

**SECTION 01 00 00  
GENERAL REQUIREMENTS**

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**SECTION 01 00 00**  
**GENERAL REQUIREMENTS**

**1.1 SAFETY REQUIREMENTS**

Refer to section 01 35 26, SAFETY REQUIREMENTS for safety and infection control requirements.

**1.2 GENERAL INTENTION**

- A. Contractor shall completely prepare project site for building operations, including selective demolition and removal of existing components, and furnish labor and materials and perform work for the elevator upgrades including cabs, controls, drives, doors and door controls and connections to new and existing monitoring stations as required by drawings and specifications.
- B. Visits to the site by Bidders may be made only by appointment with the Medical Center Engineering Officer.
- C. Offices of Guidon Design, Inc., 905 North Capitol Avenue, Indianapolis, IN 46204, as Architect-Engineers, will render certain technical services for the Government during construction. Such services shall be considered as advisory to the Government and shall not be construed as expressing or implying a contractual act of the Government without affirmations by Contracting Officer or his duly authorized representative.
- D. All employees of general contractor and subcontractors shall comply with VA security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access.

**1.3 STATEMENT OF BID ITEM(S)**

- A. The Bidder shall be responsible for determining from the Contract Documents the effects of each alternate on the Contract Sum and representing that value in the provided BID.
- B. Owner reserves the right to accept or reject Bid alternates and to award or amend the Contract accordingly within **60** days of the Notice of Award unless otherwise indicated in the Contract Documents.

C. BASE BID:

ITEM I, ELEVATOR UPGRADES: Work includes supervision, general construction, alterations, replacement of elevator components, controls with the inclusion of monitoring devices, finishes, and necessary removal of existing components and construction and certain other items. Reference work and equipment specified in Division 14 specifications sections. Select sections with alternate configurations are noted "BASE BID" to designate inclusion in Bid ITEM I.

ITEM II, Electrical Work: Work includes all labor, material, equipment and supervision to perform the required electrical construction work on this project including power and data connections as described in the drawings and specifications.

ITEM III, Mechanical Work: Work includes all labor, material, equipment and supervision to perform the required Mechanical construction work on this project including the upgrading of Elevator Machine Room HVAC equipment and ventilation.

ITEM IV, Provide Elevator Control Workstations: Work includes purchase, delivery, setup/assembly of four workstation and all labor, material, equipment with supervision to provide an additional Data Connection at the locations indicated from the nearest communications closet. Provide all cables, adaptors, peripherals, accessories required for a fully functional digital work station. Include any patching, painting, and repair of existing materials disturbed to provide the data connection.

- D. ALTERNATE NO. 1, OMIT FIRE SUPPRESSION MODIFICATION: Omit all work indicated and specified for the fire suppression system in the 'secondary' elevator mechanical space for P1-4, S5, and S6, indicated on 3/AS102 and 1/FX101. Alternate No. 1's design intent is for unused fire suppression piping to remain in place and capped. Reference other specifications for applicable requirements.

This period of performance for the work in Alternate Deduct#1 is 170 calendar days from receipt of Notice to Proceed.

E. ALTERNATE NO. 2, REUSE GEARLESS MACHINES P1-4, S5-6, P7-9: Omit the engineering, furnishing and installation of new motors and removal of existing motors from Elevators P1-4, S5-6, and P7-9. In lieu of base bid, reuse the existing gearless Traction Hoist Machines, provide alternate accessory equipment that shall interface with existing machine, and perform maintenance, refurbishing and safety work as specified in Division 14 specifications sections noted "ALTERNATE NO.1" Accessory equipment is to include but is not limited to: regenerative drives, cables, sheaves and processors.

This period of performance for the work in Alternate Deduct#2 is 160 calendar days from receipt of Notice to Proceed.

F. ALTERNATE NO. 3, OMIT WORK FOR P7-9: Omit all work indicated and specified with passenger elevators 7, 8, and 9 (May also be indicated as P7-9), with the exception of Data, technology, and electrical Connections to the local area network(LAN) in Rooms D-202 and E-104, call system, and fire protection/alarm systems. Reference drawings for graphical extents of Alternate No. 3. Reference specifications for applicable requirements.

