

REQUESTS FOR QUOTES

CAPITAL FUND PROGRAM

MD06P006501-19

FY2019

**CFP 519-18 SIDING RENOVATIONS
AT
SCATTERED SITES, MD6-010 (AMP 1)**

For the

HAGERSTOWN HOUSING AUTHORITY
35 WEST BALTIMORE STREET
HAGERSTOWN MD 21740

SEAN GRIFFITH, EXECUTIVE DIRECTOR
MSB ARCHITECTS, ARCHITECT



FEBRUARY 12, 2021

REQUEST FOR QUOTES



THE HOUSING AUTHORITY OF THE CITY OF HAGERSTOWN, MD

EXECUTIVE DIRECTOR
SEAN GRIFFITH

REQUEST FOR QUOTES

February 12, 2021

1. WRITTEN QUOTES:

The Housing Authority of the City of Hagerstown, Maryland, will receive quotes from **qualified** contractors until 11:00 AM current time, Wednesday, March 10, 2021, at the Maintenance Office, east site/lower level of Potomac Towers, 11 W. Baltimore Street, Hagerstown, Maryland. Quotes will be reviewed privately. Contractors will be notified of results in approximately one week.

2. SCOPE OF WORK:

Request for Quotes dated February 12, 2021 – CFP 519-18 Siding Renovations at Scattered Sites MD6-010. The work includes, but is not limited to, removal and replacement of siding at thirty (20) dwelling units which are duplex or triplex buildings on a very aggressive time schedule. Refer to unit/building addresses for Scattered Sites, MD6-010 included this solicitation. Work includes, but is not limited to, steel siding for exterior walls, trim, flashings, sealants, adhesives, accessories, fasteners and clips for steel siding, gutters, downspouts, and new shutters.

3. DOCUMENTS

Bonafide contractors may obtain one (1) electronic set of specifications and applicable drawings from the owner. All contractors interested in obtaining solicitation documents may contact Debra Miller, Mod Coordinator, at 301-733-6911 ext. 139 (voice mail) or via email at: dmiller@hagerstownha.com.

4. QUOTES

The Housing Authority of the City of Hagerstown, Maryland reserves the right to reject any or all quotes or to waive informalities in the solicitation process. Any contractor, or subcontractor, who is on the List of Parties Excluded from Federal Procurement and Non-procurement Programs, shall not be eligible for purchase order award. Such disqualifications by either the general contractor or subcontractor shall be grounds for disqualification. Refer to HHA website (www.hagerstownha.com) for Purchase Order Terms and Conditions. A copy of the Purchase Order Terms and Conditions and HUD Mandatory Clauses are also included herein.

5. QUALIFICATIONS

To be considered a qualified, responsible contractor to perform this work, contractors must be able to satisfactorily document in writing past satisfactory performance in similar type work with similar time constraints. References will be checked by the Authority. Submit completed Qualification Form with Quote. The Authority has the exclusive right to determine if the contractor meets the qualification criteria.

6. REQUIRED MINIMUM WAGE RATES

This work is subject to the payment of minimum hourly wage rates as established by HUD and the Department of Labor. A copy of Washington County, Maryland, Residential, MD20210069, Modification No. 0, dated 01/01/2021 minimum hourly wage rates for worker trades is included herein. General contractors and subcontractors are required to pay Davis-Bacon wages, submit weekly or bi-weekly certified payroll reports, and provide a certificate of insurance evidencing liability, automobile, if applicable and workers' compensation coverage.

7. CONSTRUCTION PERIOD

- A. Anticipate award to successful contractor by late-March 2021.
- B. All work shall be completed by July 31, 2021 or as mutually agreed between owner and the contractor.
- C. Liquidated Damages do not apply to this work.

8. SPECIAL CONSIDERATIONS

Questions may be faxed to the attention of Chris Howlett, Director of Properties at Fax: 301-745-4893 or Emailed: chowlett@hagerstownha.com. Submit questions in writing no later than noon Wednesday, March 3, 2021. An addendum will be issued if required.

9. PRE-QUOTE MEETING AND SITE INSPECTION

Contractors are encouraged to attend the pre-quote meeting that will be held at the Hagerstown Housing Authority Maintenance Office located on the ground level, east side of Potomac Towers High Rise, 11 W. Baltimore Street, Hagerstown, Maryland on Wednesday, February 24, 2021 at 2:00PM. The owner and architect will conduct a site inspection at a few selected sites following the pre-quote meeting.

The Housing Authority of the
City of Hagerstown, Maryland



Chris Howlett
Director of Properties
E.O.E.
Phone: 301-733-6911, Ext. 160
Fax: 301-745-4893
Email: chowlett@hagerstownha.com

CH/dem

TABLE OF CONTENTS

TABLE OF CONTENTS

- Request for Quotes
- Table of Contents
- Cost Quote Submission Form
- General Contract Conditions for Small Construction/Development Contracts, form HUD-5370-EZ (1/2014)
 - Supplement to the General Conditions
- Owner-Contractor Agreement
 - HHA Purchase Order Terms and Conditions
 - Exhibit 6.2 Mandatory Contract Clauses – all purchases 4/1/16
- Contractor Qualification Form – Submit with Quote
- Administrative Requirements
 - Minority Female Business Enterprise Efforts
 - Section 3 Buy American Information Sheet
 - Equal Employment Opportunity
 - Insurance Requirements
 - Stipulation Against Liens
- Minimum Hourly Wage Rates
 - Residential: MD20210069, Mod No. 0 dated 01/01/2021
 - Instructions and Weekly Payroll Certification (Sample Form)
 - Certificate from Contractor Appointing Officer or Employee to Supervise Payment of Employee
 - Sample Fringe Benefits Breakout
- Unit Addresses
 - Scattered Sites MD6-009 – 30 Units
- Specifications
 - HHA Section 01010 Summary of Work
 - MSB Section 01 2500 Substitution Procedures
 - MSB Section 01 3000 Administrative Requirements
 - MSB Section 01 6000 Product Requirements
 - MSB Section 01 7000 Execution and Closeout Requirements
 - MSB Section 01 7800 Closeout Submittals
 - MSB Section 07 4616 Aluminum Siding
 - MSB Section 07 4619 Steel Siding
 - MSB Section 07 7123 Manufactured Gutters and Downspouts
 - MSB Section 07 9200 Joint Sealants
 - MSB Section 10 7113.13 Exterior Shutters
- Drawings
 - MSB Sheet Index
 - MSB A1.0 Site Plan, Plans and Elevations
 - MSB A1.1 General Notes & Details

COST QUOTE SUBMISSION FORM

COST QUOTE SUBMISSION FORM

CFP 519-18 Siding Renovations at Scattered Sites, MD6-010, AMP 1

to

**The Housing Authority of the City of Hagerstown
35 West Baltimore Street
Hagerstown, MD 21740**

Date: _____

Gentlemen:

1. **COST QUOTE:** The undersigned, having familiarized himself with the local conditions affecting the cost of the work, and with the Specifications and Drawings in the Request for Quotes dated February 12, 2021, hereby proposes to furnish all labor, materials, equipment, and services required to complete the scope of work as specified and described in the by the RFQ documents for CFP 519-18 Siding Renovations at Scattered Sites, MD6-010, AMP 1, in accordance therewith, for the sum as listed for each community:

A. Scattered Sites, MD6-009 (30 units):

Total Lump Sum Quote for all Buildings/Units:

_____	\$ _____
written	figures

2. **UNIT PRICES (in place, for additional work, if required):**

a) \$ _____ per sq. ft. for replacement of existing sheathing (1/2", etc. plywood)

b) \$ _____ per sq. ft. for replacement of existing sheathing (3/4", etc. plywood)

Price to include **all** costs including removal of existing, installation, delivery, equipment, overhead, profit, taxes, insurance, accessories, etc. Unit prices will be used for any additional work, if required.

3. **BID BOND AND PERFORMANCE & PAYMENT BOND(S):** Not required.
4. **DAVIS-BACON WAGES, CERTIFIED PAYROLL REPORTS AND CERTIFICATE OF INSURANCE:** Required
5. **CONTRACTOR QUALIFICATION FORM:** Submit with Quote

(Sign for Identification)

6. **ADDENDA:** The following Addendum (s) have been received:

7. **MANUFACTURER- Siding:** _____

a. Are all siding colors available and in stock? _____

b. Lead time for non-stock colors, if any? _____

8. **SUBCONTRACTORS, if any:**

Work

Contractor

9. **OWNER'S AWARD OF QUOTE:** In submitting a quote, it is understood that the right is reserved by The Hagerstown Housing Authority to reject any and all quotes.

10. **CONSTRUCTION PERIOD:** Anticipate award and issuance of a purchase order by mid-March 2021. All work shall be completed by July 31, 2021 or as mutually agreed between the owner and contractor.

Contractor: _____

Address: _____

Street

City

State

Zip

Construction Firm License No.

Date Issued

Placement of Issuance

Federal Employer Identification No.

(or Social Security No. if no F.E.I.N.)

Phone: _____ Fax: _____ Email: _____

Principal/Owner: _____

Name (Print)

Title

Signature

Date

(Sign for Identification)

COST QUOTE SUBMISSION FORM – Page 2

GENERAL CONTRACT CONDITIONS

General Contract Conditions for Small Construction/Development Contracts

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0157 (exp. 1/31/2017)

Applicability. The following contract clauses are applicable and must be inserted into small construction/development contracts greater than \$2,000 but not more than \$100,000.

1. Definitions

Terms used in this form are the same as defined in form HUD-5370

2. Prohibition Against Liens

The Contractor is prohibited from placing a lien on the PHA's property. This prohibition shall apply to all subcontractors at any tier and all materials suppliers. The only liens on the PHA's property shall be the Declaration of Trust or other liens approved by HUD.

3. Disputes

- (a) Except for disputes arising under the **Labor Standards** clauses, all disputes arising under or relating to this contract, including any claims for damages for the alleged breach thereof which are not disposed of by agreement, shall be resolved under this clause.
- (b) All claims by the Contractor shall be made in writing and submitted to the Contracting Officer for a written decision. A claim by the PHA against the Contractor shall be subject to a written decision by the Contracting Officer.
- (c) The Contracting Officer shall, within 30 days after receipt of the request, decide the claim or notify the Contractor of the date by which the decision will be made.
- (d) The Contracting Officer's decision shall be final unless the Contractor (1) appeals in writing to a higher level in the PHA in accordance with the PHA's policy and procedures, (2) refers the appeal to an independent mediator or arbitrator, or (3) files suit in a court of competent jurisdiction. Such appeal must be made within 30 days after receipt of the Contracting Officer's decision.
- (e) 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.

4. Default

- (a) If the Contractor refuses or fails to prosecute the work, or any separable part thereof, with the diligence that will insure its completion within the time specified in this contract, or any extension thereof, or fails to complete said work within this time, the Contracting Officer may, by written notice to the Contractor, terminate the right to proceed with the work (or separable part of the work) that has been delayed. In the event, the PHA may take over the work and complete it by contract or otherwise, and may take possession of and use any materials, equipment, and plant on the work site necessary for completing the work. The Contractor and its sureties shall be liable for any damage to the PHA resulting from the Contractor's refusal or failure to complete the work within the specified time, whether or not the Contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the PHA in completing the work.

- (b) The Contractor's right to proceed shall not be terminated or the Contractor charged with damages under this clause if--
 - (1) The delay in completing the work arises from unforeseeable causes beyond the control and without the fault or negligence of the Contractor; and
 - (2) The Contractor, within 10 days from the beginning of such delay notifies the Contracting Officer in writing of the causes of delay. The Contracting Officer shall ascertain the facts and the extent of the delay. If, in the judgment of the Contracting Officer, the findings of Fact warrant such action, time for completing the work shall be extended by written modification to the contract. The findings of the Contracting Officer shall be reduced to a written decision which shall be subject to the provisions of the **Disputes** clause of this contract.
- (c) If, after termination of the Contractor's right to proceed, it is determined that the Contractor was not in default, or that the delay was excusable, the rights and obligation of the parties will be the same as if the termination had been for convenience of the PHA.

5. Termination for Convenience

- (a) The Contracting Officer may terminate this contract in whole, or in part, whenever the Contracting Officer determines that such termination is in the best interest of the PHA. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which the performance of the work under the contract is terminated, and the date upon which such termination becomes effective.
- (b) If the performance of the work is terminated, either in whole or in part, the PHA shall be liable to the Contractor for reasonable and proper costs resulting from such termination upon the receipt by the PHA of a properly presented claim setting out in detail: (1) the total cost of the work performed to date of termination less the total amount of contract payments made to the Contractor; (2) the cost (including reasonable profit) of settling and paying claims under subcontracts and material orders for work performed and materials and supplies delivered to the site, payment for which has not been made by the PHA to the Contractor or by the Contractor to the subcontractor or supplier; (3) the cost of preserving and protecting the work already performed until the PHA or assignee takes possession thereof or assumes responsibility therefore; (4) the actual or estimated cost of legal and accounting services reasonably necessary to prepare and present the termination claim to the PHA; and (5) an amount constituting a reasonable profit on the value of the work performed by the Contractor.
- (c) The Contracting Officer will act on the Contractor's claim within days (60 days unless otherwise indicated) of receipt of the Contractor's claim.
- (d) Any disputes with regard to this clause are expressly made subject to the provisions of the **Disputes** clause of this contract.

