performance period is mandatory negotiable. (See The Schedule Section B.1 & B.2.)

12a. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE AND PAYMENT BONDS? (If "YES," indicate within how many calendar days after award in Item 12b). <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	12b. CALENDAR DAYS 15
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13. ADDITIONAL SOLICITATION REQUIREMENTS

a. Sealed offers in original and 3 copies to perform the work required are due at the place specified in item 8 by 15:00 (hour) local time 05/19/2009 (date). If this is a sealed bid solicitation, offers will be publicly opened at that time. Sealed envelopes containing offers shall be marked to show the offeror's name and address, the solicitation number, and the date and time offers are due.

b. An offer guarantee is, is not required.

c. All offers are subject to the (1) work requirements, and (2) other provisions and clauses incorporated in the solicitation in full text or by

d. Offers providing less than 60 calendar days for Government acceptance after the date offers are due will not be considered and will be rejected.

OFFER (Must be fully completed by offeror)

14. NAME AND ADDRESS OF OFFEROR (Include ZIP Code)	15. TELEPHONE NO. (Include area code)
CODE	16. REMITTANCE ADDRESS (Include only if different than Item 14.)
FACILITY CODE	

17. The offeror agrees to perform the work required at the prices specified below in strict accordance with the terms of this solicitation, if this offer is accepted by the Government in writing within 60 calendar days after the date offers are due. (Insert any number equal to or greater than the minimum requirement stated in Item 13d. Failure to insert any number means the offeror accepts the minimum in Item 13d.)

AMOUNTS

18. The offeror agrees to furnish any required performance and payment bonds.

19. ACKNOWLEDGMENT OF AMENDMENTS

AMENDMENT NO.										
DATE										

20a. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	20b. SIGNATURE	20c. OFFER DATE
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AWARD (To be completed by Government)

21. ITEMS ACCEPTED

22. AMOUNT	23. ACCOUNTING AND APPROPRIATION DATA
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24. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM 27	25. OTHER THAN FULL AND OPEN COMPETITION PURSUANT TO <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()
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26. ADMINISTERED BY AOC - Procurement Division 2nd & D Streets, SW Room H2-263 WASHINGTON, DC 20515	CODE 9901	27. PAYMENT WILL BE MADE BY Architect of the Capitol Accounting Division Ford House Office Bldg. Rm. H2-205 Washington, DC 20515
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CONTRACTING OFFICER WILL COMPLETE ITEM 28 OR 29 AS APPLICABLE

<input type="checkbox"/> 28. NEGOTIATED AGREEMENT (Contractor is required to sign this document and return _____ copies to issuing office) Contractor agrees to furnish and deliver all items or perform all work requirements identified on this form and any continuation sheets for the consideration stated in this contract. The rights and obligations of the parties to this contract shall be governed by (a) this contract award, (b) the solicitation, and (c) the clauses, representations, certifications, and specifications incorporated by reference in or attached to this contract.	<input type="checkbox"/> 29. AWARD (Contractor is not required to sign this document.) Your offer on this solicitation is hereby accepted as to the items listed. This award consummates the contract, which consists of (a) the Government solicitation and your offer, and (b) this contract award. No further contractual document is necessary.
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30a. NAME AND TITLE OF CONTRACTOR OR PERSON AUTHORIZED TO SIGN (Type or print)	31a. NAME OF CONTRACTING OFFICER (Type or print) Matt Hazlinsky
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30b. SIGNATURE	30c. DATE	31b. UNITED STATES OF AMERICA	31c. DATE
		BY	

Summary Info Continuation Page

THE SCHEDULE - SUPPLIES OR SERVICES AND PRICES/COSTS FOR CONSTRUCTION

BASE

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
1	SPRINKLER FOR HSOB ATTIC	Total : 1.000000	EA	\$	\$

Description:Construction in accordance with the requirements of the Project Specifications, Drawings and terms and conditions established in the Solicitation and resulting Contract.

Lump-Sum Price for Base

\$

OPTION 1

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
2	OPTION: SPRINKLER PROTECTION OF EMR'S, CAPITOL POLICE RADIO ROOM AND STAIRS	Total : 1.000000	EA	\$	\$

Description:Construction in accordance with the requirements of the Project Specifications, Drawings and terms and conditions established in the Solicitation and resulting Contract.

Lump-Sum Price for Option 1

\$

OPTION 2

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
3	OPTION: PAINTING OF SPRINKLER PIPE	Total : 1.000000	EA	\$	\$

Description:Construction in accordance with the requirements of the Project Specifications, Drawings and terms and conditions established in the Solicitation and resulting Contract.

Lump-Sum Price for Option 2

\$

OPTION 3

Number	Commodity Name	Quantity	Unit of Issue	Unit Price (\$)	Total Cost (\$, Inc. disc)
4	OPTION: QUALITY CONTROL/ASSURANCE PLAN	Total : 0.000000	EA	\$	\$

Description:In accordance with the requirements of the Project Specifications Section 014302, Drawings and terms and conditions established in the Solicitation and resulting Contract.

Lump-Sum Price for Option 3

\$

Lump-Sum Price for All Options

\$

Lump-Sum Price for Base and All Options

\$ **B.1 Description of Work**

The Contractor shall furnish all supervision, labor, materials and equipment necessary to perform the installation of a new automatic sprinkler system in the areas of the Ninth Floor of the Hart Senate Office Building that are currently not protected by an automatic sprinkler system as set forth in the Specifications and Drawings for AOC Project No. 000217 and as further described in the Schedule, General Conditions, Supplementary Conditions, Representations, Certifications, and other Statements of Offerors, Solicitation Conditions and Attachments (incorporated by reference).

The following documents are incorporated in this solicitation and will be incorporated in the resulting contract:

Project Manual, Specifications and Drawings for the Installation of Sprinkler System in the Attics, Hart Senate Office Building, AOC Project No. 000217.

B.2 Additional Information

1. It is the intention of the Government to exercise the Option line items and the work described in Specification Section 010000, para 1.2.B, at time of award, subject to the availability of funds. If Option 3, Quality Control/Assurance Plan, is not exercised and funded at time of award, Addendum to the Specifications, Specification Section 014302, will not be included in the resulting contract.

2. Project Duration: The project duration shall not exceed 380 days from the date of Contract Award. A Notice to Proceed will be issued after Government receipt and approval of the Contractor's Performance and Payment Bonds and Insurance. See Block 12a and 12b of the SF1442 and AOC52.228-5 Payment Protection and Performance Bonds - Construction for additional information regarding submission of Performance and Payment Bonds. See Specification Section 010000, para 1.2.A.7 for additional project schedule milestones. The exercising of any option(s) at time of award will not extend the contact duration stated in Block 11 of the SF1442.

General Conditions

52.246-12 Inspection of Construction (Aug 1996)

- (a) *Definition.* "Work" includes, but is not limited to, materials, workmanship, and manufacture and fabrication of components.
- (b) The Contractor shall maintain an adequate inspection system and perform such inspections as will ensure that the work performed under the contract conforms to contract requirements. The Contractor shall maintain complete inspection records and make them available to the Government. All work shall be conducted under the general direction of the Contracting Officer and is subject to Government inspection and test at all places and at all reasonable times before acceptance to ensure strict compliance with the terms of the contract.
- (c) Government inspections and tests are for the sole benefit of the Government and do not-
- (1) Relieve the Contractor of responsibility for providing adequate quality control measures;
 - (2) Relieve the Contractor of responsibility for damage to or loss of the material before acceptance;
 - (3) Constitute or imply acceptance; or
 - (4) Affect the continuing rights of the Government after acceptance of the completed work under paragraph (i) of this section.
- (d) The presence or absence of a Government inspector does not relieve the Contractor from any contract requirement, nor is the inspector authorized to change any term or condition of the specification without the Contracting Officer's written authorization.
- (e) The Contractor shall promptly furnish, at no increase in contract price, all facilities, labor, and material reasonably needed for performing such safe and convenient inspections and tests as may be required by the Contracting Officer. The Government may charge to the Contractor any additional cost of inspection or test when work is not ready at the time specified by the Contractor for inspection or test, or when prior rejection makes reinspection or retest necessary. The Government shall perform all inspections and tests in a manner that will not unnecessarily delay the work. Special, full size, and performance tests shall be performed as described in the contract.
- (f) The Contractor shall, without charge, replace or correct work found by the Government not to conform to contract requirements, unless in the public interest the Government consents to accept the work with an appropriate adjustment in contract price. The Contractor shall promptly segregate and remove rejected material from the premises.
- (g) If the Contractor does not promptly replace or correct rejected work, the Government may-
- (1) By contract or otherwise, replace or correct the work and charge the cost to the Contractor; or
 - (2) Terminate for default the Contractor's right to proceed.
- (h) If, before acceptance of the entire work, the Government decides to examine already completed work by removing it or tearing it out, the Contractor, on request, shall promptly furnish all necessary facilities, labor, and material. If the work is found to be defective or nonconforming in any material respect due to the fault of the Contractor or its subcontractors, the Contractor shall defray the expenses of the examination and of satisfactory reconstruction. However, if the work is found to meet contract requirements, the Contracting Officer shall make an equitable adjustment for the additional services involved in the examination and reconstruction, including, if completion of the work was thereby delayed, an extension of time.
- (i) Unless otherwise specified in the contract, the Government shall accept, as promptly as practicable after completion and inspection, all work required by the contract or that portion of the work the Contracting Officer determines can be accepted separately. Acceptance shall be final and conclusive except for latent defects, fraud, gross mistakes amounting to fraud, or the Government's rights under any warranty or guarantee.

(End of clause)

52.211-12 Liquidated Damages--Construction(Sept 2000)

- (a) If the Contractor fails to complete the work within the time specified in the contract, the Contractor shall pay liquidated damages to the Government in the amount of \$1,200.00 for each calendar day of delay until the work is completed or accepted.
- (b) If the Government terminates the Contractor's right to proceed, liquidated damages will continue to accrue until the work is completed. These liquidated damages are in addition to excess costs of repurchase under the Termination clause.

(End of clause)

52.223-3 Hazardous Material Identification and Material Safety Data (Jan 1997)

(a) "Hazardous material," as used in this clause, includes any material defined as hazardous under the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract).

(b) The offeror must list any hazardous material, as defined in paragraph (a) of this clause, to be delivered under this contract. The hazardous material shall be properly identified and include any applicable identification number, such as National Stock Number or Special Item Number. This information shall also be included on the Material Safety Data Sheet submitted under this contract.

Material (If none, list None)	Identification No.

(c) This list must be updated during performance of the contract whenever the Contractor determines that any other material to be delivered under this contract is hazardous.

(d) The apparently successful offeror agrees to submit, for each item as required prior to award, a Material Safety Data Sheet, meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous material identified in paragraph (b) of this clause. Data shall be submitted in accordance with Federal Standard No. 313, whether or not the apparently successful offeror is the actual manufacturer of these items. Failure to submit the Material Safety Data Sheet prior to award may result in the apparently successful offeror being considered nonresponsible and ineligible for award.

(e) If, after award, there is a change in the composition of the item(s) or a revision to Federal Standard No. 313, which renders incomplete or inaccurate the data submitted under paragraph (d) of this clause, the Contractor shall promptly notify the Contracting Officer and resubmit the data.

(f) Neither the requirements of this clause nor any act or failure to act by the Government shall relieve the Contractor of any responsibility or liability for the safety of Government, Contractor, or subcontractor personnel or property.

(g) Nothing contained in this clause shall relieve the Contractor from complying with applicable Federal, State, and local laws, codes, ordinances, and regulations (including the obtaining of licenses and permits) in connection with hazardous material.

(h) The Government's rights in data furnished under this contract with respect to hazardous material are as follows:

(1) To use, duplicate and disclose any data to which this clause is applicable. The purposes of this right are to--

(i) Apprise personnel of the hazards to which they may be exposed in using, handling, packaging, transporting, or disposing of hazardous materials;

(ii) Obtain medical treatment for those affected by the material; and

(iii) Have others use, duplicate, and disclose the data for the Government for these purposes.

(2) To use, duplicate, and disclose data furnished under this clause, in accordance with paragraph (h)(1) of this clause, in precedence over any other clause of this contract providing for rights in data.

(3) The Government is not precluded from using similar or identical data acquired from other sources.

(End of clause)

52.223-3 Alt I Hazardous Material Identification and Material Safety Data (Jan 1997)- Alternate I (July 1995)

(a) "Hazardous material," as used in this clause, includes any material defined as hazardous under the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract).

(b) The offeror must list any hazardous material, as defined in paragraph (a) of this clause, to be delivered under this contract. The hazardous material shall be properly identified and include any applicable identification number, such as National Stock Number or Special Item Number. This information shall also be included on the Material Safety Data Sheet submitted under this contract.

Material (If none, list None)	Identification No.

(c) This list must be updated during performance of the contract whenever the Contractor determines that any other material to be delivered

under this contract is hazardous.

(d) The apparently successful offeror agrees to submit, for each item as required prior to award, a Material Safety Data Sheet, meeting the

requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous material identified in paragraph

(b) of this clause. Data shall be submitted in accordance with Federal Standard No. 313, whether or not the apparently successful offeror is

the actual manufacturer of these items. Failure to submit the Material Safety Data Sheet prior to award may result in the apparently successful offeror being considered nonresponsible and ineligible for award.

(e) If, after award, there is a change in the composition of the item(s) or a revision to Federal Standard No. 313, which renders incomplete

or inaccurate the data submitted under paragraph (d) of this clause, the Contractor shall promptly notify the Contracting Officer and resubmit

the data.

(f) Neither the requirements of this clause nor any act or failure to act by the Government shall relieve the Contractor of any responsibility

or liability for the safety of Government, Contractor, or subcontractor personnel or property.

(g) Nothing contained in this clause shall relieve the Contractor from complying with applicable Federal, State, and local laws, codes, ordinances, and regulations (including the obtaining of licenses and permits) in connection with hazardous material.

(h) The Government's rights in data furnished under this contract with respect to hazardous material are as follows:

(1) To use, duplicate and disclose any data to which this clause is applicable. The purposes of this right are to--

(i) Apprise personnel of the hazards to which they may be exposed in using, handling, packaging, transporting, or disposing of hazardous materials;

(ii) Obtain medical treatment for those affected by the material; and

(iii) Have others use, duplicate, and disclose the data for the Government for these purposes.

(2) To use, duplicate, and disclose data furnished under this clause, in accordance with paragraph (h)(1) of this clause, in precedence over any other clause of this contract providing for rights in data.

(3) The Government is not precluded from using similar or identical data acquired from other sources.

(i) Except as provided in paragraph (i)(2), the Contractor shall prepare and submit a sufficient number of Material Safety Data Sheets (MSDS's), meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous materials

identified in paragraph (b) of this clause.

(1) For items shipped to consignees, the Contractor shall include a copy of the MSDS's with the packing list or other suitable shipping document which accompanies each shipment. Alternatively, the Contractor is permitted to transmit MSDS's to consignees in advance of receipt of shipments by consignees, if authorized in writing by the Contracting Officer.

(2) For items shipped to consignees identified by mailing address as agency depots, distribution centers or customer supply centers, the

Contractor shall provide one copy of the MSDS's in or on each shipping container. If affixed to the outside of each container, the MSDS's

must be placed in a weather resistant envelope.

(End of clause)

52.225-9 Buy American Act--Construction Materials (Feb 2009)

(a) *Definitions.* As used in this clause--

"Commercially available off-the-shelf (COTS) item" --

(1) Means any item of supply (including construction material) that is--

(i) A commercial item (as defined in paragraph (1) of the definition at FAR 2.101);

(ii) Sold in substantial quantities in the commercial marketplace; and

(iii) Offered to the Government, under a contract or subcontract at any tier, without modification, in the same form in which it is sold in the commercial marketplace; and

(2) Does not include bulk cargo, as defined in section 3 of the Shipping Act of 1984 (46 U.S.C. App. 1702), such as agricultural products and petroleum products.

"Component" means an article, material, or supply incorporated directly into a construction material.

"Construction material" means an article, material, or supply brought to the construction site by the Contractor or a subcontractor for incorporation into the building or work. The term also includes an item brought to the site preassembled from articles, materials, or supplies. However, emergency life safety systems, such as emergency lighting, fire alarm, and audio evacuation systems, that are discrete systems incorporated into a public building or work and that are produced as complete systems, are evaluated as a single and distinct construction material regardless of when or how the individual parts or components of those systems are delivered to the construction site. Materials purchased directly by the Government are supplies, not construction material.

"Cost of components" means--

(1) For components purchased by the Contractor, the acquisition cost, including transportation costs to the place of incorporation into the construction material (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or

(2) For components manufactured by the Contractor, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (1) of this definition, plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the construction material.

"Domestic construction material" means--

(1) An unmanufactured construction material mined or produced in the United States;

(2) A construction material manufactured in the United States, if—

(i) The cost of its components mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. Components of foreign origin of the same class or kind for which nonavailability determinations have been made are treated as domestic; or

(ii) The construction material is a COTS item.

"Foreign construction material" means a construction material other than a domestic construction material.

"United States" means the 50 States, the District of Columbia, and outlying areas.

(b) *Domestic preference.*

(1) This clause implements the Buy American Act (41 U.S.C. 10a-10d) by providing a preference for domestic construction material. In accordance with 41 U.S.C. 431, the component test of the Buy American Act is waived for construction material that is a COTS item (See FAR 12.505(a)(2)). The Contractor shall use only domestic construction material in performing this contract, except as provided in paragraphs (b)(2) and (b)(3) of this clause.

(2) This requirement does not apply to the construction material or components listed by the Government as follows:

None Applicable

(3) The Contracting Officer may add other foreign construction material to the list in paragraph (b)(2) of this clause if the Government determines that--

(i) The cost of domestic construction material would be unreasonable. The cost of a particular domestic construction material subject to the requirements of the Buy American Act is unreasonable when the cost of such material exceeds the cost of foreign material by more than 6 percent;

(ii) The application of the restriction of the Buy American Act to a particular construction material would be impracticable or inconsistent with the public interest; or

(iii) The construction material is not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities of a satisfactory quality.

(c) *Request for determination of inapplicability of the Buy American Act.*

(1)(i) Any Contractor request to use foreign construction material in accordance with paragraph (b)(3) of this clause shall include adequate information for Government evaluation of the request, including--

(A) A description of the foreign and domestic construction materials;

(B) Unit of measure;

(C) Quantity;

(D) Price;

(E) Time of delivery or availability;

(F) Location of the construction project;

(G) Name and address of the proposed supplier; and

(H) A detailed justification of the reason for use of foreign construction materials cited in accordance with paragraph (b)(3) of this clause.

(ii) A request based on unreasonable cost shall include a reasonable survey of the market and a completed price comparison table in the format in paragraph (d) of this clause.

(iii) The price of construction material shall include all delivery costs to the construction site and any applicable duty (whether or not a duty-free certificate may be issued).

(iv) Any Contractor request for a determination submitted after contract award shall explain why the Contractor could not reasonably foresee the need for such determination and could not have requested the determination before contract award. If the Contractor does not submit a satisfactory explanation, the Contracting Officer need not make a determination.

(2) If the Government determines after contract award that an exception to the Buy American Act applies and the Contracting Officer and the Contractor negotiate adequate consideration, the Contracting Officer will modify the contract to allow use of the foreign construction material. However, when the basis for the exception is the unreasonable price of a domestic construction material, adequate consideration is not less than the differential established in paragraph (b)(3)(i) of this clause.

(3) Unless the Government determines that an exception to the Buy American Act applies, use of foreign construction material is noncompliant with the Buy American Act.

(d) *Data.* To permit evaluation of requests under paragraph (c) of this clause based on unreasonable cost, the Contractor shall include the following information and any applicable supporting data based on the survey of suppliers:

FOREIGN AND DOMESTIC CONSTRUCTION MATERIALS PRICE COMPARISON

Construction Material Description	Unit of Measure	Quantity	Price (Dollars)*
Item 1:	--	--	--
Foreign Construction Material			
Domestic Construction Material			
Item 2:	--	--	--
Foreign Construction Material			
Domestic Construction Material			

[List name, address, telephone number, and contact for suppliers surveyed. Attach copy of response; if oral, attach summary.]

[Include other applicable supporting information.]

[Include all delivery costs to the construction site and any applicable duty (whether or not a duty-free entry certificate is issued).]*

(End of clause)

52.228-14 Irrevocable Letter of Credit (Dec 1999)

(a) "Irrevocable letter of credit (ILC)," as used in this clause, means a written commitment by a federally insured financial institution to pay all or part of a stated amount of money, until the expiration date of the letter, upon presentation by the Government (the beneficiary) of a written demand therefor. Neither the financial institution nor the offeror/Contractor can revoke or condition the letter of credit.

(b) If the offeror intends to use an ILC in lieu of a bid bond, or to secure other types of bonds such as performance and payment bonds, the letter of credit and letter of confirmation formats in paragraphs (e) and (f) of this clause shall be used.

(c) The letter of credit shall be irrevocable, shall require presentation of no document other than a written demand and the ILC (including confirming letter, if any), shall be issued/confirmed by an acceptable federally insured financial institution as provided in paragraph (d) of this clause, and -

(1) If used as a bid guarantee, the ILC shall expire no earlier than 60 days after the close of the bid acceptance period;

(2) If used as an alternative to corporate or individual sureties as security for a performance or payment bond, the offeror/Contractor may submit an ILC with an initial expiration date estimated to cover the entire period for which financial security is required or may submit an ILC with an initial expiration date that is a minimum period of one year from the date of issuance. The ILC shall provide that, unless the issuer provides the beneficiary written notice of non-renewal at least 60 days in advance of the current expiration date, the ILC is automatically extended without amendment for one year from the expiration date, or any future expiration date, until the period of required coverage is completed and the Contracting Officer provides the financial institution with a written statement waiving the right to payment. The period of required coverage shall be:

(i) For contracts subject to the Miller Act, the later of -

(A) One year following the expected date of final payment;

(B) For performance bonds only, until completion of any warranty period; or

(C) For payment bonds only, until resolution of all claims filed against the payment bond during the one-year period following final payment.

(ii) For contracts not subject to the Miller Act, the later of -

(A) 90 days following final payment; or

(B) For performance bonds only, until completion of any warranty period.

(d) Only federally insured financial institutions rated investment grade or higher shall issue or confirm the ILC. The offeror/Contractor shall provide the Contracting Officer a credit rating that indicates the financial institution has the required rating(s) as of the date of issuance of the ILC. Unless the financial institution issuing the ILC had letter of credit business of at least \$25 million in the past year, ILCs over \$5 million must be confirmed by another acceptable financial institution that had letter of credit business of at least \$25 million in the past year.

(e) The following format shall be used by the issuing financial institution to create an ILC:

Issue Date _____

Irrevocable Letter of Credit No. _____

Account party's name _____

Account party's address _____

For Solicitation No. _____ (for reference only)

To: [U.S. Government agency]

1. We hereby establish this irrevocable and transferable Letter of Credit in your favor for one or more drawings up to United States \$ _____. This Letter of Credit is payable at [issuing financial institution's and, if any, confirming financial institution's] office at [issuing financial institution's address and, if any, confirming financial institution's address] and expires with our close of business on _____, or any automatically extended expiration date.

2. We hereby undertake to honor your or the transferee's sight draft(s) drawn on the issuing or, if any, the confirming financial institution, for all or any part of this credit if presented with this Letter of Credit and confirmation, if any, at the office specified in paragraph 1 of this Letter of Credit on or before the expiration date or any automatically extended expiration date.

3. [This paragraph is omitted if used as a bid guarantee, and subsequent paragraphs are renumbered.] It is a condition of this Letter of Credit that it is deemed to be automatically extended without amendment for one year from the expiration date hereof, or any future expiration date, unless at least 60 days prior to any expiration date, we notify you or the transferee by registered mail, or other receipted means of delivery, that we elect not to consider this Letter of Credit renewed for any such additional period. At the time we notify you, we also agree to notify the account party (and confirming financial institution, if any) by the same means of delivery.

4. This Letter of Credit is transferable. Transfers and assignments of proceeds are to be effected without charge to either the beneficiary or the transferee/assignee of proceeds. Such transfer or assignment shall be only at the written direction of the Government (the beneficiary) in a form satisfactory to the issuing financial institution and the confirming financial institution, if any.

5. This Letter of Credit is subject to the Uniform Customs and Practice (UCP) for Documentary Credits, 1993 Revision, International

Chamber of Commerce Publication No. 500, and to the extent not inconsistent therewith, to the laws of [state of confirming financial institution, if any, otherwise state of issuing financial institution] .

6. If this credit expires during an interruption of business of this financial institution as described in Article 17 of the UCP, the financial institution specifically agrees to effect payment if this credit is drawn against within 30 days after the resumption of our business.

Sincerely,

[Issuing financial institution]

(f) The following format shall be used by the financial institution to confirm an ILC:

(Date) _____

Our Letter of Credit Advice Number _____

Beneficiary: [U.S. Government agency]

Issuing Financial Institution: _____

Issuing Financial Institution's LC No.: _____

Gentlemen:

1. We hereby confirm the above indicated Letter of Credit, the original of which is attached, issued by [name of issuing financial institution] for drawings of up to United States dollars _____/U.S. \$_____ and expiring with our close of business on [the expiration date], or any automatically extended expiration date.

2. Draft(s) drawn under the Letter of Credit and this Confirmation are payable at our office located at _____.

3. We hereby undertake to honor sight draft(s) drawn under and presented with the Letter of Credit and this Confirmation at our offices as specified herein.

4. [This paragraph is omitted if used as a bid guarantee, and subsequent paragraphs are renumbered.] It is a condition of this confirmation that it be deemed automatically extended without amendment for one year from the expiration date hereof, or any automatically extended expiration date, unless:

(a) At least 60 days prior to any such expiration date, we shall notify the Contracting Officer, or the transferee and the issuing financial institution, by registered mail or other receipted means of delivery, that we elect not to consider this confirmation extended for any such additional period; or

(b) The issuing financial institution shall have exercised its right to notify you or the transferee, the account party, and ourselves, of its election not to extend the expiration date of the Letter of Credit.

5. This confirmation is subject to the Uniform Customs and Practice (UCP) for Documentary Credits, 1993 Revision, International Chamber of Commerce Publication No. 500, and to the extent not inconsistent therewith, to the laws of [state of confirming financial institution].

6. If this confirmation expires during an interruption of business of this financial institution as described in Article 17 of the UCP, we specifically agree to effect payment if this credit is drawn against within 30 days after the resumption of our business.

Sincerely,

[Confirming financial institution]

(g) The following format shall be used by the Contracting Officer for a sight draft to draw on the Letter of Credit:

SIGHT DRAFT

[City, State]

[Confirming financial institution]

(Date) _____

Pay to the order of [Beneficiary Agency] the sum of United States \$_____. This draft is drawn under Irrevocable Letter of Credit No. _____.

[Beneficiary Agency]

[Beneficiary Agency]

[By]

[By]

(End of clause)

52.236-1 Performance of Work by the Contractor (Apr 1984)

The Contractor shall perform on the site, and with its own organization, work equivalent to at least _____ [insert the appropriate number in words followed by numerals in parentheses] percent of the total amount of work to be performed under the contract. This percentage may be reduced by a supplemental agreement to this contract if, during performing the work, the Contractor requests a reduction and the Contracting Officer determines that the reduction would be to the advantage of the Government.

(End of clause)

52.236-5 Material and Workmanship (Apr 1984)

(a) All equipment, material, and articles incorporated into the work covered by this contract shall be new and of the most suitable grade for the purpose intended, unless otherwise specifically provided in this contract. References in the specifications to equipment, material, articles, or patented processes by trade name, make, or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. The Contractor may, at its option, use any equipment, material, article, or process that, in the judgment of the Contracting Officer, is equal to that named in the specifications, unless otherwise specifically provided in this contract.

(b) The Contractor shall obtain the Contracting Officer's approval of the machinery and mechanical and other equipment to be incorporated into the work. When requesting approval, the Contractor shall furnish to the Contracting Officer the name of the manufacturer, the model number, and other information concerning the performance, capacity, nature, and rating of the machinery and mechanical and other equipment. When required by this contract or by the Contracting Officer, the Contractor shall also obtain the Contracting Officer's approval of the material or articles which the Contractor contemplates incorporating into the work. When requesting approval, the Contractor shall provide full information concerning the material or articles. When directed to do so, the Contractor shall submit samples for approval at the Contractor's expense, with all shipping charges prepaid. Machinery, equipment, material, and articles that do not have the required approval shall be installed or used at the risk of subsequent rejection.

(c) All work under this contract shall be performed in a skillful and workmanlike manner. The Contracting Officer may require, in writing, that the Contractor remove from the work any employee the Contracting Officer deems incompetent, careless, or otherwise objectionable.

(End of clause)

52.236-9 Protection of Existing Vegetation, Structures, Equipment, Utilities, and Improvements (Apr 1984)

(a) The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer.

(b) The Contractor shall protect from damage all existing improvements and utilities (1) at or near the work site, and (2) on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.

(End of clause)

52.242-14 Suspension of Work (Apr 1984)

(a) The Contracting Officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time that the Contracting Officer determines appropriate for the convenience of the Government.

(b) If the performance of all or any part of the work is, for an unreasonable period of time, suspended, delayed, or interrupted (1) by an

act of the Contracting Officer in the administration of this contract, or (2) by the Contracting Officer's failure to act within the time specified in this contract (or within a reasonable time if not specified), an adjustment shall be made for any increase in the cost of performance of this contract (excluding profit) necessarily caused by the unreasonable suspension, delay, or interruption, and the contract modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor, or for which an equitable adjustment is provided for or excluded under any other term or condition of this contract.

(c) A claim under this clause shall not be allowed-

(1) For any costs incurred more than 20 days before the Contractor shall have notified the Contracting Officer in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order); and

(2) Unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the contract.

(End of clause)

52.243-7 Notification of Changes (Apr 1984)

(a) *Definitions.* "Contracting Officer," as used in this clause, does not include any representative of the Contracting Officer.

"Specifically Authorized Representative (SAR)," as used in this clause, means any person the Contracting Officer has so designated by written notice (a copy of which shall be provided to the Contractor) which shall refer to this paragraph and shall be issued to the designated representative before the SAR exercises such authority.

(b) *Notice.* The primary purpose of this clause is to obtain prompt reporting of Government conduct that the Contractor considers to constitute a change to this contract. Except for changes identified as such in writing and signed by the Contracting Officer, the Contractor shall notify the Administrative Contracting Officer in writing promptly, within _____ (to be negotiated) calendar days from the date that the Contractor identifies any Government conduct (including actions, inactions, and written or oral communications) that the Contractor regards as a change to the contract terms and conditions. On the basis of the most accurate information available to the Contractor, the notice shall state

(1) The date, nature, and circumstances of the conduct regarded as a change;

(2) The name, function, and activity of each Government individual and Contractor official or employee involved in or knowledgeable about such conduct;

(3) The identification of any documents and the substance of any oral communication involved in such conduct;

(4) In the instance of alleged acceleration of scheduled performance or delivery, the basis upon which it arose;

(5) The particular elements of contract performance for which the Contractor may seek an equitable adjustment under this clause, including--

(i) What contract line items have been or may be affected by the alleged change;

(ii) What labor or materials or both have been or may be added, deleted, or wasted by the alleged change;

(iii) To the extent practicable, what delay and disruption in the manner and sequence of performance and effect on continued performance have been or may be caused by the alleged change;

(iv) What adjustments to contract price, delivery schedule, and other provisions affected by the alleged change are estimated; and

(6) The Contractor's estimate of the time by which the Government must respond to the Contractor's notice to minimize cost, delay or disruption of performance.

(c) *Continued performance.* Following submission of the notice required by paragraph (b) of this clause, the Contractor shall diligently continue performance of this contract to the maximum extent possible in accordance with its terms and conditions as construed by the Contractor, unless the notice reports a direction of the Contracting Officer or a communication from a SAR of the Contracting Officer, in either of which events the Contractor shall continue performance; provided, however, that if the Contractor regards the direction or communication as a change as described in paragraph (b) of this clause, notice shall be given in the manner provided. All directions, communications, interpretations, orders and similar actions of the SAR shall be reduced to writing promptly and copies furnished to the Contractor and to the Contracting Officer. The Contracting Officer shall promptly countermand any action which exceeds the authority of the SAR.

(d) *Government response.* The Contracting Officer shall promptly, within _____ (to be negotiated) calendar days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer shall either--

(1) Confirm that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance;

(2) Countermand any communication regarded as a change;

(3) Deny that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance; or

(4) In the event the Contractor's notice information is inadequate to make a decision under paragraphs (d)(1), (2), or (3) of this clause, advise the Contractor what additional information is required, and establish the date by which it should be furnished and the date thereafter by which the Government will respond.

(e) *Equitable adjustments.*

(1) If the Contracting Officer confirms that Government conduct effected a change as alleged by the Contractor, and the conduct causes an increase or decrease in the Contractor's cost of, or the time required for, performance of any part of the work under this contract, whether changed or not changed by such conduct, an equitable adjustment shall be made--

(i) In the contract price or delivery schedule or both; and

(ii) In such other provisions of the contract as may be affected.

(2) The contract shall be modified in writing accordingly. In the case of drawings, designs or specifications which are defective and for which the Government is responsible, the equitable adjustment shall include the cost and time extension for delay reasonably incurred by the Contractor in attempting to comply with the defective drawings, designs or specifications before the Contractor identified, or reasonably should have identified, such defect. When the cost of property made obsolete or excess as a result of a change confirmed by the Contracting Officer under this clause is included in the equitable adjustment, the Contracting Officer shall have the right to prescribe the manner of disposition of the property. The equitable adjustment shall not include increased costs or time extensions for delay resulting from the Contractor's failure to provide notice or to continue performance as provided, respectively, in paragraphs (b) and (c) of this clause.

Note: The phrases "contract price" and "cost" wherever they appear in the clause, may be appropriately modified to apply to cost-reimbursement or incentive contracts, or to combinations thereof.

(End of clause)

AOC52.202-2 Definitions - Construction (Jun 2004)

(a) The term *Government* means the United States of America, represented by the Architect of the Capitol, who is the Contracting Officer.

(b) The term *head of the agency* means the Committee, Commission, or other authority of the Legislative Branch of the Government having final jurisdiction or supervision over the work involved. The *other authority* as used in this paragraph includes the Architect

of the Capitol in cases in which he has final jurisdiction or supervision over the work involved.

(c) The term Architect as used in the contract documents shall mean the Architect of the Capitol.

(d) The term Contracting Officer as used in the contract documents means the Architect of the Capitol or his duly authorized representative.

(e) The term his duly authorized representative means any person or persons or board authorized to act for the head of the agency within the scope of their authority.

(f) The term Contractor means the individual, partnership or corporation entering into a contract with the Government to perform the work specified.

(g) The term Subcontractor, as used in this part, means any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or other subcontractor. There is no privity of contract between the Government and the Subcontractors.

(h) The term Project Director means the individual designated by the Architect to monitor the progress of work from a technical standpoint. The duties and responsibilities of the Project Director shall include supervision of scheduling, receipt and verification of Contractor's payrolls in accordance with the Davis Bacon Act, coordination between Divisions, concerning resolution and/or avoidance of potential problems and, to the extent authorized by the Delegation of Authority, if any, issuance of clarifications, supplemental agreements and change orders to the Contractor.

(i) The term contract documents includes, collectively, the Project Manual, the contract drawings and the addenda and modifications thereto, if any.

(j) The term work includes, but is not limited to, materials, labor, and manufacture and fabrication of components.

(k) The term specifications means the portion of the Contract Documents that consist of the written requirements for materials, equipment, construction systems, standards and workmanship for the Work, and performance of related services.

(l) The term drawings means the graphic and pictorial portions of the Contract Documents, wherever located and whenever issued, that show the design, location and dimensions of the Work, and generally includes plans, elevations, sections, details, schedules and diagrams.

(m) Wherever in the specifications or upon the drawings the word directed, required, ordered, designated, prescribed, or words of like import are used, it shall be understood that the direction, requirement, order, designation, or prescription, of the Contracting Officer is intended and similarly the words approved, acceptable, satisfactory, or words of like import shall mean approved by or acceptable to, or satisfactory to the Contracting Officer, unless otherwise expressly stated.

(n) Where as shown, as indicated, as detailed, or words of similar import are used, it shall be understood that the reference is made to the drawings accompanying this contract unless stated otherwise. The word provided as used herein shall be understood to mean provide complete in place, that is furnished and installed.

(End of clause)

AOC52.203-1 Advertising/Promotional Materials (Dec 2005)

(a) It is the policy of the Congress to discourage contractors providing services and supplies to the Legislative Branch entities, including the Architect of the Capitol, from advertising practices that feature the Capitol and Capitol Complex in a manner in which conveys, or is reasonably calculated to convey, a false impression of sponsorship, approval or endorsement of any product or service by the Congress, the Government of the United States, or any Department, Agency or instrumentality thereof.

(b) Contractors performing construction services for Legislative Branch entities, including the Architect of the Capitol, are discouraged from capitalizing on their contractual relationships with such entities and shall not engage in advertising practices which convey, or are reasonably calculated to convey, a false impression of sponsorship, approval or endorsement of any product or service by the Congress, the Government of the United States, of any Department, Agency or instrumentality thereof. This includes utilizing, in conjunction with the fact of their contractual relationship, images of the Capitol, any other buildings in the Capitol Complex, or any part of the United States Capitol Grounds in their advertising or promotional materials; and/or publishing or disseminating the aforementioned advertising or promotional materials.