This period of performance for the work in Alternate Deduct#3 is 170 calendar days from receipt of Notice to Proceed.

#### **1.4 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR**

A. Drawings and contract documents may be obtained from the website where the solicitation is posted. Additional copies will be at Contractor's expense.

#### **1.5 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 General 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. General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
2. Before starting work the General Contractor shall give one week's notice to the Contracting Officer so that security arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown described later in this section.
3. No photography of VA premises is allowed without written permission of the Contracting Officer.
4. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.

C. Key Control:

1. The General Contractor shall provide duplicate keys and lock combinations to the Contracting officers representative (COR) for the purpose of security inspections of every area of project including tool boxes and parked machines and to take any emergency action.
2. The General Contractor shall turn over all permanent lock cylinders to the VA locksmith for permanent installation.
3. Where the General Contractor requires access to normally locked areas (e.g. Mechanical and Electrical Rooms), the General Contractor shall make the appropriate arrangements with the Contracting Officer Representative (COR) prior to access needed.

D. Document Control:

1. Before starting any work, the General Contractor/Sub Contractors 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 manual 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 the access to only those who will need it for the project. Return the information to the Contracting Officer upon request.
4. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.
5. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.
6. Notify Contracting Officer and Site Security Officer immediately when there is a loss or compromise of "sensitive information".

#### E. Motor Vehicle Restrictions

1. Vehicle authorization request shall be required for any vehicle entering the site and such request 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.
2. A limited number of (2 to 5) permits shall be issued for General Contractor and its employees for parking in designated areas only.

### 1.6 PROGRESS MEETINGS

- A. The Contractor Shall hold weekly construction progress meetings. Progress meeting attendance invitations shall include the contractor and VA Staff. Create progress meeting agenda, take progress meeting minutes and distribute progress meeting minutes. The dates, times and locations of progress meetings are to be determined.

**1.7 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. 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 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 its expense upon completion of the work. With the written consent of the Contracting Officer, the buildings and utilities may be abandoned and need not be removed.
- C. The Contractor shall, under regulations prescribed by the Contracting Officer, use only established roadways as authorized by the Contracting Officer. 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 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.

**(FAR 52.236-10)**

- D. Working space and space available for storing materials shall be as determined by the COR.
- E. Workmen are subject to rules of Medical Center applicable to their conduct.
- F. Execute work so as to interfere as little as possible with normal functioning of Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that

transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by COR where required by limited working space.

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 Department of Veterans Affairs in quantities sufficient for not more than two work days. Provide unobstructed access to Medical Center areas required to remain in operation.
3. Where access by Medical Center personnel to vacated portions of buildings is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements.

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. The work to be outlined shall include, but not be limited to: all work related to elevator upgrades as defined in the drawings and specifications.

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 building or portion thereof. In addition, Contractor shall notify the COR two (2) weeks in advance of the proposed date of starting work in each specific area, shaft, or elevator bank or building or portion thereof. Arrange such phasing dates to insure accomplishment of this work in successive phases mutually agreeable to Medical Center Director, COR and Contractor, as follows:



Project is expected to be constructed in **FOUR** (4) phases as explained below:

**Phase I:**

1. Mobilization and Contractor verification of finishes, equipment, software, hardware and other factors of the work; including selection of specific elevators to be addressed in each subsequent phase.
2. Data and Electrical work shall be provided or roughed-in during this phase to prepare for subsequent elevator work and to modernize and control the operation of elevators to the maximum extent possible before equipment upgrades.
3. Elevators P-10 and P-12 shall be connected to the LAN network and Central Control Station.
4. If seasonally appropriate, HVAC upgrades may take place in this phase.

**Phase II:**

1. Elevator upgrade work on the first and Second of the four (1 of 4 and 2 of 4) P-1 through P-4 Elevators, and the first of the three (1 of 3) P7 through P-9 elevators so that a minimum of two elevators are operational per elevator bank at all times. Fire protection and Life Safety work shall be performed in this phase.

**Phase III:**

1. Elevator upgrade work on third of four (3 of 4) of the P-1 through P-4 Elevators, on the second of three (2 of 3) P7 through P-9 elevators, and the first (1 of 2) S-5 Service Elevator.
2. If not completed previously, HVAC upgrades shall continue in this phase.

