

SECTION 01 00 00
GENERAL REQUIREMENTS

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**SECTION 01 00 00
GENERAL REQUIREMENTS**

1.01 GENERAL INTENTION

- A. Contractor shall completely prepare site for building operations, including demolition and removal of existing structures, mechanical, electrical, plumbing, fire protection systems...etc., and furnish labor and materials and perform work for the renovation of the existing offices, on-call program sleep rooms, and anesthesia areas to provide new space for an Office Suite that includes private offices, open offices, conference rooms, waiting areas, staff break room, copy room, storage rooms and other support spaces as required by drawings and specifications. The project is located on the Third Floor, Building 101, VA Palo Alto Division, Palo Alto, California.
- B. Visits to the VA Campus site by Bidders may be made only by appointment with the Contracting Officer's Representative.
- C. Before placement and installation of work subject to tests by a testing laboratory, the Contractor shall notify the Contracting Officer's Representative in sufficient time to enable VA personnel to be present at the time for adequate oversight of the taking and testing of specimens and field activities. Such prior notice shall be not less than three work days unless otherwise designated by the Contracting Officer's Representative.
- D. All employees of the Contractor and subcontractors shall comply with the VA security management program and obtain permission for site entry from the VA police, be identified by project and employer, and be restricted from unauthorized access.
- E. The Contracting Officer's Representative will assign specific routes and times for pathways, corridors and elevators for transportation of personnel, materials and equipment. The Contractor will continually clean-up any dust, dirt or debris caused by their jobsite ingress/egress.
- F. Dust and fume control will be exercised during all construction operations. Workers will be careful not to operate any vehicles, gas or diesel engines, or to perform any fume or dust generating process near a building air intake system. Noise will be held to a minimum at all times. Jack-hammering, core drilling and other noisy or disturbing operations may have to be rescheduled or accomplished after hours to avoid interfering with surgery or patient care services.

1.02 STATEMENT OF BID ITEM(S)

- A. ITEM I, GENERAL CONSTRUCTION: Work includes general construction, alterations, structural, mechanical, plumbing, fire protection, electrical, and fire alarm work, utility systems, necessary removal of existing structures and construction and certain other items as shown on Drawings and Specifications.

1.03 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. After award of contract, specifications and drawings will be available for download from a link provided by the Contracting Officer's Representative.

1.04 ACCIDENT PREVENTION

- A. Refer to SECTION 01 35 26 SAFETY REQUIREMENTS, Article 1.04.

1.05 CONSTRUCTION SECURITY REQUIREMENTS

- A. Security Plan:
1. The Security Plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.
 2. The Contractor is responsible for assuring that all sub-Contractors working on the project and their employees also comply with these regulations.
- B. Security Procedures:
1. Contractor and subcontractor employees shall not enter the project site without an appropriate badge. They will be subject to inspection of their personal effects when entering or leaving the project site.
 2. The Contractor shall create an Employee Daily Log of all personnel working on the site. The Employee Daily Log shall contain the employee's (a) Full Name, (b) Employer/Company Name and (c) Occupation/Trade. The Employee Daily Log shall be submitted with the Contractor's Daily Work Report.
 3. All work on the contract shall be performed between 7:00 am and 5:00 pm Monday through Friday, excluding National Holidays, unless approved in writing by the Contracting Officer. For working outside these hours, the Contractor shall give two weeks' notice to the Contracting Officer's Representative so that oversight, security and escort arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown described later in this specification.
 4. No photography of VA premises is allowed without written permission of the VA Public Affairs Officer. Submit request to the Contracting Officer's Representative.
 5. The VA Police are Federal Police Officers with full authority to make arrests, investigate crimes and issue traffic citations. Citations issued require an appearance in the Federal District Court and/or payment of a fine. Speed limits and other driving and parking codes are strictly enforced. Any vehicle left unattended for more than a few minutes may be cited by the VA Police.
 6. Sexual harassment is strictly prohibited. This includes deliberate or unsolicited verbal comments or gestures of a sexual nature, unwelcome sexual advances, requests for sexual favors and/or other unwelcome verbal or physical conduct of a sexual nature.
 7. Possession or use of non-prescription drugs or alcohol, including beer and wine, on the Health Care System grounds is strictly prohibited. Possession of firearms, knives with blades over 4", ammunition, explosive devices and any item that may be considered an offensive weapon is strictly prohibited. This includes carrying such items in vehicles.
 8. The Health Care System does not have the equipment, facilities, or personnel trained to handle serious injuries. Call 911 for emergency medical assistance and notify the Contracting Officer's Representative and the VA Police.
 9. Vehicle authorization requests shall be required for any vehicle entering the site and such requests shall be submitted 24 hours before the date and time of access. Access shall be restricted to picking up and dropping off materials and supplies. Separate permits shall be issued for Contractor and subcontractor employees for parking in designated areas only.
 10. VA reserves the right to shut down the project site and order Contractor's employees and subcontractors off the premises in the event of a national emergency or local disaster. The Contractor may return to the site only with the written approval of the Contracting Officer's Representative.
- C. Key Control:
1. The Contractor shall provide duplicate keys and lock combinations to the Contracting Officer's Representative for the purpose of security inspections and