6. Insurance

- (a) Before commencing work, the Contractor and each subcontractor shall furnish the PHA with certificates of insurance showing the following insurance is in force and will insure all operations under the Contract:

(1) Workers' Compensation, in accordance with state or Territorial Workers' Compensation laws.

(2) Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$ _____ [Contracting Officer insert amount] per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract.

(3) Automobile Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$ _____ [Contracting Officer insert amount] per occurrence.

(b) Before commencing work, the Contractor shall furnish the PHA with a certificate of insurance evidencing that Builder's Risk (fire and extended coverage) Insurance on all work in place and/or materials stored at the building site(s), including foundations and building equipment, is in force. The Builder's Risk Insurance shall be for the benefit of the Contractor and the PHA as their interests may appear and each shall be named in the policy or policies as an insured. The Contractor in installing equipment supplied by the PHA shall carry insurance on such equipment from the time the Contractor takes possession thereof until the Contract work is accepted by the PHA. The Builder's Risk Insurance need not be carried on excavations, piers, footings, or foundations until such time as work on the superstructure is started. It need not be carried on landscape work. Policies shall furnish coverage at all times for the full cash value of all completed construction, as well as materials in place and/or stored at the site(s), whether or not partial payment has been made by the PHA. The Contractor may terminate this insurance on buildings as of the date taken over for occupancy by the PHA. The Contractor is not required to carry Builder's Risk Insurance for modernization work which does not involve structural alterations or additions and where the PHA's existing fire and extended coverage policy can be endorsed to include such work.

(c) All insurance shall be carried with companies which are financially responsible and admitted to do business in the State in which the project is located. If any such insurance is due to expire during the construction period, the Contractor (including subcontractors, as applicable) shall not permit the coverage to lapse and shall furnish evidence of coverage to the Contracting Officer. All certificates of insurance, as evidence of coverage, shall provide that no coverage may be canceled or non-renewed by the insurance company until at least 30 days prior written notice has been given to the Contracting Officer.

7. Contract Modifications

(a) Only the Contracting Officer has authority to modify any term or condition of this contract. Any contract modification shall be authorized in writing.

(b) The Contracting Officer may modify the contract unilaterally (1) pursuant to a specific authorization stated in a contract clause (e.g., Changes); or (2) for administrative matters which

do not change the rights or responsibilities of the parties (e.g., change in the PHA address). All other contract modifications shall be in the form of supplemental agreements signed by the Contractor and the Contracting Officer.

(c) When a proposed modification requires the approval of HUD prior to its issuance (e.g., a change order that exceeds the PHA's approved threshold), such modification shall not be effective until the required approval is received by the PHA.

8. Changes

(a) The Contracting Officer may, at any time, without notice to the sureties, by written order designated or indicated to be a change order, make changes in the work within the general scope of the contract including changes:

(1) In the specifications (including drawings and designs);

(2) In the method or manner of performance of the work;

(3) PHA-furnished facilities, equipment, materials, services, or site; or,

(4) Directing the acceleration in the performance of the work.

(b) Any other written order or oral order (which, as used in this paragraph (b), includes direction, instruction, interpretation, or determination) from the Contracting Officer that causes a change shall be treated as a change order under this clause; provided, that the Contractor gives the Contracting Officer written notice stating (1) the date, circumstances and source of the order and (2) that the Contractor regards the order as a change order.

(c) Except as provided in this clause, no order, statement or conduct of the Contracting Officer shall be treated as a change under this clause or entitle the Contractor to an equitable adjustment.

(d) If any change under this clause causes an increase or decrease in the Contractor's cost of, or the time required for the performance of any part of the work under this contract, whether or not changed by any such order, the Contracting Officer shall make an equitable adjustment and modify the contract in writing. However, except for a adjustment based on defective specifications, no proposal for any change under paragraph (b) above shall be allowed for any costs incurred more than 20 days (5 days for oral orders) before the Contractor gives written notice as required. In the case of defective specifications for which the PHA is responsible, the equitable adjustment shall include any increased cost reasonably incurred by the Contractor in attempting to comply with the defective specifications.

(e) The Contractor must assert its right to an adjustment under this clause within 30 days after (1) receipt of a written change order under paragraph (a) of this clause, or (2) the furnishing of a written notice under paragraph (b) of this clause, by submitting a written statement describing the general nature and the amount of the proposal. If the facts justify it, the Contracting Officer may extend the period for submission. The proposal may be included in the notice required under paragraph (b) above. No proposal by the Contractor for an equitable adjustment shall be allowed if asserted after final payment under this contract.

(f) The Contractor's written proposal for equitable adjustment shall be submitted in the form of a lump sum proposal supported with an itemized breakdown of all increases and decreases in the contract in at least the following details:

(1) Direct Costs. Materials (list individual items, the quantity and unit cost of each, and the aggregate cost); Transportation and delivery costs associated with materials; Labor

breakdowns by hours or unit costs (identified with specific work to be performed); Construction equipment exclusively necessary for the change; Costs of preparation and/ or revision to shop drawings resulting from the change; Worker's Compensation and Public Liability Insurance; Employment taxes under FICA and FUTA; and, Bond Costs - when size of change warrants revision.

- (2) Indirect Costs. Indirect costs may include overhead, general and administrative expenses, and fringe benefits not normally treated as direct costs.
- (3) Profit. The amount of profit shall be negotiated and may vary according to the nature, extent, and complexity of the work required by the change.

The allowability of the direct and indirect costs shall be determined in accordance with the Contract Cost Principles and Procedures for Commercial Firms in Part 31 of the Federal Acquisition Regulation (48 CFR 1-31), as implemented by HUD Handbook 2210.18, in effect on the date of this contract. The Contractor shall not be allowed a profit on the profit received by any subcontractor. Equitable adjustments for deleted work shall include a credit for profit and may include a credit for indirect costs. On proposals covering both increases and decreases in the amount of the contract, the application of indirect costs and profit shall be on the net-change in direct costs for the Contractor or subcontractor performing the work.

- (g) The Contractor shall include in the proposal its request for time extension (if any), and shall include sufficient information and dates to demonstrate whether and to what extent the change will delay the completion of the contract in its entirety.
- (h) The Contracting Officer shall act on proposals within 30 days after their receipt, or notify the Contractor of the date when such action will be taken.
- (i) Failure to reach an agreement on any proposal shall be a dispute under the clause entitled Disputes herein. Nothing in this clause, however, shall excuse the Contractor from proceeding with the contract as changed.
- (j) Except in an emergency endangering life or property, no change shall be made by the Contractor without a prior order from the Contracting Officer.

9. Examination and Retention of Contractor's Records

The HA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until three years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

10. Rights in Data and Patent Rights (Ownership and Proprietary Interest)

The HA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials, and documents discovered or produced by Contractor pursuant to the terms of this Contract, including but not limited to reports, memoranda or letters concerning the research and reporting tasks of this Contract.

11. Energy Efficiency

The Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

12. Procurement of Recovered Materials

- (a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.
- (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

13. Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135)

- (a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- (b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- (c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the

qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

- (d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- (e) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- (f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

14. Labor Standards - Davis-Bacon and Related Acts

(a) Minimum Wages.

(1) All laborers and mechanics employed under this contract in the construction or development of the project(s) involved will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the Contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the regular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits in the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein; provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the Contractor and its subcontractors at the site of the work in

a prominent and accessible place where it can be easily seen by the workers.

- (2) (i) Any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefor only when all the following criteria have been met:
 - (a) The work to be performed by the classification requested is not performed by a classification in the wage determination; and
 - (b) The classification is utilized in the area by the construction industry; and
 - (c) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.
- (ii) If the Contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, Employee Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary.
- (iii) In the event the Contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator of the Wage and Hour Division for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary.
- (iv) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (a)(2)(ii) or (iii) of this clause shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.
- (3) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the Contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.
- (4) If the Contractor does not make payments to a trustee or other third person, the Contractor may consider as part

of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program; *provided*, that the Secretary of Labor has found, upon the written request of the Contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

- (b) **Withholding of Funds.** HUD or its designee shall, upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the Contractor under this contract or any other Federal contract with the same prime Contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the Contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working in the construction or development of the project, all or part of the wages required by the contract, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the Contractor, disburse such amounts withheld for and on account of the Contractor or subcontractor to the respective employees to whom they are due.

(c) **Payrolls and Basic Records.**

- (1) Payrolls and basic records relating thereto shall be maintained by the Contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working in the construction or development of the project. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made, and actual wages paid. Whenever the Secretary of Labor has found, under 29 CFR 5.5(a)(1)(iv), that the wages of any laborer or mechanic include the amount of costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the Contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of

the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

- (2) (i) The Contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the Contracting Officer for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under subparagraph (c)(1) of this clause. This information may be submitted in any form desired. Optional Form WH-347 (Federal Stock Number 029-005-00014-1) is available for this purpose and may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The prime Contractor is responsible for the submission of copies of payrolls by all subcontractors. (Approved by the Office of Management and Budget under OMB Control Number 1214-0149.)
- (ii) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:
- (A) That the payroll for the payroll period contains the information required to be maintained under paragraph (c)(1) of this clause and that such information is correct and complete;
- (B) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3; and
- (C) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.
- (iii) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirements for submission of the "Statement of Compliance" required by subparagraph (c)(2)(ii) of this clause.
- (iv) The falsification of any of the above certifications may subject the Contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 3729 of Title 31 of the United States Code.
- (3) The Contractor or subcontractor shall make the records required under subparagraph (c)(1) available for inspection, copying, or transcription by authorized representatives of HUD or its designee, the Contracting Officer, or the Department of Labor and shall permit such representatives to interview employees during working hours on the job. If the Contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

- (d) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services (OATELS), or with a State Apprenticeship Agency recognized by OATELS, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by OATELS or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice.

The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the Contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated in this paragraph, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the Contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator of the Wage and Hour Division determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event OATELS, or a State Apprenticeship Agency recognized by OATELS, withdraws approval of an apprenticeship program, the Contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- (e) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate

specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed in the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate in the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate in the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate in the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the Contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- (f) Equal Employment Opportunity. The utilization of apprentices, trainees, and journeymen under this clause shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.
- (g) Compliance with Copeland Act Requirements. The Contractor shall comply with the requirements of 29 CFR Part 3, which are hereby incorporated by reference in this contract.
- (h) Contract Termination; Debarment. A breach of the labor standards clauses in this contract may be grounds for termination of the contract and for debarment as a Contractor and a subcontractor as provided in 29 CFR 5.12.
- (i) Compliance with Davis-Bacon and related Act Requirements. All rulings and interpretations of the Davis-Bacon and related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract.
- (j) Disputes Concerning Labor Standards. Disputes arising out of the labor standards provisions of this clause shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the Contractor (or any of its subcontractors) and the PHA, HUD, the U.S. Department of Labor, or the employees or their representatives.
- (k) Certification of Eligibility.
- (1) 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 contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
 - (2) No part of this contract shall be subcontracted to any person or firm ineligible for award of a United States Government

contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

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

(l) Subcontracts. The Contractor or subcontractor shall insert in any subcontracts all the provisions contained in this clause, and such other clauses as HUD or its designee may by appropriate instructions require, and also a clause requiring the subcontractors to include these provisions in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all these provisions.

(m) Non-Federal Prevailing Wage Rates. Any prevailing wage rate (including basic hourly rate and any fringe benefits), determined under State law to be prevailing, with respect to any employee in any trade or position employed under the contract, is inapplicable to the contract and shall not be enforced against the Contractor or any subcontractor, with respect to employees engaged under the contract whenever such non-Federal prevailing wage rate exceeds:

- (i) the applicable wage rate determined by the Secretary of Labor pursuant to the Davis-Bacon Act (40 U.S.C. 3141 et seq.) to be prevailing in the locality with respect to such trade;
- (ii) an applicable apprentice wage rate based thereon specified in an apprenticeship program registered with the U.S. Department of Labor (DOL) or a DOL-recognized State Apprenticeship Agency; or
- (iii) an applicable trainee wage rate based thereon specified in a DOL-certified trainee program.

**SUPPLEMENTAL CONDITIONS TO THE GENERAL CONDITIONS
OF THE CONTRACT
PHA/IHA Housing Programs
Form HUD-5370-EZ**

1. Article 3. DISPUTES. Add paragraph “(f). The parties agree that the Courts of Washington County, Maryland are the most convenient forum and shall be vested with exclusive jurisdiction over the terms and conditions of the Contract Documents and the performance thereof.”
2. Article 5. TERMINATION FOR CONVENIENCE AND DEFAULT. Add paragraph “(e) Costs to include legal fees, court costs and damages.”