**Phase IV:**

1. Elevator upgrade work on the fourth of four (4 of 4) P-1 through P-4 Elevators, and the S-6 (2 of 2) Service Elevator, and the third of the three (3 of 3) P7 through P-9 elevators.
2. Completion of tie-in, programing, and central control of the elevators and equipment.

- H. Building No.1 will be occupied during performance of all elevator upgrade work; but immediate areas of most alterations will be vacated.

Certain areas including corridors, IT Closets, Maintenance spaces, will be occupied and functional throughout the work.

1. 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 that serve as routes of access to such affected areas and equipment. These routes required for patient and medical staff access or egress shall be isolated from the construction area by temporary partitions and have walking surfaces and lighting 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 construction.

I. When a construction site is turned over to Contractor, Contractor shall accept entire responsibility including upkeep and maintenance therefore:

1. Contractor shall maintain a minimum temperature of 4 degrees C (40 degrees F) at all times, except as otherwise specified.
2. Contractor shall maintain in operating condition existing fire protection and alarm equipment. In connection with fire alarm equipment, Contractor shall make arrangements for pre-inspection of site with Fire Department or Company (Department of Veterans Affairs or municipal) whichever will be required to respond to an alarm from Contractor's employee or watchman.

J. Utilities Services: Maintain existing utility services for Medical Center at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut conduits, wires, cables, etc. of utility services or of fire protection systems and communications systems (including telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by COR.

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 COR. 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 a detailed work plan, the Medical Center Director's prior knowledge and written approval. Refer to specification Sections 26 05 11, REQUIREMENTS FOR ELECTRICAL INSTALLATIONS, 27 05 11 REQUIREMENTS FOR COMMUNICATIONS INSTALLATIONS for additional requirements.
  2. Contractor shall submit a request to interrupt any such services to COR, in writing, 7 days in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.
  3. Contractor will be advised (in writing) of approval of request, or of another date and/or time such interruption will cause the least inconvenience to operations of Medical Center. Interruption time approved by Medical Center may occur at other than Contractor's normal working hours.
  4. Major interruptions of any system must be requested, in writing, at least 15 calendar days prior to the desired time and shall be performed as directed by the COR.
  5. In case of a contract construction emergency, service will be interrupted on approval of COR. Such approval will be confirmed in writing as soon as practical.
- K. Abandoned Lines: All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports that are to be abandoned but are not required to be entirely removed, shall be sealed, capped or plugged at the main, branch or panel they originate from. 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 Medical Center traffic, comply with the following:

1. 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.

M. Coordinate the work for this contract with other construction operations as directed by COR. This includes the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS.

#### **1.8 ALTERATIONS**

A. Survey: Before any work is started, the Contractor shall make a thorough survey with the COR of areas of buildings in which alterations occur and areas that are anticipated routes of access, and furnish a report, signed by both, to the Contracting Officer. This report shall list by rooms and spaces:

1. Existing condition and types of flooring, doors, windows, walls and other surfaces not required to be altered throughout affected areas of building.
2. Existence and conditions of items 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 Contractor and COR.

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 COR 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 that 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 COR together shall make a thorough re-survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of 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 inclemency. 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.

#### **1.9 DISPOSAL AND RETENTION**

A. Materials and equipment accruing from work removed and 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 or dislodged from present locations in such a manner as to prevent damage that would be detrimental to re-installation and reuse. Store such items where directed by COR.
2. Items not reserved shall become property of the Contractor and be removed by Contractor from Medical Center.
  3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be performed under this contract shall remain the property of the Government. When rooms and spaces are vacated by the Department of Veterans Affairs during the alteration period, such items that 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.

#### **1.10 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 COR. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the COR 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) 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, of utility services or of

fire protection systems and communications systems (including telephone) that are not scheduled for discontinuance or abandonment.

- D. Expense of repairs to such utilities and systems not shown on drawings or locations that are unknown will be covered by 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).