- emergency actions for every area of the project site including tool boxes and parked machines.
- 2. The Contractor shall turn over all permanent lock cylinders to the VA locksmith for permanent installation.
- D. Document Control:
 - 1. Before starting any work, the Contractor shall submit an electronic security memorandum describing the approach to following goals and maintaining confidentiality of "Sensitive Information".
 - 2. The General Contractor is responsible for safekeeping of all drawings, project manuals and other project information. This information shall be shared only with those with a specific need to accomplish the project.
 - 3. Certain documents, sketches, videos or photographs and drawings may be marked "Law Enforcement Sensitive" or "Sensitive Unclassified". Secure such information in separate containers and limit access to only those who will need it for the project. Return the information to the Contracting Officer's Representative upon request.
 - 4. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer's Representative.
 - 5. All paper waste or electronic media shall be shredded, destroyed or erased in a manner acceptable to the VA.
 - 6. Notify Contracting Officer's Representative and Site Security Officer immediately when there is a loss or compromise of "Sensitive Information".
 - 7. All electronic information shall be stored in specified location following VA standards and procedures using an Engineering Document Management Software (EDMS).
 - a. Security, access and maintenance of all project drawings, both scanned and electronic shall be performed and tracked through the EDMS system.
 - b. "Sensitive Information" including drawings and other documents may be attached to e-mails provided all VA encryption procedures are followed.

1.06 FIRE SAFETY

- A. Refer to SECTION 01 35 26 SAFETY REQUIREMENTS, Article 1.13.

1.07 OPERATIONS AND STORAGE AREAS

- A. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the Contracting Officer's Representative. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.
- B. Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the Contracting Officer's Representative and shall be built with labor and materials furnished by the Contractor without expense to the Government. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at their expense upon completion of the work. With the written consent of the Contracting Officer's Representative, the buildings and utilities may be abandoned and need not be removed.
- C. The Contractor shall, as prescribed by the Contracting Officer's Representative, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer's Representative. When materials are

transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law, code or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.

- D. Working space and space available for storing materials shall be as determined by the Contracting Officer's Representative.
- E. Workmen are subject to rules of the VA Campus applicable to their conduct.
- F. Execute work so as to interfere as little as possible with normal functioning of the VA Campus as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others.
 - 1. Do not store materials and equipment in other than assigned areas.
 - 2. Schedule delivery of materials and equipment to immediate construction working areas within buildings in use by the VA in quantities sufficient for not more than two work days. Provide unobstructed access to VA Campus areas required to remain in operation.
- G. Phasing: The Medical Center must maintain its operation 24 hours a day 7 days a week. Therefore, any interruption in service must be scheduled and coordinated with the COR to ensure that no lapses in operation occur. It is the CONTRACTOR'S responsibility to develop a work plan and schedule detailing, at a minimum, the procedures to be employed, the equipment and materials to be used, the interim life safety measure to be used during the work, and a schedule defining the duration of the work with milestone subtasks.
 - 1. To insure such executions, Contractor shall furnish the COR with a schedule of approximate phasing dates on which the Contractor intends to accomplish work in each specific area of site, building or portion thereof. In addition, Contractor shall notify the COR two weeks in advance of the proposed date of starting work in each specific area of site, building or portion thereof. Arrange such phasing dates to insure accomplishment of this work in successive phases mutually agreeable to COR and Contractor, as follow:
 - a. Phase 1: Area as shown on Drawings. Complete demolition and construction for Phase 1 construction area. Obtain certificate of occupancy for Government move-in. Government shall occupy Phase 1 construction area upon completion and prior to beginning work in Phase 2 construction area.
 - b. Phase 2: Area as shown on Drawings. Complete demolition and construction for Phase 2 construction area. Obtain final certificate of occupancy for entire project area.
- H. Contractor shall take all measures and provide all material necessary for protecting existing equipment and property in affected areas of construction against dust and debris, so that equipment and affected areas to be used in the Medical Centers operations will not be hindered. Contractor shall permit access to Department of Veterans Affairs personnel and patients through other construction areas which serve as routes of access to such affected areas and equipment. These routes whether access or egress shall be isolated from the construction area by temporary partitions and have walking surfaces, lighting etc to facilitate patient and staff access. Coordinate alteration work in areas occupied by Department of Veterans Affairs so that Medical Center operations will continue during the construction period.