OWNER-CONTRACTOR
AGREEMENT

HHA PURCHASE ORDER
TERMS AND CONDITIONS

EXHIBIT 6.2 MANDATORY CONTRACT CLAUSES
ALL PURCHASES

SAMPLE
OWNER-CONTRACTOR AGREEMENT

for
CFP 519-18 – SIDING RENOVATIONS AT SCATTERED SITES, MD6-010, AMP 1

WHEREAS, The Housing Authority of the City of Hagerstown has requested quotes for Request for Quotes, CFP 519-18 – Siding Renovations at Scattered Sites MD6-010, AMP 1;

WHEREAS, _____ has been the selected firm in this matter; and

WHEREAS, the parties desire to enter into a contract for the provisions of said goods and/or services

NOW THEREFORE, in consideration of the contractual amount of _____ Dollars (\$ _____) and the promises and covenants of the parties, the parties do agree as follows:

1. The following documents represent the contract/agreement/purchase order between the parties:
 - a. Request for Quotes, dated 02/12/2021
 - b. Cost Quote Form including Unit Prices - 2 Pages.
 - c. Owner Contractor Agreement - 1 Page.
 - d. Mandatory Clauses and Purchase Order Terms and Conditions
 - e. General Contract Conditions for Small Construction/Development Contracts, for HUD-5370-EZ, (01/31/2017) Public and Indian Housing Programs - 7 Pages
 - f. Supplemental Conditions to the General Contract Conditions for Small Construction/Development Contracts PHA/IHA Housing Programs, 1 Page
 - g. Davis-Bacon Wages
 - h. Administrative Requirements:
 - (1) Insurance Certificate, listing Hagerstown Housing Authority as “certificate holder” and “additional insured”
 - (2) Minority & Female Business Enterprise, Section 3, Buy American, Equal Opportunity Employment
 - (3) Stipulation Against Liens
 - i. General Requirements and Summary of Work
 - j. Drawings
 - k. Addendum (s)

2. The instruments set forth in Paragraph 1, above, embody the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained therein; and this contract shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties. No letter, telegram, or other communication passing between the parties concerning any matter during this contract period, shall be deemed a part of this agreement, nor shall it have effect of modifying or adding to this agreement. All modifications to this agreement must be made in accordance with Paragraph 8. of the General Contract Conditions for Small Construction/Development Contracts (form HUD-5370-EZ).

3. _____ acknowledges receipt of this document and a copy of all documents set forth in Paragraph 1, above, which forms the complete contract between the parties.

IN WITNESS WHEREOF, we have set our hands and seals this _____ day of _____, 2021.

WITNESS:

Contractor Name

BY: _____ (SEAL)
Company Official/Title

THE HOUSING AUTHORITY OF THE
CITY OF HAGERSTOWN, MARYLAND

BY: _____ (SEAL)
Carolyn W. Brooks, Chairperson

BY: _____ (SEAL)
Sean Griffith, Executive Director

TERMS AND CONDITIONS

QUALITY: When manufacturing Specifications are referred to on the face of this order, such Specifications shall be deemed to be an integral part hereof as if fully set out herein.

All deliveries furnished on this purchase must be of the quality specified, or in the event no quality is specified, must be of the best, and will be subject to the inspection and approval of the Purchaser. If materials are rejected the Purchaser shall be writing so notify the Seller, and the Purchaser, at its option and at the expense and risk of the Seller, may either return such rejected materials to the Seller or hold them for such disposal as the Seller shall indicate.

QUANTITY: The quantity of material, as indicated on the face hereof, must not be exceeded without authority in writing first being obtained.

DELIVERIES: Failure to deliver material of the quality and within the time or times specified shall, at the option of the Purchaser, relieve it of any obligation to accept and pay for such material, as well as any undelivered installments, if there be any; and upon failure to deliver as specified the Purchaser may but elsewhere and charge the Seller with any loss incurred thereon, unless deferred shipment be arranged for in writing. Any failure by the Purchaser to exercise this option with respect to any installment shall not be deemed to constitute a waiver with respect to subsequent installments.

PACKING AND CARTAGE: No charge will be allowed for packing, boxing or cartage, unless agreed upon at the time of purchase, but damage to any material not packed to insure proper protection to same will be charged to Seller.

INVOICES: Invoices must be rendered in duplicate. Unless written notice be given to the Purchaser, prior to shipment, by the person, firm or corporation to whom this order is addressed all invoices for materials shipped on this order shall be rendered by and be payable to such addressee.

PATENTS: By acceptance and in consideration hereof, the Seller warrants that the article or articles furnished on this order do not infringe any United States or Canadian patents; that he will defend any suite that may arise in respect thereto; and that he will save the Purchaser harmless from any loss which may be incurred by the assertion of any patent rights with respect to the articles furnished hereunder.

LIABILITY FOR DAMAGE TO MECHANIC'S Whenever the Seller shall, by virtue hereof, have in its possession property of the Purchaser, the Seller shall be deemed an insurer thereof and shall be responsible for its safe return to the Purchaser.

MECHANIC'S

LIENS: If this order calls for work to be performed upon properly owned or controlled by the purchaser it is understood and agreed that:

The Seller will keep the premises and work free and clear of all mechanic's liens, and furnish the Purchaser certificate and waiver as provided by law.

PUBLIC LIABILITY AND PROPERTY DAMAGE: The work will remain at the Seller's risk prior to written acceptance by the Purchaser and the Seller will replace at his own expense all work damaged or destroyed by fire, force or violence of the elements or any other cause whatsoever.

The Seller will indemnify, save harmless, and defend the Purchaser from all liability for loss, damage or injury to person or property in any manner arising out of or incident to the performance of this contract.

INJURY TO EMPLOYEES: The Seller will indemnify, save harmless, and defend the Purchaser from any and all claims, demands or suits made or brought against the Purchaser on account of any of the terms or provisions of the Workmen's Compensation Law of the State in which said work is to be performed, effective on the date hereof, and any amendments thereto.

CONFLICT OF INTEREST: No PHA employee, officer, or agent shall participate in the selection, award or administration of a contract supported by Federal funds if a conflict of interest, financial or otherwise, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for the award.

DISCLOSURE OF GIFTS OR FAVORS

OFFERED: PHA officers, current employees, former employees within one year of employment, or agents shall neither solicit, accept or agree to accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

It is a breach of ethical conduct and prohibited for any payment, gratuity, or offer of employment to be made by, or on behalf of, a contractor or subcontractor under contract to the prime contractor, higher tier subcontractor, or any person associated therewith as an inducement for the award of a subcontractor order.

The Contracting Officer shall report to the HUD Field Office, and the appropriate State and local officials any suspected anticompetitive practices by contractors.

The Housing Authority of the City of Hagerstown, Executive Director:
Sean Griffith, 301-733-6911, Ext. 126.

US Department of HUD
10 S. Howard Street, 5th Floor
Baltimore, MD 21201-2505

(Baltimore Field Office)
Field Office Director:
Carol B Payne (confirmed 05/26/17)
Phone: 410-962-2520
Fax: 410-209-6670

EXHIBIT 'P'
Continued
02/01/2017

Exhibit 6.2. Mandatory Contract Clauses – all purchases

In addition to other provisions required by HUD, pursuant to 2 CFR Part 200, Appendix II, "Contract Provisions for non-Federal Entity Contracts Under Federal Awards" all PHA contracts expending Capital Funds must contain provisions covering the following, as applicable copied from Appendix II to Part 200 (requirement referenced at 2 CFR 200.326).

- A. Contracts for more than the simplified acquisition threshold currently set at \$150,000,** which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- B. All contracts in excess of \$10,000** must address termination for cause and for convenience by the PHA including the manner by which it will be effected and the basis for settlement.
- C. Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- D. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148).** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by PHAs must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The PHA must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The PHA must report all suspected or reported violations and must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The PHA must report all suspected or reported violations to the Federal awarding agency.

- E. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708).** Where applicable, all contracts awarded by the PHA in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- F. **Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2(a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- G. **Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—** Contracts and sub-grants of amounts in excess of \$150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- H. **Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).**
- I. **Debarment and Suspension (Executive Orders 12549 and 12689)—**A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- J. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—**Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the

tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

K. See § 200.322 Procurement of recovered materials.

CONTRACTOR
QUALIFICATION
FORM

CONTRACTOR'S QUALIFICATION FORM

Name of Contractor _____

Address _____

Contact Name (during bidding period) _____

Telephone No. () _____ Fax No. () _____

Contact _____ Title _____ Email _____

Type of Organization (proprietorship, corporation, partnership, etc.) _____

Name of Principal Officers: _____

Years in business _____

Annual gross volume \$ _____

References: (List references for jobs of similar scope/size/schedule)

<u>Company Name</u>	<u>Contact</u>	<u>Phone No.</u>	<u>Description of Services Performed</u>	<u>Date</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

(Use additional pages as required.)

List work similar to the work specified herein. List scope (square footage) and schedule. Add additional pages as required.

1. _____
2. _____
3. _____
4. _____

(Use additional pages as required.)

Number of full-time employees to be assigned to this job: _____

Number of part time employees to be assigned to this job: _____

Describe organization of materials and labor and approach to completing the work in minimal time. Use additional pages if necessary. Supply additional information expediently if requested by Owner.

Has HUD ever disbarred the company or any of its principal or corporate officers? Yes ___ No ___
How does your company handle manning the job when regular employees do not show for work? _____

How do you control substance abuse among your employees? No shows? _____

Name of the superintendent assigned to oversee quality control, staffing, and production: _____

Qualifications of superintendent: _____

Have you ever been unable to successfully complete a contract? If "yes", explain. _____

Are you a minority firm?	Yes ___	No ___
Are you a woman owned business?	Yes ___	No ___
Are you a small business?	Yes ___	No ___

How will you attempt to hire tenants from the Authority communities (Section3)? _____

Company Name: _____

Name of Person Completing Form: _____

Signature

Position

Date

ADMINISTRATIVE REQUIREMENTS

MINORITY AND FEMALE BUSINESS ENTERPRISE,
SECTION 3, BUY AMERICAN,
EQUAL EMPLOYMENT OPPORTUNITY

INSURANCE REQUIREMENTS

STIPULATION AGAINST LIENS



MINORITY & FEMALE BUSINESS ENTERPRISE EFFORTS

It is the policy of the HAGERSTOWN HOUSING AUTHORITY that maximum practicable opportunity be provided to Minority & Female Business Enterprises to participate in the contracting and purchase activities initiated by the Housing Authority.

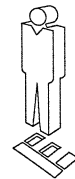
This participation may be in the form of general contracting, subcontracting, supply of materials, equipment, or as minority tenant employees of the contractor/subcontractor.

BUY AMERICAN

PHAs shall follow Buy American requirements of section 1605 of the Recovery Act and use only iron, steel and manufactured goods produced in the United States in their projects. RE: HUD publishes a Stimulus Act Capital Fund Implementation Notice dated March 18, 2009.



EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION



Equal Employment Opportunity (EEO) was established by Executive Order 11246 on Sept 24, 1965. This executive Order ensures equal employment opportunities for minorities.

Under Equal Employment Opportunity provisions employers (Vendors/Contractors) agree to take affirmative actions to ensure and maintain a working environment free of harassment and intimidation. Also, that employees are not discriminated against because of race, sex, color, national origin or religion.

DOES YOUR BUSINESS MEET THESE GUIDELINES (IF SO – PLEASE LET US KNOW)

SECTION 3 **ECONOMIC OPPORTUNITIES FOR** **LOW INCOME RESIDENTS AND** **LOCAL SECTION 3 BUSINESS FIRMS**



Section 3 is a provision of the Housing and Urban Development act of 1968 which requires that programs receiving funding under HUD provide to the greatest extent feasible opportunities for job training and employment to low income residents.

Contractors and Vendors must make a good faith effort to utilize Section 3 residents as trainees and employees and make a good faith effort to award contracts to Section 3 business concerns.

DEFINITION

A “SECTION 3 BUSINESS” CONCERNS:

A business enterprise which meets any one of the following 3 circumstances:

- a) Is 51% or more “owned” by Section 3 residents, or
- b) Whose permanent, full time employees include persons at least 30% of whom are currently Section 3 residents, or
- c) A business concern that provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to business concerns that meet Section 3 qualifications.

“SECTION 3 RESIDENT”

- 1) A public housing resident, or
- 2) A “low income” resident of the Section 3 covered area or
- 3) A person seeking training and employment preference (bears responsibility of providing evidence of eligibility).

“LOW” AND “VERY LOW” INCOME

“Low Income” - Families whose income does not exceed 80% of the local “median” income.

“Very Low Income” - Incomes which do not exceed 50% of the local “median” income.)

LOW INCOME:	\$44,700(1-Person)	\$63,850(4-Person)
	\$51,100(2-Person)	\$69,000(5-Person)
	\$57,500(3-Person)	\$74,100(6-Person)

“MEDIAN INCOME”

FY 2020 – The Local Median Income for the Hagerstown, Maryland area as published in the HUD User Website (<http://Huduser.org>) is \$79,800. (4-Person) as of 04/01/2020 per (HHA Housing Dept. Chart 04/01/2020) is \$63,850.

SEC3MBE 08/24/2020

EXHIBIT ‘U’

INSURANCE REQUIREMENTS

Contractor/Vendor will be required to procure and submit to the Hagerstown Housing Authority a signed copy of a 'Certificate of Insurance' in the minimum amounts of coverage as specified below listing the Hagerstown Housing Authority as 'certificate holder' and "additional insured".