(c) The Contractor, by signing this contract, agrees to comply with the foregoing and to submit any proposed advertising or promotional copy connected in any manner with this contract and/or the Capitol, other Capitol Complex Buildings, or the United States Capitol Grounds to the Contracting Officer for approval prior to publication.

(d) If this solicitation is for supplies or services, including construction, to be provided to or performed for the United States Supreme Court, the Contractor, by signing this contract, agrees that he or she will not advertise the award of the contract in his/her commercial advertising in such a manner as to state or imply that the Supreme Court of the United States endorses a product, project, or commercial line of endeavor.

(End of clause)

AOC52.203-2 Disclosure of Information to the General Public (Jun 2004)

(a) Promptly after receiving any request from the general public for information on or data derived from this contract, the contractor shall notify the Architect of the Capitol, Procurement Division. The contractor shall cooperate with the Procurement Division in

compiling or collecting information or data if the Architect of the Capitol determines the information or data to be releasable.

(b) General public, for purposes of this clause, are those groups or individuals who are not authorized by law or regulation to have access.

(c) This clause is not intended to prevent the contractor from providing contract information or data which the contractor is required to provide in order to conduct its business, such as insurance, banking, subcontracting.

(d) The contractor is permitted to request that proprietary information or data not be released if such release would harm or impair the contractor in conducting its normal business. Such request must be documented with clear and specific grounds for that claim.

(End of clause)

AOC52.204-1 Printed or Copied Double-sided on Recycled Paper (Jun 2004)

The Contractor is encouraged to submit paper documents, such as offers, letters, or reports, that are printed or copied doubled-sided on recycled paper and meet minimum content standards when not using electronic commerce methods to submit information or data to the Government.

(End of clause)

AOC52.204-4 Personal Identity Verification of Contractor Personnel (Sep 2007)

(a) By entering into this contract, the Contractor agrees to comply with all Federal laws that apply to the Contractor's activities, including but not limited to the U.S. Citizenship and Immigration Services' requirement to maintain a signed copy of I-9 Employment Eligibility Verification for each employee in accordance with 8 U.S.C. 1324(a).

(b) The Employment Eligibility Verification Program (E-Verify), operated by the Department of Homeland Security and the Social Security Administration, allows U.S. employers to verify name, date of birth, and Social Security Number, as well as immigration information for non-citizens, against Federal databases in order to verify the employment eligibility of both citizen and non-citizen new hires. All contractors receiving AOC contracts are strongly encouraged to use this program to verify the status of their personnel. Information about the program can be obtained at www.dhs.gov/E-Verify or by calling 1-888-464-4218.

(c) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a Federally-controlled facility or access to a Federal information system.

(End of clause)

AOC52.209-2 Restrictions and Disclosures of Organizational and Personal Conflicts of Interest (Oct 2008)

(a) If this contract is for the development of specifications or a statement of work, the Contractor shall not incorporate its products or services, or the products or services of its affiliates or companies owned or partially owned by its principals, into the specifications or statement of work without the express written permission of the Contracting Officer. The Contractor agrees to include this requirement in any subcontracts concerning the performance of this contract.

(b) If the Contractor, under the terms of this contract or through the performance of work pursuant to this contract, is required to develop specifications or statements of work and such specifications or statements of work are incorporated subsequently into a solicitation for the AOC requirement, the Contractor shall be ineligible to perform the work described in that solicitation as a prime contractor or subcontractor under any subsequent contract.

(c) The Contractor agrees to notify immediately the AOC Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its principals or employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding this contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work.

(d) Nondisclosure or misrepresentation of a conflict of interest may result in the termination of the contract at no expense to the Government.

(End of clause)

AOC52.211-3 Deficiencies in Contract Documents (Jun 2004)

The Contractor shall promptly inform the Contracting Officer, in writing, of any discovered errors, omissions, discrepancies, conflicts

or ambiguities in the contract documents before proceeding with any work affected by such factors. Failure to do so will be at the risk of the Contractor.

(End of clause)

AOC52.211-6 Notice to Proceed (Jun 2004)

A formal notice, or notices, to proceed will be issued as soon as practical, normally after approval by the Contracting Officer of the bonds and insurance. Unless specifically authorized in writing, any steps taken in connection with the performance of, or the preparation to perform, the contract, prior to issuance of the notice to proceed, will be the responsibility of and at the risk of the Contractor, and without any cost whatsoever to the Government.

(End of clause)

AOC52.215-10 Examination of Records (Jun 2004)

(a) The Contractor agrees that the Architect of the Capitol or any duly authorized representatives shall, until the expiration of 3 years after final payment under this contract, have access to and the right to examine any books, accounting procedures and practices documents, papers, records and other data regardless of whether such items are in written form, in the form of computer data or in any other form and other supporting evidence, involving transactions related to this contract or compliance with any clause or certification thereunder.

(b) The Contractor further agrees to include in all its subcontracts hereunder a provision to the effect that subcontractor agrees that the Architect of the Capitol or any authorized representatives shall, until the expiration of 3 years after final payment under the subcontract, have access to and the right to examine books, documents, papers, records other data regardless of whether such items are in written form, in the form of computer data or in any other form, and other supporting evidence, involving transactions related to the subcontract or compliance with any clause or certification thereunder.

(c) The term subcontract as used in this clause excludes purchase orders not exceeding \$10,000.

(End of clause)

AOC52.215-11 Audits (Jun 2004)

(a) If the price of this contract is changed through the operation of any of the provisions of this contract, the Contractor, within such reasonable time as the Contracting Officer may direct, shall submit complete and accurate cost and pricing data in support of any claim asserted under such provisions.

(b) With the submission of cost and pricing data the Contractor shall supply the following certification by a duly authorized corporate officer, partner, or owner, as applicable:

"This is to certify that, to the best of my knowledge and belief, the cost and pricing data herewith submitted to the Contracting Officer in support of a price adjustment under Supplement/Claim No. for _____ (identify by description) are accurate and complete and they are current as of _____ (date).

Date of Execution _____

Firm _____

Signature _____

Title _____"

(c) The Contracting Officer in accordance with the FAR clause Audit and Records - Negotiation , 52.215-2, has the right to examine all books, records, documents and other data of the Contractor or subcontractor in order to evaluate the accuracy, completeness, and currency of cost or pricing data thus submitted. The Contractor shall insert an appropriate provision in all subcontracts for the purpose of making the requirements of this paragraph applicable thereto.

(End of clause)

AOC52.216-6 Undefined Contract Actions (Mar 2005)

(a) In the event of an urgent situation, the services or supplies may be required on an emergency basis under an undefinitized contract action (emergency task/delivery order, contract modification, or letter contract). The contract action may be either verbal, typed, or hand written, with the form of the undefinitized contract action dictated by the access the issuing Contracting Officer has to the AOC network or a computer. If issued verbally, the Contracting Officer shall provide a written confirming document to the location identified by the contractor within 5 calendar days after issuance of the verbal undefinitized contract action. If an undefinitized contract action is issued under an existing contract, the terms and conditions of the contract shall be in effect and incorporated by reference under any undefinitized contract issued.

(b) The scope of work as originally issued on the undefinitized contract action will, of necessity, be somewhat broad and general in nature. It is to also be considered as a Notice to Proceed immediately with the work under the undefinitized contract action. An

estimated amount for the work to be performed shall be obligated to ensure that reasonable funds are available for payment to the contractor, and an estimated completion date shall be identified on the undefinitized contract action. If the contractor believes the amount of funds obligated or time for completion as stated in the undefinitized contract action are unreasonable, within 30 calendar days after issuance of the written undefinitized contract action the contractor is responsible for notifying the Contracting Officer of this and providing a suggested amount of funds for obligation or time for completion. In no instance shall the contractor's suggested amount of funds for obligation or time for completion be considered as binding to the contractor or the Government in future negotiations. The Government can elect to use the contractor's suggested amount of funds or time for completion as an indication that some additional funds or time for completion may be required and obligated or adjusted, respectively, in order to ensure that reasonably adequate funds are available to pay the contractor for services performed or that the completion time is reasonable.

(c) Within a reasonable amount of time after the issuance of the undefinitized contract action but not later than an estimated 25% of the way through the completion of the work under the undefinitized contract action, an authorized representative of the contractor must meet, either in person or telephonically, with the Contracting Officer to further define the scope of work, negotiate the price, identify a final completion date, and address other activities necessary to definitize the undefinitized contract action. This estimated 25% shall use the best information reasonably available and be based upon (1) an estimate of the amount of work completed relative to the original general scope of work or (2) the amount of payments made relative to the original amount obligated.

(d) Payments can be made from the original amount obligated, but the undefinitized contract action must be definitized before payments exceed 40% of the funds originally obligated.

(e) If communications are disrupted to the degree that it is necessary to communicate with the Contracting Officer at their residence or through other devices that do not utilize AOC-owned equipment, i.e., the Contracting Officer's residential telephone line, home address, etc., the contractor shall treat the Contracting Officer's personal information as confidential and shall not divulge the information to any individual or organization, including but not limited to other AOC personnel, without the Contracting Officer's express written permission. If it becomes necessary for the Contracting Officer to communicate with the contractor through means other than the contractor's normal place of business, i.e., the contractor's residential telephone line or home address, the Contracting Officer shall not divulge the information to any individual or organization, including but not limited to other AOC or contractor personnel, without the contractor's express written permission.

(f) For the purposes of this clause, e-mail is considered express written permission.

(End of clause)

AOC52.219-1 Utilization of Small Business Concerns (Aug 2004)

(a) It is the policy of the Government as declared by the Congress that a fair proportion of the purchases and contracts for supplies and services for the Government be placed with all types of small business concerns as determined by the size standards in 13 CFR 121.

(b) The Contractor agrees to accomplish the maximum amount of subcontracting to all types of small business concerns that the Contractor finds to be consistent with the efficient performance of this contract.

(End of clause)

AOC52.222-1 Overtime Work - Construction (Aug 2004)

No extra reimbursement will be allowed for work performed outside regular working hours or on Saturday, Sundays or holidays and, for work performed in the District of Columbia, Presidential Inauguration Day, unless such work is ordered in writing by the Contracting Officer and payment therefore is authorized in the written order, and provided such work is not otherwise required to be performed under terms of the contract.

(End of clause)

AOC52.222-3 Convict Labor (Jun 2004)

In connection with the performance of work under this contract the Contractor agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89-176, approved September 10, 1965, 18 U.S.C. 4082(c)(2).

(End of clause)

AOC52.222-7 Workmen's Compensation Laws (Jun 2004)

The Contractor and his subcontractors employed on the site shall comply with the Workmen's Compensation Laws of the District of Columbia, Maryland & Virginia.

(End of clause)

AOC52.223-1 Hazardous Material Identification and Material Safety Data - Supplement (Jun 2005)

(a) Except as provided in paragraph (c), the Contractor shall prepare and submit a sufficient number of Material Safety Data Sheets

(MSDS s), meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous materials identified in FAR 52.223-3(b).

(b) For items shipped to consignees, the Contractor shall include a copy of the MSDS s with the packing list or other suitable shipping document which accompanies each shipment. Alternatively, the Contractor is permitted to transmit MSDS s to consignees in advance of receipt of shipments by consignees, if authorized in writing by the Contracting Officer.

(c) For items shipped to consignees identified by mailing address as agency depots, distribution centers or customer supply centers, the Contractor shall provide one copy of the MSDS in or on each shipping container. If affixed to the outside of each container, the MSDS s must be placed in a weather resistant envelope.

(d) For items provided to a construction site, the contractor shall provide two copies of each MSDS. One copy shall be provided to the COTR in accordance with the Division 1 submittal requirements, and a second copy shall be kept in an MSDS binder on the job site.

(End of clause)

AOC52.223-3 Security Markings (Jun 2004)

(a) Before dissemination to subcontractors or other personnel, all AOC drawings and electronic copies thereof shall be considered at a minimum to be sensitive but unclassified (SBU). The following statement shall be imprinted on each page of drawings:

PROPERTY OF THE UNITED STATES GOVERNMENT

COPYING, DISSEMINATING, OR DISTRIBUTING THESE DRAWINGS, PLANS OR SPECIFICATIONS TO UNAUTHORIZED USERS IS PROHIBITED

Do not remove this notice

Properly destroy documents when no longer needed

(b) The following paragraph shall be included on the cover page of the information (such as the cover page on a set of construction drawings and on the cover page of the specifications).

PROPERTY OF THE UNITED STATES GOVERNMENT

COPYING, DISSEMINATING, OR DISTRIBUTING THESE DRAWINGS, PLANS OR SPECIFICATIONS TO UNAUTHORIZED USERS IS PROHIBITED

Do not remove this notice

Properly destroy documents when no longer needed

(End of clause)

AOC52.223-4 Transmission or Posting of Drawings/Specifications (Jun 2004)

Due to security issues, the contractor is strictly prohibited from placing or transmitting drawings and specifications on the internet or modem without express permission from the Architect of the Capitol.

(End of clause)

AOC52.225-1 Buy American Act - Supplement (Jun 2004)

In addition to provisions of the above clause entitled, Buy American Act, the General Provisions of the Legislative Branch Appropriations Act provides in part, as follows:

(a) It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in the Act should be American-made.

(b) In providing financial assistance to or entering into any contract with, any entity using funds made available in the Act, the head of each Federal Agency, to the greatest extent practicable, shall provide to such entity a notice describing the statement made in Paragraph (a) above, by the Congress.

(End of clause)

AOC52.228-2 Insurance - Work on a Government Installation (May 2008)

(a) The Contractor shall, at his own expense, provide and maintain during the entire performance of this contract at least the kinds and minimum amounts of insurance as required in this clause.

(b) Within 15 calendar days after the date of contract award or before commencing work under this contract, whichever is earlier, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. A Certificate of Insurance showing the contract number and evidencing the Contractor's compliance with the requirements of this clause, identifying all policies of insurance and sureties proposed for the provision of liability coverage pertinent to the work of the instant contract, including the

endorsement required in this paragraph, and manually countersigned by an authorized representative of the insurance company shall be submitted in accordance with the time frame stated in this paragraph. All policies for liability protection, bodily injury, or property damage shall include the United States of America, acting by and through the Architect of the Capitol, as an additional insured with respect to operations under this contract. Each policy of insurance shall contain the following endorsement, which may be attached as a rider:

"It is understood and agreed that the Contractor's Insurance Company or surety shall notify the Architect of the Capitol, in writing, thirty (30) calendar days in advance of the effective date of any reduction in or cancellation of this policy."

(c) Insurance and required minimum liability limits are:

(1) Appropriate bodily injury and property damage liability insurance, with limits of not less than \$500,000 for each occurrence and \$2,000,000 for annual aggregate, including requirements for protection of hoisting and scaffolding operations, when applicable, and servicing areas adjacent to the building;

(2) Automobile bodily injury liability insurance with limits of not less than \$200,000 for each person and \$500,000 for each accident, and property liability insurance, with a limit of not less than \$20,000 for each accident. A combined single limit for these coverages is acceptable; and/or

(3) Workmen's compensation insurance as required by the laws of (1) the District of Columbia for work performed on a Government site located in the District of Columbia; (2) the State of Maryland for work performed on a Government site located in Maryland; or (3) the Commonwealth of Virginia for work performed on a Government site located in Virginia.

(d) The Contractor shall insert the substance of this clause, including this paragraph, in subcontracts under this contract that require work on a Government installation, and shall require subcontractors to provide and maintain the insurance required in this clause. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

(End of clause)

AOC52.228-4 Indemnification and Hold Harmless Agreement (Jun 2004)

The Contractor agrees to indemnify and hold the Government harmless against any and all claims for damages to persons or property from any cause or causes whatsoever arising out of the performance of services covered by the contract; including, but not limited to, errors, omissions or negligent acts of the Contractor, but excluding active negligence of the Government, and against any and all costs, expenses, attorney's fees, and liability incurred by the Government in defending against such claims, whether the same proceed to judgement or not. In the prosecution of any successful claim or suit by the Government for the enforcement of this contract, the Contractor shall reimburse the Government for any reasonable attorney's fees and costs of claim or suit incurred by the Government.

(End of clause)

AOC52.228-5 Payment Protection and Performance Bonds - Construction (Dec 2006)

(a) Payment protection and performance bonds. (1) For a new definitive contract (one containing no provisions for issuance of task orders) or purchase order, payment protection and performance bonds, if required, shall be provided by the contractor after notice of award of the contract.

(2) For indefinite-delivery contracts, the contractor has the option of providing --

(i) Payment protection and performance bonds for the total estimated amount of the contract within the time frame as specified elsewhere in the contract; or

(ii) Payment protection and performance bonds upon the issuance of each task order under the contract and as determined by the value of the instant task order within the time frame as specified elsewhere for the instant task order.

(b) Required bonds. (1) A performance bond is not required if the original contract, purchase order, or task order amount is \$100,000 or less.

(2) A performance bond (Standard Form 25) is required if the original contract, purchase order, or task order amount exceeds \$100,000. The penal amount of performance bonds at the time of contract award shall be 100 percent of the original contract, purchase order, or task order amount.

(3) Payment protection is not required if the original contract, purchase order, or task order amount is \$30,000 or less.

(4) Payment protection is required if the original contract, purchase order, or task order is greater than \$30,000. The penal amount of payment protection at the time of award shall be 100 percent of the original contract, purchase order, or task order amount. See FAR 52.228-13, Alternative Payment Protections, for the types of acceptable payment protection.

(c) Irrevocable letter of credit. If an irrevocable letter of credit is used, FAR 52.228-14, Irrevocable Letter of Credit, is applicable and can be found at <http://www.arnet.gov/far/index.html>.

(d) Additional bond protection. (1) The Government may require additional performance and payment bond protection if the contract price is increased. The increase in protection generally will equal 100 percent of the increase in contract price.

(2) The Government may secure the additional protection by directing the Contractor to increase the penal amount of the existing

nds or to obtain an additional bond.

(e) Furnishing executed bonds. The Contractor shall furnish all executed bonds, including any necessary reinsurance agreements, to the Contracting Officer, within the time period specified elsewhere in the contract or order or prior to commencing work, whichever is sooner.

(f) Surety or other security for bonds. The bonds shall be in the form of firm commitment, supported by corporate sureties whose names appear on the list contained in Treasury Department Circular 570, or by other acceptable security such as postal money order, certified check, cashier s check, irrevocable letter of credit, or, in accordance with Treasury Department regulations, certain bonds or notes of the United States. Treasury Circular 570 is published in the Federal Register or may be obtained from the U.S. Department of Treasury, Financial Management Service, Surety Bond Branch, 3700 East West Highway Room 6F01, Hyattsville MD 20782 or via the internet at <http://www.fms.treas.gov/c570>.

(g) Notice of subcontractor waiver of protection (40 U.S.C. 270 b(c)). Any waiver of the right to sue on the payment bond is void unless it is in writing, signed by the person whose right is waived, and executed after such person has first furnished labor or material for use in the performance of the contract.

(h) Upon the request of a prospective subcontractor or supplier offering to furnish labor or material for the performance of this contract for which a payment bond has been furnished to the Government pursuant to the Miller Act, the Contractor shall promptly provide a copy of such payment bond to the requester.

(End of clause)

AOC52.228-6 Notice to Sureties (Jun 2004)

The final inspection and acceptance of the work included in this contract shall not be binding or conclusive upon the Government if it shall subsequently appear that the Contractor has willfully or fraudulently, or through collusion with the representatives of the Government in charge of the work, supplied inferior material or workmanship, or has departed from the terms of the contract, or if defects of any kind should develop during the period that the guarantees covering such material and workmanship are in force. In such event, the Government shall have the right, notwithstanding such final acceptance and payment, to have the work removed and to cause the work to be properly performed and satisfactory material supplied to such extent as, in the opinion of the Contracting Officer, may be necessary to finish the work in accordance with the drawings, if any, and specifications, at the expense of the Contractor and the sureties on its bond, and the Government shall have the right to recover against the Contractor and its sureties the cost of such work, together with such other damages as the Government may suffer because of the default of the Contractor in the premises, the same as though such acceptance and final payment had not been made.

(End of clause)

AOC52.232-4 Payments - Construction (Jul 2008)

(a) Payment of price. The Government shall pay the Contractor the contract price as provided in this contract.

(b) Progress payments. The Government shall make progress payments monthly as the work proceeds, or at more frequent intervals as determined by the Contracting Officer, or estimates of work accomplished which meets the standards of quality established under the contract, as approved by the Contracting Officer.

(1) The Contractor s request for progress payments shall including the following substantiation:

(i) An itemization of the amounts requested, related to the various elements of work required by the contract covered by the payment requested;

(ii) A listing of the amount included for work performed by each subcontractor under the contract;

(iii) A listing of the total amount of each subcontract under the contract;

(iv) A list of the amounts previously paid to each such subcontractor under the contract; and

(v) Additional supporting data in a form and detail required by the Contracting Officer.

(2) In the preparation of estimates, the Contracting Officer may authorize material delivered on the site and preparatory work done to be taken into consideration. Material delivered to the Contractor at locations other than the site also may be taken into consideration if--

(i) Consideration is specifically authorized by this contract; and

(ii) The Contractor furnishes satisfactory evidence that it has acquired title to such material and that the material will be used to perform this contract.

(c) Contractor certification. Along with each request for progress payments, the Contractor shall furnish the following certification, or payment shall not be made: (However, if the Contractor elects to delete Paragraph (c)(4) from the certification, the certification is still acceptable.)

I hereby certify, to the best of my knowledge and belief, that--

(1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;

(2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely

payments will be made from the proceeds of the payment covered by this certification.

(3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract; and

(4) This certification is not to be construed as final acceptance of a subcontractor's performance.

(Name) _____

(Title) _____

(Date) _____

(d) Retainage. In making such progress payments, there shall be retained 10 percent of the estimated amount until final completion and acceptance of all work required by the contract. However, if the Contracting Officer, at any time after 50 percent of the work has been completed, finds that satisfactory progress is being made, he may authorize any of the remaining partial payments to be made in full. Also, whenever the work is substantially complete, the Contracting Officer, if he considers the amount to be retained to be in excess of the amount adequate for the protection of the Government, at his discretion, may release to the Contractor all or a portion of such excess amount. Furthermore, on completion and acceptance of each separate building, public work, or other division of the contract, on which the price is stated separately in the contract, payment may be made therefore without retention of a percentage. Retainage under any contract action awarded by the Architect functioning in the capacity as a Contracting Officer for the agency shall be released by the Architect rather than an administrative Contracting Officer.

(e) Title, liability, and reservation of rights. All material and work covered by progress payments made shall, at the time of payment, become the sole property of the Government, but this shall not be construed as--

(1) Relieving the Contractor from the sole responsibility for all material and work upon which payments have been made or the restoration of any damaged work; or

(2) Waiving the right of the Government to require the fulfillment of all of the terms of the contract.

(f) Final payment. The Government shall pay the amount due the Contractor under this contract after--

(1) Completion and acceptance of all work;

(2) Presentation of a properly executed voucher; and

(3) Presentation of release of all claims against the Government arising by virtue of this contract, other than claims, in stated amounts, that the Contractor has specifically excepted from the operation of the release. A release may also be required of the assignee if the Contractor's claims to amounts payable under this contract has been assigned under the Assignment of Claims Act of 1940 (31 U.S.C. 3727 and 41 U.S.C. 15).

(g) Invoices shall be issued monthly as defined in Paragraph (b) in which services are performed by the Contractor. Properly certified invoices shall be FAXED to the Architect of the Capitol, Accounting Division at (202) 226-2580. Information concerning requirements for payment requisitions must be secured by telephoning the Accounting Officer at (202) 226 2552. Payment will be made on a monthly basis. To assist the AOC in making timely payments, the Contractor is requested to furnish the following additional information on the invoice:

(1) Contract Number;

(2) Name and address of Contractor;

(3) Invoice Date;

(4) Period the payment covers; and

(5) Amount by line item as identified in the Schedule.

(h) Each invoice shall be in accordance with the SCHEDULE OF SUPPLIES OR SERVICES AND PRICES/COSTS FOR CONSTRUCTION completed during the payment period. The Contractor shall keep accurate time records for each of his personnel employed in the work, and information copies of the Contractor's time records (payrolls) shall be submitted with each invoice for payment. Original certified copies of Contractor's payrolls shall have been submitted weekly in arrears to the Contracting Officer in accordance with the Davis Bacon Act.

(i) Payments will be made directly to your financial institution through Direct Deposit/Electronic Funds Transfer (DD/EFT). The Contractor's attention is directed to the requirements of AOC52.232-6, Payment By Electronic Funds Transfer - Other than Central Contractor Registration.

(j) The obligation of the Government to make any of the payments required under any of the provisions of this contract shall, at the discretion of the Contracting Officer, be subject to:

(1) Reasonable deductions on account of defects in material or workmanship; and

(2) Any claims which the Government may have against the Contractor under or in connection with this contract. Any overpayments to the Contractor shall, unless otherwise adjusted, be repaid to the Government upon demand.

(End of clause)

(a) *Method of payment.* (1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either--

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to delay payment until such time as the Government makes payment by EFT (but see paragraph (c)).

(b) *Mechanisms for EFT payment.* The Government may make payment by EFT through the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(c) *Changes after award to EFT information.* (1) If any EFT information changes after award of the contract or if the Contractor seeks to correct EFT information previously submitted, the Contractor shall request the SF 3881, ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM, and AOC Form 34-04-01, ARCHITECT OF THE CAPITOL VENDOR REQUEST FORM, from the Contracting Officer, complete the two forms, and submit them to the address designated in this paragraph. The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph (b) of this clause.

(2) The Contractor shall send any changes to EFT information to the office designated in this paragraph of this clause. The Contractor shall not send EFT information to any other office and the Government need not use any EFT information sent to any office other than that designated in this paragraph. The designated office is:

Architect of the Capital
Procurement Division, Ford House Office Building
2nd and D Streets SW
Washington, DC 20515
Telephone: (202) 226-1942
Facsimile: (202) 225-3221

(3) Notwithstanding the provisions of any other clause of this contract, the Government is not required to make any payment under this contract until after receipt, by the designated office, of the correct EFT payment information from the Contractor. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a valid invoice.

(4) If the EFT information changes after submission of correct EFT information, the Government shall begin using the changed EFT information no later than the 30 days after its receipt by the designated office to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the changed EFT information is implemented by the payment office.

(d) *Liability for uncompleted or erroneous transfers.* (1) If an uncompleted or erroneous transfer occurs because the Government failed to use the Contractor-provided EFT information in the correct manner, the Government remains responsible for--

(i) Making a correct payment; and

(ii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect at the time of Government release or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment and the provisions of paragraph (c) shall apply.

(e) *EFT and assignment of claims.* If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment that the assignee shall provide the EFT information required by paragraph (c) of this clause to the designated office and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (c) of this clause.

(f) *Liability for change of EFT information by financial agent.* The Government is not liable for errors resulting from changes to EFT information provided by the Contractor's financial agent.

(g) *Payment information.* The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address in the contract.

(l) The obligation of the Government to make any of the payments required under any of the provisions of this contract shall, at the discretion of the Contracting Officer, be subject to:

(1) Reasonable deductions on account of defects in material or workmanship; and

(2) Any claims which the Government may have against the Contractor under or in connection with this contract. Any overpayments to the Contractor shall, unless otherwise adjusted, be repaid to the Government upon demand.

(End of clause)

AOC52.232-12 Assignment - Supplement (Sep 2004)

Neither the contract nor any interest therein shall be assigned. However, moneys due or to become due under the contract may be assigned in accordance with the provisions of FAR clause 52.232-23 (ASSIGNMENT OF CLAIMS) as incorporated by reference in Section I.

(End of clause)

AOC52.233-1 Disputes (Mar 2008)

(a) This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613) and as modified by Section 1501 of Title I of Division H of the Consolidated Appropriations Act, 2008, Pub. L. 110-161. (31 U.S.C. 702 NOTE).

(b) Except as provided in the Act, all disputes arising under or relating to this contract shall be resolved under this clause.

(c) "Claim," as used in this clause, means a written demand or written assertion by one of the contracting parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract. However, a written demand or written assertion by the Contractor seeking the payment of money exceeding \$50,000 is not a claim under the Act until certified. A voucher, invoice, or other routine request for payment that is not in dispute when submitted is not a claim under the Act. The submission may be converted to a claim under the Act, by complying with the submission and certification requirements of this clause, if it is disputed either as to liability or amount or is not acted upon in a reasonable time.

(d)(1) A claim by the Contractor shall be made in writing and, unless otherwise stated in this contract, submitted within 6 years after accrual of the claim to the Contracting Officer for a written decision. A claim by the Government against the Contractor shall be subject to a written decision by the Contracting Officer. For the purposes of this clause, all final decisions shall be rendered by the Architect of the Capitol's Director or Deputy Director, Procurement Division.

(2)(i) The Contractor shall provide the certification specified in paragraph (d)(2)(iii) of this clause when submitting any claim exceeding \$50,000.

(ii) The certification requirement does not apply to issues in controversy that have not been submitted as all or part of a claim.

(iii) The certification shall state as follows: "I certify that the claim is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the Government is liable; and that I am duly authorized to certify the claim on behalf of the Contractor."

(3) The certification may be executed by any person duly authorized to bind the Contractor with respect to the claim.

(e) For Contractor claims of \$50,000 or less, the Contracting Officer must, if requested in writing by the Contractor, render a decision within 60 days of the request. For Contractor-certified claims over \$50,000, the Contracting Officer must, within 60 days, decide the claim or notify the Contractor of the date by which the decision will be made.

(f) The Contracting Officer's decision shall be final unless the Contractor appeals, within ninety days of receipt of a Contracting Officer's decision, to the Government Accountability Office Contract Appeals Board, 441 G Street NW, Room 7182, Washington, DC 20548; facsimile 202-512-9749 or e-mail CAB@gao.gov.

(g) If the claim by the Contractor is submitted to the Contracting Officer or a claim by the Government is presented to the Contractor, the parties, by mutual consent, may agree to use alternative dispute resolution (ADR). If the Contractor refuses an offer for ADR, the Contractor shall inform the Contracting Officer, in writing, of the Contractor's specific reasons for rejecting the offer.

(h) The Government shall pay interest on the amount found due and unpaid from (1) the date that the Contracting Officer receives the claim (certified, if required); or (2) the date that payment otherwise would be due, if that date is later, until the date of payment. With regard to claims having defective certifications, as defined in FAR 33.201, interest shall be paid from the date that the Contracting Officer initially receives the claim. Simple interest on claims shall be paid at the rate, fixed by the Secretary of the Treasury as provided in the Act, which is applicable to the period during which the Contracting Officer receives the claim and then at the rate applicable for each 6-month period as fixed by the Treasury Secretary during the pendency of the claim.

(i) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under or relating to the contract, and comply with any decision of the Contracting Officer.

(End of clause)

AOC52.233-2 Claims for Equitable Adjustments - Waiver and Release of Claims (Jun 2004)

(a) Whenever the Contractor submits a claim for equitable adjustment under any paragraph of this contract which provides for equitable adjustment of the contract, such claim shall include all types of adjustments in the total amounts to which the paragraph entitles the Contractor, including but not limited to adjustments arising out of delays or disruptions or both caused by such change. Except as the parties may otherwise expressly agree, the Contractor shall be deemed to have waived (1) any adjustments to which it otherwise might be entitled under the paragraph where such claims fail to request such adjustments, and (2) any increase in the amount of equitable adjustments additional to those requested in its claim.

(b) Further, the Contractor agrees that, if required by the Contracting Officer, he will execute a release, in form and substance satisfactory to the Contracting Officer, as part of the supplemental agreement setting forth the aforesaid equitable adjustment, and that such release shall discharge the Government, its officers, agents and employees, from any further claims, including but not limited to further claims arising out of delays or disruptions or both, caused by the aforesaid change.

(End of clause)

AOC52.233-3 Limitation on Damages for Delay (Jun 2004)

(a) The Architect shall not be obligated or liable to the Contractor for, and the Contractor hereby expressly waives any claims against the Architect on account of any damages, of any nature whatsoever, which the Contractor, or its subcontractor at any tier may incur as a result of delays, interferences, disruptions, suspensions, changes in sequence or the like arising from or out of any act or omission of the Architect, it being understood and agreed that the Contractor's sole and exclusive remedies in such event shall be a reimbursement of direct costs necessarily incurred as a result of the foregoing causes, and an extension of the contract time, but only in accordance with the provisions of the Contract Documents.

(b) For the purposes of this clause, the term "Damages" shall include all indirect and/or impact costs which shall include, without limitation: unabsorbed Home Office Overhead (including calculations under the "Eichleay Formula"), Idle Labor and Equipment, Loss of Productivity, and Interest; the term "Damages" shall not include on-site direct costs, which shall include direct labor (superintendence, labor, time-keeping, and clerical work) direct materials and supplies (including material handling), direct equipment, restoration and cleanup, overhead and profit (but only as permitted under the clauses Changes and Changes - Supplement, taxes, insurance, and bonding costs, which will be calculated in accordance with the clauses Changes and Changes - Supplement. Provided, however, that the accounting practice of treating these costs as "direct" shall be in accordance with

(1) The Contractor's established and consistently followed cost accounting practices for all work; and

(2) FAR Cost Accounting Cost Principles and Procedures (FAR Part 31).

(c) To the extent that any other provision of this contract provides for the payment of damages, as defined in this clause, to the Contractor and is thus inconsistent with the provisions of this clause, such other provision will be superseded hereby with respect to the issue of damages.

(End of clause)

AOC52.236-1 Access to Work (Jun 2004)

- (a) The Contracting Officer or his representative may visit and inspect the Contractor's plant, without advance notice, at any time during the course of this contract, and he shall be granted every available assistance to facilitate such inspection.
- (b) The Contracting Officer and proper members of his staff shall at all times have access to the work, and the Contractor shall provide proper and safe facilities for such access and for inspection.
- (End of clause)

AOC52.236-2 Other Contracts and Work (Jun 2004)

- (a) The Contractor shall fully inform himself as to conditions relating to construction and labor under which other work, if any, is being performed, or is to be performed, by or for the Government, by contract or otherwise, where such work may affect or be affected by, operations under this Contract.
- (b) Notwithstanding the performance by other parties of work at the site during performance of this contract, the Contractor shall prosecute the work diligently and continuously, and he shall cooperate in every way with such other parties. The Contractor shall give such other parties, to the extent their work is affected by his work, all information necessary for the proper execution of their work, without delay. The Contractor shall so arrange and conduct his work that other parties may complete their work at the site according to schedule. All other work under the instant contract shall be carefully coordinated with work under such other contracts.
- (End of clause)

AOC52.236-3 Accident Prevention and Safety and Health Programs - Construction (Sep 2004)

- (a) The Contractor shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others and comply with the safety and health standards published in 41 C.F.R. Part 50-205, including any matters incorporated by reference therein. He shall also be responsible for all materials delivered and work performed until completion and final acceptance of the entire contract work, except for any completed unit thereof which theretofore may have been finally accepted.
- (b) Williams-Steiger Occupational Safety and Health Act. The Contractor shall also comply in all aspects of the job with the regulations issued by the Secretary of Labor pursuant to the Williams-Steiger Occupational Safety and Health Act of 1970, as set forth in Title 29 of the Code of Federal Regulations. The Contractor shall bring to the attention of the Architect any work encountered which may involve entry into a suspected confined space as defined by OSHA. A determination will be made by the Architect, and if the area is deemed a permit required confined space, additional protective measures will be needed, per OSHA requirements.
- (c) National Fire Protection Association standards. The Contractor shall comply with all applicable standards of the National Fire Protection Association relative to fire prevention, except to the extent that more exacting requirements are specified or imposed by the Contracting Officer. The Contractor shall keep and properly maintain fire prevention devices at the job site and shall take all possible precautions deemed necessary by the Government representative in charge of the work.
- (d) Protection of property and persons. (1) The Contractor shall protect all of his material and work at the site, whether incorporated in the work or not, against damage or loss from any cause, and he shall take all necessary precautions against damage to all other work and material on the site. He shall provide and maintain necessary safeguards for protection of his employees, Government employees and the public generally, and he shall take all other proper precautions for their protection against injury. He shall comply with all directives and regulations of the Contracting Officer and other proper authorities relative to the use of public property.
- (2) The Contractor shall protect all electric, telephone, computer facilities, water, gas, sewer, steam and other underground utility lines, in sidewalks, streets or other areas in, under or around the site, to the satisfaction of the Contracting Officer, the Government of the District of Columbia, and all other authorities having jurisdiction.
- (3) The performance of work at the site by other parties shall not relieve the Contractor from any liability for loss or damage or from his obligations under this contract. No agreement or arrangement between the Contractor and others as to a division or proportionate share of liability for loss or damage incurred, or of the cost of insurance, shall in any way relieve the Contractor of such liability or his obligations under this contract.
- (e) The Contractor shall comply with the requirements of FAR 52.236.13, Accident Prevention. In the event that conditions on the site pose an imminent danger or threat to the Contractor's workers, the public, Government employees, other persons, or to Capitol complex structures and property of historical significance, the Contracting Officer can verbally order the Contractor to suspend work operations in the specified area until said conditions are corrected to the Contracting Officer's satisfaction. The Contracting Officer shall promptly issue a written order to suspend the work to the Contractor formalizing the specifics of the verbal suspension of work.
- (f) The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.
- (End of clause)

AOC52.236-4 Cutting and Patching (Jun 2004)

Prior to initiation of the work operations of either cutting or patching, as a necessary requirement of the work under this contract, of any structural component or of lintels, stair systems, piping, duct work, vessels, equipment and like items in the building, the

Contractor shall consult with the Contracting Officer and follow explicitly his directions and stated requirements concerning methods, materials, the manner in which the work is performed, and the level of competence and skill possessed by Contractor's employees, or those of subcontractors, who are proposed to be employed in said cutting and/or patching operations.