- I. Utilities Services: Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing pipes, electrical wires, conduits, cables, etc., of utility services, or of fire protection systems or communications systems, they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Contracting Officer's Representative. All such actions shall be coordinated with any Utility Company involved:
- J. Utilities Services: Maintain existing utility services for the VA Campus at all times.
 - 1. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior approval of Contracting Officer's Representative. Electrical work shall be accomplished with all affected circuits or equipment de-energized. When an electrical outage cannot be accomplished, work on any energized circuits or equipment shall not commence without the Contracting Officer's Representative prior knowledge and written approval. Refer to specification Sections 26 05 11, REQUIREMENTS FOR ELECTRICAL INSTALLATIONS, 27 05 11 REQUIREMENTS FOR COMMUNICATIONS INSTALLATIONS and 28 05 11, REQUIREMENTS FOR ELECTRONIC SAFETY AND SECURITY INSTALLATIONS for additional requirements.
 - 2. Contractor shall submit a request to interrupt any such services or systems to Contracting Officer's Representative, in writing, six (6) weeks in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption. Approved outage dates are not guaranteed and are subject to VA operational requirements.
 - 3. Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of the VA. Interruption time approved by Contracting Officer's Representative may occur at other than Contractor's normal working hours.
 - 4. In case of a contract construction emergency, service will be interrupted on approval of Contracting Officer's Representative. Such approval will be confirmed in writing as soon as practical.
 - 5. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service connection to the construction project, for such items as water, sewer, electricity or gas, payment of such fee shall be paid by the Contractor unless specifically relieved in writing by the Government.
- K. Abandoned Lines: All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are to be abandoned but are not required to be entirely removed, shall be sealed, capped or plugged. The lines shall not be capped in finished areas, but shall be removed and sealed, capped or plugged in ceilings, within furred spaces, in unfinished areas, or within walls or partitions; so that they are completely behind the finished surfaces.
- L. To minimize interference of construction activities with flow of VA Campus traffic, comply with the following:
 - 1. The Contractor shall not block any road or street, walkway or building egress without requesting approval from the Contracting Officer's Representative. Submit written request one (1) week prior to proposed blockage. Keep roads, walks and entrances to grounds, to parking and to occupied areas of buildings clear of construction materials, debris and standing construction equipment and vehicles. Wherever excavation for new work crosses existing roads, at least one lane must be open to traffic at all times.
 - 2. Method and scheduling of required cutting, altering and removal of existing roads, walks and entrances must be approved by the Contracting Officer's Representative.

- M. Coordinate this contract with other construction operations as directed by Contracting Officer's Representative. This includes the scheduling of traffic and the use of roadways.