Commercial Liability (Bodily Injury and Property Damage)	\$3,000,000 General Aggregate \$1,000,000 per Occurrence Or, combined with Umbrella coverage in equal or excess amounts
Auto Liability	\$700,000 per occurrence
Workers Compensation	Coverage as required by State

Indemnification

The Contractor/Vendor shall secure the insurance pursuant to the Housing Authority of the City of Hagerstown general requirements for insurance unless noted in the solicitation.

The Housing Authority shall be named as an additional insured with respect to liability coverage. The Housing Authority shall be given thirty (30) days notice in advance of cancellations, non-renewal, or material change in any insurance coverage.

Contractor hereby releases and shall indemnify, defend, and hold harmless HACH, its subsidiaries, affiliates, officers, agents, employees, successors, assigns, and authorized representatives of all the foregoing from and against all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorney fees, cost and expenses of any kind or nature, whether arising before or after completion of the work hereunder, and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part, or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence of Contractor, Contractor's subcontractor or of anyone act under Contractor's direction or control or on Contractor's aforesaid release, indemnify, and hold harmless obligations, or portions of applications thereof. HACH shall be indemnified and held harmless to the fullest extent permitted by law. If any portion of this indemnify clause is invalid or unenforceable, it shall be deemed excised and the remaining portions of the clause shall be given full force and effect.

Updated: 11/01/2013

STIPULATION AGAINST LIENS

THE HOUSING AUTHORITY OF THE
CITY OF HAGERSTOWN, MARYLAND

and,

Re: Request for Quotes, dated February 12, 2021
CFP 519-18 Siding Renovations at Scattered Sites
MD6-010, AMP 1

Contractor Name.:

WHEREAS, The Housing Authority of the City of Hagerstown, Maryland, a body politic and corporate, of the State of Maryland has executed herein a contract agreement with _____ a _____ company organized and existing under the laws of the State of _____ for the above referenced work.

NOW THEREFORE, on/effective _____, 2021 it is agreed that no mechanic liens or claims or other liens, claims or actions shall be filed against the respective buildings and/or grounds appurtenant thereto by the above said _____, nor any subcontractor, material men or workmen or any person for any material or labor or extra material or labor purchased or furnished in connection with the work of the said project or any part thereof, the right to file such claims or liens being expressly waived and relinquished herewith. In the event that any subcontractor, materialmen or workmen or any person files a mechanic's lien, claim or other action, the contractor shall indemnify, defend and save and hold the Housing Authority harmless from and against any such claims and liens.

THE HOUSING AUTHORITY OF THE
CITY OF HAGERSTOWN, MARYLAND

Attest: _____

By: _____
Carolyn W. Brooks, Chairperson
Board of Commissioners

Attest: _____

By: _____
Sean Griffith, Contract Officer

Attest: _____

Contractor Name
By: _____
Name/Title

DAVIS-BACON

MINIMUM HOURLY WAGE RATES

INSTRUCTIONS AND WEEKLY PAYROLL CERTIFICATION FORMS

"General Decision Number: MD20210069 01/01/2021

Superseded General Decision Number: MD20200069

State: Maryland

Construction Type: Residential

County: Washington County in Maryland.

RESIDENTIAL CONSTRUCTION PROJECTS (consisting of single family homes and apartments up to and including 4 stories).

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.95 for calendar year 2021 applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.95 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2021. If this contract is covered by the EO and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must pay workers in that classification at least the wage rate determined through the conformance process set forth in 29 CFR 5.5(a)(1)(ii) (or the EO minimum wage rate, if it is higher than the conformed wage rate). The EO minimum wage rate will be adjusted annually. Please note that this EO applies to the above-mentioned types of contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but it does not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(2)-(60). Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

Modification Number	Publication Date
0	01/01/2021

SUMD2012-029 06/25/2014

	Rates	Fringes
BRICKLAYER.....	\$ 26.20	7.43
CARPENTER.....	\$ 15.85	0.88
CEMENT MASON/CONCRETE FINISHER...	\$ 17.54	0.00
ELECTRICIAN.....	\$ 18.00	0.00
IRONWORKER, ORNAMENTAL.....	\$ 17.31	0.00

LABORER: Common or General, including brick mason tending and cement mason tending.....	\$ 13.00	0.00
LABORER: Pipelayer.....	\$ 16.19	2.15
OPERATOR: Backhoe/Excavator/Trackhoe.....	\$ 16.92	5.43
OPERATOR: Loader.....	\$ 20.25	2.06
PAINTER (Brush and Roller).....	\$ 16.36	1.45
PLUMBER.....	\$ 20.89	3.22
ROOFER.....	\$ 22.69	0.00
SHEET METAL WORKER (HVAC Duct Installation Only).....	\$ 19.89	1.20

WELDERS - Receive rate prescribed for craft performing
operation to which welding is incidental.

=====

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

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)).

The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of "identifiers" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than "SU" or "UAVG" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

Survey Rate Identifiers

Classifications listed under the "SU" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

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

"

Date _____

I, _____ (Name of Signatory Party) _____ (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

_____ (Contractor or Subcontractor) _____ on the

_____ (Building or Work) _____; that during the payroll period commencing on the

_____ day of _____, and ending the _____ day of _____, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

_____ (Contractor or Subcontractor) _____ from the full

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

☐ -- in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☐ -- Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE

SIGNATURE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

United States Department of Labor

Wage and Hour Division

Wage and Hour Division (WHD)

Instructions For Completing Payroll Form, WH-347

- [WH-347 \(PDF\)](#)
OMB Control No. 1235-0008, Expires 01/31/2015.

General: Form WH-347 has been made available for the convenience of contractors and subcontractors required by their Federal or Federally-aided construction-type contracts and subcontracts to submit weekly payrolls. Properly filled out, this form will satisfy the requirements of Regulations, Parts 3 and 5 (29 C.F.R., Subtitle A), as to payrolls submitted in connection with contracts subject to the Davis-Bacon and related Acts.

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) Regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Under the Davis-Bacon and related Acts, the contractor is required to pay not less than prevailing wage, including fringe benefits, as predetermined by the Department of Labor. The contractor's obligation to pay fringe benefits may be met either by payment of the fringe benefits to bona fide benefit plans, funds or programs or by making payments to the covered workers (laborers and mechanics) as cash in lieu of fringe benefits.

This payroll provides for the contractor to show on the face of the payroll all monies to each worker, whether as basic rates or as cash in lieu of fringe benefits, and provides for the contractor's representation in the statement of compliance on the payroll (as shown on page 2) that he/she is paying for fringe benefits required by the contract and not paid as cash in lieu of fringe benefits. Detailed instructions concerning the preparation of the payroll follow:

Contractor or Subcontractor: Fill in your firm's name and check appropriate box.

Address: Fill in your firm's address.

Payroll No.: Beginning with the number "1", list the payroll number for the submission.

For Week Ending: List the workweek ending date.

Project and Location: Self-explanatory.

Project or Contract No.: Self-explanatory.

Column 1 - Name and Individual Identifying Number of Worker: Enter each worker's full name and an individual identifying number (e.g., last four digits of worker's social security number) on each weekly payroll submitted.

Column 2 - No. of Withholding Exemptions: This column is merely inserted for the employer's convenience and is not a requirement of Regulations, Part 3 and 5.

Column 3 - Work Classifications: List classification descriptive of work actually performed by each laborer or mechanic. Consult classification and minimum wage schedule set forth in contract specifications. If additional classifications are deemed necessary, see Contracting Officer or Agency representative. An individual may be shown as having worked in more than one classification provided an accurate breakdown or hours worked in each classification is maintained and shown on the submitted payroll by use of separate entries.

Column 4 - Hours worked: List the day and date and straight time and overtime hours worked in the applicable boxes. On all contracts subject to the Contract Work Hours Standard Act, enter hours worked in excess of 40 hours a week as "overtime".

Column 5 - Total: Self-explanatory

Column 6 - Rate of Pay (Including Fringe Benefits): In the "straight time" box for each worker, list the actual hourly rate paid for straight time worked, plus cash paid in lieu of fringe benefits paid. When recording the straight time hourly rate, any cash paid in lieu of fringe benefits may be shown separately from the basic rate. For example, "\$12.25/.40" would reflect a \$12.25 base hourly rate plus \$.40 for fringe benefits. This is of assistance in correctly computing overtime. See "Fringe Benefits" below. When overtime is worked, show the overtime hourly rate paid plus any cash in lieu of fringe benefits paid in the "overtime" box for each worker; otherwise, you may skip this box. See "Fringe Benefits" below. Payment of not less than time and one-half the basic or regular rate paid is required for overtime under the Contract Work Hours Standard Act of 1962 if the prime contract exceeds \$100,000. In addition to paying no less than the predetermined rate for the classification which an individual works, the contractor must pay amounts predetermined as fringe benefits in the wage decision made part of the contract to approved fringe benefit plans, funds or programs or shall pay as cash in lieu of fringe benefits. See "FRINGE BENEFITS" below.

Column 7 - Gross Amount Earned: Enter gross amount earned on this project. If part of a worker's weekly wage was earned on projects other than the project described on this payroll, enter in column 7 first the amount earned on the Federal or Federally assisted project and then the gross amount earned during the week on all projects, thus "\$163.00/\$420.00" would reflect the earnings of a worker who earned \$163.00 on a Federally assisted construction project during a week in which \$420.00 was earned on all work.

Column 8 - Deductions: Five columns are provided for showing deductions made. If more than five deduction are involved, use the first four columns and show the balance deductions under "Other" column; show actual total under "Total Deductions" column; and in the attachment to the payroll describe the deduction(s) contained in the "Other" column. All deductions must be in accordance with the provisions of the Copeland Act Regulations, 29 C.F.R., Part 3. If an individual worked on other jobs in addition to this project, show actual deductions from his/her weekly gross wage, and indicate that deductions are based on his gross wages.

Column 9 - Net Wages Paid for Week: Self-explanatory.

Totals - Space has been left at the bottom of the columns so that totals may be shown if the contractor so desires.

Statement Required by Regulations, Parts 3 and 5: While the "statement of compliance" need not be notarized, the statement (on page 2 of the payroll form) is subject to the penalties provided by 18 U.S.C. § 1001, namely, a fine, possible imprisonment of not more than 5 years, or both. Accordingly, the party signing this statement should have knowledge of the facts represented as true.

Items 1 and 2: Space has been provided between items (1) and (2) of the statement for describing any deductions made. If all deductions made are adequately described in the "Deductions" column above, state "See Deductions column in this payroll." See "FRINGE BENEFITS" below for instructions concerning filling out paragraph 4 of the statement.

Item 4 FRINGE BENEFITS - Contractors who pay all required fringe benefits: If paying all fringe benefits to approved plans, funds, or programs in amounts not less than were determined in the applicable wage decision of the Secretary of Labor, show the basic cash hourly rate and overtime rate paid to each worker on the face of the payroll and check paragraph 4(a) of the statement on page 2 of the WH-347 payroll form to indicate the payment. Note any exceptions in section 4(c).

Contractors who pay no fringe benefits: If not paying all fringe benefits to approved plans, funds, or programs in amounts of at least those that were determined in the applicable wage decision of the Secretary of Labor, pay any remaining fringe benefit amount to each laborer and mechanic and insert in the "straight time" of the "Rate of Pay" column of the payroll an amount not less than the predetermined rate for each classification plus the amount of fringe benefits determined for each classification in the application wage decision. Inasmuch as it is not necessary to pay time and a half on cash paid in lieu of fringe benefits, the overtime rate shall be not less than the sum of the basic predetermined rate, plus the half time premium on basic or regular rate, plus the required cash in lieu of fringe benefits at the straight time rate. In addition, check paragraph 4(b) of the statement on page 2 the payroll form to indicate the payment of fringe benefits in cash directly to the workers. Note any exceptions in section 4(c).

Use of Section 4(c), Exceptions

Any contractor who is making payment to approved plans, funds, or programs in amounts less than the wage determination requires is obliged to pay the deficiency directly to the covered worker as cash in lieu of fringe benefits. Enter any exceptions to section 4(a) or 4(b) in section 4(c). Enter in the Exception column the craft, and enter in the Explanation column the hourly amount paid each worker as cash in lieu of fringe benefits and the hourly amount paid to plans, funds, or programs as fringe benefits. The contractor must pay an amount not less than the predetermined rate plus cash in lieu of fringe benefits as shown in section 4(c) to each such individual for all hours worked (unless otherwise provided by applicable wage determination) on the Federal or Federally assisted project. Enter the rate paid and amount of cash paid in lieu of fringe benefits per hour in column 6 on the payroll. See paragraph on "Contractors who pay no fringe benefits" for computation of overtime rate.

Public Burden Statement: We estimate that it will take an average of 55 minutes to complete this collection of information, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

Note: In order to view, fill out, and print PDF forms, you need Adobe® Acrobat® Reader® version 5 or later, which you may download for free at www.adobe.com/products/acrobat/readstep2.html. To save the completed forms on your workstation, you need to use the "Save As" method to save the file. For example, move your mouse cursor over the PDF link and click on your "RIGHT" mouse button. This will cause a menu to be displayed, from which you will select the proper save option -- depending upon which browser you are using:

- For Microsoft IE users, select "Save Target As"
- For Netscape Navigator users, select "Save Link As"

Once you've selected the proper save option for your browser, and have saved the file to a location you specified, go to your program menu and start the Adobe Acrobat® Reader. Once open, locate the PDF file you saved and open it directly in Acrobat®.