(End of clause)

AOC52.236-5 Cleaning and Restoring (Jun 2004)

(a) The contractor shall remove dirt and debris resulting from the operations under this contract daily.

(b) The Contractor shall, as a condition precedent to the final acceptance of the work, remove from the site of the work all remaining plant, installations, temporary barricades, temporary facilities, equipment, tools, materials, refuse, rubbish and waste, used or accumulated in connection with, but not incorporated in, the work, unless otherwise specified or directed, and he shall leave the buildings, grounds, streets, and all public places occupied by him in a thoroughly clean, neat and satisfactory condition.

(End of clause)

AOC52.236-7 Specifications and Drawings for Design-Build Contracts (Jul 2008)

This contract includes the standard clauses, terms and conditions, and schedules current at the time of award. In the event of conflict or inconsistency between any of the provisions of the various portions of this contract, precedence shall be given in the following order: the provisions of the solicitation; all other provisions of the accepted proposal; and any design products, including but not limited to, plans, specifications, engineering studies and analyses, shop drawings, equipment installation, drawings, etc. These are deliverables under the contract and are not part of the contract itself. Design products must conform to all provision of the contract in the order of precedence herein.

(End of clause)

AOC52.236-8 Scheduling of Work (Aug 2004)

(a) The Contractor shall, before commencing work on the contract or another period of time determined by the Contracting Officer, prepare and submit to the Contracting Officer for approval three copies of a practicable schedule showing the order in which the Contractor proposes to perform the work, and the dates on which the Contractor contemplates starting and completing the several salient features of the work (including acquiring materials, plant, and equipment). The schedule shall be in the form of a progress chart of suitable scale to indicate appropriately the percentage of work scheduled for completion by any given date during the period. If the Contractor fails to submit a schedule within the time prescribed, the Contracting Officer may withhold approval of partial payments until the Contractor submits the required schedule.

(b) The Contractor shall furnish sufficient forces, construction plant and equipment, and shall work such hours as necessary to insure prosecution of work in accordance with the approved schedule. If, in the opinion of the Contracting Officer, the Contractor falls behind in the scheduled progress, the Contractor shall take such steps as may be necessary to improve its progress, including those that may be required by the Contracting Officer, without additional cost to the Government. In this circumstance, the Contracting Officer may require the Contractor to increase the number of shifts, overtime operations, days of work, and/or the amount of construction plant, and to submit for approval any supplementary schedule or schedules in chart form as the Contracting Officer deems necessary to demonstrate how the approved rate of progress will be regained. The provisions of this subparagraph shall not be construed as prohibiting work on Saturdays, Sundays and holidays and, for work performed in the District of Columbia, Presidential Inauguration Day, if the Contractor so elects and if approved.

(c) Failure of the Contractor to comply with the requirements of the Contracting Officer under this clause shall be grounds for a determination by the Contracting Officer that the Contractor is not prosecuting the work with sufficient diligence to ensure completion within the time specified in the contract. Upon making this determination, the Contracting Officer may terminate the Contractor's right to proceed with the work, or any separable part of it, in accordance with the default terms of this contract.

(End of clause)

AOC52.236-9 Schedule of Values (Jun 2004)

(a) The Contractor shall, in accordance with the requirements of the Contracting Officer, prepare and submit for approval a schedule of estimated values of all parts of the work, and shall submit such quantity breakdowns pertinent thereto as the Contracting Officer may deem necessary for the proper checking of partial payment requisitions and for other administrative purposes. The total of the schedule of values shall equal the amount of the contract. The values employed in making this schedule will be used only for determining partial payments; they will not be used as a basis for determining an increase or decrease in the contract price. The listings and subdivisions of this schedule for estimated costs and quantity breakdowns shall be as approved by the Contracting Officer.

(b) The submission and approval of the schedule of values shall be a condition precedent to the making of partial payments.

(End of clause)

AOC52.236-10 Specifications and Drawings for Construction (Feb 2007)

(a) The Contractor shall keep on the site of the work a copy of the drawings and specifications, and of approved shop drawings, product data and samples and shall at all times give the Contracting Officer access thereto. Anything mentioned in the specifications and not shown on the drawings, or shown on the drawings and not mentioned in the specifications, shall be of like effect as if shown or mentioned in both. In case of difference between drawings and specifications, or in case of discrepancy either within the figures, within the drawings, or within the specifications, the matter shall be promptly submitted to the Contracting Officer, who shall promptly make a determination in writing. Any adjustment by the Contractor without such a determination shall be at its own risk and expense. The Contracting Officer shall furnish from time to time such detailed drawings and other information he considers necessary, unless otherwise provided.

(b) Shop drawings means drawings submitted to the Government by the Contractor, subcontractor, any lower tier subcontractor pursuant to a construction contract, showing in detail (1) the proposed fabrication and assembly of structural elements and (2) the installation (i.e., form, fit, and attachment details) of materials or equipment. It includes drawings, diagrams, layouts, schematics, descriptive literature, illustrations, schedules, performance and test data, and similar materials furnished by the Contractor to explain in detail specific portions of the work required by the contract.

(c) The Contractor shall--

- (1) Check all drawings furnished immediately upon receipt;
- (2) Compare all drawings and verify the figures before laying out the work;
- (3) Promptly notify the Contracting Officer of any discrepancies;
- (4) Be responsible for any errors that might have been avoided by complying with this paragraph (c); and
- (5) Reproduce and print contract drawings and specifications as needed.

(d) In general--

- (1) Large scale drawings shall govern small scale drawings; and
- (2) The Contractor shall follow figures marked on drawings in preference to scale measurements.

(e) Omissions from the drawings or specifications or the misdescription of details of work that are manifestly necessary to carry out the intent of the drawings and specifications, or that are customarily performed, shall not relieve the Contractor from performing such omitted or misdescribed details of the work. The Contractor shall perform such details as if fully and correctly set forth and described in the drawings and specifications.

(f) The work shall conform to the specifications and the contract drawings included as part of this contract.

(g) The Contractor shall submit to the Contracting Officer for approval shop drawings, product data and samples as required under the various sections of this Project Manual. The Contractor shall coordinate all such submittals, and review them for accuracy, completeness, and compliance with contract requirements and shall indicate its approval thereon as evidence of such coordination and review. Shop drawings, product data, or samples submitted to the Contracting Officer without evidence of the Contractor's approval may be returned for re-submission. The Contracting Officer will indicate an approval or disapproval of the shop drawings and if not approved as submitted shall indicate the Government's reasons therefor. Any work done before such approval shall be at the Contractor's risk. Approval by the Contracting Officer shall not relieve the Contractor from responsibility for any errors or omissions in such submittals, nor from responsibility for complying with the requirements of this contract, except with respect to variations described and approved in accordance with Paragraph (d) below.

(h) If shop drawings, product data, or samples show variations from the contract requirements, the Contractor shall describe such variations in writing, separate from the drawings, at the time of submission. If the Contracting Officer approves any such variation, the Contracting Officer shall issue an appropriate contract modification, except that, if the variation is minor or does not involve a change in price or in time of performance, a modification need not be issued.

(i) Upon completing the work under this contract, the Contractor shall furnish a complete set of all shop drawings as finally approved. These drawings shall show all changes and revisions made up to the time the equipment is completed and accepted. The Government may duplicate, use, and disclose in any manner and for any purpose shop drawings, product data or samples delivered under this contract.

(j) The provisions of this entire paragraph shall be included in all subcontracts at any tier.

(End of clause)

AOC52.236-12 Product Data and Samples (Jun 2004)

(a) Product data shall mean information (e.g., catalog cuts, standard illustrations, drawings, performance charts, data and brochures) pertinent to a particular product, equipment or material required as a part of the work. Product data is required to establish, for the purposes of evaluation and approval, details of the product offered in response to specifications elsewhere in the contract documents. Product data pertains to significant elements such as (1) design; (2) materials; (3) components; (4) performance characteristics; and (5) methods of manufacture, assembly, construction, or operation. The term includes, in addition to the above, the manufacturer's standard printed recommendations for application and use, compliance with recognized standards of trade associations and testing agencies, and the application of their labels and seals (if any).

(b) Samples are physical examples of materials, equipment or workmanship that will be used by the Contracting Officer to establish standards by which the work will be judged.

(c) Samples not subject to destructive tests may be retained by the Contracting Officer until completion of the work; they will then be returned to the Contractor, at his own expense, if he so requests in writing.

(End of clause)

AOC52.243-1 Changes - Supplement (Jun 2004)

(a) Definitions.

(1) A change order is a unilateral contract modification, signed by the Contracting Officer, which describes and identifies a particular change in the requirements as permitted by the FAR clause, 52.243-4, Changes and authorizes the contractor to begin performance with the changed requirements. The change order may reference pertinent oral or written directives, provide an adjustment to the contract price and/or time for performance, and direct the contractor to submit a proposal for definitization of the change order.

(2) A supplemental agreement is a bilateral contract modification, signed by the contractor and the Contracting Officer, which either authorizes the contractor to begin performance with the changed requirements in accordance with the equitable adjustment agreed to prior to commencement of performance of the changed requirements or definitizes a change order after agreement of an equitable adjustment to the contract.

(3) Request for Proposal. A request by the Contracting Officer or his duly authorized representative for the contractor to submit a proposal for requirements contemplated to be changed. Such proposal shall be submitted within the time limit specified in the request and in accordance with the requirements and limitations of this clause.

(b) Authorization of changes. All changes to contract requirements will be authorized in writing by the Contracting Officer through one of the following methods:

(1) A Supplemental Agreement, with the concurrence of the contractor; or

(2) A unilateral Change Order.

(c) Submission of proposals and cost breakdowns by the contractor.

(1) Proposals for changes to the contract requirements shall include a brief description of the change; a breakdown of costs as outlined hereinafter; and a time impact analysis (fragnet).

(2) In considering proposals for changes involving added requirements, omitted requirements, or any combination thereof, the Contracting Officer or his duly authorized representative will make check-estimates in such detail as he deems necessary with the view of arriving at equitable adjustments. With each proposal, the contractor shall submit separately an itemized breakdown as per "Exhibit A" hereof, which shall include, but not be limited to, the following:

(i) Direct labor costs;

(ii) Social Security and Unemployment Insurance Taxes;

(iii) Workmen's compensation and general liability insurance;

(iv) Direct material quantities and unit prices (separated into trades);

(v) Construction equipment;

(vi) Overhead; and

(vii) Profit.

(3) If the contractor believes that the change in the contract requirements affects the contract period of performance, as required by AOC52.211-5, Commencement, Prosecution, and Completion of Work, of the Supplementary Conditions, appropriate substantiation must be submitted for evaluation/review.

(4) A complete proposal, including breakdown of cost and time impact, shall be submitted by the contractor within the time frame stipulated in calendar days by the Government for each proposed change. Generally, complete proposals shall be submitted by the contractor within 7 calendar days after the contractor receives the request for proposal, although this time frame may be adjusted for more complex or more urgent requirements. Except as provided by an individual contract modification, no payment for a change order will be made until a supplemental agreement has been signed by the contractor and the Contracting Officer. If complete proposals are not received timely, the Contracting Officer, after consultation with his authorized representative, may determine the cost of the change and the time impact and issue a change order based upon this determination with the stipulation that if a supplemental agreement is not negotiated within a reasonable amount of time, this determination will be final and conclusive, subject only to the contractor's rights of appeal as provided in AOC52.233-1, Disputes, of the General Conditions.

(d) Allowances for overhead and profit.

(1) The following percentages will be allowed for overhead and profit:

(i) The contractor shall receive, as a percentage of the cost of all work performed by his own organization, an amount not to exceed 10% overhead and not to exceed 10% profit; and

(ii) If subcontractor(s) are involved in the change, a fee in an amount not to exceed 10% as a percentage of the total price of the subcontractor portion of the change.

(iii) Subcontractor(s) to the prime contractor (first tier subcontractor(s)) shall receive, as a percentage of the cost of all work performed by or for it, a total amount not to exceed 10% overhead and not to exceed 10% profit.

(iv) The percentages for fees, overhead, and profit permitted by the above shall be allowed only for the contractor and its first tier subcontractors. Percentages for fees, overhead, and profit in any amount will not be allowed for subcontractors of any other tier.

(2) Percentages for overhead allowed are deemed to include, but shall not be limited to, the following:

(i) Field Overhead Items.

- (A) Trailer;
- (B) Storage Facilities;
- (C) Contractor's and subcontractor's superintendence;
- (D) Construction equipment/tools, except those that are specially required for a specific change;
- (E) Utilities;
- (F) Contractor's and subcontractor's field office, administrative/support staff;
- (G) Cost of preparing record drawing changes, correspondence, etc., relating to the contract;
- (H) Job site safety aids; and
- (I) Cleaning and maintenance of nuisance debris from jobsite.

(ii) Office Overhead Items for Contractor and Subcontractors.

- (A) Maintenance/operation of principal or branch offices;
- (B) Personnel costs;
- (C) Cost for preparing correspondence, fragnets, etc., relating to the contract; and
- (D) Cost of insurance and bonds, except for insurance costs relating to direct labor, as outlined in "Exhibit A".

(iii) For changes which include custom items unique to the project and which are fabricated off-site, the fabricator, whether the contractor or a subcontractor at any tier, shall furnish a breakdown of costs associated with the work in the fabricating plant. This breakdown shall include labor, material, equipment and overhead/plant costs in sufficient detail to allow for review by the Contracting Officer or his duly authorized representative. Costs charged to overhead/plant shall be allowable costs for the fabricator, whether he is the contractor or a subcontractor at any tier, provided that the costs claimed are consistent with the provisions of Subpart 31.203 of the Federal Acquisition Regulation (Chapter 1, Title 48, Code of Federal Regulations). An amount not to exceed 10% of the cost of the fabricated item will be allowed for the fabricator's profit. If the fabricator is a subcontractor, the overhead and profit percentages for the contractor and any subcontractor at a higher tier having a contractual relationship with the fabricator shall be allowed in accordance with this clause.

(e) Changes involving decreases in price. For changes involving only a decrease in price, the contractor and subcontractors shall return as credit for overhead and profit those same percentages which are allowed for like changes involving increases in price. On changes involving both an increase and a decrease in price, overhead and profit will be allowed only on the net increase.

(f) Changes involving increases or decreases on basis of contract specified unit prices. No percentages for overhead and profit will be added to, or deleted from, any unit prices in event of an increase or decrease in the contract requirements on the basis of contractual unit prices.

EXHIBIT A

TYPICAL FORM OF BREAKDOWN FOR PRICE ADJUSTMENT

SUBCONTRACTORS' BREAKDOWN

Items Involved	Quantities	Unit Cost	Equipment	Material	Labor	Totals	Final Totals	Unit Cost
[SUBCONTRACTORS BREAKDOWN list]Excavation (Identify)								
* Volume								
* Crane Operator								
* Laborers								
Shoring (Identify)								
* Area								
* Welder								
Subcontractor Total								

PRIME CONTRACTOR'S BREAKDOWN

Items Involved	Quantities	Unit Cost	Equipment	Material	Labor	Totals	Final Totals	Unit Cost
[PRIME BREAKDOWN list] West Wall (Cinder Block)								
* Area								
* Block 8x8x16								
* Mortar								
* Mason								
* Laborer								
Subtotal								
Prime Contractor's Total								
Prime Contractor's Overhead and Profit on Subcontractor								
Total								

(End of Clause)

AOC52.244-1 Award of Subcontracts and Other Contracts for Portions of the Work (Sep 2005)

- (a) The Contractor is responsible for coordination of all work performed by its own workforce and those of its subcontractors. Each subcontractor shall be experienced in and capable of performing in a satisfactory manner all work in his speciality, and shall meet the standard of competence established for the Contractor.
- (b) The Contractor shall be responsible for all acts of subcontractors employed by him under this contract, and for their compliance with all terms and provisions of the contract applicable to their performance. The Contractor shall continuously coordinate the work of all sub-contractors to assure proper processing and progress of the Work. The Contractor shall require each subcontractor to (1) examine the project schedule, shop drawings and the work of other trades and all sections of the specifications to the extent necessary for satisfactory Installation of his work, and connection between his work and the work of other trades; (2) coordinate his work accordingly; and (3) cooperate with other trades toward timely and satisfactory completion of the entire work.
- (c) Organization of the specifications into sections and subsections and the arrangement of drawings shall not control the Contractor in dividing work among subcontractors or in establishing the extent of work to be performed by any trade.
- (d) The Government reserves the right to require dismissal of any subcontractor who, by reason of previous unsatisfactory work on AOC projects or for any other reason, is considered by the Contracting Officer to be incompetent or otherwise objectionable for performing work under this contract.
- (e) Nothing contained in the contract documents shall create any contractual relations between any subcontractor and the Government.
- (End of clause)

AOC52.245-2 Government-Furnished Property (Nov 2004)

- (a) For the purposes of this clause, Government-furnished property includes cell phones and telephones, personal digital assistants, computers (including laptops), electronic devices, services such as network access, tools, furnished space, storage, utilities, furnishings, equipment, and any other item or service provided by the AOC to the contractor.
- (b) No AOC equipment or property can be provided under this contract unless specifically negotiated as part of the award price. If, after contract award, it becomes necessary or advisable to issue AOC property to the contractor, the contract price shall be reduced by a reasonable amount that reflects the price the contractor would pay if providing the property.
- (c) The Contracting Officer's Technical Representative (COTR) for this contract is responsible for coordinating the issuance and return of Government-furnished property.
- (d) Any Government-furnished property provided to the contractor for use during performance of this contract shall be issued to the contractor's representative and recorded on AOC Form 1423, AOC PROPERTY ISSUED TO CONTRACTORS. The contractor's representative shall be responsible for ensuring the proper care and use of the Government-furnished property, whether used by the contractor representative or another contractor employee. Government-furnished property provided by the AOC can be used only for the conduct of official business on behalf of the AOC. The contractor is specifically prohibited from using AOC-furnished property for personal use or to conduct operations that benefit other Government agency contracts or other contractor activities that do not

directly support AOC contracts.

(e) All information technology property that requires interface or connection to the AOC network must be provided by the AOC. The use of non-AOC IT property that requires interface or connection to the AOC network is strictly prohibited.

(f) All contractor employees who require access to the AOC network or who are issued a personal digital assistant must complete and sign the Non-disclosure Agreement for Contract Employees Conditional Access to Sensitive but Unclassified Information for The Architect of The Capitol before access will be granted. The COTR is responsible for providing the non-disclosure agreements to the AOC Office of Information Resources Management.

(g) All Government-furnished property shall be returned by the contractor to the COTR in the same condition as issued, with allowances for wear and tear that occurs with reasonable care and use. Failure to return Government-furnished property or the return of Government-furnished property that has not been properly maintained and used may result in a reduction to the contract price that reflects the market replacement value of the property or the market price to repair or restore the property to its condition when issued to the contractor.

(End of clause)

AOC52.246-1 Final Inspection and Acceptance - Construction - Supplement (Mar 2007)

(a) No inspection or other action of the Government shall be construed to constitute a final acceptance of any portion of the work under this contract until all work under the contract is completed. None of the work under the contract shall be deemed to be finally accepted until the Contractor, upon completion and final inspection of all work, is notified in writing of final acceptance of work under the contract, or in lieu thereof, until final payment of the final voucher as prescribed in AOC52.232-4, Payments - Construction. The provisions of FAR clause 52.246-12, Inspection of Construction are hereby modified by the provisions of this paragraph with respect to the finality of acceptance of any portion of the work by the Government prior to completion of all work under the contract.

(b) The Contractor shall notify the Contracting Officer, at least 10 days in advance, of the date the work will be fully complete and ready for final inspection. Any additional costs incurred by the Government due to necessary reinspection of work found not ready for final inspection upon the Contractor's notice of completion will be charged to the Contractor and deducted from the contract price.

(End of clause)

AOC52.246-6 Additional Warranty Coverage (Jun 2004)

If the Contractor receives from any manufacturer, supplier or subcontractor additional warranty coverage on the whole or any component of the work required by this contract, in the form of time including any pro rata arrangements, or the Contractor generally extends to his commercial customers a greater or extended warranty coverage, the Government shall receive corresponding warranty benefits.

(End of clause)

52.252-2 Clauses Incorporated by Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this / these address(es):

<http://farsite.hill.af.mil/>

(End of clause)

52.222-15 Certification of Eligibility (Feb 1988)

(a) By entering into this contract, the Contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the Contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(b) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(c) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

(End of clause)

AOC52.236-15 Responsibility of the Contractor for Design in Design-Build Contracts (Jul 2008)

(a) The Contractor shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other non-construction services furnished by the Contractor under this contract. The Contractor shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, and other non-construction services and perform any necessary rework or modifications, including any damage to real or personal property resulting from the design error or omission.

(b) Neither the Government's review, approval or acceptance of, nor payment for, the services required under this contract shall be construed to operate as a waiver of any rights under this contract or of any cause of action arising out of the performance of this contract. The Contractor shall be and remain liable to the Government in accordance with applicable law for all damages to the Government caused by the Contractor's negligent performance of any of these services furnished under this contract.

(c) The rights and remedies of the Government provided for under this contract are in addition to any other rights and remedies provided by law.

(d) If the Contractor is comprised of more than one legal entity, each entity shall be jointly and severally liable thereunder.

(End of clause)

AOC52.236-16 Sequence of Design and Construction in Design-Build Contracts (Jul 2008)

(a) After receipt of the contract Notice to Proceed (NTP) the Contractor shall initiate design, comply with all design submission requirements as covered under each task order, and obtain Government review of each submission. No construction will start without prior consent of the Contracting Officer until the Government reviews the final design submission and determines it satisfactory for purposes of beginning construction. The Contracting Officer will notify the Contractor when the design is cleared for construction and issue a second NTP. The Government will not grant any time extension for any design resubmittal required when, in the opinion of the Contracting Officer, the initial submission failed to meet the minimum quality requirements as set forth in the contract.

(b) If the Government allows the Contractor to proceed with limited construction based on pending minor revisions to the reviewed final design submission, no payment will be made for any in-place construction related to the pending revisions until they are completed, or at a minimum approved as noted, resubmitted, and are satisfactory to the Government.

(c) No payment will be made for any in-place construction until all required submittals have been made, reviewed, and are satisfactory to the Government.

(End of clause)

Clauses By Reference

Clause	Title
52.203-3	Gratuities (Apr 1984)
52.203-5	Covenant Against Contingent Fees (Apr 1984)
52.203-6	Restrictions On Subcontractor Sales To The Government (Sept 2006)
52.215-2	Audit and Records--Negotiation (June 1999)
52.222-4	Contract Work Hours and Safety Standards Act - Overtime Compensation (July 2005)
52.222-6	Davis Bacon Act (July 2005)
52.222-7	Withholding of Funds (Feb 1988)
52.222-8	Payrolls and Basic Records (Feb 1988)

Clause	Title
52.222-9	Apprentices and Trainees (July 2005)
52.222-10	Compliance with Copeland Act Requirements (Feb 1988)
52.222-11	Subcontracts (Labor Standards) (July 2005)
52.222-12	Contract Termination-Debarment (Feb 1988)
52.222-13	Compliance with Davis-Bacon and Related Act Regulations (Feb 1988)
52.222-14	Disputes Concerning Labor Standards (Feb 1988)
52.222-26	Equal Opportunity (Mar 2007)
52.222-27	Affirmative Action Compliance Requirements for Construction (Feb 1999)
52.222-35	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans (Sept 2006)
52.222-36	Affirmative Action for Workers with Disabilities (June 1998)
52.222-37	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Sept 2006)
52.223-2	Affirmative Procurement of Biobased Products Under Service and Construction Contracts (Dec 2007)
52.223-6	Drug Free Workplace (May 2001)
52.223-15	Energy Efficiency in Energy-Consuming Products (Dec 2007)
52.227-1	Authorization and Consent (Dec 2007)
52.228-2	Additional Bond Security (Oct 1997)
52.228-12	Prospective Subcontractor Requests for Bonds (Oct 1995)
52.229-3	Federal, State and Local Taxes (Apr 2003)
52.232-23	Assignment Of Claims (Jan 1986)
52.236-2	Differing Site Conditions (Apr 1984)
52.236-3	Site Investigation and Conditions Affecting the Work (Apr 1984)
52.236-6	Superintendence by the Contractor (Apr 1984)
52.236-7	Permits and Responsibilities (Nov 1991)
52.236-8	Other Contracts (Apr 1984)
52.236-11	Use and Possession Prior to Completion (Apr 1984)
52.236-12	Cleaning Up (Apr 1984)
52.236-13	Accident Prevention (Nov 1991)
52.236-26	Preconstruction Conference (Feb 1995)
52.242-13	Bankruptcy (July 1995)
52.243-4	Changes (June 2007)

Clause	Title
52.246-21	Warranty of Construction (Mar 1994)
52.249-2	Termination for Convenience of the Government (Fixed-Price) (May 2004)
52.249-2 Alt I	Termination for Convenience of the Government (Fixed-Price) (May 2004)- Alternate I (Sept 1996)
52.249-10	Default (Fixed-Price Construction) (Apr 1984)

Supplementary Conditions

AOC52.201-1 Contracting Officers Authority (Jun 2004)

The Contracting Officer is the only person authorized to make or approve any changes in any of the requirements of this contract, notwithstanding any provision contained elsewhere in this contract. In the event that the Contractor makes any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof.

(End of clause)

AOC52.201-2 Contracting Officers Technical Representative (COTR) (Mar 2005)

The Government shall provide the name, address and telephone number of the COTR at the time of contract award and the duties thereby delegated to that person. Any subsequent change to the individual or the individual's responsibilities will be confirmed in writing by the Contracting Officer. In no instance will the COTR be delegated authority to order any change in the contractor's performance which would affect (a) cost or schedule for contracts for services or supplies, or (b) scope, the completion date for intermediate phases or milestones, or overall completion date for contracts for construction.

(End of clause)

AOC52.204-6 Capitol Complex Conditions Affecting Contractor Operations (May 2008)

Capitol Complex operations are, at irregular and unanticipated times, interrupted due to events that can occur on the Capitol Complex, e.g., funerals that utilize the Rotunda, closure of Congressional buildings due to unusual activities, etc. These events can impact AOC contractor operations. Any AOC contractor that becomes aware of an event that may affect its operations on the Capitol Complex may go to www.aoc.gov/business/contractors to receive current information of the operational status of the Capitol Complex. Before ceasing or limiting its operations, the Contractor must obtain written approval from the Contracting Officer.

(End of clause)

AOC52.211-1 Key Personnel (Apr 2007)

(a) The Contractor shall assign to this contract the following key personnel as proposed in the Contractor's technical proposal:

Name: _____

Title: _____ Telephone No. _____

Name: _____

Title: _____ Telephone No. _____

Name: _____

Title: _____ Telephone No. _____

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by Paragraph (c) below. After the initial 90-day period, the Contractor shall submit the information required by Paragraph (c) to the Contracting Officer at least 15 calendar days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutions, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the person being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. The contract will be modified to reflect any approved changes of key personnel.

(d) The approval of substitute personnel will not be considered to be grounds for an increase in the contract price.

(e) The special security requirements in AOC52.223-5, Special Security Requirements, or AOC52.223-6, Special Security Requirements - U.S. Supreme Court, shall apply to all approved Contractor personnel substitutions.

(End of clause)

AOC52.211-2 Approval of Substitute Contractor Personnel (Jun 2004)

(a) [During the first ninety days of performance], the Contractor shall make no substitutions of personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (b) below. [After the initial 90-day period], the Contractor shall submit the information required by paragraph (b) to the Contracting Officer at least 15 calendar days prior to making any permanent substitutions.

(b) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the person being replaced.

(c) This paragraph applies only to a labor hour or time-and-materials contract. The Unit Price (hourly labor rate) for the approved substituted personnel shall remain the same as the rates of the relevant labor category, in the applicable Base Year or any of the subsequent Option Years (see the SCHEDULE OF ITEMS in Section B).

(d) The special security requirements in AOC52.223-5, Special Security Requirements, or AOC52.223-6, Special Security Requirements - U.S. Supreme Court, shall apply to all approved Contractor personnel substitutions.

(End of clause)

AOC52.211-5 Commencement, Prosecution and Completion of Work (Mar 2007)

(a) All work to be performed under this contract shall be completed within 380 calendar days after the date of contract award. No work under this contract shall be performed on Saturdays, Sundays or Federal holidays and, for work performed in the District of Columbia, Presidential Inauguration Day, except with prior approval of the Contracting Officer.

(b) Time for completion of the contract work will be adjusted only in accordance with applicable clauses, e.g., Differing Site Conditions, Changes, Changes - Supplement , Suspension of Work, or other clauses, as appropriate.

(End of clause)

AOC52.222-2 Supplemental Wage Determination/rate Request (Sep 2004)

(a) The wage determination or rate, hereby incorporated, does not include the classification, [Elevator Mechanics]. the Contracting Officer submitted a request for a wage determination or rate to the U.S. Department of Labor, for a decision pertinent to the wage determination or rate applicable to the class of employee utilized in the work herein specified. As of the date of issue of this solicitation, such wage determination or rate has not been received by the Contracting Officer. Upon receipt, a copy of the Department of Labor's action will be forwarded to the contractor by the Contracting Officer.

(b) In the event that a wage determination or rate is not forthcoming from the Department of Labor prior to the opening of offers, each offeror agrees, by signing and submitting its offer, to be bound to compliance with the pertinent wage determination or rate of the Department of Labor, as eventually promulgated.

(c) If the action from Department of Labor results in a modification that is an increase to the wage and fringe benefit payments but shall not otherwise include any amount for general and administrative costs, overhead, or profit. The contractor also warrants that the price in this contract does not include any allowance for contingency to cover increased costs for which the adjustment is provided under a modification. In addition, the contractor shall provide, upon request, to the Contracting Officer the originals of any documentation the contractor used when preparing the proposal which will be utilized by the Contracting Officer to ensure that the payment of the adjustment will be for only those hours indicated under the specified category.

(End of clause)

AOC52.223-5 Special Security Requirements - Services (JUN 2007)

(a) All vehicles, and contents, used by the Contractor or his subcontractors, which enter or leave United States Government property during performance of the work, will be subject to clearance, inspection and identification procedures conducted by the United States Capitol Police.

(b) All persons entering the Legislative Branch Buildings shall gain access to the building by passing through x-ray screening devices. In addition, all handbags and all hand-carried items shall be screened by x-ray devices prior to their entry into the building.

(c) All personnel provided by the Contractor and employed on the site of the work will be subject to a security background investigation. Each employee will be required to fill out an I.D. Request Form and U.S. Capitol Police Request for check of Criminal History Records and each employee will be photographed and fingerprinted. The Contractor shall provide any assistance required by any of its employees in completing the forms.

(d) Prior to commencement of work, the contractor and all designated on-site employees will be required, on a one-time basis, to be fingerprinted in Washington D.C. The location for the Electronic Fingerprinting Service is the U.S. Capitol Hill Police, Fairchild Building, 499 South Capitol Street SW, Washington, DC 20003.

(e) Within seven (7) calendar days after the date of contract award, the Contractor shall submit to the Contracting Officer's Technical Representative (COTR) a list of all employees proposed to be employed on this contract. This list shall include the employee's full name, date of birth and social security number.

(f) While security background investigations are in process, the Contractor's employees must not be granted access to the Capitol Hill complex to perform work or provide services for the AOC unless they are escorted by an AOC staff member. "Escorted" is defined to mean that the AOC staff member will remain with the employee(s) at all times during the performance of the work. Any of the Contractor's employees who are perceived by the Contracting Officer as a security risk as a result of evidence discovered in the background security investigation will not be issued an Identification Card, will be denied access to the site of the work, and the Contractor will be directed to remove such employee from performance of any of the contract work, whether it be on or off the work site. Any contractor employee denied access to the site of work on a contract or task/delivery order as a result of a security investigation may not apply for access to any other AOC/U.S. Supreme Court contract or task/delivery order work site.

(g) An identification card, with photograph, will be prepared for each employee of the Contractor requiring access to the site. The identification card shall be dated to indicate the period of time for which it is to remain valid - from the date the employee reports for duty until the applicable date which occurs first: the expiration of the contract, or the last date of the employee's tour of duty with the Contractor. All contractor personnel must wear the ID badge whenever on the Capitol complex premises or when attending off-site functions on behalf of the AOC. ID badges must be worn in such a manner that contractor personnel can be easily identified as such.

(h) The Contractor is fully responsible to return:

(1) The ID badge of any individual employee, including subcontractor personnel, who is removed for any reason including but not limited to illness, or dismissal;

(2) The ID badges of all contractor employees, including subcontractor personnel, whose performance under the contract is completed in advance of final contract job completion; and

(3) All outstanding ID badges issued for the contractor and its employees, including subcontractor personnel, within 24 hours of on site contract job completion.

(i) ID badges are to be hand delivered by the contractor within 24 hours of any of the events listed under (f) above to the Contracting Officer's Representative.

(j) The Contractor's failure to return any ID badge, access card, or key issued under this contract or order shall result in a deduction of \$100.00 from the contract per ID badge, access card, and/or key not returned.

(End of clause)

AOC52.223-8 Delivery Vehicle Inspection Requirements (Apr 2008)

(a) All vehicles and contents used by the Contractor or his subcontractors which enter or leave United States Government property during performance of work under this contract will be subject to clearance, inspection, and identification procedures conducted by the United States Capitol Police.

(b) All delivery vehicles carrying fuel, garbage, or similar cargo that cannot be offloaded for inspection and security screening shall utilize the alternative Delivery Access Point located at Third and Maryland Avenue, SW, Washington, DC, for inspection prior to making deliveries to any building within the Capitol Complex, including, but not limited to, the U.S. Capitol Building; the U.S. Botanic Garden; the Hart, Dirksen, and Russell Senate Office Buildings; the Rayburn, Longworth, Cannon, and Ford House Office Buildings; the Thomas Jefferson, John Adams, and James Madison Memorial Library of Congress buildings; the Capitol Power Plant; the Capitol Visitors Center; and the U.S. Supreme Court and Thurgood Marshall Federal Judiciary Buildings.

(c) 4700 Shepherd Parkway SW inspection facility. All other vehicles making deliveries to the above listed locations except for the U. S. Supreme Court shall utilize the off-site inspection and screening facilities at 4700 Shepherd Parkway SW, Washington, DC 20032.

(d) For all deliveries within seven calendar days or prior to the first delivery, the contractor shall provide the following information to the U.S. Capitol Police:

- (1) List of drivers;
- (2) Date of birth for each driver;
- (3) Social Security Number of each driver;
- (4) Vehicle make;
- (5) Vehicle model;
- (6) License tag number and state where vehicle is licensed;
- (7) Color of vehicle; and
- (8) Contractor name, if shown on the vehicle.

(e) Information for deliveries made through the Shepherd Parkway facility must be faxed to (202) 226-0571. For verification of receipt, the contractor may call (202) 226-0905. Updates to the information must be renewed April 30, August 31, and December 31 of each year and provided to the U.S. Capitol Police whenever repetitive deliveries are anticipated.

(f) Any delivery that does not fall into the before mentioned categories should be coordinated, in advance, with the applicable government point of contact.

(End of clause)

AOC52.236-11 Submittals (Jun 2004)

(a) The Contractor shall deliver all required submittals within the times specified elsewhere in this contract. Unless specifically stated otherwise, four (4) sets of each item shall be delivered by the contractor to the Contracting Officer's Technical Representative. An in-depth description of these submittals can be found in the appropriate technical sections of the specification. Any Schedule of Work prepared shall reflect delivery of these items. Failure to provide timely delivery of these submittals may be considered to be grounds for termination for default.

(b) The Government will review the submittals and either approve them as submitted, or mark required changes on them. If changes are required, the Contractor shall deliver revised submittals for approval by the Government which incorporate all of the required changes within two weeks after receipt by the Contractor of the marked-up submittals.

(End of clause)

AOC52.242-2 Contractor Performance Evaluations (Dec 2006)

At the conclusion of contract performance and/or at any point during the performance of this contract, the AOC may elect to evaluate the Contractor and submit a final or interim performance evaluation into the appropriate on-line database designated as the repository of Contractor evaluations for the Federal Government. Any evaluation submitted shall include input from the Contracting Officer's Technical Representative and other agency personnel, as appropriate, and the Contracting Officer. The Contractor shall have the opportunity to review any evaluations and submit supporting information for any differing of positions between the Contractor and the AOC in accordance with the protocol established by the specific on-line database.

(End of clause)

AOC52.227-3 Drawings and Other Data to Become Property of the Government (Jul 2008)

All designs, drawings, specifications, notes, and other works developed in the performance of this contract shall become the sole property of the Government and may be used on any other design without additional compensation to the Contractor.