1.08 ALTERATIONS

- A. Survey: Before any work is started, the Contractor shall make a thorough survey with the Contracting Officer's Representative, of buildings areas in which alterations occur and areas which are anticipated routes of access, and furnish a signed report, to the Contracting Officer's Representative. This report shall list by rooms and spaces:
 - 1. Existing condition and types of resilient flooring, doors, windows, walls and other surfaces not required to be altered throughout affected areas of the building.
 - 2. Existence and conditions of items such as plumbing fixtures and accessories, electrical fixtures, equipment, venetian blinds, shades, etc., required by drawings to be either reused or relocated, or both.
 - 3. Shall note any discrepancies between drawings and existing conditions at site.
 - 4. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contracting Officer's Representative.
- B. Any items required by drawings to be either reused or relocated or both, found during this survey to be nonexistent, or in opinion of Contracting Officer's Representative to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by Contractor with new items in accordance with specifications which will be furnished by Government. Provided the contract work is changed by reason of this subparagraph B, the contract will be modified accordingly, under provisions of clause entitled "DIFFERING SITE CONDITIONS" (FAR 52.236-2) and "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).
- C. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and Contracting Officer's Representative together shall make a thorough re-survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of resilient flooring, doors, windows, walls and other surfaces as compared with conditions of same as noted in first condition survey report:
 - 1. Re-survey report shall also list any damage caused by Contractor to such flooring and other surfaces, despite protection measures; and, will form basis for determining extent of repair work required of Contractor to restore damage caused by Contractor's workmen in executing work of this contract.
- D. Protection: Provide the following protective measures:
 - 1. Wherever existing roof surfaces are disturbed they shall be protected against water infiltration. In case of leaks, they shall be repaired immediately upon discovery.
 - 2. Temporary protection against damage for portions of existing structures and grounds where work is to be done, materials handled and equipment moved and/or relocated.
 - 3. Protection of interior of existing structures at all times, from damage, dust and weather. Wherever work is performed, floor surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.

1.09 INFECTION PREVENTION MEASURES

- A. Refer to SECTION 01 35 26 SAFETY REQUIREMENTS, Article 1.12.

1.10 DISPOSAL AND RETENTION

- A. Materials and equipment accruing from work removed from demolition of buildings or structures, or parts thereof, shall be disposed of as follows:
1. Reserved items which are to remain property of the Government are noted on drawings or in specifications as items to be stored. Items that remain property of the Government shall be removed from present locations in such a manner as to prevent damage. Store such items where directed by Contracting Officer's Representative.
 2. Items not reserved shall become property of the Contractor and be removed by Contractor.
 3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be done under this contract shall remain the property of the Government. When rooms and spaces are vacated by the VA during the alteration period, such items which are NOT required by drawings and specifications to be either relocated or reused will be removed by the Government in advance of work to avoid interfering with Contractor's operation.
 4. The Contractor is required to alert the VA immediately in the event any known or suspected hazardous materials are disturbed or will need to be disturbed before proceeding with work. Hazardous materials, such as PCB's, asbestos, lead paint, cleaning solutions and other harmful chemicals shall be disposed of in accordance with federal, state and local laws and regulations. In case of an accidental spill of hazardous materials, the Contractor shall take immediate action to contain the spill and notify the Contracting Officer's Representative. Washing cement, plaster, paint, oil or grease, solvents, etc. into any drains is strictly prohibited. **REPORT ANY ACCIDENTAL SPILLS THAT MAY RUN INTO STORM DRAINS IMMEDIATELY TO ENGINEERING SERVICE AT EXTENSION 62468.**
 5. Contractor shall provide a monthly summary of construction and demolition debris diversion and disposal, quantifying all materials generated at the work site and disposed of or diverted from disposal through recycling per SECTION 01 74 19 CONSTRUCTION WASTE MANAGEMENT.

1.11 PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS

- A. The Contractor shall preserve and protect all structures, equipment and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer's Representative.
- B. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer's Representative may have the necessary work performed and charge the cost to the Contractor.

1.12 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the Contracting Officer's Representative. Existing work to be altered or extended and that which is found to be defective in any way, shall be reported to the Contracting Officer's Representative before it is disturbed. Materials and workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.
- B. Upon completion of contract, deliver work complete and undamaged. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.
- C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone, computer network, etc.) which are indicated on drawings or reasonably discovered during execution of the work and which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities and systems not shown on drawings for which locations are unknown and not reasonably discovered will be considered for adjustment to contract time and price in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88) and "DIFFERING SITE CONDITIONS" (FAR 52.236-2).

1.13 LAYOUT OF WORK

- A. The Contractor shall lay out the work and shall be responsible for all measurements in connection with the layout. The Contractor shall furnish, at Contractor's own expense, all templates, equipment, tools, materials, and labor required to lay out any part of the work. The Contractor shall be responsible for executing the work to the lines that may be established or indicated by the Contracting Officer's Representative. The Contractor shall also be responsible for maintaining and preserving all marks established by the Contracting Officer's Representative until authorized to remove them. If such marks are destroyed by the Contractor or through Contractor's negligence before their removal is authorized, the Contracting Officer's Representative may replace them and deduct the expense of the replacement from any amounts due or to become due to the Contractor. (FAR 52.236-17)

1.14 USE OF ROADWAYS

- A. For hauling, use only established public roads and roads on the VA Campus and, when authorized by the Contracting Officer's Representative, such temporary roads which are necessary in the performance of contract work. Temporary roads shall be constructed by the Contractor at Contractor's expense. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed transitions.