>

**Certificate from Contractor Appointing
Officer or Employee to Supervise
Payment of Employee**

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Project Name _____ Date (mm/dd/yyyy) _____

Location _____ Project No. _____

(I) (We) hereby certify that (I am) (we are) (the prime contractor) (a subcontractor) for _____

(specify "General Construction," "Plumbing," "Roofing," etc.) in connection with construction of the above-mentioned Low-Rent Housing Project,

and that (I) (we) have appointed _____, whose signature

appears below, to supervise the payment of (my) (our) employees beginning (Date: mm/dd/yyyy) _____;

That he/she is in a position to have full knowledge of the facts set forth in the payroll documents and in the statement of compliance

required by the so-called Kick-Back Statue which he/she is to execute with (my) (our) full authority and approval until such time as (I)

(we) submit to the (Name of Local Authority) _____

a new certificate appointing some other person for the purposes hereinabove stated.

(Identifying Signature of Appointee)

Attest (If required)

(Name of Firm or Corporation)

(Signature)

By _____
(Signature)

(Title)

(Title)

(Date: mm/dd/yyyy)

(Date: mm/dd/yyyy)

Note: This certificate must be execute by an authorized officer of a corporation or by a member of a partnership, and shall be executed prior to and be submitted with the first payroll. Should the appointee be changed, a new certificate must accompany the first payroll for which the new appointee executes a statement of compliance required by the Kick-Back Statue.

Date: _____

Work Project No. _____

To: _____

Subject: Breakdown of Employee Fringe Benefits

The following interpretation is offered on payment of fringe benefits paid to employees by contractor performing HUD funded work for the Housing Authority.

The Fringe benefit provisions of the Davis-Bacon Act include the basic hourly rate of pay and the amount of contribution irrevocably made by Contractor or Subcontractor to a third person pursuant to a fund, plan or program.

The Act EXCLUDES fringe benefits that a contractor is OBLIGATED to provide by law.

Please provide a breakdown of the fringe benefits for the following work classification(s).

Respectfully,

Debra E. Miller
Modernization Coordinator

/dem

Employee Name: _____

Social Security No. _____

<u>CLASSIFICATION</u>	<u>HOURLY BASE RATE</u>	<u>HOURLY FRINGE RATE</u>	<u>QUALIFIED FRINGES HOURLY BREAKDOWN</u>	<u>EXCLUDED FRINGES HOURLY BREAKDOWN</u>
_____	_____	_____	Health /Welfare Ins _____ Pension _____ Trades _____ COLA _____ Life Ins _____ Apprenticeship _____ Vacation Pay _____ Holiday Pay _____	Unemployment Comp _____ S.S. Employer ½ _____ S.S. Employee ½ _____ Workers' Comp _____ Travel/Mileage _____

TOTAL FRINGES \$ _____ ÷ by the No. of working hrs/yr. (2080 hrs) =
\$ _____ /hr Fringe Benefits

CERTIFIED TRUE & CORRECT

/s/ _____
(Official) (Title) (Date)

UNIT ADDRESSES

ADDRESSES
SCATTERED SITES MD6-010 – 20 UNITS

Address			
412 CLARENDON AVE			
414 CLARENDON AVE			
420 CLARENDON AVE			
422 CLARENDON AVE			
428 CLARENDON AVE			
430 CLARENDON AVE			
436 CLARENDON AVE			
438 CLARENDON AVE			
444 CLARENDON AVE			
446 CLARENDON AVE			
452 CLARENDON AVE			
454 CLARENDON AVE			
460 CLARENDON AVE			
462 CLARENDON AVE			
452 MITCHELL AVE			
454 MITCHELL AVE			
456 MITCHELL AVE			
458 MITCHELL AVE			
462 MITCHELL AVE			
464 MITCHELL AVE			

SPECIFICATIONS

PART 1 GENERAL

1.01 DESCRIPTION OF WORK

- A. Remove and replace steel siding on all duplex and triplex buildings at HHA Scattered Sites, MD6-010. There are 20 dwelling units at Scattered Sites MD6-009. Refer to section which list unit addresses for Scattered Sites MD6-010.
- B. Refer to drawings for location of Scattered Sites dwellings.
- C. Work includes steel siding for exterior walls, trim, flashings, sealants, adhesives, accessories, fasteners and clips for steel siding, gutters, downspouts, and shutters. Refer MSB drawings and MSB specification sections.
- D. Siding colors selected by owner and architect.
- E. Existing downspouts have heavy duty square downspout boots which are to be saved, stored by the contractor, and reinstalled over new downspouts.
- F. Contractor shall coordinate work with roofing contractor, if required. Roof replacement is via separate roofing contractor. Roofing contractor will remove or release existing gutter and/or downspout necessary for new roof installation.
- G. Contractor is responsible to visit the sites and be familiar with existing conditions, quantities, dimension, etc. prior to submitting a quote.

1.02 CONTRACTOR USE OF SITE AND PREMISES

- A. Access to site: 8:00 AM to 4:00 PM, Monday thru Friday. No work on Saturdays, Sundays, or Holidays unless pre-approved by the Authority.
- B. Holidays are: New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day, and the Friday following Thanksgiving Day, and Christmas Day. Confirm exact date with the owner.
- C. The Contractor is responsible for public safety. Make sure all safeguards are in place. Secure and protect the work area.
- D. Be aware of the presence of children, taking safety precautions, as necessary. Refer to Item No. 1.08 Special Considerations for additional information.
- E. Report any Owner/Resident issues to the Authority immediately.

- F. Storage of materials on site in not permitted.
- G. Remove, offsite, debris including tacks, fasteners, and nails as it accumulates, minimum daily.
- H. Claims resulting from the contractor's negligence shall be the contractor's responsibility to resolve. Keep owner informed of claims, problems with tenants and all other extraordinary issues.
- I. Repair all damage to buildings, lawns, shrubbery, etc. to satisfaction of owner.
- J. Contractors shall park at locations as directed by owner. Any temporary securing of parking area in street must be approved by the City of Hagerstown (dumpsters, etc.)
- K. Hagerstown Housing Authority shall provide parking signage for vehicles, as necessary.

1.03 CONTRACT CONSTRUCTION PERIOD

- A. Work shall be completed by July 31, 2021 or as mutually agreed between the owner and the contractor. Assume purchase order will be issued by mid-March 2021.
- B. Adequately man job to maintain schedule allowing for bad weather. Once work starts it shall be continuous.
- C. Refer to Hagerstown Housing Authority website (www.hagerstownha.com) for our Purchase Order Terms and Conditions. Purchase Order Terms and Conditions are also included in this solicitation.
- D. All materials to be available prior to starting work.
- E. No work shall be performed when the temperature is below recommended temperatures for products being used. Owner and architect shall have the indisputable right to stop work without penalty when weather is too cold for proper installation.

1.04 QUALIFICATIONS/RESPONSIBILITIES

- A. The Contractor is required, based on the Hagerstown Housing Authority's determination, to be competent, experienced, and knowledgeable in the work area required. Contractor shall complete and return Contractors' Qualification Form with Cost Quote Submission Form. Provide additional information if necessary.

- B. Contractor agrees to adhere to these specifications and to industry and manufacturer's standards in performing the work required.
- C. Contractor shall employ qualified personnel.
- D. Contractor shall instruct crews in the proper techniques and the conditions of these specifications.
- E. The Contractor shall provide proper supervision and shall inspect the completed work, making corrections as required and/or directed. Corrections and deficiencies shall be corrected in a timely manner.
- F. MSB Architects represents the interests of Hagerstown Housing Authority and will inspect the work.

1.05 QUALITY CONTROL

- A. All work shall be neat and workmanlike and shall exceed industry standards.
- B. Adapt and fit work to existing conditions. Consult the architect and owner if there are questions.

1.06 EXTRA WORK

- A. Notify the Architect and Authority immediately if extra work is required. The Authority will issue a change order authorizing any extra work. No additional work is to be performed until a written change order or directive has been received by the contractor.
- B. Contractor unit prices shall be used for additional work items, if required.

1.07 IDENTIFICATION

- A. Contractor shall insure that his work crews are wearing a conspicuous form of identification (such as shirts with badges or armbands, etc.) as approved by the Authority.
- B. Contractor shall comply with all governmental regulations including OSHA/MOSHA.

1.08 SPECIAL CONSIDERATIONS

- A. Any instance regarding the Contractor's work that requires the attention of the Authority's personnel after normal working hours will result in the Contractor being billed \$46.43/ hr., minimum two (2) hours.

- B. Water, electric and sanitary facilities are not available for contractor's use.
- C. The Contractor shall cooperate with other contractors that may be performing work on site and shall coordinate his work accordingly as approved by the Authority.
- D. Make sure tacks/nails are completely removed from the surroundings yards. Rope off areas where there is a danger of falling debris. Safety is paramount; Make sure tenant always has one means of egress.
- E. Keep residents informed of work schedule. Minimize time entrances are blocked.
- F. Hagerstown Housing Authority will issue a general notice to tenants advising them of construction work at their communities. Thereafter, contractor is responsible for notifying tenants as work schedule progresses to other buildings and other streets.
- G. Inform architect and owner of any damaged sheathing and other materials etc. Replacement costs, if required, will be per unit prices submitted at time of quote.
- H. Make sure all penetrations and abutments with horizontal and/or vertical surfaces are properly flashed and sealed, if required.
- I. Do not store any material on the ground after hours/weekends. Remove all ladders when workmen are not on site.
- J. Minimize time building is exposed to the weather. Watch weather forecasts. Have temporary protection available. Do not start work on days where rain is predicted.
- K. Do not leave the building unprotected at night/weekends. Expose only enough of the building that could be quickly covered if necessary. Provide temporary tarps for this purpose.
- L. Seal all openings with caulk/sealant as required to prevent entry of bats, birds, squirrels, and insects.

1.09 LIQUIDATED DAMAGES

- A. None
- B. Once work starts it shall be continuous.

1.10 ACCEPTANCE OF QUOTES

- A. The Authority reserves the right to accept or reject any or all quotes.

1.11 INSURANCE REQUIREMENTS

- A. Furnish the Owner, no later than the pre-construction meeting, a Certificate of Insurance listing the Hagerstown Housing Authority as 'certificate holder' and 'additional insured' in the minimum amounts listed in the Specifications.

1.12 PRE-CONSTRUCTION CONFERENCE

- A. A Pre-Construction Conference and RFQ Signing Meeting will be conducted following the selection of a contractor and purchase order award.

1.13 REQUIRED MINIMUM WAGE RATES

- A. This work is subject to the payment of minimum hourly wage rates as established by HUD and the Department of Labor. A copy of the minimum hourly wage rates for worker trades are included herein for Residential Construction type. Refer to Davis-Bacon Wage requirements and applicable wage modification included as a separate section of this solicitation.

1.14 PROGRESS MEETING(S)

- A. Progress meetings will be held as needed per owner and architect.

1.15 PAYMENT

- A. Contractor may invoice the Owner monthly for work completed. The Contractor may use AIA format forms, company standard invoice and shall include the following information:

- 1) Invoice Number
- 2) Date of Invoice
- 3) Project Name and Number
- 4) HHA Purchase Order Number
- 5) Period for work performed
- 6) Breakout by buildings.

- B. Architect shall approve contractor's application for payment.

- C. Payment is generally made within 14-17 days of receipt of invoice.

- D. Generally, retainage will be 10% of payment requested.

1.16 WARRANTY

- A. Contractor shall provide a Two-Year (2-year) warranty for defective work after Date of Substantial Completion.
- B. Product warranties as identified in other specification sections. Refer to Section 07 4619 Steel Siding, 1.06, 07 9200 Joint Sealants, 1.05 Warranty and Section 10 7113.13 Exterior Shutters, 1.06 Warranty.

1.17 PROJECT CLOSEOUT

- A. Once all work is complete submit a letter to the owner certifying all work has been completed per the specifications and all deficiencies have been corrected.
- B. Submit all warranty requirements and other paperwork as required.
- C. Submit final invoice.

END OF SECTION

SECTION 01 2500
SUBSTITUTION PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Procedural requirements for proposed substitutions.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 GENERAL REQUIREMENTS

- A. A Substitution Request for products, assemblies, materials, and equipment constitutes a representation that the submitter:
1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product, equipment, assembly, or system.
 2. Agrees to provide the same warranty for the substitution as for the specified product.
 3. Agrees to provide same or equivalent maintenance service and source of replacement parts, as applicable.
 4. Agrees to coordinate installation and make changes to other work that may be required for the work to be complete, with no additional cost to Owner.
 5. Waives claims for additional costs or time extension that may subsequently become apparent.
 6. Agrees to reimburse Owner and Architect for review or redesign services associated with re-approval by authorities.
- B. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents. Burden of proof is on proposer.
- C. Content: Include information necessary for tracking the status of each Substitution Request, and information necessary to provide an actionable response.
1. No specific form is required. Contractor's Substitution Request documentation must include the following:
 - a. Project Information:
 - 1) Official project name and number, and any additional required identifiers established in Contract Documents.
 - b. Substitution Request Information:
 - 1) Description of Substitution.
 - 2) Reason why the specified item cannot be provided.
 - 3) Differences between proposed substitution and specified item.
 - c. Attached Comparative Data: Provide point-by-point, side-by-side comparison addressing essential attributes specified, as appropriate and relevant for the item:
 - 1) Physical characteristics.
 - 2) In-service performance.
 - 3) Expected durability.
 - 4) Visual effect.
 - 5) Warranties.
 - 6) Include, as appropriate or requested, the following types of documentation:
 - (a) Product Data:
 - (b) Samples.
 - (c) Certificates, test, reports or similar qualification data.
 - d. Impact of Substitution:
 - 1) Savings to Owner for accepting substitution.
 - 2) Change to Contract Time due to accepting substitution.
- D. Limit each request to a single proposed substitution item.
1. Submit an electronic document, combining the request form with supporting data into single document.