(End of clause)

Representations and Certifications

52.203-2 Certificate Of Independent Price Determination (Apr 1985)

(a) The offeror certifies that--

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to--

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies paragraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(End of provision)

52.204-3 Taxpayer Identification (Oct 1998)

(a) *Definitions.*

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) *Taxpayer Identification Number (TIN).*

__ TIN: _____.

__ TIN has been applied for.

__ TIN is not required because:

__ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

__ Offeror is an agency or instrumentality of a foreign government;

__ Offeror is an agency or instrumentality of the Federal Government.

(e) *Type of organization.*

__ Sole proprietorship;

__ Partnership;

__ Corporate entity (not tax-exempt);

__ Corporate entity (tax-exempt);

__ Government entity (Federal, State, or local);

__ Foreign government;

__ International organization per 26 CFR 1.6049-4;

__ Other _____.

(f) *Common parent.*

__ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

__ Name and TIN of common parent:

Name _____.

TIN _____.

(End of provision)

52.209-5 Certification Regarding Responsibility Matters (Dec 2008)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that--

(i) The Offeror and/or any of its Principals--

(A) Are __ are not __ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have __ have not __, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property;

(C) Are __ are not __ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;

(D) Have __, have not __, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(I) Federal taxes are considered delinquent if both of the following criteria apply:

(i) *The tax liability is finally determined.* The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) *The taxpayer is delinquent in making payment.* A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) *Examples.*

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has ___ has not ___, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principal," for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment; and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

52.223-1 52.223-1 Biobased Product Certification (Dec 2007).

Biobased Product Certification (Dec 2007)

As required by the Farm Security and Rural Investment Act of 2002 and the Energy Policy Act of 2005 (7 U.S.C. 8102(c)(3)), the offeror certifies, by signing this offer, that biobased products (within categories of products listed by the United States Department of

Agriculture in 7 CFR part 2902, subpart B) to be used or delivered in the performance of the contract, other than biobased products that are not purchased by the offeror as a direct result of this contract, will comply with the applicable specifications or other contractual requirements.

(End of provision)

AOC52.204-2 Data Universal Numbering System (Duns) Number (Jun 2004)

(a) The offeror shall enter, in the space provided below, the DUNS number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services.

(b) If the offeror does not have a DUNS number, it should contract Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name,
- (2) Company address;
- (3) Company telephone number;
- (4) Line of business;
- (5) Chief executive officer/key manager;
- (6) Date the company was started;
- (7) Number of people employed by the company; and
- (8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet home page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

(d) Enter DUNS number: _____.

(End of provision)

AOC52.204-3 Representations and Certifications (Nov 2004)

The offeror shall properly execute and submit with its offer the Representations and Certifications contained herein. Insert information in spaces provided as applicable.

(End of provision)

AOC52.209-1 Organizational and Personal Conflicts of Interest (Oct 2008)

(a) The offeror certifies that, to the best of its knowledge and belief, there _____ are _____ are not any relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5.

(b) The offeror certifies that, to the best of its knowledge and belief, there _____ are _____ are not any relevant facts or circumstances which could give rise to a personal conflict of interest, as defined in FAR Subpart 9.5.

(c) If this procurement is for the construction of a building or building structure, or providing one or more system or item(s) that were engineered, designed, or developed under a previous contract or subcontract, by completing the certification in paragraphs (a) and (b) of this provision, the offeror certifies that, to the best of its knowledge and belief, it or none of its principals participated in the previously awarded contract for the engineering, designing, or developing of the requirements in this solicitation.

(End of provision)

AOC52.209-3 Company Principals (Oct 2008)

The offeror represents that the following persons are principals (see FAR 52.209-5(a)(1)(ii)(2), Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters, for definition of "principals") of the offeror's company. If none in the title(s) shown, indicate "none".

Chief Executive Officer (print name)

President (print name)

Vice President (print name)

Secretary (print name)

Treasurer (print name)

Director (print name)

Controller (print name and title)

Other (print name and title)

(End of provision)

AOC52.215-8 Authorized Negotiators (Jun 2004)

The offeror represents that following persons are authorized to negotiate on its behalf with the Government in connection with this Request for Proposal:

Name: _____ Title: _____

Telephone: _____ E-Mail: _____

Name: _____ Title: _____

Telephone: _____ E-Mail: _____

Name: _____ Title: _____

Telephone: _____ E-Mail: _____

(End of provision)

AOC52.219-2 AOC52.219-2 Small Business Representations and Certifications (Sep 2008)

(a) The North American Industry Classification System (NAICS) code for this procurement is 2382120 and the small business size standard is _____ (if this requirement is for manufacturing or trade) or \$ 14M (if this requirement is for services, including construction).

(b) The Architect of the Capitol maintains information on the types of contractors to whom contract and order awards are made in order to monitor the success of our efforts to improve contracting opportunities in the small business community. Therefore, each offeror shall complete the information regarding the classification of its type of entity.

(c) Definitions. As used in this provision --

"Small business" means a business concern that is organized for profit, has a place of business in the United States, and does not exceed the size standard for its industry. It may be a sole proprietorship, partnership, corporation, or any other legal entity.

"Service-disabled veteran-owned small business concern" means a small business concern (1) not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and (2) the management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

"Veteran-owned small business concern" means a small business concern (1) not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and (2) the management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern (1) that is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and (2) whose management and daily business operations are controlled by one or more women.

"Large business concern" is an entity that is organized for profit, has a place of business in the United States, and exceeds the size standard for its industry.

"Nonprofit organization" is an entity that is not organized for profit, e.g., the American Red Cross, universities, and foundations.

"Foreign contractor" is an entity organized for profit that is not in the United States.

(d) Small disadvantaged business, women-owned small business, veteran-owned small business, service-disabled veteran-owned small business, and HUBZone small business concerns are subcategories of small business. Small disadvantaged business and HUBZone small business concerns require certification by the U.S. Small Business Administration. Additional information is available at <http://www.sba.gov>.

(e) For entities organized for profit, the size standards for each industry can be found at <http://www.sba.gov/gopher/Government-Contracting/Size/>. A business is large if the number of employees or revenue amount

exceeds that shown in the applicable industry.

(f) Indicate below the information that best describes your organization and check all categories that apply. For example, if your organization is women-owned and veteran-owned small business, then check "Small Business", Women-owned small business", and "Veteran-owned small business".

_____ Nonprofit organization (do not check any other box).

_____ Large business (do not check any other box).

_____ Foreign contractor (do not check any other box).

_____ State/local/Federal government agency (do not check any other box).

_____ Small business (see 13 CFR Part 121).

_____ HUBZone small business (see 13 CFR Part 126).

_____ Small disadvantaged business (see 13 CFR 124.1002).

_____ Service-disabled veteran-owned small business (see 38 U.S.C. 101(2) and 38 U.S.C. 101(16)).

_____ Veteran-owned small business (see 38 U.S.C. 101(2)).

_____ Women-owned small business.

(End of provision).

Solicitation Conditions52.211-6 Brand Name or Equal (Aug 1999)

(a) If an item in this solicitation is identified as "brand name or equal," the purchase description reflects the characteristics and level of quality that will satisfy the Government's needs. The salient physical, functional, or performance characteristics that "equal" products must meet are specified in the solicitation.

(b) To be considered for award, offers of "equal" products, including "equal" products of the brand name manufacturer, must-

(1) Meet the salient physical, functional, or performance characteristic specified in this solicitation;

(2) Clearly identify the item by-

(i) Brand name, if any; and

(ii) Make or model number;

(3) Include descriptive literature such as illustrations, drawings, or a clear reference to previously furnished descriptive data or information available to the Contracting Officer; and

(4) Clearly describe any modifications the offeror plans to make in a product to make it conform to the solicitation requirements. Mark any descriptive material to clearly show the modifications.

(c) The Contracting Officer will evaluate "equal" products on the basis of information furnished by the offeror or identified in the offer and reasonably available to the Contracting Officer. The Contracting Officer is not responsible for locating or obtaining any information not identified in the offer.

(d) Unless the offeror clearly indicates in its offer that the product being offered is an "equal" product, the offeror shall provide the brand name product referenced in the solicitation.

(End of provision)

52.216-1 Type of Contract (Apr 1984)

The Government contemplates award of a firm fixed-price contract resulting from this solicitation.

(End of provision)

AOC52.204-5 Registration In The Central Contractor Registration (CCR) (Nov 2007)

(a) The Architect of the Capitol anticipates that in the future the agency's contractors may have to register in the CCR database. This is the primary vendor database for the Executive Branch of the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.

(b) CCR requires vendors to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration at least once per year to maintain an active status. CCR validates the vendor information and electronically shares the secure and encrypted data with the Federal agencies' finance offices to facilitate paperless payments through electronic funds transfer (EFT).

(c) The AOC is now encouraging all vendors to register in the CCR if they have not already done so. Vendors can register on line at <http://ccr.gov>. This internet site contains all pertinent information for registration as well as provides contact points for help when registering.

(End of provision)

AOC52.206-1 Procurement Authority for the Architect of the Capitol (Sep 2007)

The authority for all purchase orders and contracts awarded by the Architect of the Capitol is 41 U.S.C. 5, 41 U.S.C. 6a-1, and 41 U.S.C. 6a-2, as amended by Public Laws 107-68, 108-7, and 108-83.

(End of Provision)

AOC52.215-1 Instructions to Offerors (Jul 2007)

(a) Definitions. As used in this provision --

Proposal modification is a change made to a proposal before the solicitation s closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

Proposal revision is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

Time, if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays, including Presidential Inauguration Day. However, if the last day falls on a Saturday, Sunday, or legal holiday, including Presidential Inauguration Day, then the period shall include the next working day.

(b) Offerors are expected to examine the entire solicitation and all instructions. Failure to do so will be at the offeror s risk. Each offeror shall furnish the information required by the solicitation. The offeror will be held responsible for full knowledge of all information contained therein.

(c) Packaging, transmission, and tracking of proposals. (1) Proposals, modifications, and revisions shall be enclosed, in the quantities specified elsewhere in this solicitation, in sealed envelopes. With each copy of the form entitled, "SOLICITATION, OFFER, AND AWARD", the offeror shall enclose the completed Schedule page; offer guarantee, if required; and Representations and Certifications. Address envelopes to: Architect of the Capitol, Procurement Division, Ford House Office Building, Attn: Matt Hazlinsky, Room H2-263 Bid Room, Second and D Streets, S.W., Washington, DC 20515. Offeror shall write Bid Documents Enclosed, H2-263 Bid Room, and write the solicitation number, time and date for receipt of offers on the exterior of the package on the same side as the address. Telegraphic or facsimile proposals and modifications will not be considered.

(2) Current security requirements established by the U.S. Capitol Police to screen mail being delivered to the U.S. Capitol Complex of buildings preclude the use of U. S. Postal Service by offerors to deliver their proposals submitted in response to this solicitation. In addition, because all packages must be screened for security purposes at a central location prior to their delivery, the Architect of the Capitol cannot accept packages containing offers hand carried directly to the Bid Room address within the Ford House Office Building, or any other location in the U.S. Capitol Complex of buildings. See Notice for Delivery on the front of the solicitation.

(3) To assist in tracking of proposals, offerors are requested to fax a copy of their signed Solicitation, Offer and Award form as well as a copy of the FEDEX or UPS receipt to Matt Hazlinsky to (866) 813-9541 at the time of the issuance of their proposal.

(4) The only acceptable method by which offerors can deliver their responses to this solicitation shall be via Federal Express (FEDEX) or United Parcel Service (UPS). Offers submitted via any other method will be rejected. OFFERORS - DO NOT MAIL YOUR OFFER BY REGULAR U.S. MAIL. See notice attached to this solicitation for special instructions.

(d) Submission, modification, revision, and withdrawal of proposals. (1) Offerors are responsible for submitting proposals and any modifications or revisions so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m. local time, for the designated Government office on the date that the proposal or revision is due.

(2) Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is late and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would no unduly delay the acquisition, and-

(i) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals;

(ii) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of proposals and was under the Government s control prior to the time set for receipt of proposals; or

(iii) It is the only proposal received.

(3) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(4) Acceptable evidence to establish the date of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(5) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of proposals by the exact time specified in the solicitation and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(6) Proposals may be withdrawn by written notice received at any time before award. Proposals may be withdrawn in person by an offeror or an authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(End of provision)

AOC52.215-2 Interpretations and Amendments (Jun 2004)

(a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing no later than fourteen calendar days prior to the date established for receipt of offers. Oral explanations or instructions

given before the award of a contract will not be binding.

(b) Prospective offerors shall request the Contracting Officer, in writing, via FAX or e-mail for an interpretation or correction of any ambiguity, inconsistency, or error in the contract documents which they may discover or which should have been discovered by a reasonably prudent offeror. Such requests or objections to materials or methods of construction shown or specified shall be directed to the attention of the Contracting Officer at least fifteen (15) calendar days prior to the date specified for receipt of proposals. Written requests shall be transmitted via e-mail to mhazlins@aoc.gov or via facsimile to (866) 813-9541.

(c) Any interpretations or corrections, as well as any additional modifications the Contracting Officer may desire to include, will be in the form of amendments, in writing, which will be sent on the same date to all offerors if that information is necessary in submitting offers or if the lack of it would be prejudicial to other prospective offerors and shall become a part of any subsequent contract. The Contracting Officer reserves the right to answer only such questions as have, in his opinion, a definite bearing upon the proposals to be submitted.

(1) Offerors shall acknowledge the receipt of all amendments to the solicitation by:

(i) Signing and returning the amendment;

(ii) Identifying the amendment number and date in the space provided for this purpose on the form for submitting a offer;

(iii) Letter or telegram; or

(iv) Facsimile, if facsimile offers are authorized in the solicitation.

(2) The Government must receive the acknowledgment by the time and at the place specified for receipt of offers.

(d) Requests for oral interpretations or any other interpretations not made by amendments will not be accepted, and any information that may possibly be gained by offerors in that manner is gratuitous and not binding.

(e) If this solicitation is amended, all terms and conditions that are not amended remain unchanged.

(End of provision)

AOC52.215-3 Restriction on Disclosure and Use of Data (Jun 2004)

Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall

(a) Mark the title page with the following legend:

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of--or in connection with--the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets (insert numbers or other identification of sheets) ; and

(b) Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

(End of provision)

AOC52.215-7 Preparation of Proposals - Construction (Jun 2004)

(a) Offers shall be submitted, in the quantities as stated elsewhere in this solicitation, on the accompanying printed form entitled, SOLICITATION, OFFER, AND AWARD (Construction, Alteration, or Repair) and copies thereof, with blank spaces suitably filled in. Erasures or other changes on any or all submissions shall be initialed by the signer of the offer.

(b) Copies of the offer shall be identical and each copy shall give the full business address of the offeror, and be signed by him (see Block 20B of the form entitled, SOLICITATION, OFFER, AND AWARD (Construction, Alteration, or Repair) with his usual signature. Offer by partnerships shall furnish the full names of all partners, and shall be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Offers by corporations shall be signed with the legal name of the corporation, followed by the name of the State of incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall be typed or printed below the signature. An offer by a person who affixes to his signature the word president , Secretary , agent , or other designation, without disclosing his principal, may be held to be the offer of the individual signing. When requested by the Government, satisfactory evidence of the authority of the offer signing in behalf of the corporation shall be furnished.

(End of provision)

AOC52.215-9 Failure to Submit Offer (Jun 2004)

Recipients of this solicitation not responding with a proposal should not return this solicitation, unless it specifies otherwise. Instead,

hey should advise the issuing office by letter, postcard, or established electronic commerce methods, whether they want to receive future solicitations for similar requirements. If a recipient does not submit a proposal and does not notify the issuing office that future solicitations are desired, the recipient's name will be removed from the applicable mailing list.

(End of provision)

AOC52.228-7 Offer Guarantee - Construction (Dec 2006)

(a) An offer guarantee is required for all offers exceeding \$100,000. For a new definitive contract (one containing no provisions for issuance of task orders) or purchase order, the amount of the offer guarantee is based upon the proposed amount of the offer. For a requirements contract, the offer guarantee is based upon the price payable for the estimated total quantity. For an indefinite-quantity contract, the offer guarantee is based upon the price payable for the specified minimum quantity. The price of any options is not included except for those options exercised at the time of the contract award.

(b) Failure to furnish an Offer Guarantee in the required form and amount, with and as a part of the proposal, will be cause for rejection of the proposal.

(c) The offeror shall furnish an Offer Guarantee of not less than 20% of the proposed price in the form of a firm commitment consisting of a Bid Bond, Certified Check, Cashier's Check, Irrevocable Letter of Credit, or Postal Money Order made payable to the Architect of the Capitol, or under Treasury Department Regulations certain bonds or notes of the United States. The Contracting Officer will return Offer Guarantees, other than Bid Bonds, (1) to unsuccessful offerors as soon as practicable after evaluation of the proposals; and (2) to the successful offeror upon execution of contractual documents and bonds (including any necessary coinsurance or reinsurance agreements), as required by the offer as accepted.

(End of provision)

AOC52.232-14 Submission of Electronic Funds Transfer Information (Oct 2008)

(a) *Method of payment.* All payments by the Government under any contract resulting from this solicitation shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(2) of AOC52.232-6, Payment by Electronics Funds Transfer - Other Than Central Contractor Registration.

(b) *Mandatory submission of EFT information.* The offeror must submit SF 3881, ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM, with its proposal. Award cannot be made without this properly prepared form.

(End of provision)

AOC52.236-13 Visit to the Site of the Work - Construction (Jun 2004)

(a) It is strongly recommended that all prospective offerors visit the site where the work is to be performed, compare the work requirements with existing conditions, verify dimensions, if necessary, and fully inform themselves regarding the nature and scope of the proposed work and the conditions under which it will be conducted. Offerors shall also inform themselves regarding other work, if any, being done or to be done by or for the United States government, the District of Columbia government and utility companies, by contract or otherwise, where such work may affect or be affected by the operations under the contract. Failure to take these precautions will in no way relieve the successful offeror from his obligation to furnish all materials, services, labor, and any other requirements necessary to complete the work satisfactorily under the conditions established by the contract documents and without additional expense to the Government.

(b) A pre-proposal meeting will be conducted at the Conference Room SDG45 of the Dirksen Senate Office Building, Washington, D.C. for all prospective offerors on April 29, 2009 at 2:00pm, local time.

(c) The Architect will conduct one field inspection of the work immediately following the pre-proposal meeting. Those intending to participate shall meet at the address above. Information concerning the meeting may be obtained by telephoning Matt Hazlinsky at (202) 226-0994.

(d) Offerors are encouraged to submit all questions in writing at least five (5) working days prior to the conference. Questions will be considered at any time prior to or during the conference; however, offerors will be asked to confirm verbal questions in writing. Subsequent to the conference, an amendment to the solicitation containing an abstract of the questions and answers, and a list of attendees, will be disseminated.

(e) Offerors are cautioned that, notwithstanding any remarks or clarifications given at any site visit, the pre-proposal conference or field inspection, all terms and conditions of the solicitation remain unchanged unless they are changed by amendment to the solicitation. If the answers to conference questions, or any solicitation amendment, create ambiguities, it is the responsibility of the offeror to seek clarification prior to submitting an offer.

(End of provision)

52.217-5 Evaluation of Options (July 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

52.225-10 Notice of Buy American Act Requirement--Construction Materials (Feb 2009)

(a) *Definitions.* "Commercially available off-the-shelf (COTS) item," "construction material," "domestic construction material," and "foreign construction material," as used in this provision, are defined in the clause of this solicitation entitled "Buy American Act-Construction Materials" (Federal Acquisition Regulation (FAR) clause 52.225-9).

(b) *Requests for determinations of inapplicability.* An offeror requesting a determination regarding the inapplicability of the Buy American Act should submit the request to the Contracting Officer in time to allow a determination before submission of offers. The offeror shall include the information and applicable supporting data required by paragraphs (c) and (d) of the clause at FAR 52.225-9 in the request. If an offeror has not requested a determination regarding the inapplicability of the Buy American Act before submitting its offer, or has not received a response to a previous request, the offeror shall include the information and supporting data in the offer.

(c) *Evaluation of offers.*

(1) The Government will evaluate an offer requesting exception to the requirements of the Buy American Act, based on claimed unreasonable cost of domestic construction material, by adding to the offered price the appropriate percentage of the cost of such foreign construction material, as specified in paragraph (b)(3)(i) of the clause at FAR 52.225-9.

(2) If evaluation results in a tie between an offeror that requested the substitution of foreign construction material based on unreasonable cost and an offeror that did not request an exception, the Contracting Officer will award to the offeror that did not request an exception based on unreasonable cost.

(d) *Alternate offers.*

(1) When an offer includes foreign construction material not listed by the Government in this solicitation in paragraph (b)(2) of the clause at FAR 52.225-9, the offeror also may submit an alternate offer based on use of equivalent domestic construction material.

(2) If an alternate offer is submitted, the offeror shall submit a separate Standard Form 1442 for the alternate offer, and a separate price comparison table prepared in accordance with paragraphs (c) and (d) of the clause at FAR 52.225-9 for the offer that is based on the use of any foreign construction material for which the Government has not yet determined an exception applies.

(3) If the Government determines that a particular exception requested in accordance with paragraph (c) of the clause at FAR 52.225-9 does not apply, the Government will evaluate only those offers based on use of the equivalent domestic construction material, and the offeror shall be required to furnish such domestic construction material. An offer based on use of the foreign construction material for which an exception was requested -

(i) Will be rejected as nonresponsive if this acquisition is conducted by sealed bidding; or

(ii) May be accepted if revised during negotiations.

(End of provision)

AOC52.215-4 Contract Award - Lowest Priced Technically Acceptable (May 2008)

(a) The Government will evaluate offers in response to this solicitation and award a contract without discussions to the responsible offeror whose offer, conforming to the solicitation, will be most advantageous to the Government considering only price and the price-related factors specified elsewhere in the solicitation. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price standpoint. The Government reserves the right to conduct discussions.

(b) The Government may

- (1) Reject any or all offers;
- (2) Accept other than the lowest offer; and
- (3) Waive informalities or minor irregularities in offers received.

(c) The Government may accept any item or combination of items, unless doing so is precluded by a restrictive limitation in the solicitation or the offer.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer as provided in Paragraph (c) of this clause), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the Government.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract. However, if the resulting contract contains a clause providing for price reduction for defective cost or pricing data, the contract price will be subject to reduction if cost or pricing data furnished is incomplete, inaccurate, or not current.

(f) The Government may determine that an offer is unacceptable if the prices proposed are materially unbalanced between line items or sub line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(End of provision)

M.1 Solicitation Articles

SOLICITATION ARTICLES

ARTICLE 1. PROPOSAL COMPOSITION - SOURCE SELECTION PROCEDURES

(a) Proposals shall be submitted in two major subdivisions: Technical Proposal whose content and arrangement shall be as described in the article, "INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL - SOURCE SELECTION PROCEDURES" of this section, and a Price Proposal, which shall be prepared in detail on a basis as described and set forth in the article entitled, "INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL - SOURCE SELECTION PROCEDURES" of this section.

(b) The Technical Proposal and the Price Proposal portions of each proposal tendered by any offeror shall each be enclosed in a separate sealed package, identified on its outer surface as to content in the manner prescribed in the article entitled "SUBMISSION, MODIFICATION, REVISION, AND WITHDRAWAL OF PROPOSALS" of this section and submitted in the following number of copies:

- (1) Technical Proposal - One original and three (3) copies.
- (2) Price Proposal - One original and one (1) copy.

(End of article)

ARTICLE 2. INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL - SOURCE SELECTION PROCEDURES - CONSTRUCTION

(a) The Technical Proposal shall be organized in accordance with the following format to facilitate evaluation by the Government. The Technical Proposal shall be subdivided into THREE subsections: Corporate Experience and Expertise, Key Personnel, and Past Performance; indexed by evaluation factor and contained in three ring binders, binder clips, rings, or other methods that allow the material to be viewed and

removed easily. Spiral binding is strongly discouraged.

(b) Evaluation factors.

(1) **Evaluation Factor 1 - Corporate Experience and Expertise.** The Offeror shall provide a listing of at least 3 past projects of comparable scope, size and complexity (e.g., installation of fire sprinklers) which involved similar tasks, a majority (over 50%) of which were performed by the Offeror and not subcontractors, during the last 3 years. For each project listed, provide the following:

- (i) a project identification, location;
- (ii) contracting agency/owner identification and address;
- (iii) date of award and completion;
- (iv) contract award amount/final amount and description of any differences between the award amount and the final amount;
- (v) key personnel (Project Foreman) /subcontractors involved;
- (vi) brief description of the project;
- (vii) state the percentage of work completed by the offeror and all subcontractors; and
- (viii) point of contract at agency/owner and phone number.

Relevant projects are those which are comparable in size, scope and complexity to the work contemplated by this solicitation, and which involve one or more of the following characteristics:

- Installation of automatic sprinkler systems in office buildings.

(2) **Evaluation Factor 2 - Key Personnel.**

(i) The Offeror shall provide the resume of the proposed Project Foreman. The resume shall document recent and relevant experience by detailing the proposed Project Foreman's level of involvement in at least 3 projects comparable to the project solicited in this RFP, within the past three years. The resume should clearly show for which comparable project the proposed Project Foreman performed as Project Foreman for the Offeror.

(ii) The Offeror shall provide documentation as evidence that it employs on a full-time basis a Professional Engineer registered in Fire Protection Engineering or a NICET (National Institute for Certification of Engineering Technologies) Level IV in Automatic Sprinkler System Layout.

(3) **Evaluation Factor 3 - Past Performance.** Although the Government reserves the right to use any source of information available on the Offeror's past performance to either evaluate past performance or verify information provided by the Offeror, the Offeror shall provide information that demonstrates the Offeror's past performance. The enclosed "AOC PAST PERFORMANCE QUESTIONNAIRE" shall be provided to each of the companies/agencies for which the Offeror performed work and listed in its response to Evaluation Factor 1 - Corporate Experience and Expertise. The questionnaire(s) must be faxed by the companies/agencies to the attention of (Matt Hazlinsky) at (866) 813-9541 by the date established for receipt of offers in order to be considered in the evaluation process.

(End of article)

ARTICLE 3. INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL - SOURCE SELECTION PROCEDURES - CONSTRUCTION

- (a) A firm fixed-price shall be entered by each offeror on the Schedule page for each line item (line item pricing, options, and unit prices) which shall represent the cost for performing the work required by this Request for Proposal. The Architect reserves the right to request from each offeror information regarding the breakdown of all costs that are included in the lump sum price (Line Item No. 1, 2, 3 and 4), to include copies of all work sheets used in forming the proposed pricing. Erasures or other changes on any or all submissions shall be initialed by the signer of the proposal or by his duly authorized agent.
- (b) The Price Proposal shall be submitted with the following required documents in the order shown below:
- (1) "SOLICITATION, OFFER, AND AWARD" form (original signature required in Block 20B);
 - (2) The "SCHEDULE" page;
 - (3) the "REPRESENTATIONS AND CERTIFICATIONS"; and
 - (4) the "BID GUARANTEE".

(End of article)

ARTICLE 4. EVALUATION CRITERIA - SOURCE SELECTION PROCEDURES - CONSTRUCTION

General Requirements. The evaluation criteria to be used by the Contracting Officer for the selection of a contractor to perform the work specified herein are defined below. Proposals will be evaluated for acceptability but not ranked using the non-price factors. Award will be made on the basis of the lowest evaluated price of proposals meeting or exceeding the acceptability standards for non-price factors. Refer to AOC52.215-4 Contract Award - Lowest Priced Technically Acceptable (May 2008) in the Solicitation Conditions for additional evaluation details.

(a) *Technical Evaluation Criteria.* For each evaluation factor, the Government will make a determination of Technically Acceptable or Technically Unacceptable. In order for an Offeror to be determined overall Technically Acceptable, it must receive Technically Acceptable ratings on all of the evaluation factors. A single evaluation factor rating of Technically Unacceptable will result in the Offeror's proposal being determined overall Technically Unacceptable and its price proposal will not be considered. The criteria for meeting the minimum acceptability standards for each evaluation factor are listed below.

(1) **Corporate Experience and Expertise.** The Government will evaluate the Offeror's Corporate Experience and Expertise to determine that the Offeror has, at a minimum, completed 3 projects comparable to the work solicited in this RFP within the past 3 years. The Offeror must have, at a minimum, performed a majority (over 50%) of the tasks in those projects.

(2) **Key Personnel.**

(i) The Government will evaluate the Offeror's proposed Project Foreman to determine he has, at a minimum, performed as Project Foreman for the Offeror on at least one of the three projects submitted by the Offeror in response to the Corporate Experience and Experience evaluation factor.

(ii) The Government will evaluate the Offeror to determine it either employs on a full-time basis a Professional Engineer registered in Fire Protection or a NICET (National Institute for Certification of Engineering Technologies) Level IV in Automatic Sprinkler System Layout.

(3) **Past Performance.** The Government will evaluate the Offeror's Past Performance to determine it has successfully performed the projects submitted by the Offeror in response to the Corporate Experience and Experience evaluation factor. Successful performance may include a satisfactory record of conforming to contract requirements and to standards of good workmanship; a satisfactory record of forecasting and controlling costs; a satisfactory record of adhering to contract schedules, including the administrative aspects of performance; a satisfactory history of reasonable and cooperative behavior and commitment to customer satisfaction; and, generally, evidence of a business-like concern for the interest of the customer.

(b) *Price Evaluation Criteria.* The Government will evaluate the price proposals of all firms found Technically Acceptable. Price criterion measures not only actual dollars but also analyze the reasonableness of the Offeror's proposed price. Offerors are required to propose pricing on Line Item No. 1 (Base Bid) plus Base Bid Options Line Item Nos. 2, 3 and 4. Offerors who fail to propose a price for each item on the Schedule will be deemed unacceptable and will be rejected. (See THE SCHEDULE).

(End of article)

SECTION 007319 - SAFETY AND HEALTH**PART 1 - GENERAL****1.1 DESCRIPTION OF WORK:**

- A. **General:** This section is general in nature and identifies some of the precautions necessary to protect the safety and health of employees, visitors, occupants and contract employees, and to prevent the loss of or damage to property and the environment. Note the Construction Contractor submittal requirements at paragraph 1.6.
- B. **Asbestos Containing Materials:** Insulation located on duct work as well as piping throughout the Ninth Floor is assumed to be asbestos containing materials. All work under this contract **shall not** disturb these materials.

1.2 REFERENCES:

- A. **General:** The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by basic designation only.
- B. **Code of Federal Regulations (CFRs):**
 - 1. 29 CFR 1910 - OSHA General Industry Safety and Health Standards.
 - 2. 29 CFR 1926 - OSHA Construction Industry Standards.
 - 3. EPA, Subchapter R - Toxic Substances Control Act (TSCA).
 - 4. 40 CFR Part 61 - EPA National Emission Standard for Hazardous Air Pollutants (NESHAPs).
 - 5. 40 CFR Part 761 - Polychlorinated Biphenyl Manufacturing, Processing, Distribution and Use.
 - 6. 40 CFR Parts 260 through 271 - EPA Resource Conservation and Recovery Act (RCRA).
- C. **Other Recognized Standards:**
 - 1. International Building Code, 2003 edition.
 - 2. NFPA 101, Life Safety Code, 2003 edition (LSC).
 - 3. International Electrical Code (IEC), 2003 edition.
 - 4. All referenced standards from the above CFR's and standards.
- D. **Federal Standard 313A - Material Safety Data Sheets, Preparation and Submission.**
- E. **Applicable** state and local regulations shall apply.

1.3 WORK COVERED BY THIS SECTION:

- A. **General:** This section is applicable to all work performed under this contract.

1.4 DEFINITION OF HAZARDOUS MATERIALS:

- A. **General:** Refer to hazardous and toxic materials/substances, Subparts H and Z of 29 CFR 1910; and to others as defined in Federal Standard 313.
- B. **Those hazardous materials** most commonly encountered can include pesticides, cleaning agents, paints, adhesives, strippers, solvents, asbestos, polychlorinated biphenyls (PCB's), mercury vapor lamps, but may include others. Any unlabelled substance should be handled as hazardous material until properly identified.
- C. **All thermal systems insulation** (i.e., boiler insulation, duct insulation, pipe insulation), surfacing materials (i.e., plaster and sprayed-on fireproofing) and miscellaneous materials (i.e., asphalt flooring, ceiling tiles, adhesives and mastics, drywall, roofing, gaskets and cement board), must be considered asbestos containing unless proven otherwise in accordance with 29 CFR 1926.1101.
- D. **Pre-1978 Surfaces:** All finished/painted surfaces of buildings constructed prior to 1978 shall be considered finished with lead based paint unless proven otherwise.
- E. **Products likely to contain PCB's** are electrical transformers, capacitors, voltage regulators, and oil switches. Transformer vaults with PCB contaminated floors are identified by signage at the entry door (see paragraph 3.1).
- F. **Products likely to include mercury** are fluorescent light ballasts, switches, and gauges.

1.5 QUALITY ASSURANCE:

- A. **Pre-Construction Safety Meeting:** Representatives of the Contractor must meet with the Contracting Officer and his/her representative(s) prior to the start of work under this contract. The purpose of the pre-construction meeting is to review the Contractor's safety and health programs and policies, and to discuss the implementation of all safety and health provisions pertinent to the work to be performed under the contract. The Contractor shall be prepared to discuss, in detail, the measures he/she intends to take in controlling any unsafe or unhealthy conditions associated with the work to be performed under the contract. If directed by the Contracting Officer, this meeting may be held in conjunction with other pre-construction meetings such as the General Pre-Construction meeting. The level of detail of the safety meeting is dependent upon the nature of the work and the potential inherent hazards. The Contractor's principal on-site representative(s), the general superintendent and his/her safety representative(s) shall be in attendance.
- B. **Compliance With Regulations:** All work, including contact with and handling of hazardous materials, the disturbance or dismantling of structures containing hazardous materials, and/or the transport and disposal of hazardous materials shall comply with the applicable requirements of 29 CFR 1910/1926, and 40 CFR 761/260-271.
 - 1. **Asbestos Containing Materials:** Work shall not disturb asbestos containing materials.
 - 2. **PCBs:** Work involving the removal and disposal of PCBs shall comply with 40 CFR

761.

- C. **All work** shall comply with applicable state and municipal safety and health requirements. Where there is a conflict between applicable regulations, the most stringent shall apply.
- D. **Contractor Responsibility:** All Contractors shall assume full responsibility and liability for compliance with applicable regulations pertaining to the health and safety of personnel during the execution of work, and shall hold the Government harmless for any action on his/her part, or that of his/her employees or subcontractors, which results in illness, injury or death. Construction Contractors shall comply with the following additional requirements in accordance with 29 CFR 1926.16 (Prime/Subs):
 - 1. Compliance with the accepted accident prevention plan written by the prime Contractor for the specific work, submitted to the government, and reviewed by the Contracting Officer. The Contractor's plan will be job specific and will include work to be performed by the subcontractors, and measures to be taken by the Contractor to control hazards associated with materials, services, or equipment provided by suppliers.
 - 2. Regularly scheduled safety meetings shall be held at least once a week for all supervisors on the project to review past activities, to plan ahead for new or changed operations, and to establish safe working procedures for the anticipated hazards. An outline of each meeting shall be submitted through the Construction Manager to the Contracting Officer.
 - 3. At least one "toolbox" safety meeting shall be conducted weekly before start of work by field supervisors or foreman for all workers. An outline report of the meeting, including date, time, duration, attendance, subjects discussed and the name of the director shall be maintained and copies furnished to the designated authority on request.

1.6 SUBMITTALS:

- A. **Accident Reporting:** Serious accidents such as those resulting in: treatment of an injury at a medical facility; response by emergency medical personnel; or damage to property other than that of the Contractor will be reported to the contracting officer's representative by telephone within twenty-four hours of the occurrence. A copy of each accident report, which the Contractor or subcontractors submit to their insurance carriers, shall be forwarded through the Contracting Officer's Representative (Construction Engineer), to the Contracting Officer as soon as possible (in no event later than seven (7) calendar days after the occurrence). All accidents/losses shall be reported.
- B. **Permits:** When hazardous materials (as defined in Paragraph 1.4, and 40 CFR 261) are disposed of, the Contractor must obtain permits and manifests from applicable, Federal, state, or municipal authorities, and necessary certifications that the material has been disposed of as per regulations and submit copies to the AOC within 30 days of removal from the site.
- C. **Hot Work Permits:** When coordinating with the AOC's jurisdiction Superintendent for hot work, submit AOC Form "AOC Senate Hotwork Permit (10 April 2007)" or other form that meets OSHA Standards, as required.