1.15 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT

- A. Use of new installed mechanical and electrical equipment to provide heat, ventilation, plumbing, light and power will be permitted subject to compliance with the following provisions:
 - 1. Permission to use each unit or system must be given by Contracting Officer's Representative. If the equipment is not installed and maintained in accordance with the following provisions, the Contracting Officer's Representative will withdraw permission for use of the equipment.
 - 2. Electrical installations used by the equipment shall be completed in accordance with the drawings and specifications to prevent damage to the equipment and the electrical systems, i.e. transformers, relays, circuit breakers, fuses, conductors, motor controllers and their overload elements shall be properly sized, coordinated and adjusted. Voltage supplied to each item of equipment shall be verified to be correct and it shall be determined that motors are not overloaded. The electrical equipment shall be thoroughly cleaned before use and again immediately before final inspection including vacuum cleaning and wiping clean interior and exterior surfaces.
 - 3. Units shall be properly lubricated, balanced, and aligned. Vibrations must be eliminated.
 - 4. Automatic temperature control systems for preheat coils shall function properly and all safety controls shall function to prevent coil freeze-up damage.
 - 5. The air filtering system utilized shall be that which is designed for the system when complete, and all filter elements shall be replaced at completion of construction and prior to testing and balancing of system.
 - 6. All components of heat production and distribution system, metering equipment, condensate returns, and other auxiliary facilities used in temporary service shall be cleaned prior to use; maintained to prevent corrosion internally and externally during use; and cleaned, maintained and inspected prior to acceptance by the Government. Boilers, pumps, feedwater heaters and auxiliary equipment must be operated as a complete system and be fully maintained by operating personnel. Boiler water must be given complete and continuous chemical treatment.
- B. Prior to final inspection, the equipment or parts used which show wear and tear beyond normal, shall be replaced with identical replacements, at no additional cost to the Government.
- C. This paragraph shall not reduce the requirements of the mechanical and electrical specifications sections.

1.16 EXCLUSIVE TEMPORARY USE OF EXISTING ELEVATORS

- A. Exclusive use of existing elevators for handling building materials and Contractor's personnel will be permitted subject to following provisions:
 - 1. Contractor shall coordinate all arrangements with the Contracting Officer's Representative for use of elevators. The Contracting Officer's Representative will ascertain that elevators are in proper condition. Personnel for operating elevators will not be provided by the Department of Veterans Affairs.
 - 2. Contractor covers and provides maximum protection of following elevator components:
 - a. Entrance jambs, heads soffits and threshold plates.
 - b. Entrance columns, canopy, return panels and inside surfaces of car enclosure walls.
 - c. Finish flooring.

3. Government will accept hoisting ropes of elevator and rope of each speed governor if they are worn under normal operation. However, if these ropes are damaged by action of foreign matter such as sand, lime, grit, stones, etc., during temporary use, they shall be removed and replaced by new hoisting ropes.
4. If brake lining of elevators are excessively worn or damaged during temporary use, they shall be removed and replaced with new brake lining.
5. All parts of main controller, starter, relay panel, selector, etc., worn or damaged during temporary use shall be removed and replaced with new parts, if recommended by elevator inspector after elevator is released by Contractor.
6. Place elevator in condition equal, less normal wear, to that existing at time it was placed in service of Contractor as approved by Contracting Officer's Representative.

1.17 TEMPORARY TOILETS

- A. Contractor may have for use of Contractor's workmen, such toilet accommodations as may be assigned to Contractor by Medical Center. Contractor shall keep such places clean and be responsible for any damage done thereto by Contractor's workmen. Failure to maintain satisfactory condition in toilets will deprive Contractor of the privilege to use such toilets.