3.02 SUBSTITUTION PROCEDURES DURING CONSTRUCTION

- A. Submit request for Substitution for Convenience immediately upon discovery of its potential advantage to the project, but not later than 14 days prior to time required for review and approval by Architect, in order to stay on approved project schedule.
 - 1. In addition to meeting general documentation requirements, document how the requested substitution benefits the Owner through cost savings, time savings, greater energy conservation, or in other specific ways.
 - 2. Document means of coordinating of substitution item with other portions of the work, including work by affected subcontractors.
 - 3. If substitutions meet the performance criteria of the original product, MSB Architects will review the aesthetics of the product and may reject product solely based on aesthetics with no change to the original cost and schedule of the project.
 - 4. Bear the costs engendered by proposed substitution of:
 - a. Owner's compensation to the Architect for any required redesign, time spent processing and evaluating the request.
- B. Substitutions will not be considered under one or more of the following circumstances:
 - 1. Without a separate written request.

3.03 RESOLUTION

- A. Architect may request additional information and documentation prior to rendering a decision. Provide this data in an expeditious manner.
- B. Architect will notify Contractor in writing of decision to accept or reject request.

3.04 ACCEPTANCE

- A. Accepted substitutions change the work of the Project. They will be documented and incorporated into work of the project by Change Order, Construction Change Directive, Architectural Supplementary Instructions, or similar instruments provided for in the Conditions of the Contract.

END OF SECTION

SECTION 01 3000
ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General administrative requirements.
- B. Preconstruction meeting.
- C. Progress meetings.
- D. Construction progress schedule.
- E. Submittals for review, information, and project closeout.
- F. Number of copies of submittals.
- G. Requests for Interpretation (RFI) procedures.
- H. Submittal procedures.

1.02 GENERAL ADMINISTRATIVE REQUIREMENTS

- A. Comply with requirements of Section 01 7000 - Execution and Closeout Requirements for coordination of execution of administrative tasks with timing of construction activities.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PRECONSTRUCTION MEETING

- A. Schedule meeting after Notice of Award.
- B. Attendance Required:
 - 1. Owner.
 - 2. Architect.
 - 3. Contractor.
- C. Agenda:
 - 1. Execution of Owner-Contractor Agreement.
 - 2. Submission of executed bonds and insurance certificates.
 - 3. Submission of list of subcontractors, list of products, schedule of values, and progress schedule.
 - 4. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 - 5. Scheduling.
- D. Contractor will record minutes and distribute copies within two days after meeting to participants, with copies to Architect, Owner, participants, and those affected by decisions made.

3.02 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the work at maximum bi-monthly intervals.
- B. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- C. Attendance Required:
 - 1. Contractor.
 - 2. Owner.
 - 3. Architect.
 - 4. Contractor's superintendent.
- D. Agenda:
 - 1. Review minutes of previous meetings.
 - 2. Review of work progress.

3. Field observations, problems, and decisions.
 4. Identification of problems that impede, or will impede, planned progress.
 5. Review of submittals schedule and status of submittals.
 6. Review of RFIs log and status of responses.
 7. Maintenance of progress schedule.
 8. Corrective measures to regain projected schedules.
 9. Planned progress during succeeding work period.
 10. Maintenance of quality and work standards.
 11. Effect of proposed changes on progress schedule and coordination.
 12. Other business relating to work.
- E. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect, Owner, participants, and those affected by decisions made.

3.03 CONSTRUCTION PROGRESS SCHEDULE

- A. Within 10 days after date established in Notice to Proceed, submit preliminary schedule defining planned operations for the first 60 days of work, with a general outline for remainder of work.
- B. Within 10 days after joint review, submit complete schedule.
- C. Submit updated schedule with each Application for Payment.

3.04 REQUESTS FOR INTERPRETATION (RFI)

- A. Definition: A request seeking one of the following:
 1. A resolution to an issue which has arisen due to field conditions and affects design intent.
- B. Whenever possible, request clarifications at the next appropriate project progress meeting, with response entered into meeting minutes, rendering unnecessary the issuance of a formal RFI.
- C. Preparation: Prepare an RFI immediately upon discovery of a need for interpretation of Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.
 1. Prepare a separate RFI for each specific item.
 - a. Review, coordinate, and comment on requests originating with subcontractors and/or materials suppliers.
 - b. Do not forward requests which solely require internal coordination between subcontractors.
 2. Prepare in a format and with content acceptable to Owner.
 3. Combine RFI and its attachments into a single electronic file. PDF format is preferred.
- D. Reason for the RFI: Prior to initiation of an RFI, carefully study all Contract Documents to confirm that information sufficient for their interpretation is definitely not included.
- E. Content: Include identifiers necessary for tracking the status of each RFI, and information necessary to provide an actionable response.
 1. Official Project name and number, and any additional required identifiers established in Contract Documents.
 2. Owner's, Architect's, and Contractor's names.
 3. Discrete and consecutive RFI number, and descriptive subject/title.
 4. Issue date, and requested reply date.
 5. Reference to particular Contract Document(s) requiring additional information/interpretation. Identify pertinent drawing and detail number and/or specification section number, title, and paragraph(s).
 6. Annotations: Field dimensions and/or description of conditions which have engendered the request.
 7. Contractor's suggested resolution: A written and/or a graphic solution, to scale, is required in cases where clarification of coordination issues is involved, for example; routing, clearances, and/or specific locations of work shown diagrammatically in Contract Documents. If applicable, state the likely impact of the suggested resolution on Contract Time or the Contract Sum.

- F. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.
- G. Review Time: Architect will respond and return RFIs to Contractor within seven calendar days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 12:00 noon will be considered as having been received on the following regular working day.
- H. Responses: Content of answered RFIs will not constitute in any manner a directive or authorization to perform extra work or delay the project. If in Contractor's belief it is likely to lead to a change to Contract Sum or Contract Time, promptly issue a notice to this effect, and follow up with an appropriate Change Order request to Owner.

3.05 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections, submit them for review:
 - 1. Product data.
 - 2. Shop drawings.
 - 3. Samples for selection.
 - 4. Samples for verification.
- B. Submit to Architect for review for the limited purpose of checking for compliance with information given and the design concept expressed in Contract Documents.
- C. Samples will be reviewed for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below.

3.06 SUBMITTALS FOR PROJECT CLOSEOUT

- A. Submit Correction Punch List for Substantial Completion.
- B. Submit Final Correction Punch List for Substantial Completion.
- C. When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 01 7800 - Closeout Submittals:
 - 1. Project record documents.
 - 2. Operation and maintenance data.
 - 3. Warranties.
 - 4. Bonds.
 - 5. Other types as indicated.
- D. Submit for Owner's benefit during and after project completion.

3.07 NUMBER OF COPIES OF SUBMITTALS

- A. Electronic Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
- B. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.
 - 1. After review, produce duplicates.
 - 2. Retained samples will not be returned to Contractor unless specifically so stated.

3.08 SUBMITTAL PROCEDURES

- A. General Requirements:
 - 1. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction work, and coordination of information is in accordance with the requirements of the work and Contract Documents.
 - a. Submittals from sources other than the Contractor, or without Contractor's stamp will not be acknowledged, reviewed, or returned.
 - 2. Schedule submittals to expedite the Project, and coordinate submission of related items.
 - a. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor.

- b. For sequential reviews involving Architect's consultants, Owner, or another affected party, allow an additional 7 days.
 - 3. Incomplete submittals will not be reviewed, unless they are partial submittals for distinct portion(s) of the work, and have received prior approval for their use.
- B. Product Data Procedures:
 - 1. Submit only information required by individual specification sections.
 - 2. Collect required information into a single submittal.
 - 3. Submit concurrently with related shop drawing submittal.
 - 4. Do not submit (Material) Safety Data Sheets for materials or products.
- C. Shop Drawing Procedures:
 - 1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting Contract Documents and coordinating related work.
 - 2. Do not reproduce Contract Documents to create shop drawings.
 - 3. Generic, non-project-specific information submitted as shop drawings do not meet the requirements for shop drawings.
- D. Samples Procedures:
 - 1. Transmit related items together as single package.
 - 2. Identify each item to allow review for applicability in relation to shop drawings showing installation locations.
- E. The Architect/Engineer will review each submittal/shop drawing a maximum of two (2) times. Additional reviews beyond two (3) will be charged directly to the Contractor at a rate of \$75.00 per hour. Payment will be deducted from contractor's application payment. The cost of this will not be charged to the owner.

3.09 SUBMITTAL REVIEW

- A. Submittals for Review: Architect will review each submittal, and approve, or take other appropriate action.
- B. Submittals for Information: Architect will acknowledge receipt and review. See below for actions to be taken.
- C. Architect's actions will be reflected by marking each returned submittal using virtual stamp on electronic submittals.
- D. Architect's and consultants' actions on items submitted for review:
 - 1. Authorizing purchasing, fabrication, delivery, and installation:
 - a. "Approved", or language with same legal meaning.
 - b. "Approved as Noted, Resubmission not required", or language with same legal meaning.
 - 1) At Contractor's option, submit corrected item, with review notations acknowledged and incorporated.
 - c. "Approved as Noted, Resubmit for Record", or language with same legal meaning.
 - 2. Not Authorizing fabrication, delivery, and installation:
- E. Architect's and consultants' actions on items submitted for information:
 - 1. Items for which no action was taken:
 - a. "Received" - to notify the Contractor that the submittal has been received for record only.
 - 2. Items for which action was taken:
 - a. "Reviewed" - no further action is required from Contractor.

END OF SECTION

SECTION 01 6000
PRODUCT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General product requirements.
- B. Transportation, handling, storage and protection.
- C. Product option requirements.
- D. Substitution limitations.

1.02 REFERENCE STANDARDS

1.03 SUBMITTALS

- A. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- B. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- C. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
 - 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.
 - 2. Product brochures are not permitted to select colors. Physical samples must be provided.

PART 2 PRODUCTS

2.01 NEW PRODUCTS

- A. Provide new products unless specifically required or permitted by Contract Documents.

2.02 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

PART 3 EXECUTION

3.01 SUBSTITUTION LIMITATIONS

- A. See Section 01 2500 - Substitution Procedures.

3.02 TRANSPORTATION AND HANDLING

- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
- B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.
- C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- D. Transport and handle products in accordance with manufacturer's instructions.
- E. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
- F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.

- G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
- H. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

3.03 STORAGE AND PROTECTION

- A. Provide protection of stored materials and products against theft, casualty, or deterioration.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weathertight, climate-controlled enclosures in an environment favorable to product.
- E. For exterior storage of fabricated products, place on sloped supports above ground.
- F. Provide off-site storage and protection when site does not permit on-site storage or protection.
- G. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
- H. Comply with manufacturer's warranty conditions, if any.
- I. Do not store products directly on the ground.
- J. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- K. Prevent contact with material that may cause corrosion, discoloration, or staining.
- L. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- M. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

END OF SECTION

SECTION 01 7000
EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Examination, preparation, and general installation procedures.
- B. Cutting and patching.
- C. Cleaning and protection.
- D. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.
- E. General requirements for maintenance service.

1.02 REFERENCE STANDARDS

1.03 PROJECT CONDITIONS

- A. Use of explosives is not permitted.
- B. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.

1.04 COORDINATION

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Notify affected utility companies and comply with their requirements.
- C. Coordinate completion and clean-up of work of separate sections.
- D. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

PART 2 PRODUCTS

2.01 PATCHING MATERIALS

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.
- C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 6000 - Product Requirements.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work,

assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

3.02 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

3.03 GENERAL INSTALLATION REQUIREMENTS

- A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- C. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
- D. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- E. Make neat transitions between different surfaces, maintaining texture and appearance.

3.04 CUTTING AND PATCHING

- A. Whenever possible, execute the work by methods that avoid cutting or patching.
- B. Perform whatever cutting and patching is necessary to:
 - 1. Complete the work.
 - 2. Fit products together to integrate with other work.
 - 3. Provide openings for penetration of mechanical, electrical, and other services.
 - 4. Match work that has been cut to adjacent work.
 - 5. Repair areas adjacent to cuts to required condition.
 - 6. Repair new work damaged by subsequent work.
 - 7. Remove samples of installed work for testing when requested.
 - 8. Remove and replace defective and non-complying work.
- C. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
- D. Employ original installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
- E. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
- F. Restore work with new products in accordance with requirements of Contract Documents.
- G. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- H. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material , to full thickness of the penetrated element.
- I. Patching:
 - 1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
 - 2. Match color, texture, and appearance.
 - 3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

3.05 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.

- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

3.06 PROTECTION OF INSTALLED WORK

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- G. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

3.07 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

3.08 FINAL CLEANING

- A. Use cleaning materials that are nonhazardous.
- B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- C. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
- D. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- E. Clean debris from roofs, gutters, downspouts, scuppers, overflow drains, area drains, and drainage systems.
- F. Clean site; sweep paved areas, rake clean landscaped surfaces.
- G. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

3.09 CLOSEOUT PROCEDURES

- A. Make submittals that are required by governing or other authorities.
- B. Accompany Project Coordinator on preliminary inspection to determine items to be listed for completion or correction in the Contractor's Correction Punch List for Contractor's Notice of Substantial Completion.
- C. Notify Architect when work is considered ready for Architect's Substantial Completion inspection.
- D. Submit written certification containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's Substantial Completion inspection.

- E. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect.
- F. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas.
- G. Notify Architect when work is considered finally complete and ready for Architect's Substantial Completion final inspection.
- H. Complete items of work determined by Architect listed in executed Certificate of Substantial Completion.
- I. Provide final lien waivers from all contractors prior to approval of final application for payment.

3.10 MAINTENANCE

- A. Provide service and maintenance of components indicated in specification sections.
- B. Maintenance Period: As indicated in specification sections or, if not indicated, not less than one year from the Date of Substantial Completion or the length of the specified warranty, whichever is longer.
- C. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
- D. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.
- E. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Owner.

END OF SECTION

SECTION 01 7800
CLOSEOUT SUBMITTALS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Project record documents.
- B. Operation and maintenance data.
- C. Warranties and bonds.

1.02 SUBMITTALS

- A. Project Record Documents: Submit documents to Architect with claim for final Application for Payment.
- B. Operation and Maintenance Data:
 - 1. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect will review draft and return one copy with comments.
 - 2. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect comments. Revise content of all document sets as required prior to final submission.
 - 3. Submit two sets of revised final documents in final form within 10 days after final inspection.
- C. Warranties and Bonds:
 - 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within 10 days after acceptance.
 - 2. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
 - 3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.

PART 3 EXECUTION

2.01 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
 - 1. Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other modifications to the Contract.
 - 5. Reviewed shop drawings, product data, and samples.
 - 6. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
 - 1. Changes made by Addenda and modifications.
- F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
 - 1. Field changes of dimension and detail.
 - 2. Details not on original Contract drawings.

2.02 OPERATION AND MAINTENANCE DATA

- A. Source Data: For each product or system, list names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.

- B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.
- D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

2.03 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES

- A. For Each Product, Applied Material, and Finish:
 - 1. Product data, with catalog number, size, composition, and color and texture designations.
 - 2. Information for re-ordering custom manufactured products.
- B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.
- C. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

2.04 WARRANTIES AND BONDS

- A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittals when required.
- D. Retain warranties and bonds until time specified for submittal.
- E. Include originals of each in operation and maintenance manuals, indexed separately on Table of Contents.

END OF SECTION

SECTION 07 4616
ALUMINUM SIDING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Aluminum siding for exterior walls.
- B. Trim, flashings, accessories, and fasteners for aluminum siding.
- C. Aluminum soffits.

1.02 RELATED REQUIREMENTS

- A. Section 07 2500 - Weather Barriers.

1.03 REFERENCE STANDARDS

- A. AAMA 609 & 610 - Cleaning and Maintenance Guide for Architecturally Finished Aluminum (Combined Document); 2015.
- B. ASTM B209 - Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate; 2014.
- C. ASTM B209M - Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate (Metric); 2014.
- D. ASTM D2244 - Standard Practice for Calculation of Color Tolerances and Color Differences from Instrumentally Measured Color Coordinates; 2016.

1.04 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Manufacturer's data sheets on each product to be used, including:
 - 1. Preparation instructions and recommendations.
 - 2. Siding materials, underlayment, flashings, fasteners and accessories.
 - 3. Dimensions, physical properties, and typical details.
 - 4. Storage and handling requirements and recommendations.
 - 5. Installation instructions and recommendations.
- C. Samples: For each finish product specified, provide two complete sets of color chips representing manufacturer's full range of available colors and patterns, including the following:
 - 1. Fasteners and Accessories: Two of each type; full size, and indicate use.
- D. Warranty: Submit manufacturer warranty and ensure forms have been completed in Hagerstown Housing Authority's name and registered with manufacturer.

1.05 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section, with not less than five years of documented experience.
- B. Installer Qualifications: Company specializing in performing work of the type specified and with at least five years of documented experience.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Deliver and store products in manufacturer's unopened packaging bearing brand name and manufacturer's identification until ready for installation.
- B. Verify quantities and condition immediately upon receipt; remove damaged materials from site, and coordinate with manufacturer to replace with new materials meeting specified requirements.
- C. Store products off the ground, within manufacturer's temperature and environmental limits, away from moisture, protected from traffic and construction activities, and minimize on-site storage prior to installation.

1.07 WARRANTY

- A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.

- B. Correct defective work within a two year period after Date of Substantial Completion.
- C. Manufacturer's Warranty: Provide manufacturer's standard lifetime, non-prorated, transferable warranty, including 50 year hail protection warranty.
- D. Manufacturer's warranty on siding and trim accessories finishes to cover the following:
 - 1. Color fading of not more than five Hunter color-difference units when tested in accordance with ASTM D2244.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Aluminum Siding:

2.02 ALUMINUM SIDING

- A. Type _____, Aluminum Fascia:
 - 1. Material: Precoated aluminum sheet, 0.016 inch (0.41 mm) minimum base metal thickness.
- B. Aluminum Soffit:
 - 1. Material: Precoated aluminum sheet, 0.016 inch (0.41 mm), minimum base metal thickness.
 - 2. Soffit Accessories: Provide coordinating accessories made of same material as required for complete and proper installation.

2.03 MATERIALS

- A. Precoated Aluminum Sheet: ASTM B209 (ASTM B209M), 3105 alloy, O temper, smooth surface texture; continuous-coil-coated on exposed surfaces with specified finish coating, and with manufacturer's standard panel back coating.

2.04 ACCESSORIES

- A. Fasteners: Aluminum; non-staining, of size and strength to securely and rigidly retain this work; prefinished to match siding finish.
- B. Finish: Shop precoated with manufacturer's standard SMP (silicone-modified polyester) coating system.
 - 1. Color: As selected by Architect from manufacturer's full range of available colors.
 - 2. Texture: Smooth.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Examine substrate conditions before beginning installation.
- B. Verify dimensions and acceptable substrate condition.
- C. Verify weather resistant barrier (WRB) has been properly installed over substrate; refer to Section 07 2500 for requirements.
- D. If substrate preparation is responsibility of another installer, notify MSB Architects of unsatisfactory conditions before proceeding.
- E. Do not proceed with installation until unacceptable conditions have been corrected.

3.02 PREPARATION

- A. Surface Preparation: Prepare surfaces as recommended by manufacturer.

3.03 INSTALLATION

- A. Install aluminum soffit, trim, and accessories in accordance with manufacturer's written instructions.
- B. Exterior Soffit Vents: Install according to manufacturer's written instructions; provide vent area as required.

- C. Where dissimilar materials are in contact, prevent galvanic action as recommended by manufacturer.

3.04 CLEANING

- A. Remove grease and oil films, excess joint sealer, handling marks, and other installation debris from aluminum siding, leaving siding clean and unmarked, free from dents, creases, waves, scratch marks, or other damage to material finishes.
- B. Upon completion of installation, thoroughly clean prefinished aluminum surfaces in accordance with AAMA 609 & 610.
- C. Remove excess materials and debris from project site.

3.05 PROTECTION

- A. Protect installed products until completion of project.
- B. Touch-up, repair or replace damaged products before Date of Substantial Completion.

END OF SECTION

SECTION 07 4619

STEEL SIDING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Steel siding for exterior walls.
- B. Trim, flashings, accessories, and fasteners for steel siding.

1.02 REFERENCE STANDARDS

- A. ASTM A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process; 2020.
- B. ASTM D2244 - Standard Practice for Calculation of Color Tolerances and Color Differences from Instrumentally Measured Color Coordinates; 2016.
- C. ASTM D4214 - Standard Test Methods for Evaluating the Degree of Chalking of Exterior Paint Films; 2007 (Reapproved 2015).

1.03 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Manufacturer's data sheets on each product to be used, including:
 - 1. Preparation instructions and recommendations.
 - 2. Siding materials, underlayment, flashings, fasteners and accessories.
 - 3. Dimensions, physical properties, and typical details.
 - 4. Storage and handling requirements and recommendations.
 - 5. Installation methods.
- C. Samples: For each finish product specified, provide two complete sets of color chips representing manufacturer's full range of available colors and patterns (standard and premium), including the following:
 - 1. Siding: Two of each type; full panel width by 12 inches (305 mm) long.
- D. Warranty: Submit manufacturer warranty and ensure forms have been completed in Owner's name and registered with manufacturer.

1.04 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section, with not less than five years of documented experience.
- B. Installer Qualifications: Company specializing in performing work of the type specified and with at least five years of documented experience.

1.05 DELIVERY, STORAGE, AND HANDLING

- A. Deliver and store products in manufacturer's unopened packaging bearing brand name and manufacturer's identification until ready for installation.
- B. Verify quantities and condition immediately upon receipt; remove damaged materials from site, and coordinate with manufacturer to replace with new materials meeting specified requirements.
- C. Store products off the ground, within manufacturer's temperature and environmental limits, away from moisture, protected from traffic and construction activities, and minimize on-site storage prior to installation.

1.06 WARRANTY

- A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
- B. Correct defective work within a two year period after Date of Substantial Completion.
- C. Manufacturer's Warranty: Provide manufacturer's standard lifetime, non-prorated, transferable warranty, including 50 year hail protection warranty.
- D. Manufacturer's warranty on siding and trim accessories finishes to cover the following:

1. Color fading of not more than five Hunter color-difference units when tested in accordance with ASTM D2244.
2. Degree of chalking of eight or greater when tested in accordance with ASTM D4214.
3. Cracking, checking, peeling, or failure of paint to adhere to metal substrate.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Steel Siding:
 1. ABC Seamless; Horizontal Style: www.abcseamless.com/#sle.
 2. EDCO Products, Inc; Lap Style: www.edcoproducts.com/#sle.
 3. Ply Gem; Seamless Steel Siding: www.plygem.com/#sle.
 4. Substitutions: See Section 01 6000 - Product Requirements.

2.02 STEEL SIDING

- A. Horizontal Steel Siding:
 1. Factory-formed steel siding.
 2. Material: Precoated steel sheet, 28 gauge, 0.0149 inch (0.38 mm) minimum base metal thickness.
 3. Profile: Clapboard, Double 5-Inch; 5 inches (127 mm) wide; 10 inch (254 mm) exposure.
 4. Nailing Hem: Single layer, with 1-1/8 inch (28 mm) elongated nail holes at maximum 1-5/8 inches (41 mm) on center.
 5. Finish: Shop pre-coated with manufacturer's standard SMP (silicone-modified polyester) coating system.
 6. Color: As selected by Architect from manufacturers full range of available colors.
 7. Texture: Smooth.

2.03 MATERIALS

- A. Precoated Steel Sheet: Hot-dipped galvanized steel sheet, ASTM A653/A653M, Structural Steel (SS) or Forming Steel (FS), with G90/Z275 coating; continuous coil-coated on exposed surfaces with specified finish coating, and manufacturer's standard panel back coating.

2.04 ACCESSORIES

- A. Cladding Support Clips: Thermally-broken, galvanized steel clips for support of cladding z-girts, angles, channels and other framing.
 1. Galvanized Steel Sheet: ASTM A653/A653M, with G90/Z275 galvanized coating.
- B. Fasteners: Hot dipped galvanized; non-staining, of size and strength to securely and rigidly retain the work; prefinished to match siding finish.
- C. Flashing: Siding manufacturer's standard, factory-finished flashing accessories.
- D. Provide coordinating accessories made of same material as required for complete and proper installation whether or not specifically shown on drawings.
 1. Starter strip.
 2. Corner post.
 3. J-Channels.
 4. Window and door trim.
 5. Drip cap.
- E. Finish: Shop precoated with manufacturer's standard PVC (Plastisol) coating system.
 1. Color: Match adjacent siding or soffit panels.
 2. Texture: Smooth.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Examine substrate conditions before beginning installation.
- B. Verify dimensions and acceptable substrate condition.

- C. If substrate preparation is responsibility of another installer, notify Architect of unsatisfactory conditions before proceeding.
- D. Do not proceed with installation until unacceptable conditions have been corrected.

3.02 PREPARATION

- A. Surface Preparation: Prepare surfaces as recommended by manufacturer.

3.03 INSTALLATION

- A. Install steel siding, soffit, trim, and accessories in accordance with manufacturer's written instructions.
- B. Attach siding using manufacturers recommended fasteners, sealants, and adhesives, allowing for thermal expansion.
- C. Provide concealed fasteners except where approved on shop drawings.
- D. Horizontal Clapboard: Work from base of installation to top.
- E. Where dissimilar materials are in contact, prevent galvanic action as recommended by manufacturer.