#### **1.11 AS-BUILT DRAWINGS**

- A. The contractor shall maintain two full size sets of as-built drawings that will be kept current during construction of the project, to include all contract changes, modifications and clarifications.
- B. All variations shall be shown in the same general detail as used in the contract drawings. To insure compliance, as-built drawings shall be made available for the COR's review, as often as requested.
- C. Contractor shall deliver two approved completed sets of as-built drawings in the electronic version (scanned PDF) to the COR within 15 calendar days after each completed phase and after the acceptance of the project by the COR.
- D. Paragraphs A, B, & C shall also apply to all shop drawings.

#### **1.12 USE OF ROADWAYS**

- A. For hauling, use only established public roads and roads on Medical Center property. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed bridges.

#### **1.13 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 written approval and compliance with the following provisions:
  - 1. Permission to alter or adjust each existing system in any way must be given by the COR in writing. The contractor is granted permission to occupy spaces served by existing equipment. If the equipment is not installed and maintained in accordance with the written

agreement and following provisions, the COR 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. Installation of temporary electrical equipment or devices shall be in accordance with NFPA 70, National Electrical Code, (2014 Edition), Article 590, *Temporary Installations*. 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 using it 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.
- B. Prior to final inspection, the equipment or parts used that show further wear and tear beyond normal, shall be replaced with identical replacements, at no additional cost to the Government. It is the



contractors responsibility to document the initial condition of existing equipment.

- C. This paragraph shall not reduce the requirements of the mechanical and electrical specifications sections.
- D. Any damage to the equipment or excessive wear due to prolonged use will be repaired replaced by the contractor at the contractor's expense.

#### **1.14 TEMPORARY USE OF EXISTING ELEVATORS**

- A. Use of existing elevators for handling building materials and Contractor's personnel will be permitted subject to following provisions:
  - 1. Contractor makes all arrangements with the COR for use of elevators. The COR will ascertain that elevators are in proper condition. Contractor may use elevators in Building No. 1 that is currently being upgraded for exclusive use, and other adjacent elevators for special nonrecurring time intervals when permission is granted. Permission shall not be granted to for any use that restricts staff and veteran use of the operating elevators or access to any floor. 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 at the Contractor's expense.

4. If brake lining of elevators are excessively worn or damaged during temporary use, they shall be removed and replaced by new brake lining at the Contractor's expense.
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 at the Contractor's expense, 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 Representative.

#### **1.15 TEMPORARY USE OF NEW ELEVATORS**

- A. The Contractor and his personnel shall be permitted use of new elevator(s) subject to the following provisions and Div. 14 specifications:
  1. Contractor shall make arrangements with the COR for use of elevator(s). Contractor may obtain elevator(s) for exclusive use if approved by the COR, until the time the elevator in question is turned over to the Medical Center for their use.
  2. Prior to the use of elevator(s), the Contractor shall have the elevator(s) inspected and accepted by an ASME accredited, certified elevator safety inspector. The acceptance report shall be submitted to the COR.
  3. Submit to the COR the schedule and procedures for maintaining equipment. Indicate the day or days of the week and total hours required for maintenance. A report shall be submitted to the COR monthly indicating the type of maintenance conducted, hours used, and any repairs made to the elevator(s).
  4. The Contractor shall be responsible for enforcing the maintenance procedures as per VA and manufacturers recommendations and requirements.

5. During temporary use of elevator(s) all repairs, equipment replacement and cost of maintenance shall be the responsibility of the Contractor.
6. Personnel for operating elevator(s) shall not be provided by the Department of Veterans Affairs.
7. Contractor shall cover and provide maximum protection of the entire elevator(s) installation.
8. The Contractor shall arrange for the elevator company to perform operation of the elevator(s) so that an ASME accredited, certified elevator safety inspector can evaluate the equipment. The Contractor shall be responsible for any costs of the elevator company.
9. All elevator(s) parts worn or damaged during temporary use shall be removed and replaced with new parts at the Contractor's expense. This shall be determined by an ASME accredited certified elevator safety inspector after temporary use and before acceptance by the Government. Submit report to the COR for approval.
10. Elevator shall be tested as required by the testing section of the elevator(s) specifications before acceptance by the Department of Veterans Affairs. The Contractor shall be responsible for all cost associated with testing and inspection.
11. Where specification section 14 21 10 ELECTRIC TRACTION PASSENGER ELEVATORS P1-4, section 14 21 20 ELECTRIC TRACTION PASSENGER ELEVATORS P7-9, section 14 21 30 ELECTRIC TRACTION SERVICE ELEVATORS S5-6, or section 14 21 90 PASSENGER ELEVATORS DATA CONNECTION P10-12 conflict with these provisions, the section directly applicable to the elevators from Division 14 shall take precedence.