1.18 AVAILABILITY AND USE OF UTILITY SERVICES

- A. The Government shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. If applicable, the amount to be paid by the Contractor for chargeable electrical services shall be the prevailing rates charged to the Government. The Contractor shall carefully conserve any utilities furnished without charge.
- B. The Contractor, at Contractor's expense and in a workmanlike manner satisfactory to the Contracting Officer's Representative, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of electricity used for the purpose of determining charges. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated equipment.
- C. Contractor shall install meters at Contractor's expense and furnish the Contracting Officer's Representative a monthly record of the Contractor's usage of electricity as required.
- D. Heat: Furnish temporary heat necessary to prevent injury to work and materials through dampness and cold. Use of open salamanders or any temporary heating devices which may be fire hazards or may smoke and damage finished work, will not be permitted. Maintain minimum temperatures as specified for various materials:
- E. Electricity (for Construction and Testing): Furnish all temporary electric services.
 1. Obtain electricity by connecting to the VA Campus electrical distribution system. The Contractor shall meter and pay for electricity required for electric cranes and hoisting devices, electrical welding devices and any electrical heating devices providing temporary heat. Electricity for all other uses is available at no cost to the Contractor.
- F. Water (for Construction and Testing): Furnish temporary water service.

1. Obtain water by connecting to the VA Campus water distribution system. Provide reduced pressure backflow preventer at each connection. Water is available at no cost to the Contractor.
 2. Maintain connections, pipe, fittings and fixtures and conserve water use so none is wasted. Failure to stop leakage or other wastes will be cause for revocation (at Contracting Officer's Representative's discretion) of use of water from VA Campus system at no cost.
- G. Fuel: Natural and LP gas and burner fuel oil required for boiler cleaning, normal initial boiler-burner setup and adjusting, and for performing the specified boiler tests will be furnished by the Government. Fuel required for prolonged boiler burner setup, adjustments, or modifications due to improper design or operation of boiler, burner, or control devices shall be furnished or reimbursed by the Contractor at Contractor's expense

1.19 NEW TELEPHONE EQUIPMENT

- A. All telephone work with the exception of the actual telephone equipment shall be completed by the contractor under this contract. This work shall be completed before the building is turned over to VA.
- B. The Contractor shall coordinate the work of installation of telephone equipment by others. This work shall be completed before the building is turned over to VA.
 1. Local OI&T telecom will install the actual telephone equipment (switches and phones) after the space has been turned over to the VA and VA have approved and signed off on the punch list. The contractor shall use the Codes of Practice 080311 (for VoIP Buildings) word doc to follow our requirements for the horizontal cabling work that shall be done.

1.20 TESTS

- A. Pre-test mechanical and electrical equipment and systems and make corrections required for proper operation of such systems before requesting final tests. Final test will not be conducted unless pre-tested.
- B. Conduct final tests required in various sections of specifications in presence of the Contracting Officer's Representative. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.
- C. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire complex which must be coordinated to work together during normal operation to produce results for which the system is designed. For example, air conditioning supply air is only one part of entire system which provides comfort conditions for a building. Other related components are return air, exhaust air, steam, chilled water, refrigerant, hot water, controls and electricity, etc. Another example of a complex which involves several components of different disciplines is a boiler installation. Efficient and acceptable boiler operation depends upon the coordination and proper operation of fuel, combustion air, controls, steam, feedwater, condensate and other related components.
- D. All related components shall be functioning when any system component is tested. Tests shall be completed within a reasonably short period of time during which operating and environmental conditions remain reasonably constant.

- E. Individual test result of any component, where required, will only be accepted when submitted with the test results of related components and of the entire system.

1.21 INSTRUCTIONS

- A. Instructions: Contractor shall provide qualified, factory-trained manufacturer representatives to give detailed instructions to assigned VA personnel in the operation and complete maintenance for each piece of equipment. All such training will be at the job site. These requirements are more specifically detailed in the various technical sections. Instructions for different items of equipment that are component parts of a complete system shall be given in an integrated, progressive manner. All instructors for every piece of component equipment in a system shall be available until instructions for all items included in the system have been completed. This is to assure proper instruction in the operation of inter-related systems. All instruction periods shall be at such times as scheduled by the Contracting Officer's Representative and shall be considered concluded only when the Contracting Officer's Representative is satisfied in regard to complete and thorough coverage. The VA reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the Contracting Officer's Representative, does not demonstrate sufficient qualifications in accordance with requirements for the above.