- D. **Scaffolding:** All scaffolding that is erected on this job shall be erected in accordance with the requirements of 29 CFR 1926.45. When required by OSHA Standards, a scaffold erection plan shall be developed by the Contractor, certified by an engineer and provided to the Contracting Officer (CO) prior to set up. Once in place, the Contractor's assigned safety officer shall inspect and document the conditions of the scaffold and scaffold anchor points prior to use, and once per shift thereafter. Weekly reports shall be provided to the designated Contracting Officer's Representative (COR) for inclusion in the contract records.
- E. **Construction Contractor's Plan of Action:** Submit a plan of action for handling hazardous materials (except for asbestos, lead based paint, PCBs and mercury lamps as they are covered by specific sections) and/or flammable or toxic products as follows. The Construction Contractor's plan of action shall contain:
1. Activity Hazard Analysis - identification of anticipated hazards, problems, and proposed control measures/mechanisms.
 2. Description of how applicable safety and health regulations and standards are to be met.
 3. Protection of the public or others not related to the operation.
 4. Means of protection for adjacent non-construction areas and occupants and for controlling dust/fumes/debris generated by the work.
 5. Specialized training and experience of employees to be used for the work.
 6. Type of protective equipment and work procedures to be used.
 7. Material Safety Data Sheets (MSDSs) for, and proposed procedures for using, disposing of, or storing toxic/hazardous materials (also see 29 CFR1910.1200). All management and disposal of wastes shall be in accordance with Federal, states and local regulations.
 8. Phasing requirements to minimize impact to non-construction work activities.
 9. Emergency procedures for handling accidental spills, releases or potential exposures.
 10. Interfacing of trades and control of subcontractors, if applicable.
 11. Identification of any required analyses, test demonstrations, and validation requirements;
 12. Methods of certification for compliance;
 13. Hazard Communications Plan;
 14. Trenching and Shoring Plan;
 15. Multi-Employer Worksite Plan; and
 16. Demolition plans outlining protective measures and responsibilities required under 29 CFR 1926, Subpart T.

PART 2 - PRODUCTS

2.1 MATERIALS AND EQUIPMENT:

- A. **Special facilities,** devices, equipment, clothing, and similar items used by the Contractor in the execution of work shall comply with the applicable regulations. Such materials and equipment shall be identified in the Plan of Action called for herein.

2.2 MATERIAL SAFETY DATA SHEETS (MSDSs):

- A. **MSDSs** shall be available on-site for all products used under this contract. The prime contractor is responsible for meeting the hazard communication requirements, in accordance with 29 CFR 1910.1200. To the extent feasible, substitute non-flammable and non-toxic products.

PARTS - EXECUTION

3.1 CAUTIONARY PROCEDURES AT EXISTING VAULTS:

- A. **General:** Transformer vaults may have floors which are PCB contaminated. These vaults are generally marked by blue signs, which identify the vault as PCB contaminated. Consult the AOC Construction Manager to ascertain whether precautionary procedures must be taken. On rare occasions, vault doors in existing buildings may be equipped with protective alarms and devices. Consult the AOC Construction Manager to ascertain whether vault doors in areas under this contract are so equipped and have proper approved signage systems.

3.2 HAZARDOUS MATERIALS:

- A. **General:** The Contractor shall bring to the Contracting Officer's attention, any material suspected of being hazardous which he/she encounters during execution of the work. The Contracting Officer shall then determine whether the Contractor shall perform tests to determine the nature or toxicity of the material. If the Contracting Officer directs the Contractor to perform tests, and/or if the material is found to be hazardous and additional protective measures are needed, a change of contract may be required (subject to applicable provisions of the contract).

3.3 CONFINED SPACES:

- A. **Confined Spaces:** It is the AOC's responsibility to identify and demarcate all known confined spaces within our facilities. In the event the Contractor determines that a confined space impacts the scope of work, immediately bring it to the attention of the Contracting Officer. The Contracting Officer will make a determination if the area is deemed a permit-required confined space, in which case additional protective measures will be required. The Contractor shall then submit a copy of their Confined Space Entry Program to the Contracting Officer or the COTR for review. The Contractor is responsible for prior notification of the Contracting Officer and the jurisdiction Superintendent on the type of work to be conducted in all confined spaces, and to issue the required entry permit according to their Confined Space Entry Program requirements.

3.4 CONSTRUCTION STOP WORK ORDERS:

- A. **Stop Work Orders:** Should the Contractor or his/her subcontractors be notified by the Contracting Officer's representatives of any non-compliance with the provisions of the contract, and/or that corrective action(s) are required, the Contractor shall immediately (if so directed) or within 48-hours after receipt of a notice of violation, correct the unsafe or unhealthy condition. If the Contractor fails to comply promptly, the Contracting Officer or his/her representatives may issue a "Stop Work Order" for all or any part of the work being performed. In instances of imminent danger conditions, the Contractor must stop all work

immediately. When, in the opinion of the Contracting Officer or his/her representatives, satisfactory corrective action has been taken to correct the unsafe or unhealthy condition, a written order reinstating the work will be issued. The Contractor shall not be allowed any extension of time or compensation for damages by reason of, or in connection with, such work stoppage.

3.5 PROTECTION:

- A. **Contractor Responsibility:** The Contractor shall take all necessary precautions to prevent injury to the public, building occupants and visitors, and damage to or contamination of property or the environment. For the purposes of this contract, the public or building occupants shall include all persons not employed by the Contractor or subcontractor thereof.
- B. **Welding, Cutting, and Brazing:** The AOC specifically requires a permit for welding, cutting, and brazing. This permit, AOC Form "AOC Senate Hotwork Permit (10 April 2007)," shall be approved each day by the AOC Superintendent or Construction Manager whenever welding, cutting or any open flame work is performed. Work areas shall be kept clear of combustibles within a 35-foot radius of any open flame work. Combustibles which cannot be removed shall be covered with flame-resistant blankets. Compressed gas cylinders shall be secured in a vertical position at all times. Valve protection caps shall be in place whenever cylinders are not in use, moved or stored. Appropriate fire extinguishers shall be maintained at welding and cutting operations. A designated fire watch shall sign and return the permit. The fire watch shall be on duty during operations and for a minimum of 30 minutes after completion of welding or cutting operations to ensure no possibility of fire exists.
- C. **Storage:** It is prohibited to store, position, or use equipment, tools, materials, scraps, and trash in a manner likely to present a hazard to the public or building occupants by its accidental shifting, ignition, or other hazardous qualities. Storing of combustible or flammable liquids shall be in accordance with the current edition of the National Fire Code for Flammable and Combustible Materials (NFPA 30). Compressed gases shall be stored in accordance with Compressed Gas Association (CGA) guidelines.
- D. **Obstructions:** No corridor, aisle, stairway, door, or exit shall be obstructed or used in such a manner as to encroach upon routes of ingress or egress utilized by the public or building occupants, or to present an unsafe or unhealthy condition to the public or building occupants.
- E. **Housekeeping:** Housekeeping practices shall be in conformance with OSHA 29 CFR 1910.22, 29 CFR 1910.141, 29 CFR 1910.1001, 29 CFR 1910.1025, 29 CFR 1926.25, 29 CFR 1926.62, and 29 CFR 1926.1101, for non-construction and construction contracts respectively. The following are public protection requirements for construction contracts:
- F. **Protection of the Public and Federal Employees:** Work shall not be performed in any area occupied by the public or Federal employees unless specifically permitted by the contract and the Contracting Officer and the jurisdiction superintendent, and unless adequate steps are taken for the protection of the public and Federal employees.
- G. **Fences & Barricades:** The work area shall be fenced, barricaded, or otherwise segregated

- from the public or building occupants to prevent unauthorized entry into the work area.
- H. **Alternate Precautions:** When the nature of the work prevents isolation of the work area and the public or building occupants may be in or pass through, under or over the work area, alternate precautions such as the posting of signs, the use of signal persons, the erection of barricades or similar protection around particularly hazardous operations shall be approved and used as appropriate.
- I. **Public Thoroughfare:** When work is to be performed over a public thoroughfare such as a sidewalk, lobby, or corridor, the thoroughfare shall be closed, if possible, or other precautions taken such as the installation of screens or barricades. When exposure to falling objects exists, as during the erection of building walls or during demolition, special protection of the type detailed in 29 CFR 1910/1926 shall be provided.
- J. **Temporary Construction Barriers:** Paragraphs 3.5-F through 3.5-1 above specify the erection of construction barriers in specific situations. Temporary construction barriers, partitions which cover a hole in a rated fire wall, or separate the construction from public access and exit corridors shall be erected floor-to-ceiling, wall-to-wall, and shall remain in place for the duration of the contract. The minimum construction standards for these temporary barriers shall be metal studs, anchored top and bottom at a maximum spacing of 16 inches (406 mm) on-center, and covered with a minimum of one layer of 1/2 inch gypsum wallboard.
- K. **Dust and Fume Control Measures:** Work performed adjacent to occupied areas shall be done within dust control barriers (generally constructed of polyethylene sheeting). To the extent feasible, maintain the work environment at a negative pressure differential with the adjoining occupied areas. The use of fume and odor producing products and materials shall be done in such a manner, or at such a time as to minimize impact on building occupants. Provide measures to minimize tracking of dust through non-construction areas.
- L. **Roof Work:** During the performance of roofing work on low-pitched roofs, employees will be protected as required by the OSHA standards contained in 29 CFR 1926.500, except that a safety monitoring system, as defined in 29 CFR 1926.502(p)(7) is not an allowable option when working within six feet (1.83 m) of the roofs edge or any opening. When working within six feet (1.83 m) of the roof edge or an opening, motion-stopping safety systems, as defined in 29 CFR 1926.502(p)(5), will be used.
- M. **Removal of Fences and Barricades:** Fences and barricades shall be removed upon completion of the project, in accordance with local ordinance and to the satisfaction of the Contracting Officer or his/her representative(s).
- N. **Completion of Work:** Do not create or leave hazards unabated (e.g., open or absent electrical panels, unmarked circuit breakers/fuses, faceplates missing from receptacles, open manholes, etc.).

END OF SECTION 007319

DIVISION 1 - GENERAL REQUIREMENTS**PART 1 - GENERAL****1.1 DESCRIPTION OF REQUIREMENTS:**

- A. **General Requirements:** The provisions or requirements of Division-1 apply to entire work of Contract and, where so indicated, to other elements which are included in project, and include, but are not limited to the following:
1. Summary of the Work.
 2. Project Coordination.
 3. Definitions and Standards.
 4. Schedules and Reports.
 5. Submittals.
 6. Temporary Facilities and Controls.
 7. Products.
 8. Project Closeout.

1.2 SUMMARY OF THE WORK:**A. Project/Work Identification:**

1. **General:** Project name is Hart Senate Office Building Ninth Floor Sprinkler System Upgrade, Hart Senate Office Building, Washington, D.C., as shown on Contract Documents prepared by the Architect of the Capitol (AOC). Project specifications are dated February 28, 2009.
2. **Summary by Reference:** Work of the Contract can be summarized by references to the SCHEDULE, GENERAL CONDITIONS, SUPPLEMENTARY CONDITIONS, Official Procedure for Making Changes in Contracts, Specification Sections, Drawings, Amendments and Modifications to the contract documents issued subsequent to the initial printing of this Project Manual and including, but not necessarily limited to, printed material referenced by any of these.
3. **Abbreviated Written Summary:** Briefly and without force and effect upon the contract documents, the work of the Contract can be summarized as follows:
 - a. The work includes the installation of a new automatic sprinkler system in the areas of the Ninth Floor of the Hart Senate Office Building that are currently not protected by an automatic sprinkler system. The new system shall comply with the AOC Design Standards dated December 2007 and the referenced 2002 edition of NFPA 13, *Standard for the Installation of the Sprinkler Systems*.

4. **Informational Drawings:** Drawings indicated as “For Information Only” are included for convenience with the Contract Documents and are NOT Contract Documents. These drawings contain information requested by the AOC for the use of the Architect and other consultants to the AOC. The Contractor is expected to independently verify all information shown and provide his own surveys, testing, and verification of conditions shown therein.
 5. **Use of the Contract Documents:** The Contract Documents are comprised of the Project Specifications, the Amendments, the Contract, approved Changes and other directives. These documents are not to be used separately for bid or construction as they represent the entirety of the project. The Contractor is responsible for insuring that the documents are used together.
 6. **Phasing Plan:** No Phasing Plan is included in the Contract Documents. The Contractor is expected to complete all work sequentially to provide the minimum disruption of normal building operations in the area. The Contractor will provide his own plan for approval by the Architect showing proposed sequencing of the work.
 7. **Timeline for Work Activities:** The contractor shall submit a work schedule in accordance with Section 1.5 for the completion of the work performed under this contract according to the following schedule.
 - a. Development of Shop Drawings - Contractor shall prepare shop drawings and obtain approval of said shop drawings within 90 days of the notice to proceed. Assume a three week review period for an initial submittal and a two week review period for a re-submission.
 - b. Construction - Contractor shall complete the installation of the sprinklers under these project specifications within nine 330 days from the notice to proceed.
 - c. Close-out - All close-out documents shall be submitted to the AOC no later than 365 days from the notice to proceed.
- B. **Options:** This work shall include the following Options as defined in the SCHEDULE:
1. **Option No. 1:** The contractor shall provide a price to provide sprinkler protection in the in all five elevator machine rooms, Capitol Police Radio Room and at the top of the two stairs that serve the Ninth Floor.
 2. **Option No. 2:** The contractor shall provide a price to paint all sprinkler piping in accordance with these project specifications.
 3. **Option No. 3:** The contractor shall provide a price to implement the Quality Control Services as outlined in Specification Section 014302, Quality Control Services.
- C. **Contractor Use of Premises:**
1. **General:** The Contractor shall limit his use of the premises to the work indicated, so as to allow for the Government's occupancy and use by the public.
 2. **Contractor Use of the Existing Building:** During the construction period the site and the building will be occupied by Members of Congress, other Government employees and the general public. Maintain the existing building in a safe and weather-tight condition

throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect the building and its occupants during the construction period. Cooperate fully with the Architect or his representative during construction operations to minimize conflicts and to facilitate Government usage.

- a. **Clear Passage:** Keep of all areas including back of house areas and public areas such as hallways, stairs, elevator lobbies and toilet rooms free from accumulation of waste material, rubbish or construction debris.
 - b. **Smoking or open fires** will not be permitted within the building enclosure or on the premises.
 - c. **Temporary Elevator Use:** The Architect will designate elevators available for use of Contractor's personnel. Use of other than designated elevators will not be permitted. All materials shall be transported in either of the freight elevators to the 8th Floor. Material movement between the Eighth and Ninth Floors shall not be via passenger elevators. Materials will have to be moved between these levels via access hatch or stairwell. Elevator use shall be coordinated through the COTR with the Senate Superintendent's Elevator Shop.
3. **Limitations on Use of the Site:** Limitations on site usage as well as specific requirements that impact site utilization are indicated on the Drawings and by other Contract Documents. Portions of the site beyond areas on which work is indicated are not to be disturbed. In addition to these limitations and requirements, administer allocation of available space among entities needing both access and space so as to produce the best overall efficiency in performance of the total work of the project. Schedule deliveries so as to minimize space and time requirements for storage of materials and equipment on site. A staging area will be provided on the Ninth Floor for the contractor as outlined in Paragraph 1.6.C.4.d for the use in staging equipment and materials. This staging area will not be secured. The contractor shall provide means to secure their equipment (chains, gang boxes, etc).
- a. **Unless designated** for sole Contractor use, keep existing driveways and entrances serving the premises clear and available to the Government and its employees at all times. Do not permit trucks of any kind to use existing sidewalks without prior authorization of the Architect.
 - b. **Maintain driveways** between and around combustible material storage piles at least 15' wide and free of accumulation of rubbish, equipment and materials. Maintain access for fire fighting equipment.
 - c. **Do not unreasonably** encumber the site with materials or equipment. Confine stockpiling of materials to the areas indicated. If additional storage is necessary, obtain and pay for such storage off-site.
 - d. **Provide 24hr/7day** access to the building by emergency vehicles and firefighting equipment.
4. **Construction Parking Control:** Parking space for personal vehicles is not available on the site. Obtain approval of Architect for parking of construction motor vehicles or other equipment on the site.

5. **Standard Working Hours:** The standard working hours of operation for the Hart Senate Office Building are as follows:
- a. **Sunday through Friday:** 8:00 PM to 6:00 AM
 - b. **Noise restriction:** Work between the hours of 8:00 PM to 12:00 AM may be restricted to work that does not produce noises that can be heard in SH-902 or other occupied areas of the building at the request of the building tenants.
 - c. **Impairments:** All outages and impairments associated with the project shall occur during third shift 11:00 PM to 6:00 AM.
- D. **Government Occupancy:** The Government reserves the right to place and install equipment as necessary in completed areas of the building and to occupy such areas prior to final acceptance, provided that such occupancy does not substantially interfere with completion of the work. Such placing of equipment and partial occupancy shall not constitute acceptance of the work or any part of the work.
- E. **Protection of Government Property:** The Contractor is expected to take all reasonable precautions to protect U.S. Government Property. In the event of damage to or theft of Government Property, the Contractor will be held fully responsible for his own personnel, his subcontractor's personnel and their actions.
- F. **Blasting:** The use of any kind or type of explosive in the performance of the work is prohibited, except the use of construction tools actuated by or employing powder-actuated charges which shall be permitted, provided that the tool is of the kind and design ordinarily used for such construction and that the Architect has authorized its use after determining that its use will not endanger human life or safety.
- G. **Mechanical/Electrical Requirements of General Work:** Except as otherwise indicated, comply with applicable provisions of The National Electrical Code (NEC) and standards by National Electrical Manufacturer's Association (NEMA) for electrical components of general work. Where applicable, provide products listed and labeled by nationally recognized independent testing and labeling organizations.

1.3 PROJECT COORDINATION:

- A. **Coordination and Meetings:** Prepare a written memorandum on required coordination activities. Include such items as required notices, reports and attendance at meetings. Distribute this memorandum to each entity performing work at the project site. Prepare similar memorandum for separate contractors where interfacing of their work is required.
1. **Continuously coordinate** the work of subcontractors to ensure proper processing and progress of the work. Require each subcontractor to examine work of other trades and all sections of specifications to assure satisfactory installation of, and connection between, his work and work of other trades.

- a. **Provide other parties**, to the extent their work is affected by this work, all information necessary for the proper execution of their work. Arrange and conduct work so that other parties may complete their work at the site according to schedule. All work under this contract shall be carefully coordinated with work under other such contracts.
 2. **The Contractor** shall maintain a complete set of Contract Documents on the site during the execution of this contract. All Drawings and Specifications shall be posted with the latest information and Changes.
- B. **Surveys and Records/Reports:** Working from lines and levels established by the property survey, establish and maintain bench marks and other dependable markers. Establish bench marks and markers to set lines and levels for work at each story of construction and elsewhere as needed to properly locate each element of the project. Calculate and measure required dimensions as shown within recognized tolerances. Drawings shall not be scaled to determine dimensions. Advise entities performing work of marked lines and levels provided for their use. Advise Architect promptly upon detection of deviations that exceed indicated tolerances.
- C. **General Installation Provisions:**
1. **Pre-Installation Meetings:** Hold a pre-installation meeting at the project site well before installation of each unit of work which requires coordination with other work. Installer and representatives of the manufacturers and fabricators who are involved in or affected by that unit of work, and with its coordination or integration with other work that has preceded or will follow, shall attend this meeting. Advise Architect of scheduled meeting dates.
 2. **Installer's Inspection of Conditions:** Require the Installer of each major unit of work to inspect the substrate to receive work and conditions under which the work is to be performed. The Installer shall report all unsatisfactory conditions in writing to the Contractor. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Installer.
 3. **Manufacturer's Instructions:** Where installations include manufactured products, comply with the manufacturer's applicable instructions and recommendations for installation, to the extent that these instructions and recommendations are more explicit or more stringent than requirements indicated in the Contract Documents.
 4. **Mounting Heights:** Where mounting heights are not indicated, mount individual units of work at industry recognized standard mounting heights for the particular application indicated. Refer questionable mounting height choices to the Architect for final decision.
 - a. **Mount units of work** required to be accessible to handicapped people at heights prescribed by the Uniform Federal Accessibility Standards as referenced by the Americans with Disabilities Act (ADA) (Fed. Reg./Vol. 56, No. 144/Part 36).
- D. **Cleaning and Protection:** During handling and installation of work at the project site, clean and protect work in progress and adjoining work on the basis of continuous maintenance. Apply

protective covering on installed work where it is required to ensure freedom from damage or deterioration at time of completion.

1. **Clean and perform maintenance** on installed work as frequently as necessary through remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects. All materials and equipment shall be returned to the staging area at the completion of each work day.
 2. **Limiting Exposures of Work:** To the extent possible through reasonable control and protection methods, supervise performance of the work in such a manner and by such means which will ensure that none of the work, whether completed or in progress, will be subjected to harmful, dangerous, damaging or otherwise deleterious exposure during the construction period.
 - a. **Protect against possible damage** all sills, jambs and soffits of permanent openings used as passageways or through which materials are handled. Protect exposed corners, spandrels, projecting features and similar permanent work subject to damage. Cover and protect all pre-finished work from damage by mortar, plaster, gypsum drywall compounds, paint, and other construction materials and operations. Use wheelbarrows or carts equipped with rubber tires over permanently exposed floors and paving. Provide special protection for works of art, as prescribed in the Contract Documents.
 3. **Load all trucks** leaving the site with earthen materials or loose debris in a manner that will prevent dropping of materials on streets. Fasten suitable tarpaulins over the load before they enter surrounding paved streets. Trucks bringing earthen materials over paved streets to the site shall be similarly covered.
 4. **Clean sidewalks and streets** adjacent to site daily or more often as necessary, of debris spillage or mud/dirt tracked from loading and trucking involved in construction operations. Maintain suitable truck wheel washing installation and crew to prevent any mud from being carried onto adjacent paved streets. Conform to local regulations regarding load limits.
- E. **Cutting and Patching:** Where the Contractor must cut, patch, alter, add to, repair or refinish existing construction and finishes which are not to be removed, he shall leave such construction and finishes complete and in satisfactory condition. Cutting, patching, and the like shall be neatly and carefully performed, and new materials and methods shall match existing corresponding work unless otherwise indicated. Exposed patches and repairs shall be as inconspicuous as possible.
1. **Construction, finishes,** equipment and other items which are damaged or defaced by reason of work performed under this contract shall be restored to the satisfaction of the Architect.
- F. **Conservation and Salvage:** It is a requirement for supervision and administration of the work that construction operations be carried out with the maximum possible consideration given to the conservation of energy, water and materials. In addition, maximum consideration shall be given

to salvaging materials and equipment involved in performance of the work but not incorporated therein.

1.4 DEFINITIONS AND STANDARDS:

- A. **General:** Comply with governing regulations and the codes and standards imposed upon the work. These requirements include the obtaining of permits, licenses, inspections, releases and similar documentation, as well as payments, statements and similar requirements associated with regulations, codes and standards.
- B. **Definitions:** A substantial amount of specification language consists of definitions for terms found in other contract documents, including the drawings. (Drawings must be recognized as diagrammatic in nature and not completely descriptive of the requirements indicated thereon). Certain terms used in contract documents are defined in this article. Definitions and explanations contained in this section are not necessarily either complete or exclusive, but are general for the work to the extent that they are not stated more explicitly in another element of the contract documents.
1. **Installer:** The term "installer" is defined as the entity (person or firm) engaged by the Contractor, its subcontractor or sub-subcontractor for performance of a particular unit of work at the project site, including installation, erection, application and similar required operations. It is a general requirement that such entities (installers) be expert in the operations they are engaged to perform.
 2. **Testing Laboratory:** The term "testing laboratory" is defined as an independent entity engaged to perform specific inspections or tests of the work, either at the project site or elsewhere, and to report, and (if required) interpret results of those inspections or tests.
 3. **Indicated:** The term "indicated" is a cross-reference to graphic representations, notes or schedules on drawings, to other paragraphs or schedules in the specifications, and to similar means of recording requirements in contract documents. Where terms such as "shown," "noted," "scheduled," and "specified" are used in lieu of "indicated," it is for the purpose of helping the reader locate cross-reference, and no limitation is intended except as specifically noted.
 4. **Furnish:** Except as otherwise defined in greater detail, the term "furnish" is used to mean supply and deliver to the project site, ready for unloading, unpacking, assembly, installation, etc., as applicable in each instance.
 5. **Install:** Except as otherwise defined in greater detail, the term "install" is used to describe operations at the project site including unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning and similar operations, as applicable in each instance.
 6. **Provide:** Except as otherwise defined in greater detail, the term "provide" means furnish and install, complete and ready for intended use, as applicable in each instance.
 7. **Exposed:** The term "exposed" is defined as an item or surface, exterior or interior, which can be seen by a person outside the building or a person inside a usable space within the building during normal activity.

- a. ***Mechanical and electrical rooms***, air handling rooms, storage rooms and penthouses shall be considered to have exposed surfaces, as shall the mechanical and electrical construction within them.
 - b. ***The interiors of closets*** and alcoves shall be considered exposed surfaces, and shall be finished to match the finish of the adjoining room or space, unless another finish is otherwise indicated.
 - c. ***The interiors of cabinets*** shall be considered exposed, but a finish different from that of the exterior may be permitted or required by other sections.
8. **Concealed:** The term "concealed" is defined as an item or space not normally seen, occupied or used by building occupants or staff, such as shafts, hoistways, tunnels, ceiling plenums, attics, and crawls spaces.
 9. **Finished Space:** The term "finished space" is defined as space normally used by the public, building occupants or staff for primary functions of the building, but does not include mechanical, electrical and elevator equipment rooms, hoistways, tunnels or mechanical penthouses, unless otherwise indicated.
 10. **Specialist:** The term "specialist" is defined as an individual or firm of established reputation (or, if newly organized, whose personnel have previously established a reputation in the same field), which is regularly engaged in, and which maintains a regular force of workers skilled in either (as applicable) manufacturing or fabricating items required by the contract, installing items required by the contract, or otherwise performing work required by the contract. Where the contract specification requires installation by a specialist, that term shall also be deemed to mean either the manufacturer of the item, an individual or firm licensed by the manufacturer, or an individual or firm who will perform the work under the manufacturer's direct supervision.
- C. **Format and Specification Content Explanations:** Bolding and underscoring: Are used strictly to assist reader of specification text in scanning text for key words (for quick recall). No emphasis on or relative importance is intended where bolding and underscoring are used. Imperative language is used generally in specifications. Except as otherwise indicated, requirements expressed imperatively are to be performed by the Contractor. For clarity of reading at certain locations, contrasting subjective language is used to describe responsibilities which must be fulfilled indirectly by Contractor, or when so noted, by others.
1. **Abbreviations:** The language of specifications and other contract documents is of the abbreviated type in certain instances, and implies words and meanings which will be appropriately interpreted. Actual word abbreviations of a self-explanatory nature have been included in texts. Specific abbreviations have been established, principally for lengthy technical terminology and primarily in conjunction with coordination of specification requirements with titles of general standards which are frequently abbreviated. Singular words will be interpreted as plural and plural words will be interpreted as singular where applicable and where full context of the contract documents so indicates.
 2. **Minimum Quality/Quantity:** In every instance, the quality level or quantity shown or specified is intended as minimum for the work to be performed or provided. Except as otherwise specifically indicated, actual work may either comply exactly with that

minimum (within specified tolerances), or may surpass the quality of that minimum within reasonable limits. In complying with requirements, indicated numeric values are either minimum or maximums as noted or as appropriate for context of requirements. Refer instances of uncertainty to the Architect for decision before proceeding.

- D. **Overlapping and Conflicting Requirements:** Where there appears to be overlapping or conflicting requirements in the drawings and specifications, refer all such questions in writing to the Architect for interpretation. Do not proceed with that portion of the work that is under question until the Architect has replied in writing. Delays necessitated by requests for interpretation shall not form the basis for a Change to the contract. The Architect's interpretation and decision shall be final. Procedures for resolving disagreements with the decision of the Architect are outlined in the General Conditions of the Contract. The order of precedence is established as follows:
1. **Order of Precedence:** Any inconsistency in this solicitation or Contract shall be resolved by giving precedence in the following order:
 - a. The Schedule (excluding the specifications).
 - b. Representations and other instructions.
 - c. Contract clauses.
 - d. The Specifications.
 - e. The Drawings. Large scale drawings take precedence over small scale drawings. Do not scale drawings.
 2. **Industry Standards:** Where compliance with two (2) or more industry standards or sets of requirements is specified, and overlapping of those different standards or requirements establishes different or conflicting minimums or levels of quality, the most stringent requirement is intended and will be enforced, unless specifically detailed language written into contract documents clearly indicates that a less stringent requirement is to be fulfilled. Refer apparently-equal-but-different requirements, and uncertainties as to which level of quality is more stringent, to the Architect for a decision before proceeding.
 3. **Contractor's Options:** Except for overlapping or conflicting requirements, where more than one set of requirements are specified for a particular unit of work, Options are intended to be the Contractor's regardless of whether or not it is specifically indicated as such.
- E. **Drawing Symbols:** Except as otherwise indicated, graphic symbols used on drawings are those symbols recognized in the construction industry for purposes indicated. Where not otherwise noted, symbols are defined by "Architectural Graphic Standards", published by John Wiley & Sons, Inc., Ninth edition.
1. **Mechanical/Electrical Drawings:** Graphic symbols used on mechanical and electrical drawings are generally aligned with symbols recommended by ASHRAE. Where appropriate, these symbols are supplemented by more specific symbols as recommended by other recognized technical associations including ASME, ASPE, IEEE and similar

organizations. Refer instances of uncertainty to the Architect for clarification before proceeding.

F. **Industry Standards:** Except to the extent that more explicit or more stringent requirements are written directly into contract documents, applicable standards of the construction industry have the same force and effect (and are made a part of the contract documents by reference) as if copied directly into the contract documents, or as if published copies were bound herein, subject to the order of precedence previously stated.

1. **Publication Dates:** Except as otherwise indicated, where compliance with an industry standard is required, conform to the standard in effect on the date of the Invitation for Bids, or, if referred to in any Amendments, at the date of such Amendments.

2. **Abbreviations and Names:** The following acronyms or abbreviations as referenced in contract documents are defined to mean the associated names. Both names and addresses are subject to change, and are believed to be, but are not assured to be, accurate and up-to-date as of the date of contract documents:

AIA	American Institute of Architects (The) www.aia.org	(800) 242-3837 (202) 626-7300
AISC	American Institute of Steel Construction www.aisc.org	(800) 644-2400 (312) 670-2400
ANSI	American National Standards Institute www.ansi.org	(202) 293-8020
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers www.ashrae.org	(800) 527-4723 (404) 636-8400
ASTM	ASTM International (American Society for Testing and Materials International) www.astm.org	(610) 832-9585
AWI	Architectural Woodwork Institute www.awinet.org	(800) 449-8811 (703) 733-0600
AWS	American Welding Society www.aws.org	(800) 443-9353 (305) 443-9353
CDA	Copper Development Association Inc. www.copper.org	(800) 232-3282 (212) 251-7200
FM	FM Global (Formerly: FM - Factory Mutual System) www.fmglobal.com	(401) 275-3000

IEEE	Institute of Electrical and Electronics Engineers www.ieee.org	(212) 419-7900
NAAMM	National Association of Architectural Metal Mfrs www.naamm.org	(312) 332-0405
NECA	National Electrical Contractors Association www.necanet.org	(301) 657-3110
NEMA	National Electrical Manufacturers Association www.nema.org	(703) 841-3200
NFPA	National Fire Protection Association www.nfpa.org	(800) 344-3555 (617) 770-3000
NRCA	National Roofing Contractors Association www.nrca.net	(800) 323-9545 (847) 299-9070
SMACNA	Sheet Metal and Air Conditioning Contractors' National Association www.smacna.org	(703) 803-2980
SSPC	SSPC: The Society for Protective Coatings www.sspc.org	(877) 281-7772 (412) 281-2331
UL	Underwriters Laboratories Inc. www.ul.com	(800) 704-4050 (847) 272-8800
WWPA	Western Wood Products Association www.wwpa.org	(503) 224-3930

- G. **Federal Government Agencies:** Names and titles of federal government Standard- or Specification-producing agencies are often abbreviated. The following acronyms or abbreviations referenced in the Contract Documents indicate names of Standard- or Specification-producing agencies of the federal government. Names and addresses are subject to change but are believed to be, but are not assured to be, accurate and up to date as of the date of the Contract Documents.

CFR	Code of Federal Regulations Available from Government Printing Office www.access.gpo.gov/nara/cfr	(888) 293-6498 (202) 512-1530
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EPA	Environmental Protection Agency www.epa.gov	(800) 438-2474
FS	Federal Specification Available from Defense Automated Printing Service www.astimage.daps.dla.mil/online	(215) 697-6257
	Available from General Services Administration www.fss.gsa.gov/pub/fed-specs.cfm	(202) 619-8925
	Available from National Institute of Building Sciences www.nibs.org	(202) 289-7800
OSHA	Occupational Safety and Health Administration www.osha.gov	(800) 321-OSHA (6742)

- H. **District of Columbia Government Agencies:** Names and titles of local government Standard- or Specification-producing agencies are often abbreviated. The following acronyms or abbreviations referenced in the Contract Documents indicate names of Standard- or Specification-producing agencies of the DC government. Names and addresses are subject to change but are believed to be, but are not assured to be, accurate and up to date as of the date of the Contract Documents.

DC-EHA	Environmental Health Administration Department of Health Government of the District of Columbia 51 N Street, N.E, Room 5030-B Washington, DC 20002 dchealth.dc.gov	(202) 535-2500
DDOT	District Department of Transportation 2000 14th Street, NW, 6th Floor Washington, DC 20009 ddot.dc.gov	(202) 673-6813
WASA	District of Columbia Water and Sewer Authority 5000 Overlook Avenue, S. W. Washington, DC 20032 www.dcwasa.com	(202) 787-2427

1.5 SCHEDULES & REPORTS:

- A. **Coordination:** Coordinate both the listing and timing of reports and other activities required by provisions of this and other sections, so as to provide consistency and logical coordination between the reports. Maintain coordination and correlation between separate reports by updating

- at monthly or shorter time intervals. Make appropriate distribution of each report and updated report to all parties involved in the work including the Architect.
- B. **Material Schedule:** Prior to commencing work, submit for approval the names of manufacturers and the trade names or numbers of all materials proposed along with equipment data sheets for use on the project. Do not use any material until approved by the Architect. Upon request, furnish samples of materials, without cost to the Government, for examination and testing.
1. **Submit 8 copies** of the product-listing schedule/data with the shop drawings. Provide a written explanation for omissions of data, and for known variations from contract requirements.
- C. **Schedule of Values:** Within thirty (30) calendar days of the date of contract award, a Schedule of Values shall be submitted. This schedule is defined as a work item by work item breakdown of cost of each definitive work activity including Contractor's markup. The Schedule of Values shall directly correlate with the Phases of Work indicated on the approved Progress Schedule specified below. At a minimum, the schedule of values shall include phases for design, fabrication, installation per area billed or zone, and project close-out.
1. The Grand Total of all of the Schedules shall equal Contractor's original bid.
 2. The proper updating of both the Schedule of Values and the Record Drawings shall be considered precedent to approval of Partial Payments.
- D. **Shop Drawing Submittal Schedule:** Within thirty (30) calendar days of the date of contract award, a Shop Drawing Submittal Schedule shall be submitted. The schedule shall indicate at a minimum, all shop drawing submittals to be made, their contents, each specification section the submittal is drawn from, the date on which it will be submitted, the expected return dates, and the subcontractor responsible for creating the submittal. The submittal will be reviewed by the Architect as the first shop drawing submittal and comments made must be acknowledged and employed in the resubmission prior to the submittal of any other shop drawing. Do not "Load" the schedule.
- E. **Progress Schedule:** Within fourteen (14) calendar days of the date of contract award, the Contractor shall prepare and submit for approval a schedule showing the order in which he proposes to perform the Work, the dates on which he will start each phase of work and the contemplated dates of completion for each phase of site. Not less than six (6) copies of this schedule shall be submitted to the Architect.
- a. **Contractor Revisions:** The Contractor may also request revisions to the logic sequence and schedule of the Progress Schedule in the event that his planning for the project is revised. If revisions to the approved Progress Schedule are desired, the Architect shall be notified in writing for his approval, stating reasons for proposed revision. If the Architect considers such proposed revisions to be of a major nature, he may require the Contractor to revise and resubmit for approval, without additional cost to the Government, all or the affected portion of the schedule to indicate the effect on the entire project. Provide two weeks notice to the

- Architect, in writing, prior to submitting any Contractor proposed revisions not discussed in a previous Progress Meeting.
- b. **Architect Revisions:** Architect-directed revisions to the Progress Schedule will be forwarded to the Contractor with a ten (10) calendar day Contractor response period. The Contractor shall either assent to the proposed change or state reasons for not implementing the proposed revision.
 - c. **Progress Updates:** Revisions to the Progress Schedule made to reflect actual work progress to date are not revisions to logic sequence and schedule. In disagreements concerning actual progress recorded to date, the Architect's determination shall govern.
1. **Distribution:** Following the initial submittal to and response by the Architect, print and distribute progress schedules to the Architect (3 copies), separate contractors, the principal subcontractors and suppliers or fabricators, and others with a need-to-know schedule-compliance requirement. When revisions are made, distribute updated issues to the appropriate entities.
- F. **Progress Meetings and Documentation:** The contractor shall prepare meeting agenda which includes action items with ball in court status, pending actions, status of submittals showing days in AOC review, RFI status showing days in AOC review, change order status with required approval date in order to maintain schedule, meeting minutes and three (3) week look ahead schedule of activities on progress schedule. **Pre-mobilization:** In addition to specific coordination and pre-installation meetings for each element of work, and other regular project meetings held for other purposes, hold a general progress meeting each month with time coordinated with preparation of the partial payment request. Require each entity then involved in planning, coordination or performance of work to be properly represented at each meeting. Discuss status of each element of current work in relation to Progress Schedule. Determine how behind-schedule work will be expedited, and secure commitments from entities involved in doing so to ensure that work will be completed within Contract Time. **Post-mobilization:** hold a construction progress meeting each week with a three (3) week look ahead and a one (1) week look back schedule. The schedule shall show all areas where work will be done each night. Require each entity then involved in planning, coordination or performance of work to be properly represented at each meeting. Discuss status of each element of current work in relation to Progress Schedule.
1. **Initial Progress Meeting:** Schedule initial progress meeting, recognized as "Pre-Construction Meeting", for a date not more than 15 days after date of commencement of the Work. Use it as an organizational meeting, and review responsibilities and personnel assignments.
 2. **Daily Reports:** Prepare a daily report, recording information concerning events at the site; and submit duplicate copies to Architect on at least weekly intervals.
 3. **Three-week Look Ahead:** A three-week look ahead schedule that indicates days of work, type of work, and area of work shall be provided to the Architect at each weekly progress meeting.