#### **1.16 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.

#### **1.17 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. 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, in compliance with code and as satisfactory to the Contracting Officer Representative, shall install and maintain all necessary temporary connections and distribution lines. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia and repair restore the infrastructure as required.
- C. 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 that may be fire hazards or may smoke and damage finished work, will not be permitted. Maintain minimum temperatures as specified for various materials:
  - 1. Obtain heat by connecting to Medical Center heating distribution system.
- D. Electricity (for Construction and Testing): Furnish all temporary electric services.
  - 1. Obtain electricity by connecting to the Medical Center 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.
- E. Water (for Construction and Testing): Furnish temporary water service.

1. Obtain water by connecting to the Medical Center water distribution system. Provide reduced pressure backflow preventer at each connection as per code. 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 COR's discretion) of use of water from Medical Center's system.

#### **1.18 TESTS**

- A. As per specification section 23 05 93 the Contractor shall provide a written testing and commissioning plan complete with component level, equipment level, sub-system level and system level breakdowns. The plan will provide a schedule and a written sequence of what will be tested, how and what the expected outcome will be. This document will be submitted for approval prior to commencing work. The contractor shall document the results of the approved plan and submit for approval with the as built documentation.
- B. 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.
- C. Conduct final tests required in various sections of specifications in presence of an authorized representative of the Contracting Officer. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.
- D. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire system 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.

- E. All related components as defined above shall be functioning when any system component is tested. Tests shall be completed within a reasonable period of time during which operating and environmental conditions remain reasonably constant and are typical of the design conditions.
- F. 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.

#### **1.19 INSTRUCTIONS**

- A. Contractor shall furnish Maintenance and Operating manuals (hard copies and electronic) and verbal instructions when required by the various sections of the specifications and as hereinafter specified.
- B. Manuals: Maintenance and operating manuals and one compact disc (four hard copies and one electronic copy each) for each separate piece of equipment shall be delivered to the COR coincidental with the delivery of the equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for starting, adjusting, maintaining in continuous operation for long periods of time and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and illustrations. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and instruments. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style and size of the piece of equipment and system being furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.

C. Instructions: Contractor shall provide qualified, factory-trained manufacturers' representatives to give detailed training to assigned Department of Veterans Affairs 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 COR and shall be considered concluded only when the COR is satisfied in regard to complete and thorough coverage. The contractor shall submit a course outline with associated material to the COR for review and approval prior to scheduling training to ensure the subject matter covers the expectations of the VA and the contractual requirements. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the COR, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

#### **1.20 GOVERNMENT-FURNISHED PROPERTY**

- A. The Government shall deliver to the Contractor, the Government-furnished property to be provided. .
- B. Equipment furnished by Government to be installed by Contractor will be furnished to Contractor at the Medical Center.
- 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 Medical Center.
- D. Notify Contracting Officer in writing, 60 days in advance, of date that 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 a representative of the Government. At such time the Contractor shall acknowledge receipt of equipment described, make notations, and immediately furnish the Government 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 Government.
- 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.

#### **1.21 RELOCATED EQUIPMENT ITEMS**

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and items identified to be relocated by the Contractor.
- B. Perform relocation of such equipment or items at such times and in such a manner as directed by the COR.
- C. Suitably cap existing service lines, such as steam, condensate return, water, drain, gas, air, vacuum and/or electrical, at the main whenever such lines are disconnected from equipment to be relocated. Remove



abandoned lines in finished areas and cap as specified herein before under paragraph "Abandoned Lines".

- D. 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.
- E. All service lines such as noted above for relocated equipment shall be in place at point of relocation ready for use before any existing equipment is disconnected. Make relocated existing equipment ready for operation or use immediately after reinstallation.

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