1.22 GOVERNMENT-FURNISHED PROPERTY

- A. The Government shall deliver to the Contractor, the Government-furnished property shown on the drawings.
- B. Equipment furnished by Government to be installed by Contractor will be furnished to Contractor at the building.
- C. Storage space for equipment will be provided by the Government and the Contractor shall be prepared to unload and store such equipment therein upon its receipt at the building.
- D. Notify Contracting Officer's Representative in writing, 60 days in advance, of date on which Contractor will be prepared to receive equipment furnished by Government. Arrangements will then be made by the Government for delivery of equipment.
 - 1. Immediately upon delivery of equipment, Contractor shall arrange for a joint inspection thereof with the Contracting Officer's Representative. At such time the Contractor shall acknowledge receipt of equipment described, make notations, and immediately furnish the Contracting Officer's Representative with a written statement as to its condition or shortages.
 - 2. Contractor thereafter is responsible for such equipment until such time as acceptance of contract work is made by the Contracting Officer's Representative.
- E. Equipment furnished by the Government will be delivered in a partially assembled (knock down) condition in accordance with existing standard commercial practices, complete with all fittings, fastenings, and appliances necessary for connections to respective services installed under contract. All fittings and appliances (i.e., couplings, ells, tees, nipples, piping, conduits, cables, and the like) necessary to make the connection between the Government furnished equipment item and the utility stub-up shall be furnished and installed by the Contractor at no additional cost to the Government.
- F. Completely assemble and install the Government furnished equipment in place ready for proper operation in accordance with specifications and drawings.

- G. Furnish supervision of installation of equipment at construction site by qualified factory trained technicians regularly employed by the equipment manufacturer.

1.23 RELOCATED EQUIPMENT AND ITEMS

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and items AS DIRECTED BY VA.
- B. Perform relocation of such equipment or items at such times and in such a manner as directed by the Contracting Officer's Representative.
- C. Provide all mechanical and electrical service connections, fittings, fastenings and any other materials necessary for assembly and installation of relocated equipment; and leave such equipment in proper operating condition.

1.24 CONSTRUCTION SIGN

- A. Provide a Construction Sign where directed by the Contracting Officer's Representative. All wood members shall be of framing lumber. Cover sign frame with 24 gage galvanized sheet steel nailed securely around edges and on all bearings. Provide three 4 inch by 4 inch posts or equivalent round posts set four feet into ground. Set bottom of sign level at three feet above ground and secure to posts with through bolts. Make posts full height of sign. Brace posts with two by four inch material. Minimum sign size shall be 48"x48".
- B. Paint all surfaces of sign and posts two coats of white gloss paint. Border and letters shall be of black gloss paint, except project title which shall be blue gloss paint.
- C. Maintain sign and remove it when directed by the Contracting Officer's Representative.
- D. Provide detailed drawing of proposed construction sign showing required legend and other characteristics of sign for approval by the Contracting Officer's Representative – COR may provide examples of previously approved signs.

1.25 SAFETY SIGN

- A. Provide a Safety Sign where directed by Contracting Officer's Representative. Face of sign shall be 3/4 inch thick exterior grade plywood. Provide two four by four inch posts extending full height of sign and three feet into ground. Set bottom of sign level at four feet above ground. Minimum sign size shall be 48"x48".
- B. Paint all surfaces of Safety Sign and posts with one prime coat and two coats of white gloss paint. Letters and design shall be painted with gloss paint of colors noted and approved by Contracting Officer's Representative.
- C. Maintain sign and remove it when directed by Contracting Officer's Representative.
- D. Provide detailed drawing of proposed sign showing required legend and other characteristics of sign for approval by the Contracting Officer's Representative – COR may provide examples of previously approved signs.
- E. Post the number of accident free days on a daily basis.

1.26 PHOTOGRAPHIC DOCUMENTATION

- A. Contractor to provide digital photographic exhibit of existing site and work performed. Digital color photos shall be taken from a digital camera with a minimum of 7.0 megapixels. Photos shall be transmitted to the COR by DVD in jpeg or tiff, and PDF formats. Each photo's electronic file size shall be a minimum of 300k with a maximum file size of 1.5meg.
- B. Photos shall document all phases of construction and shall be updated weekly until the project has been completed. Photos shall be submitted each month along with the project invoice for monthly payment.

1.27 HISTORIC PRESERVATION

- A. Where the Contractor or any of the Contractor's employees, prior to, or during the construction work, are advised of or discover any possible archeological, historical and/or cultural resources, the Contractor shall immediately notify the Contracting Officer's Representative verbally, and then with a written follow up.

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