4. **Meeting Minutes:** The Contractor shall prepare meeting minutes of each weekly progress meeting and shall distribute to the AOC, sub-contractors, and all meeting attendees. Meeting minutes shall be distributed no later than three (3) business days after the meeting.

1.6 SUBMITTALS:

- A. **General:** Shop drawings, product data, samples and other work-related submittals are required to amplify, expand and coordinate the information contained in the Contract Documents. The Contractor is responsible for all dimensions, for the design of adequate or proper components, connections and other items, for the inclusion in the work of all elements and incidental details, and for the satisfactory fabrication, construction, operation and coordination of the work.
 1. **Approval** of any submission shall not be construed as a complete or precise check of the item submitted but will only indicate that the general methods of design, detailing, construction or other elements under consideration appear to be satisfactory, without specific determinations or particulars.
 2. **Changes to the Contract** will not be made by notations on submittals. In the event submittals returned by the Architect with notations, which in the opinion of the Contractor, constitute additional work for which he is entitled to an adjustment in the contract sum or the contract time, the Contractor shall comply with the procedure set forth in Article, "Changes," of the GENERAL CONDITIONS.
 3. **Do not permit** submittal copies without an appropriate final "Action" marking by the Architect to be used in connection with the work.
 4. **Submissions of "Approved Equals:"** In addition to standard submittal requirements, for each item submitted as an "approved equal" submit the following:
 - a. **Comparison of** proposed approved equal's characteristics with the salient characteristics of the specified product demonstrating that the proposed approved equal fully meets or exceeds the specifications,
 - b. **Drawings and** samples as required for specified products,
 - c. **Any changes** required in other elements (if any) because of the submission of the proposed approved equal, and
 - d. **A listing of** sources of supply, maintenance service (if applicable), and replacement parts.
- B. **Submittal Procedures:** Make all submittals to the Architect or to an individual designated by the Architect.
 1. **Only the Architect** or an individual designated by the Architect can approve or disapprove submittals. Deviations and variations from the contract requirements contained in the submittal can be approved only by the Architect or by an individual delegated such authority by the Architect.
 2. **Costs** associated with transmittal of submittals shall be borne by the Contractor.
 3. **Review Time:** Except as specified elsewhere, allow for a review period of twenty-one (21) calendar days after receipt of the submittals by the Architect. Advise the Architect on each submittal, as to whether processing time is critical to the progress of the work, and

if work would be expedited if processing time could be shortened. No extension of time will be authorized because of the Contractor's failure to transmit submittals or re-submittals to the Architect sufficiently in advance of the work. For submittals of items requiring coordination between different trades or subcontractors, review time period starts from the time that all required submittals have been received by the Architect and ends when submittal leaves the Architect. The Contractor is required to coordinate all work involving associated sub-trades and produce coordinated drawings for submittal where required by individual specification sections or as required below.

4. **Preparation of Submittals:** Provide permanent marking on each submittal to identify project, date, Contractor, subcontractor, supplier, manufacturer, submittal name and similar information to distinguish it from other submittals. Label as to number and title of specification section, drawing number and detail references, as appropriate. Show Contractor's executed review and approval marking and provide space of not less than 20 sq. in. for the Architect's "Action" marking. Package each submittal appropriately for transmittal and handling. Submittals which are received from sources other than through the Contractor's office will be returned without action.
 5. **Number of Copies:** Submit a minimum of eight (8) copies of each submittal requested.
- C. **Specific Submittal Requirements:** Specific submittal requirements for individual units of work are specified in the applicable specification section. Except as otherwise indicated in the individual specification sections, comply with the requirements specified herein for each type of transmittal.
1. **Product Data:** Collect required product data into a single submittal for each unit of work or system. Mark each copy to show which choices and options are applicable to the project. Where product data has been printed to include information on several similar products, some of which are not required for use on the project, or are not included in this submittal, mark the copies to show clearly that such information is not applicable. Product data shall be submitted with the shop drawings
 2. **Shop Drawings:** Provide special notation of dimensions that have been established by field measurement. Highlight, encircle or otherwise indicate deviations from the Contract Documents on the shop drawings.
 - a. **Preparation:** Submit newly prepared information, drawn to accurate scale on sheets not less than 30" x 42"; except for actual pattern or template type drawings, the maximum sheet size shall not exceed 36" x 48". Indicate the name of the firm that prepared each shop drawing and provide appropriate project identification in the title block.
 - 1) Do not reproduce contract documents or copy standard printed information as the basis of shop drawings.
 - 2) Use standard architectural scales for all drawings..
 3. **Samples:** Documentation required specifically for sample submittals includes a generic description of the sample, the sample source or the product name or manufacturer,

compliance with governing regulations and recognized standards. In addition, indicate limitations in availability, sizes, delivery time, and similar limiting characteristics.

- a. **Preparation:** Where possible provide samples that are physically identical with the proposed material or product to be incorporated in the work; provide full scale, fully fabricated samples cured and finished in the manner specified. Where variations in color, pattern, or texture are inherent in the material or product represented by the sample, submit not less than 3 units of the sample, which show the full range of variations. Where samples are specified for the Architect's selection of color, texture or pattern, submit a full set of available choices for the material or product. Mount, display, or package samples in the manner specified to facilitate the review of indicated qualities. Prepare samples to match the Architect's sample where so indicated.
- b. **Submittal:** Submit 3 sets of samples in the final submittal, one set will be returned. If the submittal is for the Architect's selection of color, pattern, texture or similar characteristics from a manufacturer's standard range of choices, only a single set of samples is required for a preliminary submittal. The final submittal may then be limited only to those choices selected by the Architect for final incorporation into the Work.
- c. **Mock-Ups** and similar samples specified in individual work sections are special types of samples. Comply with sample submittal requirements to the fullest extent possible. Process transmittal forms to provide a record of activity.

4. **Miscellaneous Submittals:**

- a. **Inspection and Test Reports:** Classify each inspection and test report as being either "shop drawings" or "product data" depending on whether the report is specially prepared for the project, or a standard publication of workmanship control testing at the point of production. Process inspection and test reports accordingly.
- b. **Offsite Fabrication Facilities:** Provide for scheduled visits to off site fabrication facilities by the Architect. Make all facilities, including storage areas and plant, open and accessible to review of procedures, materials used and storage and shipping methods.
- c. **Warranties:** Refer to Article "Products" for specific general requirements on warranties, product bonds, workmanship bonds and maintenance agreements. In addition to copies desired for the Contractor's use, furnish 2 executed copies of such warranties, bonds or agreements. Provide 2 additional copies where required for maintenance manuals.
- d. **Staging Plan:** The AOC will provide a minimum of a 12 foot by 15 foot staging area in the Ninth Floor mechanical room (or similar space as available) for the contractor's use. Submit a Staging Plan indicating specific locations of the storage and loading of materials, and control concept and signage.
- e. **Safety Plan:** Provide a Safety Plan meeting OSHA and AOC safety Guidelines for work in hazardous environments (Areas where high voltage and large moving equipment are found). Plan shall define number of individuals on the job site(s),

- their training, typical safety equipment to be used, and procedures for addressing typical hazardous conditions.
- f. **Life Safety Impairments: This includes Hot Work Permits and construction activities that produce smoke and dust, and restricting egress paths:** Prior to starting construction activities the contractor shall arrange with the Senate Superintendent's safety office for a 4 hour impairment and hot work permit training class. The contractor's on site superintendent and personnel (including sub-contractors) involved with hot work and activities that produce smoke or dust must attend this training class. Provide fire protection system impairment notifications, hot work permits, and egress impairment plans at least 4 weekdays in advance of work to the Senate Superintendent's office for coordination and approval.
5. **Closeout Submittals:** Refer to Article "Project Closeout" and to individual sections of these specifications for specific submittal requirements of project closeout information, materials, tools, and similar items.
- D. **Architect's Action:** Except for submittals for the record and similar purposes, where action and return on submittals is required or requested, the Architect will review each submittal and mark with appropriate "Action." Where the submittal must be held for coordination, the Architect will so advise the Contractor without delay.
1. **If no changes** to the drawing are required, one (1) print will be returned to the Contractor, bearing the stamp of the Architect, stating - "APPROVED."
 2. **If changes** to the drawing are required, but are of such minor nature that fabrication and/or construction can proceed in accordance with the correction noted by the Architect without resubmission of the drawing one (1) print will be returned to the Contractor bearing the Stamp of the Architect stating "Approved as Noted." The Contractor shall proceed with fabrication and/or construction in accordance with the Architect's corrections, and resubmit corrected copy for the Architect's records.
 3. **If changes** to the drawing are required, but are of such nature that fabrication or construction cannot proceed, one (1) print and the reproducible drawing will be returned to the Contractor, bearing the stamp of the Architect stating - "Revise and Resubmit." In such a case, the Contractor shall resubmit the drawings, properly corrected. Upon resubmission of shop drawings, if any corrections or changes are made other than those marked by the Architect, the Contractor shall clearly indicate any such corrections or changes made on his own initiative.
 4. **If the product does not meet** the specification requirements, the number of copies outlined above will be returned to the Contractor, bearing the stamp of the Architect stating - "REJECTED." In such a case, the Contractor shall submit a new product which complies with the technical specifications.
 5. **Other Action:** Where the submittal is returned, marked with the Architect's explanation, for special processing or other Contractor activity, or is primarily for information or record purposes, the submittal will be marked as follows:

- a. **Not Subject to Review:** This review category will apply to submittals which are not required by the Contract Documents and are inadvertently submitted and stamped; or
- b. **Received/No Action Required:** This category will be used when returning "Informational Submittals" for which the Architect is not required to take action.

1.7 TEMPORARY FACILITIES AND CONTROLS:

- A. **Description of Requirements:** This article specifies administrative and procedural requirements for temporary services and facilities, including such items as temporary utility services, temporary construction and support facilities, and project security and protection.
 1. **Use Charges:** No cost or usage charges for temporary services or facilities are chargeable to the Government. Cost or use charges for temporary services or facilities will not be accepted as a basis of claims for a change-order extra. All materials and equipment provided by the Contractor for temporary facilities shall remain the property of the Contractor.
 2. **Materials and Execution:** Provide new materials and equipment for temporary services and facilities; used materials and equipment that are undamaged and in serviceable condition may be used, if acceptable to the Architect. Provide only materials and equipment that are recognized as being suitable for the intended use, by compliance with appropriate standards. Do not use materials of temporary service in permanent installation.
- B. **Quality Assurance:** Comply with the requirements of the District of Columbia Building Code and regulations governing construction and local industry standards, in the installation and maintenance of temporary services and facilities.
 1. **Standards:** Comply with the requirements of NFPA Code 241, "Building Construction and Demolition Operations", the ANSI-A10 Series standards for "Safety Requirements for Construction and Demolition", and the NECA National Joint Guideline NJC-6 "Temporary Job Utilities and Services".
 - a. **Refer** to "Guidelines for Bid Conditions for Temporary Job Utilities and Services", as prepared jointly by Associated General Contractors of America (AGC) and American Specialty Contractors, Inc. (ASC) for industry recommendations.
 - b. **Trade Jurisdictions:** The assigned responsibilities for the installation and operation of temporary utilities are not intended to interfere with the normal application of trade regulations and union jurisdictions applicable to the work.
 2. **Inspections:** Inspect and test each service before placing temporary utilities in use. Arrange for required inspections and tests by governing authorities, and obtain required certifications and permits for use.
- C. **Job Conditions:** Provide each temporary service and facility ready for use at each location when the service or facility is first needed to avoid delay in performance of the Work. Maintain, expand as required and modify temporary services and facilities as needed throughout the

- progress of the Work. Do not remove until services or facilities are no longer needed, or are replaced by the authorized use of completed permanent facilities.
- D. **Temporary Utilities:** The Architect will designate a connection point for installation of temporary service to the project to existing service. Arrange with the Architect for an acceptable time when service can be interrupted, where necessary to make connections for temporary services.
1. **Water Service:** Water will be provided for project use by the Government at existing sources. Provide temporary piping, connections, maintenance and other work required to deliver water required for the project.
 2. **Temporary Sanitary Facilities:** Sanitary facilities include temporary toilets, wash facilities and drinking water fixtures. Use of the designated existing Government toilet facilities, will be permitted, provided these facilities are properly cleaned and maintained in a condition acceptable to the Government. Immediately prior to Final Acceptance, restore these facilities to the condition prevalent at the time of initial use. Do not clean tools or equipment in building toilet rooms.
 3. **Temporary Fire Protection:** Until fire protection needs may be fulfilled by permanent facilities, install and maintain temporary fire protection facilities of the types needed to adequately protect against reasonably predictable and controllable fire losses. Comply with applicable recommendations of NFPA Standard 10 "Standard for Portable Fire Extinguishers". Locate fire extinguishers where they are most convenient and effective for their intended purpose, but provide not less than one extinguisher on each floor at or near each usable stairwell. Store combustible materials in clearly-labeled containers in recognized fire-safe locations.
 - a. ***Develop and supervise*** an overall fire prevention and first aid fire protection program for personnel at the project site.
 - b. ***Provide type "A" fire extinguishers*** for temporary offices and similar spaces where there is minimal danger of electrical or grease-oil-flammable liquid fires.
 - c. ***Maintain an adequate safeguard*** on the site for a period of thirty (30) minutes following the cessation of welding or burning operations, including but not limited to after completion of work at end of shift, lunch breaks and temporary work.
 - d. ***Where temporary water outlets*** are available, provide hoses of sufficient length to reach construction areas. Hang hoses with a warning sign, to the effect that hoses are for fire protection purposes and are not to be removed. Match hose size with outlet size and equip with suitable nozzles.
 - e. ***At the earliest feasible date*** in each area of the project, complete installation of the permanent fire protection facility, including connected services, and place into operation and use. Instruct key personnel at the site on how to use facilities which may not be self-explanatory.

E. Temporary Construction and Support Facilities:

1. **Construction Aids:** Design, construct, and maintain construction aids and miscellaneous general services and facilities as needed to accommodate performance of the work. Construction aids and miscellaneous general services and facilities include, but are not limited to the following:
 - a. **Provide temporary stairs** where ladders are not adequate for performance of work, and until permanent stairs are available. Cover finished permanent stairs which will be exposed to occupants' use, with a durable protective covering of plywood or similar material so that finishes will be undamaged at the time of acceptance.
 - b. **Provide scaffolds** as required for proper execution of the Work. Remove or relocate scaffolds promptly to avoid interference with other trades. Provide stairs for vertical circulation.
 - c. **Provide adequate guardrails and barriers** at perimeters of each level of construction as work progresses in accordance with District of Columbia requirements and in conformance with requirements of the Special Conditions.
 - d. **Provide adequate facilities** for hoisting materials and employees. Do not permit employees to ride hoists which comply only with requirements for hoisting materials. The Contractor is responsible for selection of type, size and number of facilities. Truck cranes and similar devices used for hoisting are considered as being "tools and equipment" and not temporary facilities.
 - e. **Chutes:** Do not permit free dropping of materials, rubbish or debris, but remove by use of material hoist and/or rubbish chute. Locations of all hoists and chutes are subject to approval by the Architect.
 1. Protect building from use of hoists and chutes to prevent damage, marring or staining of permanent work. Brace and guy securely and provide safety devices as required by code.
2. **Project Signage:** No signs, other than safety signs, may be erected on the site unless specifically indicated otherwise.

F. Security and Protection Facilities: Provide and maintain all necessary barricades, lights, and other safeguards for the protection of Members of Congress, Government employees, Contractor's employees and the general public from injury. Protect materials and work on the site, whether incorporated in the work or not, against damage or loss from any cause.

1. **Provide a reasonably neat** and uniform appearance in security and protection facilities acceptable to the Architect.
2. **Except for utilization** of permanent fire protection facilities, as soon as available in each area, do not change over from use of temporary security and protection facilities to use of permanent facilities until near final acceptance, or for longer periods of time as requested by the Architect.

G. Temporary Controls:

1. **Collection and Disposal of Wastes:** Establish a system for daily collection and disposal of waste materials from construction areas and elsewhere on the site. Enforce requirements strictly. Do not hold collected materials at the site longer than 7 days during normal weather or 3 days when the daily temperature is expected to rise above 80 deg. F (27 deg. C). Handle waste materials that are hazardous, dangerous, or unsanitary separately from other inert waste by containerizing appropriately. Dispose of waste material in a lawful manner.
 - a. **Burying or burning** of waste materials on the site will not be permitted.
 - b. **Washing waste materials** down sewers or into waterways will not be permitted.
 - c. **Provide rodent proof containers** located on each floor level of construction work, to encourage depositing of garbage and similar wastes by construction personnel.
2. **Dust Control:** During periods of construction activity creating dust conditions sprinkle periodically the site areas disturbed by Contractor's operation or treat with dust suppressors to control dust. Dry power brooming will not be permitted. Use vacuuming, wet mopping, wet sweeping or wet power brooming. Air blowing will be permitted only for cleaning non-particulate debris. Use only wet cutting procedures for unit masonry and concrete.
3. **Noise Control:** Avoid the use of tools and equipment that produce harmful noise. Restrict the use of noise making tools and equipment to hours of use that will minimize noise complaints from persons or firms near the project site.
4. **Environmental Protection:** Provide general protection facilities, operate temporary facilities, conduct construction activities, and enforce strict discipline for personnel on the site in ways and methods that comply with environmental regulations, and that minimize the possibility that air, waterways and subsoil might be contaminated or polluted, or that other undesirable effects might result from the performance of work at the site.

H. Installation, Operation, Termination and Removal: Use qualified tradesmen for installation of temporary services and facilities. Locate temporary services and facilities where they will serve the entire project adequately and result in minimum interference with the performance of the Work.

1. **Supervision:** Limit availability of temporary services and facilities to essential and intended uses to minimize waste and abuse. Do not permit temporary installations to be abused or endangered. Do not allow hazardous, dangerous or unsanitary conditions to develop or persist on the project site.
2. **Maintenance:** Operate and maintain temporary services and facilities in good operating condition throughout the time of use and until removal is authorized. Protect from damage by freezing temperatures and similar elements.
 - a. **Prevent water filled piping from freezing** by use of ground covers, insulation, by keeping drained or by temporary heating. Maintain distinct markers for

underground lines. Protect from damage during excavation operations. Prevent contamination of water sources.

3. **Termination and Removal:** Unless the Architect requests that it be maintained for a longer period of time, remove each temporary service and facility promptly when the need for it or a substantial portion of it has ended, or when it has been replaced by the authorized use of a permanent facility, or no later than substantial completion. Repair damaged work, clean exposed surfaces and replace work which cannot be satisfactorily repaired. Contract time includes the time required for final cleanup of premises.
 - a. **Immediately prior to final acceptance,** clean and renovate permanent services and facilities that have been used to provide temporary services and facilities during the construction period.
 - b. **Restoration of Site and Adjacent Areas:** Restore the site and the adjacent areas used for staging, traffic, protection and storage of materials to their conditions prior to start of work. This includes, but is not limited to all site improvements, signage, lighting, street furniture, paving, sprinkler systems, utilities, plant, trees and turf materials. Procedures which may be required include de-compaction of compacted soils, addition of soil amendments, aeration, re-grading and removal of contaminated materials or other procedures as may be necessary.

1.8 PRODUCTS:

- A. **General:** Refer to clause, "Materials and Workmanship," of the GENERAL CONDITIONS. After execution of the Contract, the Contractor's requests for changes in the products, materials, equipment and methods of construction required by the Contract Documents are considered requests for "contract modifications," and are subject to the requirements specified in Architect of the Capitol, "Official Procedure for Making Changes in Contracts." Revisions to the contract documents, where requested by the Architect are considered as "changes" not substitutions.
- B. **Quality Assurance:** Compatibility of products is a basic requirement of product selection. When the Contractor is given the option of selecting between two or more products for use on the project, the product selected must be compatible with other products previously selected, even if the products previously selected were also Contractor options. The complete compatibility between various choices available to the Contractor is not assured by the various requirements of the Contract Documents, but must be provided by the Contractor. Provide a single product for each required product selection, regardless of whether that product selection is provided by more than one sub-contractor. Do not alter product brands or series for a given product selection during the life of the contract without written approval of the Architect.
 1. **Source Limitations:** To the fullest extent possible and subject to the restrictions of the "Buy American Act," provide products of the same generic kind, from a single source, for each unit of work.

- C. **Product Delivery, Storage, and Handling:** Deliver, store, and handle products in accordance with manufacturer's recommendations, using means and methods that will prevent damage, deterioration and loss, including theft. Control delivery schedules to minimize long-term storage at the site and to prevent overcrowding of construction spaces, and to ensure minimum holding or storage times for items known or recognized to be flammable, hazardous, easily damaged, or sensitive to deterioration or loss.
1. **Deliver products** to the site in the manufacturer's sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, ventilating, and installing.
 2. **Store products** at the site in a manner that will facilitate inspection and measurement of quantity or counting of units, and in conformance with manufacturer's instructions.
 3. **Store heavy materials** away from the project structure in a manner that will not endanger the supporting construction.
- D. **General Product Compliance:** Requirements for individual products are indicated in the Contract Documents; compliance with these requirements is in itself a contract requirement. These requirements may be specified in any one of several different specifying methods, or in any combination of these methods.
1. **Procedures for Selecting Products:** The Contractor's options in selecting products are limited by requirements of the Contract Documents and governing regulations. They are not controlled by industry traditions or procedures experienced by the Contractor on previous construction projects.
 - a. **Performance Specification Requirements:** Where the specifications require compliance with indicated performance requirements, provide products that comply with the specific performance requirements indicated, and that are recommended by the manufacturer for the application indicated. The manufacturer's recommendations may be contained in published product literature, or by the manufacturer's individual certification of performance. General overall performance of a product is implied where the product is specified for specific performances.
 - b. **Compliance with Standards, Codes and Regulations:** Where the specifications require only compliance with an imposed standard, code or regulation, the Contractor has the option of selecting a product that complies with specification requirements, including the standards, codes and regulations.
- E. **General Product Requirements:** Provide products that comply with the requirements of the contract documents and that are undamaged and, unless otherwise indicated, unused at the time of installation. Provide products that are complete with all accessories, trim, finish, safety guards and other devices and details needed for a complete installation and for the intended use and effect.
1. **Provide products** that are essentially the standard catalogued products of manufacturers regularly engaged in production of such products and that are the manufacturer's latest standard design that complies with the specification requirements. Equipment shall

essentially duplicate items that have been in satisfactory commercial and industrial use at least two years, or more if otherwise specified, prior to bid opening; or in lieu thereof shall have been used and operated in a test installation which, in the opinion of the Architect, duplicate its field performance for the same period of time. The Architect reserves the right to require the Contractor to submit evidence to this effect for his approval. When two units of the same class of equipment are required, these units shall be the product of a single manufacturer; however, the component parts of the system need not be the products of the same manufacturer.

2. **Provide standard**, domestically produced products for which the manufacturer has published assurances that the products and its parts are likely to be available to the Government at a later date.
 3. **Nameplates**: Except as otherwise indicated for required labels and operating data, do not permanently attach or imprint manufacturer's or producer's nameplates or trademarks on exposed surfaces of products which will be exposed to view either in occupied spaces or on the exterior of the completed project.
- F. **Installation of Products**: Except as otherwise indicated in individual sections of these specifications, comply with the manufacturer's instructions and recommendations for installation of the products in the applications indicated. Anchor each product securely in place, accurately located and aligned with other work. Clean exposed surfaces and protect surfaces as necessary to ensure freedom from damage and deterioration at time of acceptance.

1.9 PROJECT CLOSEOUT:

- A. **Definitions**: "Project Closeout" is the term used to describe certain collective project requirements, indicating completion of the work that are to be fulfilled near the end of the Contract Time in preparation for final acceptance and occupancy of the Work by the Government, as well as final payment to the Contractor and the normal termination of the Contract.
1. **Time of closeout** is directly related to "Final Acceptance." Therefore, the time of closeout may be either a single time period for the entire Work or a series of time periods for individual elements of the Work that have been certified as substantially complete at different dates. This time variation, if any, shall be applicable to the other provisions of this Division.
- B. **Final Cleaning**: Special cleaning requirements for specific units of Work are included in the appropriate sections of Division 2 through 16. General Cleaning during the regular progress of the Work is required by the GENERAL CONDITIONS and is included under Article "Temporary Facilities and Controls".
1. **Cleaning**: Provide final cleaning of the Work at the time indicated. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of work to the condition expected from a normal, commercial building cleaning and maintenance program. Comply with the manufacturer's instructions for operations.

- a. **Complete the following** cleaning operations before requesting the Architect's inspection for Final Acceptance.
 - b. **Remove labels** which are not required as permanent labels.
 - c. **Clean transparent materials**, including mirrors and glass in doors and windows, to a polished condition. Remove putty and other substances which are noticeable as vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials.
 - d. **Clean exposed** exterior and interior hard-surfaced finishes to a dust-free condition, free of dust, stains, films and similar noticeable distracting substances. Restore reflective surfaces to their original reflective condition. Leave concrete floors broom clean. Vacuum carpeted surfaces.
 - e. **Wipe surfaces** of mechanical and electrical equipment clean. Remove excess lubrication and other substances. Clean plumbing fixtures to a sanitary condition. Clean light fixtures and lamps.
 - f. **Clean the project site**, including landscape development areas, of rubbish, litter and other foreign substances. Sweep paved areas to a broom clean condition; remove stains, spills and other foreign deposits. Rake grounds that are neither paved nor planted, to a smooth even-textured surface.
3. **Compliance:** Comply with safety standards and governing regulations for cleaning operations. Remove waste materials from the site and dispose of in a lawful manner.
- a. **Where extra materials** of value remaining after completion of associated work have become the Government's property, salvage or dispose of these materials to the Government's best advantage as directed.
- C. **Record Document Submittals:** Specific requirements for record documents are indicated in the individual sections of these specifications. Other requirements are indicated in the GENERAL CONDITIONS. General submittal requirements are indicated in the various "Submittals" articles of individual sections of the Project Manual.
1. **Do not use** record documents for construction purposes; protect from deterioration and loss in a secure, fire-resistive location; provide access to record documents for the Architect's reference during normal working hours.
 2. **Record Documents:** Maintain a record set of blue or black line white-prints of contract drawings and shop drawings in a clean, undamaged condition. Mark-up the set of record documents to show the actual installation where the installed work varies substantially from the work as originally shown. Mark whichever drawing is most capable of showing the actual "field" condition ("as-built" condition) fully and accurately; however, where shop drawings are used for mark-up, record a cross-reference at the corresponding location on the working drawings. Give particular attention to concealed work that would be difficult to measure and record at a later date.
 - a. **Mark record sets** with red erasable pencil and, where feasible, use other colors to distinguish between variations in separate categories of work.
 - b. **Note related** change-order numbers where applicable.

- c. **Organize record drawing sheets** into manageable sets, bind with durable paper cover sheets, and print suitable titles, dates and other identification on the cover of each set.
 - d. **Materials and Tools:** Refer to individual sections of the Project Manual for required quantities of spare parts, extra and overrun stock, maintenance tools and devices, keys, and similar physical units to be submitted.
- D. **Maintenance Manuals:** Organize operating and maintenance data into suitable sets of manageable size. Bind data into individual binders properly identified and indexed. Bind each set of data in a heavy-duty 2-inch, 3-ring vinyl-covered binder, with pocket folders for folded sheet information. Mark the appropriate identification on both front and spine of each binder.
- 1. **Materials and tools:** Refer to individual sections of the specifications for required quantities of redundant materials, extra and overrun stock, maintenance tools and devices, keys, and similar items required. Deliver to project site and place in locations directed by the Architect; obtain receipt prior to final payment.
- E. **Warranties and Bonds:** At Final Completion compile two copies of each required warranty and bond properly executed by the Contractor, or by the Contractor, subcontractor, supplier, or manufacturer. Organize the warranty documents into an orderly sequence based on the table of contents of the Project Manual.
- 1. **Bind warranties and bonds** in heavy-duty, commercial quality, durable 3-ring vinyl covered loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2" by 11" paper.
 - a. **Provide heavy paper dividers** with celluloid covered tabs for each separate warranty. Mark the tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product, and the name, address and telephone number of the installer.
 - b. **Identify each binder** on the front and the spine with the typed or printed title "WARRANTIES AND BONDS," the Project title or name, project number, and the name of the Contractor.
 - 2. **When operating and maintenance manuals** are required for warranted construction, provide additional copies of each required warranty, as necessary, for inclusion in each required manual.
- F. **General Operating and Maintenance Instructions:** Arrange for each installer of operating equipment and other work that requires regular or continuing maintenance, to meet at the site with the Government's personnel to provide necessary basic instruction in the proper operation and maintenance of the entire Work. Where installers are not experienced in the required procedures, include instruction by the manufacturer's representatives.
- G. **Closeout Submittals:** Prior to requesting Final Inspection, submit the following:

1. Project Record Documents, properly annotated and in the format required.
 2. Copies of Warranties and Bonds.
 3. Operation and Maintenance data.
 4. All required operating or special tools required in individual sections.
 5. All required keys and keying schedules.
- H. **Prerequisites to Final Acceptance:** Complete the following before requesting the Architect's final inspection for certification of final acceptance, and final payment as required by the GENERAL CONDITIONS. List known exceptions, if any, in the request.
1. **Submit the final payment** request with final releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
 2. **Submit an updated final statement**, accounting for final additional changes to the Contract Sum.
 3. **Submit a certified copy** of the Architect's final punch-list of itemized work identified to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance and has been endorsed and dated by the Architect.
 4. **Submit final meter readings for utilities**, a measured record of stored fuel, and similar data either as of the date of substantial completion, or else when the Government took possession of and responsibility for corresponding elements of the Work.
 5. **Submit** consent of surety.
- I. **Reinspection Procedures:** The Architect will reinspect the Work upon receipt of the Contractor's notice that the work, including punchlist items resulting from earlier inspections, has been completed, except for these items whose completion has been delayed because of circumstances that are acceptable to the Architect.
- J. **Removal of Protection:** Except as otherwise indicated or requested by the Architect, remove temporary protection devices and facilities which were installed during the course of the work to protect previously completed work during the remainder of the construction period.

END OF DIVISION 1

SECTION 014302 - QUALITY CONTROL SERVICES**PART 1 - GENERAL****1.1 RELATED DOCUMENTS:**

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

1.2 SUMMARY:

- A. **General:** Establish and maintain a Quality Control (QC) program as specified in this section. The QC program consists of a QC Organization, a QC Plan, a QC Plan Meeting, a Coordination Meeting, recurring QC Meetings, a process enumerating phases of QC control, submittal review, QC testing, and documentation necessary to provide materials, equipment, workmanship, fabrication, construction, and operations which comply with the requirements of this contract. The QC program shall cover construction operations on-site and off-site and shall be keyed to the proposed construction schedule.
- B. **Quality control services** include inspections and tests and related actions including reports, performed by independent agencies, governing authorities, and the Contractor. They do not include Contract enforcement activities performed by the Architect.
- C. **Inspection and testing services** are required to verify compliance with requirements specified or indicated. These services do not relieve the Contractor of responsibility for compliance with Contract Document requirements.

1.3 SUBMITTALS

- A. **Quality Control Plan:** Submit the Quality Control Plan within 30 calendar days after receipt of the Award of Contract.
- C. **Recurring Submittals:** Deliver the following to the Architect:
 - 1. **Combined Contractor Production Report (Daily Reports)/Contractor Quality Control Report:** Submit an original and 1 copy each week of all daily Contractor Production/Contractor Quality Control Report (See Section 01000 - General Requirements for additional details).
 - 2. **Testing Plan and Log:** 1 copy, at the end of each month.
 - 3. **Monthly Summary Report of Field Tests:** Original and 1 copy attached to the Contractor Quality Control Report at the end of each month.
 - 4. **Rework Item List:** 1 copy, by the last working day of the month.
 - 5. **Non-compliance** - When items of non-compliance are observed, the COTR shall be notified and daily reports provide upon request.

1.4 QUALITY CONTROL:

- A. **Quality Control Manager:** Provide a Quality Control Manager to manage and implement the approved Quality Control program. The only duties and responsibility the Quality Control Manager shall have on this Contract is managing and implementing the Quality Control program. The Quality Control Manager is required to attend the Quality Control Plan Meeting, attend the Coordination Meeting, conduct the Quality Control meetings, manage and perform the three phases of control, perform submittal review, ensure testing is performed and prepare Quality Control documentation performed by the Quality Control staff. No work or testing shall be performed unless the Quality Control Manager (or his/her representative) is on the work site. The Quality Control Manager shall report directly to an executive officer of the construction firm and shall not be the same individual as, nor be subordinate to, the project superintendent or the project manager.
1. **Qualifications:** The Quality Control Manager shall have specific experience as a superintendent, inspector, Quality Control Manager, project manager, or construction manager on at least two (2) projects of similar type and size construction which have included the major trades that are part of this Contract. The Quality Control Manager shall be subject to the approval of the Architect of the Capitol (AOC).
- B. **Requirements:** Provide for approval by the AOC, a Quality Control plan that covers, both on-site and off-site work and includes, the following:
1. **Quality Control organization chart** documenting quality control methods and their relationship to the production portions of the company. Reporting relationships to both the parent organization and the site specific organization shall be clearly identified.
 2. **Names and qualifications**, in resume format, for each person in the Quality Control organization. Identify lines of authority for each person responsible for the management and coordination of prime- and sub-contractor quality assurance activities. Define methods to incorporate Quality Control personnel into Progress Meetings.
 3. **Duties, responsibilities, and authorities** for each person in the QC organization to include the following:
 - a) Review and verification of contract compliance for submittals,
 - b) Performance and documentation of the proposed phases of QC,
 - c) Performance, review and documentation of testing, and
 - d) Work stoppage due to non-compliance.
 4. **A listing of outside organizations**, if utilized, such as architectural and engineering firms that will be employed by the Contractor and a description of the service these firms will provide.
 5. **Procedures for reviewing**, approving and managing submittals. Provide the names of the persons in the QC organization authorized to review and verify contract compliance of submittals prior to submission to the AOC.

6. **A Testing Plan and Log** that includes the tests required, referenced by the specification paragraph number that requires the test, the frequency, and the person responsible for each test.
 7. **Procedures to identify**, record, track and complete rework items.
 8. **Documentation procedures**, including proposed report formats and listings of reports that will be provided to the AOC on a recurring basis.
 9. **A list of definable features of work.** A definable feature of work is a task which is separate and distinct from other tasks and requires separate control requirements. As a minimum, if approved by the AOC, consider each section of the specifications as a definable feature of work. However, at times, there may be more than one definable feature of work in each section of the specifications.
- C. **Planning Meeting:** Prior to submission of the QC Plan, meet with the AOC to discuss the QC plan requirements of this Contract.
- D. **Meetings:** The QC Manager shall prepare a Quality Control Update at each of the weekly progress meetings. The QC Manager shall attend progress meetings at a minimum bi-weekly. When areas of non-compliance are found, the COTR reserves the right to require the QC Manager to attend all progress weekly meetings
- E. **Preliminary Work Authorized Prior to Approval:** The only work that is authorized to proceed prior to the approval of the QC Plan is mobilization of storage and office trailers, surveying, and administrative submittals.
- F. **AOC's Approval:** Approval of the QC Plan is required prior to the start of construction. The AOC reserves the right to require changes in the QC Plan and operations as necessary to ensure the specified quality of work. The AOC reserves the right to interview any member of the QC organization at any time in order to verify his/her submitted qualifications.
- G. **Notification of Changes:** Notify the AOC, in writing, of any proposed changes, including changes in the QC organization personnel, a minimum of seven (7) calendar days prior to a proposed change. Proposed changes must be approved by the AOC.

1.5 THREE PHASES OF CONTROL:

- A. **General:** The QC Manager shall perform the three phases of control to ensure that work complies with Contract requirements. The QC Manager will provide a monthly advance schedule of preparatory, initial and follow-up meetings and inspections. Meetings will not be conducted without AOC's approval of schedule. The Contractor must integrate the submittal process into the QC plan.
- B. **Preparatory Phase:** Notify the AOC at least two (2) work days in advance of each preparatory phase. Conduct the preparatory phase meeting with the AOC, the QC Manager, the superintendent, and the foreman responsible for the definable feature. Document the results of the preparatory phase actions in the daily Contractor Quality Control Report. Prior to any

activity review specifications, submittals, drawings, and test plans. Examine work area, materials, and equipment. Review safety and discuss methodology to be employed in the work.