3.04 CLEANING

- A. Remove grease and oil films, excess joint sealer, handling marks, and other installation debris from steel siding, leaving siding clean and unmarked, free from dents, creases, waves, scratch marks, or other damage to material finishes.
- B. Upon completion of installation, thoroughly clean prefinished steel surfaces.
- C. Remove excess materials and debris from project site.

3.05 PROTECTION

- A. Protect installed products until completion of project.
- B. Touch-up, repair or replace damaged products before Date of Substantial Completion.

END OF SECTION

SECTION 07 7123
MANUFACTURED GUTTERS AND DOWNSPOUTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Pre-finished aluminum gutters and downspouts.

1.02 REFERENCE STANDARDS

- A. AAMA 611 - Voluntary Specification for Anodized Architectural Aluminum; 2014 (2015 Errata).
- B. ASTM B209 - Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate; 2014.
- C. ASTM B209M - Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate (Metric); 2014.
- D. SMACNA (ASMM) - Architectural Sheet Metal Manual; 2012.

1.03 ADMINISTRATIVE REQUIREMENTS

- A. Comply with SMACNA (ASMM) for sizing components for rainfall intensity determined by a storm occurrence of 1 in 10 years.

1.04 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide data on prefabricated components.
- C. Shop Drawings: Indicate locations, configurations, jointing methods, fastening methods, locations, and installation details.

1.05 DELIVERY, STORAGE, AND HANDLING

- A. Stack material to prevent twisting, bending, or abrasion, and to provide ventilation. Slope to drain.
- B. Prevent contact with materials that could cause discoloration, staining, or damage.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Aluminum Sheet: ASTM B209 (ASTM B209M); 0.032 inch thick.
 - 1. Color: As selected from manufacturer's standard colors.

2.02 COMPONENTS

- A. Gutters: CDA rectangular style profile.
- B. Downspouts: CDA Rectangular profile.
- C. Anchors and Supports: Profiled to suit gutters and downspouts.
 - 1. Anchoring Devices: In accordance with CDA requirements.
 - 2. Gutter Supports: Brackets.
 - 3. Downspout Supports: Brackets.

2.03 ACCESSORIES

- A. Contractor to reconnect downspouts to existing underground boots by similar means as original installation. If original connections cannot be used Contractor to provide alternate connection method for review by Architect and Owner for approval.

2.04 FABRICATION

- A. Form gutters and downspouts of profiles and size indicated.
- B. Fabricate with required connection pieces.
- C. Form sections square, true, and accurate in size, in maximum possible lengths, free of distortion or defects detrimental to appearance or performance. Allow for expansion at joints.
- D. Hem exposed edges of metal.

- E. Fabricate gutter and downspout accessories; seal watertight.

2.05 FINISHES

- A. Class I Color Anodized Finish: AAMA 611 AA-M12C22A42; integrally colored anodic coating not less than 0.7 mils thick.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify existing conditions before starting work.
- B. Verify that surfaces are ready to receive work.

3.02 PREPARATION

- A. Paint concealed metal surfaces and surfaces in contact with dissimilar metals with protective backing paint to a minimum dry film thickness of 15 mil.

3.03 INSTALLATION

- A. Install gutters, downspouts, and accessories in accordance with manufacturer's instructions.
- B. Join lengths with formed seams sealed watertight. Flash and seal gutters to downspouts and accessories.
- C. Slope gutters 1/2" inch per 10 feet.
- D. Solder metal joints for full metal surface contact. After soldering, wash metal clean with neutralizing solution and rinse with water.
- E. Connect downspouts to downspout boots at 6 inches above grade. Grout connection watertight.

END OF SECTION

SECTION 07 9200
JOINT SEALANTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Nonsag gunnable joint sealants.
- B. Joint backings and accessories.

1.02 REFERENCE STANDARDS

- A. ASTM C794 - Standard Test Method for Adhesion-In-Peel of Elastomeric Joint Sealants; 2018.
- B. ASTM C920 - Standard Specification for Elastomeric Joint Sealants; 2018.
- C. ASTM C1087 - Standard Test Method for Determining Compatibility of Liquid-Applied Sealants with Accessories Used in Structural Glazing Systems; 2016.
- D. ASTM C1193 - Standard Guide for Use of Joint Sealants; 2016.
- E. ASTM C1248 - Standard Test Method for Staining of Porous Substrate by Joint Sealants; 2018.
- F. ASTM C1330 - Standard Specification for Cylindrical Sealant Backing for Use with Cold Liquid-Applied Sealants; 2018.

1.03 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data for Sealants: Submit manufacturer's technical data sheets for each product to be used, that includes the following.
 - 1. Physical characteristics, including movement capability, VOC content, hardness, cure time, and color availability.
 - 2. List of backing materials approved for use with the specific product.
 - 3. Substrates that product is known to satisfactorily adhere to and with which it is compatible.
 - 4. Substrates the product should not be used on.
 - 5. Substrates for which use of primer is required.
- C. Color Cards for Selection: Where sealant color is not specified, submit manufacturer's color cards showing standard colors available for selection.
- D. Preconstruction Laboratory Test Reports: Submit at least four weeks prior to start of installation.

1.04 QUALITY ASSURANCE

- A. Preconstruction Laboratory Testing: Arrange for sealant manufacturer(s) to test each combination of sealant, substrate, backing, and accessories.
 - 1. Adhesion Testing: In accordance with ASTM C794.
 - 2. Compatibility Testing: In accordance with ASTM C1087.
 - 3. Allow sufficient time for testing to avoid delaying the work.
 - 4. Deliver to manufacturer sufficient samples for testing.
 - 5. Report manufacturer's recommended corrective measures, if any, including primers or techniques not indicated in product data submittals.
 - 6. Testing is not required if sealant manufacturer provides data showing previous testing, not older than 24 months, that shows satisfactory adhesion, lack of staining, and compatibility.

1.05 WARRANTY

- A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
- B. Correct defective work within a five year period after Date of Substantial Completion.
- C. Warranty: Include coverage for installed sealants and accessories that fail to achieve watertight seal, exhibit loss of adhesion or cohesion, or do not cure.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Non-Sag Sealants: Permits application in joints on vertical surfaces without sagging or slumping.
 - 1. Sika Corporation; _____: www.usa-sika.com/#sle.

2.02 JOINT SEALANT APPLICATIONS

- A. Scope:
 - 1. Exterior Joints: Seal open joints, whether or not the joint is indicated on drawings, unless specifically indicated not to be sealed. Exterior joints to be sealed include, but are not limited to, the following items.
 - a. Wall expansion and control joints.
 - b. Joints between door, window, and other frames and adjacent construction.
 - c. Joints between different exposed materials.
 - d. Openings below ledge angles in masonry.
 - e. Other joints indicated below.
 - 2. Do not seal the following types of joints.
 - a. Intentional weepholes in masonry.
 - b. Joints indicated to be treated with manufactured expansion joint cover or some other type of sealing device.
 - c. Joints where sealant is specified to be provided by manufacturer of product to be sealed.
 - d. Joints where installation of sealant is specified in another section.
- B. Exterior Joints: Use non-sag non-staining silicone sealant, unless otherwise indicated.

2.03 JOINT SEALANTS - GENERAL

2.04 NONSAG JOINT SEALANTS

- A. Non-Staining Silicone Sealant: ASTM C920, Grade NS, Uses M and A; not expected to withstand continuous water immersion or traffic.
 - 1. Movement Capability: Plus 100 percent and minus 50 percent, minimum.
 - 2. Non-Staining To Porous Stone: Non-staining to light-colored natural stone when tested in accordance with ASTM C1248.
 - 3. Dirt Pick-Up: Reduced dirt pick-up compared to other silicone sealants.
 - 4. Color: To be selected by MSB Architects from manufacturer's full range.

2.05 ACCESSORIES

- A. Backer Rod: Cylindrical cellular foam rod with surface that sealant will not adhere to, compatible with specific sealant used, and recommended by backing and sealant manufacturers for specific application.
 - 1. Type for Joints Not Subject to Pedestrian or Vehicular Traffic: ASTM C1330; Type O - Open Cell Polyurethane.
 - 2. Open Cell: 40 to 50 percent larger in diameter than joint width.
- B. Backing Tape: Self-adhesive polyethylene tape with surface that sealant will not adhere to and recommended by tape and sealant manufacturers for specific application.
- C. Primers: Type recommended by sealant manufacturer to suit application; non-staining.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that joints are ready to receive work.
- B. Verify that backing materials are compatible with sealants.
- C. Verify that backer rods are of the correct size.

3.02 PREPARATION

- A. Remove loose materials and foreign matter that could impair adhesion of sealant.
- B. Clean joints, and prime as necessary, in accordance with manufacturer's instructions.
- C. Perform preparation in accordance with manufacturer's instructions and ASTM C1193.
- D. Mask elements and surfaces adjacent to joints from damage and disfigurement due to sealant work; be aware that sealant drips and smears may not be completely removable.

3.03 INSTALLATION

- A. Perform work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.
- B. Perform installation in accordance with ASTM C1193.
- C. Measure joint dimensions and size joint backers to achieve width-to-depth ratio, neck dimension, and surface bond area as recommended by manufacturer.
- D. Install bond breaker backing tape where backer rod cannot be used.
- E. Install sealant free of air pockets, foreign embedded matter, ridges, and sags, and without getting sealant on adjacent surfaces.
- F. Do not install sealant when ambient temperature is outside manufacturer's recommended temperature range, or will be outside that range during the entire curing period, unless manufacturer's approval is obtained and instructions are followed.
- G. Nonsag Sealants: Tool surface concave, unless otherwise indicated; remove masking tape immediately after tooling sealant surface.

3.04 FIELD QUALITY CONTROL

- A. Remove and replace failed portions of sealants using same materials and procedures as indicated for original installation.

END OF SECTION

SECTION 10 7113.13
EXTERIOR SHUTTERS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Vinyl shutters.

1.02 REFERENCE STANDARDS

- A. ASTM E330/E330M - Standard Test Method for Structural Performance of Exterior Windows, Doors, Skylights and Curtain Walls by Uniform Static Air Pressure Difference; 2014.

1.03 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Manufacturer's data sheets on each product to be used.
- C. Samples: For each finish product specified, two complete sets of color chips representing manufacturer's standard colors.
- D. Warranty Documentation: Submit manufacturer warranty and ensure that forms have been completed in Owner's name and registered with manufacturer.

1.04 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to site in manufacturer's original, unopened packaging, with labels clearly identifying product name and manufacturer.
- B. Store products in manufacturer's unopened packaging until ready for installation.
- C. Store materials in a clean, cool and dry area in accordance with manufacturer's instructions. Do not leave unopened shutters in direct sunlight.
- D. Protect materials during handling and installation to prevent damage.

1.05 FIELD CONDITIONS

- A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer. Do not install products under environmental conditions outside manufacturer's absolute limits.

1.06 WARRANTY

- A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
- B. Correct defective Work within a five year period after Date of Substantial Completion.
- C. Provide lifetime year manufacturer warranty for shutters.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Vinyl Shutters:
 - 1. Royal Corinthian; Vinyl Decroitive Shutters, louvered: www.royalcorinthian.com/#sle.
 - 2. PlyGem, Mastic Louvered Shutters: www.plygem.com.
 - 3. Larson Shutter Company, Girardin Polymer Louvered: www.larsonshutter.com.
 - 4. Substitutions: See Section 01 6000 - Product Requirements.

2.02 EXTERIOR SHUTTERS

- A. General:
 - 1. Provide fixed shutters as indicated on drawings.
- B. Material Composition: Vinyl, and as specified below.
- C. Type: Side hung (Colonial).
 - 1. Style: Louvered.
- D. Thickness: 1 inch (25 mm), nominal.
- E. Width: Match existing.

- F. Height: Match existing.

2.03 PERFORMANCE REQUIREMENTS

- A. Shutters to withstand specified load requirements without damage or permanent set, when tested in accordance with ASTM E330/E330M.
- B. Design Wind Loads: Comply with requirements of authorities having jurisdiction.

2.04 MATERIALS

- A. Vinyl: Shutters molded with UV-stabilized polypropylene copolymer with molded-through color to form open back non-operable decorative shutters.
 - 1. Finish: Integral color.
 - 2. Color: As selected by Architect from manufacturer's standard line of colors.

2.05 HARDWARE

- A. Hardware for Side-Hung "Colonial" Shutters: Select from shutter manufacturer's standard options.
 - 1. Material: Stainless steel.
 - 2. Finish: Powder coat to match shutter color.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Do not begin installation until substrates have been properly prepared.
- B. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.
- C. Commencement of work will imply acceptance of substrate.

3.02 PREPARATION

- A. Clean surfaces thoroughly prior to installation.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

3.03 INSTALLATION

- A. Install shutters in accordance with manufacturer's instructions for mounting indicated.

3.04 PROTECTION

- A. Protect installed products from damage by weather and other work until Date of Substantial Completion.
- B. Touch-up and repair damaged products before Date of Substantial Completion.

END OF SECTION

END PAGE
HHA DOCUMENTS