- C. **Initial Phase:** Notify the AOC at least two (2) work days in advance of each initial phase. When construction crews are ready to start work on a definable feature of work, conduct the initial phase meeting with the AOC, the QC Manager, the superintendent, and the foreman responsible for that definable feature of work to establish the quality of workmanship required. Observe the initial segment of the definable feature of work to ensure that the work complies with contract requirements. Document the results of the initial phase in the daily Contractor Quality Control Report. Report the initial phase for each new crew to work on-site, or when acceptable levels of specified quality are not being met.
- D. **Follow-up Phase:** Ensure the work is in compliance with Contract requirements. Maintain the quality of workmanship required. Ensure that the as-built drawings are updated daily. Ensure that testing is performed in accordance with the Project Specifications. Ensure that rework items are being corrected and that a final follow-up inspection for completed/corrected activities is performed by both the QC Manager and the AOC representative(s)

1.6 DOCUMENTATION:

- A. **General:** Maintain current and complete records of on-site and off-site quality control program operations and activities.
- B. **Contractor Quality Control Report:** Reports are required for each day that work is performed and for every seven consecutive calendar days of no-work and on the last day of a no-work period. Account for each calendar day for the duration of the Contract. The reporting of work shall be identified by terminology consistent with the construction schedule. Contractor Quality Control Reports are to be prepared, signed and dated by the QC Manager and shall contain the following information:
1. **Identify** the control phase and the definable feature of work.
 2. **Results** of the Preparatory Phase meetings held including the location of the definable feature of work and a list of personnel present at the meeting.
 3. **Results of the Initial Phase** meetings held including the location of the definable feature of work and a list of personnel present at the meeting.
 4. **Results of the Follow-up Phase** inspections held including the location of the definable feature of work.
 5. **Results** of the three phases of control for off-site work, if applicable, including actions taken.
 6. **List rework items** identified, but not corrected by close of business.
 7. **List rework items** corrected from rework list along with corrective action taken.
 8. **Include a "remarks" section** in this report which will contain pertinent information including directions received, quality control problem areas, deviations from the QC plan, construction deficiencies encountered, QC meetings held, acknowledgments that as-built drawings have been updated, corrective direction given by the QC Organization and corrective action taken by the Contractor.

9. **Contractor** Quality Control Report certification.
- C. **Testing Plan and Log:** As tests are performed, the QC Manager shall record on the "Testing Plan and Log" the date the test was conducted, the date the test results were forwarded to the AOC. Attach a copy of the updated "Testing Plan and Log" to the last daily Contractor Quality Control Report of each month.
- D. **Rework Items List:** The QC Manager shall maintain a list of work that does not comply with the Contract, identifying what items need to be reworked, the date the item was originally discovered, and the date the item was corrected. There is no requirement to report a rework item that is corrected the same day it is discovered. Attach a copy of the "Contractor Rework Items List" to the last daily Contractor Quality Control report of each month. The Contractor shall be responsible for including on this list items needing rework including those identified by the Architect.
- E. **Record Documents:** The QC Manager is required to review the record drawings required by Section 01000, "General Requirements," to ensure that the drawings are kept current on a daily basis and marked to show deviations which have been made from the Contract drawings.
- G. **Report Forms:** The Contractor shall submit for approval copies of his/her standard report forms proposed for use in documenting requirements specified in this section.

PART 2 - PRODUCTS and PART 3 - EXECUTION

Not Applicable.

END OF SECTION 014302

SECTION 017329 - CUTTING, DRILLING, CORING, AND PATCHING**PART 1-GENERAL****1.1 RELATED DOCUMENTS**

- A. General provisions of the Contract, including General and Supplementary Conditions and Division 1, "General Requirements" of the Specification, apply to this Section.
- B. Division 7, Section 078413 - Through Penetration Firestop Systems.
- C. Division 21, Section 2113113 - Wet-Pipe Sprinkler Systems

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for cutting, drilling, coring and patching.
- B. Refer to other Sections for specific requirements and limitations applicable to cutting, drilling, coring, and patching individual parts of the Work.
- C. Approval by the AOC to proceed with cutting, drilling, coring, and patching does not waive the AOC's right to later require complete removal and replacement of a part of the Work found to be unsatisfactory.

1.3 DEFINITIONS

- A. Cutting: The removal of existing construction necessary to permit the installation or performance of other Work.
- B. Coring: Removal of a cylindrical shaped portion of construction by the use of a wet or dry core drill machine.
- C. Drilling: To make a hole in a hard material with a drill.
- D. Patching: The fitting and repair work required to restore surfaces to original or existing conditions after installation of other Work.

1.4 SUBMITTALS

- A. Cutting, Drilling, Coring, and Patching Procedures Plan: Approval of procedures for cutting, drilling, coring, and patching is required before proceeding. Submit a proposal describing procedures at least 14 days in advance of the time cutting, drilling, coring, and patching will be performed and request approval to proceed. Include the following information, as applicable, in the proposal:
 - 1. Describe the extent of cutting, drilling, coring, and patching required and proposed methods for each type of substrate. Approval by the AOC and a representative from the mason shop shall be obtained for each instance of cutting, coring, and drilling before

- beginning work.
2. Description of the anticipated results in terms of changes to existing construction. Include changes to structural elements and operating components as well as changes in appearance and other significant visual elements.
 3. Disclose if water will be used to aide the cutting, coring or drilling process. Describe measures taken to ensure that water damage will not result from the coring, cutting or drilling process.
 4. List products and equipment to be used and firms or entities that will perform Work. Indicate compatibility and cohesion characteristics of patching compounds with adjacent materials.
 5. Describe methods to be used to control dust.
 6. Indicate dates and times when cutting, drilling, coring, and patching is to be performed.
 7. List utilities that will be disturbed or affected, including those that will be relocated and those that will be temporarily out-of-service. Indicate how long service will be disrupted.
 8. Where cutting, drilling, coring, and patching involves addition of reinforcement to structural elements, submit details and engineering calculations to show how reinforcement is integrated with the existing structure.
- B. Samples: Provide cutting, drilling, coring, and patching samples for the following items within 14 calendar days after notice to proceed in order that special reviews and coordination can be arranged with the AOC:
1. Plaster on masonry.
 2. Plaster on Lath (Lath & Plaster).
 3. Painted surfaces (color matching, standard finishes).
- C. Mock-Ups: For initial installations of areas of work designated below, provide cutting, drilling, coring, and patching mock-ups of methods and techniques to be employed and results to be achieved to serve as standards of quality for succeeding work. Cutting refers to cutting, drilling, or any means of penetration of wall or ceiling surface and substrate for insertion of anchors for hangers of for installation of pendent sprinkler and escutcheon. Provide a minimum of 48 hours notice to the AOC prior to performing mock-up work in order that the AOC may observe installation of:
1. Plaster on masonry.
 2. Plaster on lath.
 3. Removal of any architectural or decorative feature.

For instances where a mock-up is not possible due to the type of assembly to be worked on or

if the construction features behind a surface are unknown, the contractor shall consult with the AOC and the mason shop prior to initiating work. Contractor shall propose a trial method to complete the work. The AOC and the mason shop must approve of the approach and approve a location for trial of the approach. The trial must be witnessed and approved of by the AOC and the mason shop before the Contractor proceeds to complete the work in other locations typical to the trial.

1.5 QUALITY ASSURANCE

- A. Requirements for Structural Work: Do not cut, drill, core or patch structural elements in a manner that would reduce their load-carrying capacity or load-deflection ratio.
1. Obtain approval of the cutting, drilling, coring, and patching procedures before cutting, drilling, coring, and patching the following structural elements:
 - a. Foundation construction.
 - b. Bearing walls.
 - c. Structural concrete.
 - d. Structural steel.
 - e. Structural deck.
 - f. Lintels.
 - g. Miscellaneous structural metals.
 - h. Stairs.
 - i. Equipment supports.
 - j. Piping, ductwork, vessels and equipment.
 - k. Structural systems of other construction.
- B. Operational and Safety Limitations: Do not cut, drill, core or patch operating elements or safety related components in a manner that would result in reduced capacity to perform as intended, or result in increased maintenance, or decreased operational life or safety.
1. Obtain approval of the cutting, drilling, coring, and patching procedures before cutting, drilling, coring, and patching the following operating elements or safety related systems:
 - a. Primary operational systems and equipment.
 - b. Air or smoke barriers.
 - c. Water, moisture, or vapor barriers.
 - d. Membranes and flashings.
 - e. Fire protection systems.
 - f. Noise and vibration control elements and systems.
 - g. Control systems.
 - h. Communication systems.
 - i. Electrical wiring systems.
 - j. Conveying systems.
 - k. Operating systems of other construction.
- C. Visual Requirements: Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in the AOC's opinion, reduce the building's aesthetic qualities, or result in visual evidence of cutting, drilling, coring, and patching. Remove and replace Work cut, drilled, cored or patched in a visually unsatisfactory manner.

1. Retain the original installer or fabricator to cut and patch exposed work if the original installer or fabricator is identified in the Contract Documents or is known to the Contractor and is available for the work.
 2. If it is not possible to engage the original installer or fabricator, engage a Specialist who is specifically experienced in the work.
 3. The cutting, drilling, coring, and patching procedures plan shall include but not necessarily be limited to work required at the following visual elements.
 - a. Stonework and masonry.
 - b. Painted plaster and lathe.
 - c. Ornamental metal.
 - d. Matched-veneer woodwork.
 - e. Preformed metal panels.
 - f. Firestopping.
 - g. Stucco, ornamental and flat plaster.
 - h. Carpeting.
 - i. Wall covering.
 - j. Mechanical system enclosures, cabinets, or covers.
- D. Dust Control: Comply with requirements for control of dust and dirt as included in Division 1 Section "TEMPORARY FACILITIES AND CONTROLS."

1.6 EXISTING WARRANTIES

- A. Replace, patch, and repair material and surfaces cut or damaged by methods and with materials in such a manner as not to void any existing warranties.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other sections of the Contract Documents, the Project Manual, or as indicated on the drawings.
- B. Use materials that are identical to existing materials. If identical materials are not available or cannot be used where exposed surfaces are involved, use materials that match existing adjacent surfaces to the fullest extent possible with regard to visual effect. Use materials whose installed performance will equal or surpass that of existing materials.

PART 3 - EXECUTION

3.1 INSPECTION

- A. Before cutting, drilling or coring existing surfaces, examine surfaces and conditions under which work is to be performed. If unsafe or unsatisfactory conditions are encountered, take corrective action before proceeding. Notify the AOC if hazardous materials are encountered and do not

proceed with work until hazardous conditions are abated.

1. Before proceeding, meet at the site with parties involved in cutting, drilling, coring, and patching, including mason shop representative and AOC. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.
2. Painted Surfaces: Prior to removing/disturbing any existing painted surface, the Contractor shall notify the AOC so that it can be tested for lead based paint. If lead based paint is found, it will be removed by the AOC as per the Specification requirements.

3.2 PREPARATION

- A. Temporary Support: Provide temporary support of Work to be cut, if needed.
- B. Protection: Protect existing construction during cutting, drilling, coring, and patching to prevent damage. Provide protection from adverse weather conditions for portions of the Project that might be exposed during cutting, drilling, coring, and patching operations.
 1. Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
 2. Take all precautions necessary to avoid cutting existing pipe, conduit or ductwork serving the building, but scheduled to be removed or relocated until provisions have been made to bypass them.

3.3 PERFORMANCE

- A. General: Employ skilled workmen to perform cutting, drilling, coring, and patching. Proceed with cutting, drilling, coring, and patching at the earliest feasible time and complete without delay.
 1. Cut existing construction to provide for installation of other components or performance of other construction activities and the subsequent fitting and patching required to restore surfaces to their original condition.
- B. Cutting, Drilling and Coring: Cut/drill/core existing construction using methods least likely to damage elements to be retained or adjoining construction. Where possible review proposed procedures with the original installer and comply with the original installer's recommendations.
 1. In general, where cutting/drilling/coring is required use hand or small power tools designed for sawing or grinding, not hammering and chopping. Cut/drill/core holes and slots neatly to size required with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 2. To avoid marring existing finished surfaces, cut or drill from the exposed or finished side into concealed surfaces.
 3. Cut through concrete and masonry using a cutting machine such as a Carborundum saw or diamond core drill.

4. Equipment used to drill holes shall be standard masonry drills commonly used for drilling small holes in concrete using rotary mode only. Hammer drills are prohibited.
- C. Patching: Patch with durable seams that are as invisible as possible. Comply with specified tolerances.
1. Where feasible, inspect and test patched areas to demonstrate integrity of the installation.
 2. Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
 3. Where removal of walls or partitions extends from one finished area into another, patch and repair floor and wall surfaces in the new space to provide an even surface of uniform color texture and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary to achieve uniform finish.
 - a. Where patching occurs in a smooth painted surface, extend final paint coat over entire unbroken area containing the patch, after the patched area has received primer and second coat.
 4. Patch, repair or rehang existing ceilings as necessary to provide an even plane surface of uniform appearance.
 5. All core drills of existing floor slabs shall be x-rayed to determine the presence of rebar. Rebar shall not be cut without Structural Engineer approval.
- D. Plaster Installation: Comply with manufacturer's instructions and install thickness and coats as indicated. Unless otherwise indicated:
1. Provide 3-coat system.
 2. Finish gypsum plaster with smooth-troweled finish. Sand lightly to remove trowel marks and arises.
 3. Cut, patch, point-up and repair plaster to accommodate other construction and to restore cracks, dents and imperfections.
- E. Perform cutting, drilling, coring, and patching work as described in Division 1 Section "PROJECT COORDINATION."

3.4 CLEANING

- A. Thoroughly clean areas and spaces where cutting, drilling, coring, and patching is performed or used as access. Remove completely paint, mortar, oils, putty and items of similar nature.
- B. Vacuum all areas affected by the cutting, drilling, coring and patching immediately following completion of work in each area. Verify that all areas have been cleaned at the end of each workday. Re-clean if needed.

- C. Thoroughly clean piping, conduit and similar features before painting or other finishing is applied.

END OF SECTION 017329

SECTION 078413 - THROUGH-PENETRATION FIRESTOP SYSTEMS**PART 1-GENERAL****1.1 RELATED DOCUMENTS**

- A. General provisions of the Contract, including General and Supplementary Conditions and Division 1, "General Requirements" of the Specification, apply to this Section.
- B. Division 1, Section 017329 - Cutting, Drilling, Coring, and Patching
- C. Division 21, Section 2113113 - Wet-Pipe Sprinkler Systems

1.2 SUMMARY

- A. This Section includes through-penetration firestop systems for penetrations through the following fire-resistance-rated assemblies, including both empty openings and openings containing penetrating items:
 - 1. Floors.
 - 2. Roofs.
 - 3. Walls and partitions.
 - 4. Construction enclosing compartmentalized areas.
- B. Refer to other Sections for specific requirements and limitations applicable to use and application of through penetration firestop systems.

1.3 PERFORMANCE REQUIREMENTS

- A. General: For the following constructions, provide through-penetration firestop systems that are produced and installed to resist spread of fire according to requirements indicated, resist passage of smoke and other gases, and maintain original fire-resistance rating of assembly penetrated.
 - 1. Fire resistance rated loadbearing walls, including partitions, with fire protection rated openings.
 - 2. Fire resistance rated nonloadbearing walls, including partitions, with fire protection rated openings.
 - 3. Fire resistance rated floor assemblies.
 - 4. Fire resistance rated roof assemblies.
- B. F-Rated Systems: Provide through-penetration firestop systems with F-ratings indicated, as determined per ASTM E 814, but not less than that equaling or exceeding fire resistance rating of constructions penetrated.

- C. T-Rated Systems: For the following conditions, provide through-penetration firestop systems with T-ratings indicated, as well as F-ratings, as determined per ASTM E 814, where systems protect penetrating items exposed to potential contact with adjacent materials in occupiable floor areas:
1. Penetrations located outside wall cavities.
 2. Penetrations located outside fire-resistive shaft enclosures.
 3. Penetrations located in construction containing fire-protection-rated openings.
 4. Penetrating items larger than 4-in. (100 mm) diameter nominal pipe or 16 sq-in. (100 sq.-cm) in overall cross-sectional area.
- D. For through-penetration firestop systems exposed to view, traffic, moisture, and physical damage, provide products that after curing do not deteriorate when exposed to these conditions both during and after construction.
1. For piping penetrations for plumbing and wet-pipe sprinkler systems, provide moisture-resistant through-penetration firestop systems.
 2. For floor penetrations with annular spaces exceeding 4 inches (100 mm) in width and exposed to possible loading and traffic, provide firestop systems capable of supporting floor loads involved either by installing floor plates or by other means.
 3. For penetrations involving insulated piping, provide through-penetration firestop systems not requiring removal of insulation.
- E. For through-penetration firestop systems exposed to view, provide products with flame-spread ratings of less than 25 and smoke-developed ratings of less than 450, as determined per ASTM E 84.

1.4 SUBMITTALS

- A. Product Data: For each type of through-penetration firestop system product indicated.
- B. Shop Drawings: For each through-penetration firestop system, show each kind of construction condition penetrated, relationships to adjoining construction, and kind of penetrating item. Include firestop design designation of a national testing laboratory acceptable to AOC that evidences compliance with requirements for each condition indicated.
1. Submit documentation, including illustrations, from a qualified national testing laboratory that is applicable to each through-penetration firestop system configuration for construction and penetrating items.
 2. Where Project conditions require modification of qualified national laboratory's illustration to suit a particular through-penetration firestop condition, submit illustration, with modifications marked, approved by through-penetration firestop system manufacturer's fire protection engineer.

- C. **Qualification Data:** For firms and persons specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- D. **Product Certificates:** Signed by manufacturers of through-penetration firestop system products certifying that products furnished comply with requirements.
- E. **Product Test Reports:** From a qualified national testing laboratory indicating that the through-penetration firestop system complies with requirements, based on comprehensive testing of current products.

1.5 **QUALITY ASSURANCE**

- A. **Installer Qualifications:** An experienced installer who is qualified by having the necessary experience, staff, and training to install manufacturer's products per specified requirements. A manufacturer's willingness to sell its through-penetration firestop system products to Contractor or to an installer engaged by Contractor does not in itself confer qualification on buyer.
- B. **Source Limitations:** Obtain through-penetration firestop systems, for each kind of penetration and construction condition indicated, from a single manufacturer.
- C. **Fire-Test-Response Characteristics:** Provide through-penetration firestop systems that comply with the following requirements and those specified in "Performance Requirements" Article (Section 1.3):
 - 1. Firestopping tests must be performed by a qualified national testing laboratory acceptable to AOC (e.g., UL, FM).
 - 2. Through-penetration firestop systems are identical to those tested per ASTM E 814. Provide rated systems complying with the following requirements:
 - a. Through-penetration firestop system products bear classification marking of the qualified national testing laboratory.
 - b. Through-penetration firestop systems correspond to those indicated by reference to the listing/approval directories of the national testing laboratory.
- D. **Pre-installation Conference:** Conduct conference at Project site to comply with requirements specified in Division 1, Section "Project Meetings."

1.6 **DELIVERY, STORAGE, AND HANDLING**

- A. Deliver through-penetration firestop system products to Project site in original, unopened containers or packages with intact and legible manufacturers' labels identifying product and manufacturer; date of manufacture; lot number; shelf life, if applicable; qualified testing and inspecting agency's classification marking applicable to Project; curing time; and mixing instructions for multicomponent materials.
- B. Store and handle materials for through-penetration firestop systems to prevent their deterioration

or damage due to moisture, temperature changes, contaminants, or other causes.

1.7 PROJECT CONDITIONS

- A. Environmental Limitations: Do not install through-penetration firestop systems when ambient or substrate temperatures are outside limits permitted by through-penetration firestop system manufacturers or when substrates are wet due to rain, frost, condensation, or other causes.
- B. Ventilate through-penetration firestop systems per manufacturer's written instructions by natural means or, where this is inadequate, forced-air circulation.

1.8 COORDINATION

- A. Coordinate construction of openings and penetrating items to ensure that through-penetration firestop systems are installed according to specified requirements.
- B. Coordinate sizing of sleeves, openings, core-drilled holes, or cut openings to accommodate through-penetration firestop systems.
- C. Notify AOC at least seven (7) days in advance of through-penetration firestop system installations; confirm dates and times on days preceding each series of installations.
- D. Do not cover up through-penetration firestop system installations that will become concealed behind other construction until AOC has examined each installation.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Available Products: Subject to compliance with AOC requirements, through-penetration firestop systems that may be incorporated into the Work include, but are not limited to, those systems indicated that are available from the following manufacturers:
 - 1. A/D Fire Protection Systems Inc.
 - 2. DAP Inc.
 - 3. Firestop Systems Inc.
 - 4. Hilti Construction Chemicals, Inc.
 - 5. Instant Firestop Mfg. Inc.
 - 6. International Protective Coatings Corp.
 - 7. Isolatek International.
 - 8. Nelson Firestop Products.
 - 9. NUCO Industries.

10. RectorSeal Corporation (The).
11. Specified Technologies Inc.
12. 3M Fire Protection Products.
13. Tremco.
14. United States Gypsum Company.

2.2 FIRESTOPPING, GENERAL

- A. Compatibility: Provide through-penetration firestop systems that are compatible with one another, with the substrates forming openings, and with the items, if any, penetrating through-penetration firestop systems, under conditions of service and application, as demonstrated by through-penetration firestop system manufacturer based on testing and field experience.
- B. Accessories: Provide components for each through-penetration firestop system that are needed to install fill materials and to comply with "Performance Requirements" Article. Use only components specified by through-penetration firestop system manufacturer and approved by the qualified testing and inspecting agency for firestop systems indicated. Accessories include, but are not limited to, the following items:
 1. Permanent forming/damming/backing materials, including the following:
 - a. Slag-/rock-wool-fiber insulation
 - b. Sealants used in combination with other forming/damming/backing materials to prevent leakage of fill materials in liquid state
 - c. Fire-rated form board
 - d. Fillers for sealants
 2. Temporary forming materials
 3. Substrate primers
 4. Collars
 5. Steel sleeves

2.3 FILL MATERIALS

- A. General: Provide through-penetration firestop systems containing the types of fill materials according to the listed assembly used. Fill materials are those referred to in directories of the referenced national testing laboratories fill, void, or cavity materials.
- B. Cast-in-Place Firestop Devices: Factory-assembled devices for use in cast-in-place concrete

- floors and consisting of an outer metallic sleeve lined with an intumescent strip, a radial extended flange attached to one end of the sleeve for fastening to concrete form work, and a neoprene gasket.
- C. Latex Sealants: Single-component latex formulations that after cure do not re-emulsify during exposure to moisture.
 - D. Firestop Devices: Factory-assembled collars formed from galvanized steel and lined with intumescent material sized to fit specific diameter of penetrant.
 - E. Intumescent Composite Sheets: Rigid panels consisting of aluminum-foil-faced elastomeric sheet bonded to galvanized steel sheet.
 - F. Intumescent Putties: Nonhardening dielectric, water-resistant putties containing no solvents, inorganic fibers, or silicone compounds.
 - G. Intumescent Wrap Strips: Single-component intumescent elastomeric sheets with aluminum foil on one side.
 - H. Mortars: Prepackaged, dry mixes consisting of a blend of inorganic binders, hydraulic cement, fillers, and lightweight aggregate formulated for mixing with water at Project site to form a nonshrinking, homogeneous mortar.
 - I. Pillows/Bags: Reusable, heat-expanding pillows/bags consisting of glass-fiber cloth cases filled with a combination of mineral-fiber, water-insoluble expansion agents and fire-retardant additives.
 - J. Silicone Foams: Multicomponent, silicone-based liquid elastomers that, when mixed, expand and cure in place to produce a flexible, nonshrinking foam.
 - K. Silicone Sealants: Moisture-curing, single-component, silicone-based, neutral-curing elastomeric sealants of grade indicated below:
 - 1. Grade: Pourable (self-leveling) formulation for openings in floors and other horizontal surfaces and non-sag formulation for openings in vertical and other surfaces requiring a non-slumping, gunnable sealant, unless indicated firestop system limits use to non-sag grade for both opening conditions.

2.4 MIXING

- A. For those products requiring mixing before application, comply with through-penetration firestop system manufacturer's written instructions for accurate proportioning of materials, water (if required), type of mixing equipment, selection of mixer speeds, mixing containers, mixing time, and other items or procedures needed to produce products of uniform quality with optimum performance characteristics for application indicated.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and conditions, with Installer present, for compliance with requirements for opening configurations, penetrating items, substrates, and other conditions affecting performance.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Surface Cleaning: Clean out openings immediately before installing through-penetration firestop systems to comply with written recommendations of firestop system manufacturer and the following requirements:
 - 1. Remove from surfaces of opening substrates and from penetrating items foreign materials that could interfere with adhesion of through-penetration firestop systems.
 - 2. Clean opening substrates and penetrating items to produce clean, sound surfaces capable of developing optimum bond with through-penetration firestop systems. Remove loose particles remaining from cleaning operation.
 - 3. Remove laitance and form-release agents from concrete.
- B. Priming: Prime substrates where recommended in writing by through-penetration firestop system manufacturer using that manufacturer's recommended products and methods. Confine primers to areas of bond; do not allow spillage and migration onto exposed surfaces.
- C. Masking Tape: Use masking tape to prevent through-penetration firestop systems from contacting adjoining surfaces that will remain exposed on completion of Work and that would otherwise be permanently stained or damaged by such contact or by cleaning methods used to remove smears from firestop system materials. Remove tape as soon as possible without disturbing firestop system's seal with substrates.

3.3 THROUGH-PENETRATION FIRESTOP SYSTEM INSTALLATION

- A. General: Install through-penetration firestop systems to comply with "Performance Requirements" Article and firestop system manufacturer's written installation instructions and published drawings for products and applications indicated.
- B. Install forming/damming/backing materials and other accessories of types required to support fill materials during their application and in the position needed to produce cross-sectional shapes and depths required to achieve fire ratings indicated.
 - 1. After installing fill materials, remove combustible forming materials and other accessories not indicated as permanent components of firestop systems.
- C. Install fill materials for firestop systems by proven techniques to produce the following results:
 - 1. Fill voids and cavities formed by openings, forming materials, accessories, and penetrating items as required to achieve fire-resistance ratings indicated.

2. Apply materials so they contact and adhere to substrates formed by openings and penetrating items.
3. For fill materials that will remain exposed after completing Work, finish to produce smooth, uniform surfaces that are flush with adjoining finishes.

3.4 **FIELD QUALITY CONTROL**

- A. Inspecting Agency: AOC will engage a qualified independent inspecting agency to inspect through-penetration firestop systems and to prepare test reports.
 1. Inspecting agency will state in each report whether inspected through-penetration firestop systems comply with or deviate from requirements.
- B. Proceed with enclosing through-penetration firestop systems with other construction only after inspection reports are issued.
- C. Where deficiencies are found, repair or replace through-penetration firestop systems so they comply with requirements.

3.5 **IDENTIFICATION**

- A. Identify through-penetration firestop systems with pressure-sensitive, self-adhesive, preprinted vinyl labels. Attach labels permanently to surfaces of penetrated construction on both sides of each firestop system installation where labels will be visible to anyone seeking to remove penetrating items or firestop systems. Include the following information on labels:
 1. The words: "Warning--Through-Penetration Firestop System--Do Not Disturb. Notify AOC of Any Damage."
 2. Contractor's name, address, and phone number.
 3. Through-penetration firestop system designation of applicable testing and inspecting agency.
 4. Date of installation.
 5. Through-penetration firestop system manufacturer's name.
 6. Installer's name.

3.6 **CLEANING AND PROTECTION**

- A. Clean off excess fill materials adjacent to openings as Work progresses by methods and with cleaning materials that are approved in writing by through-penetration firestop system manufacturers and that do not damage materials in which openings occur.
- B. Provide final protection and maintain conditions during and after installation that ensure through-penetration firestop systems are without damage or deterioration at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out and remove

damaged or deteriorated through-penetration firestop systems immediately and install new materials to produce through-penetration firestop systems complying with specified requirements.

END OF SECTION 078413

SECTION 2113113 - WET-PIPE SPRINKLER SYSTEM**PART 1 - GENERAL****1.1 DESCRIPTION OF WORK**

- A. Scope: Provide a complete wet-pipe automatic sprinkler system, and associated equipment, ready for operation.
- B. Description of Work: The work includes the design and installation of new wet-pipe automatic sprinkler systems in the Ninth Floor Mechanical Room with bid options for the installation of sprinklers in the five elevator machine rooms, including top of shaft, Capitol Police Radio Room, and at the top of the two stairs that serve the Ninth Floor. See Specification Section 010000 for Base Contract and Option definitions.
- C. Compliance: The entire wet-pipe automatic sprinkler system shall be designed in accordance with section 1.3 A. Any reference to "authority having jurisdiction" in the reference documents shall be interpreted to mean the AOC. All material and equipment used shall be listed or approved by UL, FM or another nationally recognized testing agency approved by the AOC, for their intended use and service.
- D. Related Sections and Divisions:
1. General provisions of the Contract, including General and Supplementary Conditions and Division 1, "General Requirements" of the Specification, apply to this Section.
 2. Division 1, Section 01731 – Cutting, Drilling, Coring and Patching
 3. Division 7, Section 07841 – Through Penetration Firestop Systems.
- E. Site Conditions:
1. Piping complexity- The existing sprinkler piping for the building was designed over numerous projects over a considerable period of time. Thus, it is expected that piping methods and materials will vary significantly throughout the HSOB. It is also expected that drawings for much of the sprinkler piping will not be available to the Contractor. As a result, the Contractor is expected to plan for field survey work to verify the sprinkler piping arrangement to the extent necessary for an appropriate bid for the proper installation of sprinklers as outlined in this Specification. **Modifications to the design, or changes to the installation resulting from field conditions not determined or verified by the Contractor are the sole responsibility of the Contractor and shall be performed by the Contractor at no cost to AOC.**
 2. Attic storage arrangements- The existing conditions within the attic areas include numerous storage areas of varying size and storage configuration. The sprinklers for the attic area shall be designed so as to permit the maximum amount of storage possible within each space with minimal storage rearrangements in accordance with all sprinkler spacing requirements of NFPA 13.

3. Fire Alarm System – The Contractor shall install all tamper switches and waterflow switches as required by NFPA 13, AOC Design Manual and these Specifications. The interconnection and wiring of the devices will be by others.

1.2 QUALITY ASSURANCE

- A. Installer Requirements: Design shall be by a NICET Level IV Technician or a Registered Fire Protection Engineer, who is employed full-time by the contractor. The Prime Contractor shall be a sprinkler contractor or a specialist who is experienced in the design and installation of automatic sprinkler systems (minimum 5 years). Design and installation must be performed by a sprinkler contractor whose business is located within a 75 mile radius of the Capitol and whose business has been operated and established within this radius for at least five (5) years.

The Contractor shall submit the following for verification of qualifications: Prior to installation, submit documentation, to the AOC, showing that the Contractor has successfully installed automatic fire suppression sprinkler systems of comparable size, type and design as specified herein or that the Contractor has a firm contractual agreement with a Subcontractor having such experience. The data shall include the names and locations of at least three installations where the Contractor, or Subcontractor, installed such systems. The Contractor, or Subcontractor, shall certify that each system has performed satisfactorily for a period of not less than one year.

- B. Project Superintendent: The Contractor, or Subcontractor, shall provide one full-time staff member designated as the "Project Superintendent". The duties of the Project Superintendent are to supervise execution of all aspects of this specification, including safety on the job site as described in the "Accident Prevention Clause" of the general provisions of the Occupational Safety and Health (OSH) Act of 1970. That clause incorporates into the contract, by reference, the Secretary of Labor's OSH Standards (29 CFR Part 1926). The Project Superintendent shall be thoroughly familiar with all contract obligations and shall be capable of making all contractual decisions with regards to their project scope of work on behalf of the Contractor, or Subcontractor. The Project Superintendent shall be responsible for making sure that quality control review has been performed on all submittals prior to the submission to the AOC. The Project Superintendent shall also be responsible for ensuring that all submittals are accurate and fully coordinated.
- C. Service Organization: The Contractor shall furnish, to the AOC, evidence that there is an experienced and effective service organization which carries a stock of repair parts for the system in order to readily effect repairs throughout the warranty period. Should the Contractor fail to comply with the service requirements of this section, the AOC will then have the option to make the necessary repairs and back charge the Contractor without any loss of warranty or guarantee as provided by the contract documents.
- D. Guarantee: The Contractor shall guarantee labor, materials, and equipment provided under this contract against defects for a period of one year after the date of final acceptance of this work by the AOC. Final Acceptance includes, but is not limited to, the receipt of as-built drawings and operation and maintenance manuals.

- E. Codes and Standards: Provide a wet-pipe sprinkler system conforming to the codes and standards of the following organizations:
1. Architect of the Capitol (AOC)
 - a. AOC A/E Design Manual – December 2007
 - b. AOC Design Standards – December 2007
 2. National Fire Protection Association (NFPA), including all amendments and appendices:
 - a. No. 13 Standard for the Installation of Sprinkler Systems – 2002 Edition.
 - b. No. 70 National Electrical Code – 2002 edition.
 - c. No. 1963 Standard for Screw Threads and Gaskets for Fire Hose Connection.
 3. American Water Works Association (AWWA)
 - a. AWWA C651 (Addendum 1990) Disinfecting Water Mains
 4. Factory Mutual Engineering and Research Corporation (FM)
 - a. FM Approval Guide (1) Fire Protection Equipment (latest edition).
 - b. FM Approval Guide (2) Electrical Equipment (latest edition).
 - c. FM Approval Guide (3) Building Materials (latest edition).
 5. Underwriters Laboratories Inc. (U.L.)
 - a. UL Building Materials Directory (latest edition).
 - b. UL Fire Protection Equipment Directory (latest edition).
 6. International Code Council (ICC)
 - a. International Building Code – 2003 edition.

1.3 SYSTEM DESIGN

A. General: Design automatic sprinkler systems in accordance with all required and advisory provisions of NFPA 13, except where modified herein, by hydraulic calculations for Ordinary Hazard Group 2 Occupancy or greater with uniform water distribution over the design area. Each system shall include materials, accessories, and equipment, inside and outside the building, so that the system is complete and ready for use. Design and provide each system to give full consideration to blind spaces, piping, electrical equipment, ducts and other construction and equipment in accordance with detailed working drawings to be submitted for approval.

1. Location of Sprinklers: The spacing of sprinklers shall not exceed that permitted by NFPA 13 for Ordinary Hazard Group II. Where practical, uniformly space sprinklers on the branch piping. Locate sprinkler heads in a pattern consistent with ceiling grid, lights, and air supply diffusers.
2. Water Distribution: Distribution shall be uniform throughout the area in which the sprinklers will operate. Discharge from individual sprinklers in the hydraulically most remote area shall be at least 100 percent of the specified density.
3. Density of Application of Water: Application to horizontal surfaces below the sprinklers shall be a minimum of 0.20 gpm/sq ft. Size pipe to provide the specified density when the system is discharging the total maximum required flow.
4. Sprinkler Discharge Area: The discharge area shall be the hydraulically most remote area as defined in NFPA 13.
5. Total Combined Inside & Outside Hose Allowances: Hydraulic calculations shall include an allowance for hose streams as required by NFPA 13, added at the point of connection to the water supply.
6. Friction Loss: Calculate the friction loss in piping in accordance with the Hazen-Williams formula using 'C' values found in NFPA 13.
7. Water Supply: The Hart Senate Office Building fire pump system is currently being replaced with a new 750 GPM At 85 psi boost fire pump. In addition to the new fire pump, a backflow preventer will be added to the system. The existing building water supply obtained from the suction flange of the 2008 fire pump test is as follows:

Static	74 psi
Residual	60 psi
Flow	1,438 gpm

Approved fire pump replacement drawings will be provided to the contractor upon contract award.

- B. Install an automatic sprinkler system within the HSOB Ninth Floor mechanical space. Base Bid – See Specification Section 010000

- C. Provide automatic sprinkler protection at the top of all elevator shafts, elevator machine rooms, Capitol Police Radio Room and at the top of the two stairs that serve the Ninth Floor. Bid Option. See Specification 010000

1.4 SUBMITTALS

- A. Division -1: Conform to the requirements of Division-1, Section "SUBMITTALS." Submit eight (8) complete sets of submittals. Partial submittals will not be acceptable and will be returned without review. Before any work is commenced, the submittal must be approved by the AOC. Manufacturer's data shall be provided for the following and annotated to show the specific model, type and size of each item:
1. Check valves
 2. Sprinkler heads, cabinet, escutcheons and guards
 3. Pressure and waterflow switches
 4. Inspector's test valves
 5. Drain valves
 6. Valves including gate and globe
 7. Pipe, fittings, hangers, supports, and mechanical couplings
 8. Tamper switches
 9. All wiring
 10. Pressure gages.
 11. All other associated equipment
- B. Test Certification and Instruction: Submit test certification, to the AOC, for all pipe and fittings.
- C. Shop Drawings: Submit detailed shop drawings, in accordance with NFPA 13, "Working Plans". Drawings shall be on uniform size sheets no smaller than 30 inches by 42 inches, to the AOC for review and approval. Information shall include but not be limited to the following:
1. Layout indicating details, plan view, elevations and sections of the system piping. Indicate the location of sprinkler heads and piping in relation to the ceiling layout, showing pipe lengths and sizes.
 2. Detailed riser diagram showing schematic of systems supply, supply connection, devices, valves, pipe and fittings.
 3. Point-to-point electrical wiring diagrams for all alarm and supervisory devices.
 4. The signature and seal of a registered Professional Fire Protection Engineer, registered Professional Engineer with a minimum of two years fire protection design experience, or a NICET IV Technician.
 5. Hydraulic calculations in accordance with the following:
 - a. Minimum operating pressure of any sprinkler shall be according to NFPA 13 and appropriate listing or approval for the sprinkler used.

- b. Velocity pressures may be neglected.
 - c. Velocities in all piping shall not exceed 20 feet per second.
 - d. Submit name of hydraulic program used, if applicable.
 - e. All calculations shall include a 10 psi safety factor.
6. Current waterflow test information. See Paragraph 1.3.A.7 of this Specification.

1.5 AS-BUILT DRAWINGS

- A. General: Prepare and submit to the AOC eight (8) sets of detailed "As-Built Drawings" and one set of archival quality Mylar reproducible drawings. The drawings shall show the system as installed, including all deviations from the approved shop drawings and any deviation from these project Specifications. The drawings shall also include all information as required by NFPA 13. The drawings shall be prepared on uniform sized sheets not less than 30 inches by 42 inches. Submit these drawings within two weeks after the final acceptance test of the system. Contractor shall also submit electronic drawings in Microstation format and portable document format (.pdf) as specified in AOC A/E Design Manual.

1.6 OPERATION AND MAINTENANCE MANUALS

- A. General: Not less than 7 calendar days prior to the final acceptance testing of the entire system, and for use during the instruction period hereinafter specified, provide 4 bound copies of an Operation and Maintenance Manual to the AOC. The manual shall include an index, copies of all approved shop drawings and submittal materials (updated to as-built), and a complete parts list of all components. The manual shall also include, for each item, the manufacturer's name, the serial number of the part, an ordering number, if appropriate, and a physical description of the part. The manual shall include all data relative to all equipment provided.

PART 2 - PRODUCTS

2.1 ABOVEGROUND PIPING SYSTEMS

- A. General: Provide piping, valves, and fittings, approved for 175 psi working pressure, in accordance with NFPA 13. Conceal piping in areas with finished ceilings. Provide fittings for changes in direction of piping and for connections. Make changes in piping through tapered reducing pipe fittings; bushings will not be permitted. Minimum pipe schedule shall be schedule 40 black steel. Side outlet tees using rubber gasketed fittings shall not be permitted unless the attaching mechanism wraps the entire circumference of the pipe and connects both sides of the fitting. All sprinkler piping shall be so installed that it can be thoroughly drained, and, where practical, shall be arranged to drain at the main riser drain.
- B. Fittings: Fittings, mechanical couplings and rubber gaskets shall be supplied by the same

manufacturer. Fittings into which sprinkler heads, sprinkler head riser nipples, or drop nipples are threaded shall be welded, threaded, grooved-end type or side outlet type as specified in 2.1A. Plain-end fittings will not be permitted. Dielectric connections shall be provided when connection dissimilar metals.

C. Control Valves: Provide valves in accordance with NFPA 13 and as follows:

Riser and sectional control valves shall be Butterfly or OS&Y type.

- a. Butterfly Type: Valve shall have an integral tamper switch. Valve position shall be clearly identifiable from a distance of 10 feet, after installation and without the need of special equipment (e.g. equipped with integral pointer).
 - b. OS&Y Type: Shall be iron body and brass mounted and open by counterclockwise rotation. Each interior control valve shall be provided with adequate means for mounting a tamper switch.
2. Drainage and test valves shall be all bronze globe, angle or gate valves.
 3. Provide valves in piping to sprinklers protecting elevator machine rooms, elevator hoistways, computer rooms and transformer vaults. Valves shall be located outside the room in an accessible location. Provide tamper switches on all such valves.
 4. All control valves shall be labeled with an identification sign that indicates the area/zone serviced by that valve.

D. Check Valves:

1. All check valves shall be clear opening swing-check type.
 - a. 2 inch and smaller check valves shall be all bronze with screw ends.
 - b. 2-1/2 inches and larger check valves shall be either iron body, brass mounted with flanged ends, access plate, and non-ferrous metal set rings and bearings or groove-lock type.
 - c. Check valves shall be provided on all new zone control assemblies, including areas identified by Paragraph 2.1.C.3.

E. Pipe and Hanger Supports: Provide pipe supports, sway braces, hangers, and clamps in accordance with NFPA 13.

F. Identification Signs: Attach properly lettered and approved metal signs to each control valve, alarm device, inspector's test valve, drain valve, and alarm bypass valve. Each sign shall indicate the normal valve position as well as the portion of the system that the valve serves. Permanently affix hydraulic design data nameplates to the riser of each system.

Attach a hydraulic design information sign at each floor control valve indicating the following

information:

1. Water supply and pressure available at that point
 2. Location of the most remote design area(s) for that floor or level
 3. Design discharge density over the design area(s) for that floor or level
 4. Required flow and residual pressure demand at that point on the riser
 5. Hose stream demand included in addition to the sprinkler demand
- G. Drain Assemblies: Provide all drain lines as required by NFPA 13. Connect all drain piping to approved drain locations and provide splash guards, where necessary, at discharge outlets.
1. Drains provided as part of floor control valves shall discharge to an express drain located adjacent to the sprinkler riser. The Contractor shall extend existing express drains located on the Eighth Floor to the Ninth Floor, as necessary. The Contractor shall provide appropriate drainage and Inspector's Test connections as part of the required work under this Specification. Drains shall be of the combination Inspector's Test/drain type.
- H. Inspector's Test Connection: Install test valves conveniently accessible within 7 feet of the floor. An Inspector's Test Connection, located at the floor control valve, shall be provided to test each waterflow device. The test connection shall discharge to a drain assembly.

2.2 SPRINKLERS

- A. General: Sprinklers shall be in conformance with NFPA 13. O ring sprinklers shall not be permitted.
- B. Types: Release elements shall be suitable for specific application. Provide quick response sprinklers in all occupancies in which their use is listed or approved, except elevator machine rooms. Extended coverage upright and pendant sprinklers shall not be permitted without written approval of the AOC. Sprinklers located within the air streams of unit heaters or other heat emitting equipment or skylights shall be selected for proper temperature rating; in accordance with NFPA 13. Elevator machine rooms shall have standard response sprinklers.
- C. Corrosion and Mechanical Protection: Provide corrosion-resistant sprinkler heads where they are exposed to weather, moisture or corrosive vapors. Protect heads installed where they might receive mechanical injury or are less than 7 feet above the floor level with approved guards in accordance with NFPA 13.
- D. Suspended Ceilings: Provide pendant sprinklers, with pipe and fittings located above the finished ceiling. Provide polished stainless steel plates, chromium-plated finish on copper alloy ceiling plates, or escutcheons and chromium-plated sprinklers below suspended ceilings. Final selection of sprinkler finish shall be as provided by the AOC prior to installation.
- E. Spare Sprinklers: Provide one metal cabinet containing a stock of spare sprinkler heads of all

types and ratings installed as well as any special tools required for removal or replacement of the heads. The number of spare sprinklers shall conform to NFPA 13. The cabinet shall be located, in an area where the temperature will not exceed 100 degrees F., and approved by the AOC.

2.3 WATERFLOW SWITCHES

- A. Vane-Type Switches: Provide vane-type waterflow switches. The device shall contain two single pole, double throw contacts and screw terminals for each conductor. Devices shall also be equipped with a pneumatic time delay feature which is field adjustable from zero to at least 90 seconds. The time delay shall be initially set to 30 seconds. Provide individual flow switches for all transformer rooms, computer rooms, elevator machine rooms and elevator hoistways where sprinklers are added as part of this project.

2.4 SUPERVISORY (TAMPER) SWITCH

- A. General: Provide a tamper switch for each interior sprinkler system control valve. Tamper switches shall have two single pole, double throw contacts with screw terminals for each conductor. Operation of the switch shall cause a supervisory signal to be transmitted to the FACP upon not more than two complete turns of the valve wheel or a closure of twenty percent, whichever is less.

2.5 ESCUTCHEON PLATES

- A. General: Provide escutcheons for pipes passing through walls, partitions, or suspended-type ceiling. Escutcheons shall be steel, primed and finish painted to match adjacent wall finish.

2.6 PIPE SLEEVES

- A. General: Provide pipe sleeves where piping passes entirely through walls, floors and partitions. Secure sleeves in position during construction. Provide sleeves of sufficient length to pass through entire thickness of walls, floors and roofs. Provide 1 inch minimum clearance between exterior of piping and interior of sleeve or core-drilled hole. Firmly pack space with mineral wool insulation. Seal space at both ends of the sleeve or core-drilled hole with plastic waterproof cement which will dry to a firm but pliable mass, or provide a mechanically adjustable segmented electrometric material. Penetrations of fire-rated wall and floor assemblies shall be sealed with a listed firestopping material as described in Specification 07841.
1. Sleeves in Masonry and Concrete Walls, Floors, and Roofs: Provide hot-dip galvanized steel, ductile-iron, or cast-iron sleeves. Core-drilling of masonry and concrete may be provided in lieu of pipe sleeves when cavities in the core-drilled hole are completely grouted smooth.
 2. Sleeves in Other Than Masonry and Concrete Walls, Floors, and Roofs: Provide 26 gauge galvanized steel sheet.

PART 3 - EXECUTION**3.1 INSTALLATION**

- A. Installation, workmanship, fabrication, assembly, erection, examination, inspection and testing shall be in accordance with NFPA 13, except as modified herein. Install piping straight and true to bear evenly on hangers and supports. Do not hang piping from plaster ceilings. Keep the interior and ends of new piping and existing piping affected by Contractor's operation thoroughly cleaned of water and foreign matter. Keep piping systems clean during installation by means of plugs or other approved methods. When work is not in progress, securely close open ends of piping to prevent entry of water and foreign matter. Inspect piping before placing into position.
- B. Field Changes: Do not make field changes in the piping layout or pipe sizes without the prior approval of the AOC.
- C. Freeze Protection: Protect wet-pipe sprinkler piping subject to temperatures lower than 40degrees F against freezing in accordance with NFPA 13.
- D. Welding: Perform all welding in the shop.
- E. Painting (Bid Option): Exposed threads of all ferrous pipe shall be given one coat of corrosion-resistant paint at the time of installation. All piping and other metal that is exposed in unfinished areas, except sprinkler heads, bronze, chrome or brass fittings, and components whose operation is adversely affected by paint, shall be painted with red enamel. All piping and other metal that is exposed in finished areas, except sprinkler heads, bronze, chrome or brass fittings, and components whose operation is adversely affected by paint, shall be painted to match existing pipe. Note that such installation must be approved in advance by the AOC. Concealed piping shall have 4 inch wide red painted bands placed no more than 10 feet on center and on each side of wall penetrations. All materials shall be cleaned prior to painting and shall receive at least one coat of primer suitable for the substrate being painted.

3.2 FIRESTOPPING

- A. General: Firestop all holes for conduit, piping, or other penetrations which pass through floor slabs, fire-rated walls, partitions with fire-rated doors, vertical service shafts, or any fire-rated assemblies in accordance with Section 07841.

3.3 SCHEDULE

- A. See Division 1.

3.4 TESTING

- A. Preliminary Testing: Hydrostatically test wet-pipe sprinkler system, as required by NFPA 13 in the presence of the AOC or his designated representative. The Contractor and an authorized representative from each supplier of equipment shall be in attendance at the preliminary test. Test waterflow alarms, tamper switches, and all other devices for smooth and correct operation. Test the waterflow alarms by flowing water through the inspector's test connection. When tests are completed and corrections made, submit signed and dated "Contractor's Material and Test Certificates" in accordance with NFPA 13, with a request for formal inspection and tests.
- B. Final Inspection and Testing: Advise the AOC when hydrostatic and alarm tests have been completed and all necessary corrections made so as to permit final inspection and testing. Submit request for testing at least 15 calendar days prior to test date. A final acceptance test **WILL NOT BE SCHEDULED** until operation and maintenance manuals have been received by the AOC.
1. At the final test, a material and test certificate must be provided in accordance with NFPA 13.
 2. Submit up-to-date red-lined shop drawings to the AOC at the final test. These drawings shall be undamaged sets of prints of the shop drawings, with changes from the original drawings marked in red.
 3. The final test shall be witnessed by a representative of the AOC Fire Marshal's Office. The Contractor and an authorized representative from each supplier of equipment shall be in attendance at the final test.
 4. Final testing shall include, but is not limited to, testing of all waterflow and tamper switches.
 5. Provide all equipment, services and labor to properly perform all required tests.

END OF SECTION 2113113

General Decision Number: DC080003 02/20/2009 DC3

Superseded General Decision Number: DC20070003

State: District of Columbia

Construction Type: Building

County: District of Columbia Statewide.

BUILDING CONSTRUCTION PROJECTS (Does not include single family homes and apartments up to and including 4 stories)

Modification Number Publication Date

0	02/08/2008
1	04/18/2008
2	05/02/2008
3	05/09/2008
4	05/30/2008
5	06/06/2008
6	07/04/2008
7	07/18/2008
8	07/25/2008
9	08/15/2008
10	09/05/2008
11	09/12/2008
12	09/19/2008
13	11/07/2008
14	12/19/2008
15	02/20/2009

ASBE0024-001 10/01/2008

Rates Fringes

Asbestos Worker/Heat and Frost Insulator

Includes the application of all insulating materials, protective coverings, coatings and finishes to all types of mechanical systems.....\$ 29.18 14.18

ASBE0024-005 10/01/2008

Rates Fringes

Fire Stop Technician.....\$ 22.85 6.59

Includes the application of materials or devices within or around penetrations and openings in all rated wall or floor assemblies, in order to prevent the passage of fire, smoke of other gases. The application includes all components involved in creating the rated barrier at perimeter slab edges and exterior cavities, the head of gypsum board or concrete walls, joints between rated wall or floor components, sealing of penetrating items and blank openings.

BRDC0001-001 11/01/2008

	Rates	Fringes
Bricklayer.....	\$ 26.70	6.77

CARP0132-006 05/01/2008

	Rates	Fringes
Carpenters (Including Drywall Hanging).....	\$ 25.37	6.55
Piledriver.....	\$ 23.87	7.10

ELEC0026-003 09/01/2008

	Rates	Fringes
Communication Technician.....	\$ 24.25	3%+6.87

SCOPE OF WORK: Includes low voltage construction, installation, maintenance and removal of teledata facilities (voice, data and video) including outside plant, telephone and data inside wire, interconnect, terminal equipment, central offices, PABX, fiber optic cable and equipment, railroad communications, micro waves, VSAT, bypass, CATV, WAN (Wide area networks), LAN (Local area networks) and ISDN (Integrated systems digital network).

WORK EXCLUDED: The installation of computer systems in industrial applications such as assembly lines, robotics and computer controller manufacturing systems. The installation of conduit and/or raceways shall be installed by Inside Wiremen. On sites where there is no Inside Wireman employed, the Teledata Technician may install raceway or conduit not greater than 10 feet. Fire alarm work is excluded on all new construction sites or wherever the fire alarm system is installed in conduit. All HVAC control work.

ELEC0026-016 11/03/2008

	Rates	Fringes
Electricians (Excluding Communication-Low Voltage Wiring).....	\$ 36.65	11.45+a

a. PAID HOLIDAYS: New Year's Day, Martin Luther King Jr.'s Birthday, Inauguration Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day or days designated as legal holidays by the Federal Government.

ENGI0077-009 05/01/2008

	Rates	Fringes
Power equipment operators:		
Boom Trucks.....	\$ 27.57	7.17+a
Cranes (35 tons and above).. <td>\$ 28.74</td> <td>7.17+a</td>	\$ 28.74	7.17+a
Cranes (under 35 tons).....	\$ 28.28	7.17+a
Forklifts.....	\$ 21.00	7.17+a
Piledrivers.....	\$ 28.28	7.17+a

a. PAID HOLIDAYS:
New Years Day, Inaugural Day, Decoration Day, Independence Day, Labor Day, Martin Luther King's Birthday, Veterans Day, Thanksgiving Day, Friday after Thanksgiving and Christmas Day.

b. PREMIUM PAY:
Tower cranes and cranes 100-ton and over to receive \$1.00 per hour premium over Group One.

IRON0005-001 06/01/2008

	Rates	Fringes
Ironworkers:		
Structural, Ornamental and Chain Link Fence.....	\$ 27.83	12.595

IRON0201-003 05/01/2008

	Rates	Fringes
Ironworker (Reinforcing).....	\$ 26.15	12.08

LABO0657-001 06/01/2008

	Rates	Fringes
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Laborer:Skilled.....\$ 19.57 4.68

FOOTNOTE: Potmen, power tool operator, small machine operator, concrete labor including concrete preparation, signalmen, laser beam operator, waterproofer, open caisson, test pit, underpinnig, pier hole and ditches, ladders and all work associated with lagging that is not expressly stated, strippers, operator of hand derricks, vibrator operators, pipe layers, or tile layers (tile laid on road construction projects ONLY), operators of jackhammer, paving breakers, spaders or any machine that does the same general type of work, scaffold builders, operators of towmasters, scootcretes, buggymobiles and other machines of similar character, operators of tampers and rammers and other machines that do the same general type of work, whether powered by air, electric or gasoline builders of trestle scaffolds over one tier high and sand blaster, power and chain saw operators used in clearing, installers of well points, wagon drill operators, acetylene burners and licensed powdermen.

LABO0657-002 06/01/2008

	Rates	Fringes
Laborers:		
Mason Tenders, Brick.....	\$ 14.65	4.68
Mortarmen, Scaffold Builders.....	\$ 15.45	4.68

MARB0002-002 05/01/2008

	Rates	Fringes
Marble & Stone Mason.....	\$ 32.00	12.07

INCLUDES pointing, caulking and cleaning of All types of masonry, brick, stone and cement structures; EXCEPT pointing, caulking and cleaning of exisiting masonry, brick, stone and cement (restoration work)

MARB0003-001 05/01/2008

	Rates	Fringes
Mosaic & Terrazzo Worker, Tile Layer		
Marble Mason and Tile Layer.	\$ 25.01	8.82
Terrazzo Worker.....	\$ 25.76	8.82

MARB0003-004 05/01/2008

	Rates	Fringes
Marble, Tile & Terrazzo Finisher.....	\$ 20.15	7.97

PAIN0051-004 06/01/2008

	Rates	Fringes
Glaziers		
Contracts \$2 million and under.....	\$ 25.12	7.46
Contracts over \$2 million...	\$ 27.84	7.46

PAIN0051-010 06/01/2008

	Rates	Fringes
Painters:		
Brush, Roller, Spray and Drywall Finisher.....	\$ 24.31	7.56

PLAS0891-003 05/01/2008

	Rates	Fringes
Cement Mason/Concrete Finisher...	\$ 27.15	6.47

PLUM0005-007 08/01/2008

	Rates	Fringes
Plumbers		
Apartment Buildings over 4 stories (except hotels).....	\$ 22.31	8.61+a
ALL Other Work.....	\$ 36.24	13.37+a

a. PAID HOLIDAYS: Labor Day, Veterans' Day, Thanksgiving Day and the day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King's Birthday, Memorial Day and the Fourth of July.

PLUM0602-006 08/01/2008

	Rates	Fringes
Steamfitter, Refrigeration & Air Conditioning Mechanic (Including HVAC Pipe Work).....	\$ 35.12	14.47+a

a. PAID HOLIDAYS:

New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving Day and Christmas Day.

* SFDC0669-001 01/01/2009

	Rates	Fringes
Sprinkler Fitters.....	\$ 29.35	15.30

* SHEE0100-002 01/01/2009

	Rates	Fringes
Sheet Metal Worker (Including HVAC Duct Work).....	\$ 33.04	12.12

SUDC2000-001 04/12/2000

	Rates	Fringes
ASBESTOS ABATEMENT WORKER (Removal from Floors, Ceilings, Walls and Mechanical Systems).....	\$ 10.60	
Laborer, Unskilled.....	\$ 11.83	2.23

Pointer, caulker and cleaner
INCLUDES pointing,
caulking and cleaning of
existing masonry, brick,
stone and cement
structures (restoration
work); EXCLUDES pointing,
caulking and cleaning of
new or replacement
masonry, brick, stone and
cement.....\$ 20.00

WELDERS - Receive rate prescribed for craft performing
operation to which welding is incidental.
=====

Unlisted classifications needed for work not included within
the scope of the classifications listed may be added after
award only as provided in the labor standards contract clauses
(29CFR 5.5 (a) (1) (ii)).

In the listing above, the "SU" designation means that rates listed under the identifier do not reflect collectively bargained wage and fringe benefit rates. Other designations indicate unions whose rates have been determined to be prevailing.

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- * an existing published wage determination
- * a survey underlying a wage determination
- * a Wage and Hour Division letter setting forth a position on a wage determination matter
- * a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage

payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

END OF GENERAL DECISION

BID BOND <i>(See instruction on reverse)</i>	DATE BOND EXECUTED <i>(Must not be later than bid opening date)</i>	OMB NO.: 9000-0045
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Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405.

PRINCIPAL <i>(Legal name and business address)</i>	TYPE OF ORGANIZATION <i>("X" one)</i> <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> JOINT VENTURE <input type="checkbox"/> CORPORATION STATE OF INCORPORATION
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SURETY(IES) *(Name and business address)*

PENAL SUM OF BOND				BID IDENTIFICATION		
PERCENT OF BID PRICE	AMOUNT NOT TO EXCEED				BID DATE	INVITATION NO.
	MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS		

OBLIGATION:

We, the Principal and Surety(ies) are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

CONDITIONS:

The Principal has submitted the bid identified above.

THEREFORE:

The above obligation is void if the Principal - (a) upon acceptance by the Government of the bid identified above, within the period specified therein for acceptance (sixty (60) days if no period is specified), executes the further contractual documents and gives the bond(s) required by the terms of the bid as accepted within the time specified (ten (10) days if no period is specified) after receipt of the forms by the principal; or (b) in the event of failure to execute such further contractual documents and give such bonds, pays the Government for any cost of procuring the work which exceeds the amount of the bid.

Each Surety executing this instrument agrees that its obligation is not impaired by any extension(s) of the time for acceptance of the bid that the Principal may grant to the Government. Notice to the surety(ies) of extension(s) are waived. However, waiver of the notice applies only to extensions aggregating not more than sixty (60) calendar days in addition to the period originally allowed for acceptance of the bid.

WITNESS:

The Principal and Surety(ies) executed this bid bond and affixed their seals on the above date.

PRINCIPAL				
SIGNATURE(S)	1. _____ <i>(Seal)</i>	2. _____ <i>(Seal)</i>	3. _____ <i>(Seal)</i>	<i>Corporate Seal</i>
NAME(S) & TITLE(S) <i>(Typed)</i>	1. _____	2. _____	3. _____	

INDIVIDUAL SURETY(IES)		
SIGNATURE(S)	1. _____ <i>(Seal)</i>	2. _____ <i>(Seal)</i>
NAME(S) <i>(Typed)</i>	1. _____	2. _____

CORPORATE SURETY(IES)				
SURETY A	NAME & ADDRESS	STATE OF INC.	LIABILITY LIMIT (\$)	<i>Corporate Seal</i>
	SIGNATURE(S)	1. _____	2. _____	
	NAME(S) & TITLE(S) <i>(Typed)</i>	1. _____	2. _____	

SURETY B	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY C	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY D	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY E	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY F	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY G	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT (\$)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		

INSTRUCTIONS

1. This form is authorized for use when a bid guaranty is required. Any deviation from this form will require the written approval of the Administrator of General Services.
2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.
3. The bond may express penal sum as a percentage of the bid price. In these cases, the bond may state a maximum dollar limitation (e.g., (e.g., 20% of the bid price but the amount not to exceed _____ dollars).
4. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)." In the space designed "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.
 (b) Where individual sureties are involved, a completed Affidavit of Individual surety (Standard Form 28), for each individual surety, shall accompany the bond. The Government may require the surety to furnish additional substantiating information concerning its financial capability.
5. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal"; and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.
6. Type the name and title of each person signing this bond in the space provided.
7. In its application to negotiated contracts, the terms "bid" and "bidder" shall include "proposal" and "offeror."

**ACH VENDOR/MISCELLANEOUS PAYMENT
ENROLLMENT FORM**

OMB No. 1510-0056

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY ARCHITECT OF THE CAPITOL		
AGENCY IDENTIFIER:	AGENCY LOCATION CODE (ALC): 01-00-0001	ACH FORMAT: <input type="checkbox"/> CCD+ <input type="checkbox"/> CTX
ADDRESS: 2ND & D STS., SW, FORD HOUSE OFFICE BUILDING		
WASHINGTON, DC 20024		
CONTACT PERSON NAME:	TELEPHONE NUMBER: ()	
ADDITIONAL INFORMATION:		

PAYEE/COMPANY INFORMATION

NAME	SSN NO. OR TAXPAYER ID NO.
ADDRESS	
CONTACT PERSON NAME:	TELEPHONE NUMBER: ()

FINANCIAL INSTITUTION INFORMATION

NAME:	
ADDRESS:	
ACH COORDINATOR NAME:	TELEPHONE NUMBER: ()
NINE-DIGIT ROUTING TRANSIT NUMBER: _ _ _ _ _	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITOR ACCOUNT NUMBER:	LOCKBOX NUMBER:
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOCKBOX	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator)	TELEPHONE NUMBER: ()

AUTHORIZED FOR LOCAL REPRODUCTION

SF 3881 (Rev. 2/2003)
Prescribed by Department of Treasury
31 U.S.C. 3322; 31 CFR 210



UNITED STATES CAPITOL POLICE
WASHINGTON, D.C. 20510-7218

CP-491
(4-04)

REQUEST FOR CHECK OF CRIMINAL HISTORY RECORDS

Please report with: (1) A valid form of photo identification, (2) and this form to the Fairchild Building located at 499 South Capitol Street SW Washington, D.C.. Room 127 between the hours of 7am until 3pm Monday through Friday for processing.

1. Name: (Last, First, Middle) _____ Address: _____
Street & No. _____
City & State: _____
Zip: _____ Tele: _____

2. Other Names Ever Used: (e.g. maiden name, nickname, ect. *If you have never used another name write "None".*) _____

3. Date of Birth: (Month, Day, Year) _____ 4. Birthplace: (City and State or Country) _____

5. Social Security Number: _____ 6. Gender: _____
Male Female

7. Race: _____ 8. Height: _____ 9. Weight: _____ 10. Eye Color: _____ 11. Hair Color: _____

SIGNATURE AND RELEASE OF INFORMATION:

READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:

- I understand that the information provided above will be used to check the criminal history records of the Federal Bureau of Investigation (FBI).
- I consent to the use of the information provided in making a security determination concerning me.
- I certify that, to the best of my knowledge and belief, all of the information provided above is true, correct, and complete, made in good faith.

12. Signature: _____ 13. Date: _____

**ARCHITECT OF THE CAPITOL
SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS**

1. Corporation, Company or Subdivision Covered			2. Date Submitted:	
1a. Company Name			3. Reporting Period from Inception of Contract Through: ____ Mar 31 ____ Sept 30 200__	
1b. Street Address			4. Type of Report ____ Initial ____ Interim ____ Final ____ Revised	
1c. City	1d. State	1e. ZIP Code		
5. Prime Contract Number:			6. Agency Awarding Prime Contract and Address: Architect of the Capitol Ford House Office Building 2 nd and D Streets, SW Washington, DC 20515	
SUBCONTRACT AWARDS				
TYPE	CURRENT CONTRACT GOAL		CUMULATIVE	
	Whole Dollars	Percent	Whole Dollars	Percent
7. Large Business Concerns				
7a. Small Business Concerns				
7b. Small Disadvantaged Business Concerns				
7c. Alaska Native Corporation				
7d. HUBZone Business Concerns				
7e. Veteran-Owned Small Business Concerns				
7f. Service Disabled Veteran-Owned Small Business Concerns				
7g. Women-Owned Business Concerns				
7h. Total Amount Subcontracted (Large & Small Businesses)		100%		100%
8. Remarks:				
9. Name of Contractor Individual Administering this Plan:			9a. Telephone Number Area Code Number	

AOC 294 - General Instructions

1. Large business concerns receiving construction contract awards valued in excess of \$1,000,000 at the Architect of the Capitol (AOC) are required to submit an abbreviated subcontracting plan as a submittal along with bonds and insurance. The AOC, while not subject to federal small business laws and statutes, considers the requirement of establishing subcontracting goals of productive benefit to the various elements of the small business community. Unlike agencies in the Executive Branch of the government, the AOC does not interface with the Small Business Administration. The AOC's subcontracting plans remain with the AOC and are approved and monitored by the AOC.
2. This form collects subcontract award data from prime contractors that are required to report subcontracts awarded to Small Business, Small Disadvantaged Business, Women-Owned Small Business, HUBZONE Small Business, Veteran-Owned Small Business and Service-Disabled Veteran-Owned Small business concerns under a subcontracting plan.
3. This report is required for each contract containing a subcontracting plan and must be submitted to the AOC Contracting Officer. Interim reports are required bi-annually and are due 30 days after the close of each reporting period unless otherwise directed by the Contracting Officer.

AOC 294 - Specific Instructions

Blocks 1 - 1e: Identify the company name, street address, city, state and zip code.

Block 2: Enter date the AOC Form 294 is submitted.

Block 3: For interim reports, check which box is applicable.

Block 4: Check which type of report is being submitted. If a revised report is being prepared, also check which type of report to which the revision is being made.

Block 5: Enter the AOC Contract Number

Block 6: Completed.

Blocks 7 - 7g - Current Contract Goal: Enter whole dollar goals and percent amounts for each of the listed business concerns.

Block 7h: Enter total whole dollar amount of all subcontracting awards to large and small business.

Blocks 7 - 7g - Cumulative: Under "Cumulative", enter actual subcontract achievements (dollars and percent) from the inception of the contract through the date and type of the report shown in Blocks 3 and 4. Block 7g: Enter the cumulative whole dollars to date subcontracted to large and small business.

Block 8: Enter any remarks which have a direct bearing on any of the contract goals or interim/final cumulative dollars and percentages.

Blocks 9 - 9a: Enter the name of the contractor person(s) administering this plan and his/her telephone number.



Washington, DC 20515

October 11, 2007

Dear AOC Contractor:

As a federal customer of the services provided by your company, the Architect of the Capitol (AOC) relies on you, as the official employer of personnel you provide in support of your contracts with the AOC, to ensure that any employees you provide to AOC are lawfully eligible for employment in the United States. Federal law clearly designates that function as an employer responsibility.

In order to assist employers in accomplishing that responsibility, the United States Citizenship and Immigration Services and the Social Security Administration have coordinated and developed a database, E-Verify, that United States companies can use to verify the employment eligibility of both citizen and non-citizen hires. Use of this program is free and greatly eliminates the subjectivity otherwise required in an employer's review during the Form I-9 process. It also virtually eliminates Social Security mismatch letters, improves the accuracy of wage and tax reporting, and helps employers better ensure the legality of their workforce and face a lower risk of a worksite audit by Immigration and Customs Enforcement.

The AOC strongly encourages your company to use this database to the maximum extent possible and to encourage your major subcontracts to use the database. Employers can register on-line at <https://www.vis-dhs.com/employerregistration/>. Additional information about the program can be found at the E-Verify website at www.dhs.gov/E-Verify or by calling the E-Verify program at 1-888-464-4218.

Sincerely,

Cynthia J. Bennett
Director, Procurement Division

CONTRACTOR'S REQUEST FOR PAYMENT	
Contractor Name and Address:	Contract Title:
Contract #:	Task Order # If Applicable:
Progress Payment #:	Contractor's Invoice Number:
Date:	Period Covered:

Original Contract Amount:	\$
Net Changes (+/-) Through Supplemental Agreement #	\$
Value of Unfinalized Change Orders	\$
Total Value of Contract	\$
Less Value Of Work Not Yet Completed	\$
Value of Work in Place to Date:	\$
Value Of Unused Materials Previously Paid	\$
Value Of Unused Materials Paid This Period	\$
80% of Unfinalized Change Order # Requested this Payment (Max. Amount Payable on Unfinalized Change Orders)	\$
80% of Unfinalized Change Order # Requested this Payment	\$
80% of Unfinalized Change Order # Requested this Payment	\$
Earned to Date:	\$
Less Amount Retained:	\$
Less Previous Payments:	\$
PAYMENT REQUESTED THIS PERIOD	\$

CONTRACTOR'S CERTIFICATION

I hereby certify, to the best of my knowledge and belief, that--

- (1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;
- (2) All payments due to subcontractors and suppliers from previous payments received under the contract, and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with subcontract agreements and the requirements of Chapter 39 of Title 31, United States Code;
- (3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract; and
- (4) This certification is not to be construed as final acceptance of a subcontractor's performance (Optional certification - contractor may delete. See FAR 52.232-5).

Typed/Printed Name and Signature of Authorized Contractor Official	
Title:	Date:

Contract #:		Task Order # If Applicable:	
PAYMENT IS RECOMMENDED AS FOLLOWS			
Less other deductions	Liquidated Damages		\$
	Labor Violations		\$
	Punch List		\$
	Other		\$
Recommended Amount for Payment			\$

I hereby verify that the amounts shown above, including % complete, are accurate, and recommend payment in the amount of \$_____.

COTR's Typed/Printed Name and Signature

Date

I hereby approve the amount of \$ _____ as appropriate for payment.

Contracting Officer's Typed/Printed Name and Signature

Date

**NINTH FLOOR SPRINKLER SYSTEM UPGRADE, HART SENATE OFFICE
BUILDING**

**PAST PERFORMANCE QUESTIONNAIRE FOR
SOLICITATION NUMBER AOC RFP090037**

The contractor listed below is being considered for a contract award by the Architect of the Capitol, Washington, DC. Your name has been provided as a customer reference regarding performance under a past contract with your agency/company. Your comments are considered Source Selection Sensitive, therefore, you are advised that your response will be safeguarded to the extent cited in the Federal Acquisition Regulation (FAR) 42.1503. FAR prohibits the release of past performance evaluations to other than other Government personnel and the contractor whose performance is being evaluated during the period the information may be used to provide source selection information.

In order to maintain the integrity of the source selection process, respectfully request that you do not divulge the name of the contractor nor discuss your comments on this questionnaire with any other individuals.

Your completion of this form will be greatly appreciated. Upon completion, please fax this form to: (866) 813-9541, Attn: Matt Hazlinsky.

Past Project Information:

1. Contractor (Prime): _____
2. Project Title : _____
1. Name: Agency/Company, POC _____ Date: _____
2. Phone No.: () _____ Fax No. () _____
3. Address: _____
4. Position held or function in relation to project: _____

Ratings: Please evaluate the contractor's performance using the following ratings:

- “O” Outstanding The contractor's performance clearly exceeded the contract requirements.
- “S” Satisfactory The contractor's performance met the contract requirements.
- “M” Marginal The contractor's performance met the minimum contract requirements but with difficulty.
- “U” Unsatisfactory The contractor's performance was poor and/or did not satisfy contract requirements.

Please rate and provide supporting information for the following. If the rating is Outstanding or Unsatisfactory, please provide specific contract/job performance areas which were exceeded or not performed in accordance with the contract's minimum requirements. (Use additional sheets as needed.)

1. The relationship between the contractor and owner's contract team/Contracting Officer/COR?.

Rating: _____

2. The contractor's on-site management and coordination of subcontractors.

Rating: _____

3. The contractor's overall corporate management, integrity, reasonableness and cooperative conduct.

Rating: _____

4. Performance in meeting delivery/completion schedules.

Rating: _____

5. If there were any schedule problems, what did the contractor do to resolve the problems?

Rating: _____

6. If there were any problems other than schedule, what did the contractor do to resolve the problems? What corrective action was taken to resolve problems?

Rating: _____

6. The contractor's quality control (CQC).

Rating: _____

7. The contractor's performance in delivering quality work in accordance with the contract:

Rating: _____

8. The contractor's ability to provide the required work at a reasonable total price.

Rating: _____

9. The contractor's compliance with labor standards, if applicable.

Rating: _____

10. The contractor's compliance with safety standards.

Rating: _____

11. Has the contractor been given any of the following: cure notice, show cause, letters of reprimand, suspension of payments, termination? If yes, please explain.

Rating: _____

12. Would you award another contract to this contractor? If no, please state reasons for not recommending this contractor for additional work.

Rating: _____

13. Was the customer satisfied with the end product?

14. Has the contractor been provided an opportunity to discuss any negative performance ratings? If so, what were the results? _____

15. Has the contractor filed any claims? _____

How many? _____

And to what extent? _____

Claims outstanding/why? _____

16. **OVERALL RATING**

Rating: _____

17. Please provide any additional comments: _____

NAME/TITLE: _____
AGENCY/COMPANY: _____
PHONE NUMBER: _____ DATE: _____