COUNTY OF MONMOUTH  
STATE OF NEW JERSEY  

REPAIRS TO DAMAGED MILLWORK AT THE SHERIFF'S BUILDING LOCATED AT 2500 KOZLOSKI ROAD, FREEHOLD, NJ AREAS 229 (COPY ROOM) AND 228 (WORK STATION) F-180-2015  

INCLUDES:  
NOTICE TO BIDDERS  IRAN DISCLOSURE FORM  
SPECIFICATIONS  GENERAL CONDITIONS  
DESIGNATED SUBCONTRACTOR LIST  PROPOSAL PAGE(S)  
ADDENDUM ACKNOWLEDGMENT  NON-COLLUSION AFFIDAVIT  
ANTI-DISCRIMINATION LANGUAGE  STATEMENT OF OWNERSHIP  
EEO REQUIREMENTS  BUSINESS REGISTRATION REQUIREMENT  
SIGNATURE PAGE  BID DOCUMENT CHECKLIST  
SAMPLE CONSENT OF SURETY  

AUTHORIZED: September 10, 2015  
ADVERTISED: September 28, 2015  

GARY J. RICH, Sr.  
DIRECTOR OF THE BOARD OF CHOSEN FREEHOLDERS  

MARION MASNICK  
CLERK OF THE BOARD  

TERI O'CONNOR  
COUNTY ADMINISTRATOR  

CRAIG R. MARSHALL  
TEMPORARY PURCHASING AGENT  

NAME OF BIDDER: ________________________________________________________  
ADDRESS: ______________________________________________________________  
________________________________________________________________________  
Phone: ___________________________  
Fax: ____________________________  

PLEASE INCLUDE ONE (1) UNBOUND ORIGINAL BID WITH SIGNATURE(S)  
AND TWO COPIES  

Public Work (Revised 09/15)
Sealed bids will be received by the Division of Purchasing of the County of Monmouth, New Jersey and opened and read **IN PUBLIC IN THE PURCHASING CONFERENCE ROOM, LOCATED ON THE SECOND FLOOR, IN THE SPECIAL SERVICES COMPLEX, 300 HALLS MILL ROAD, FREEHOLD, NJ** on **October 20, 2015 at 10:30 AM** for the following:

**REPAIRS TO DAMAGED MILLWORK AT THE SHERIFF’S BUILDING LOCATED AT 2500 KOZLOSKI ROAD, FREEHOLD, NJ AREAS 229 (COPY ROOM) AND 228 (WORK STATION) F-180-2015**

Request for Bid packets must be downloaded on the County website, at [www.visitmonmouth.com/purchasing](http://www.visitmonmouth.com/purchasing) under “Upcoming RFB’s (Request for Bids)”.

All notices of revisions or addenda to the specifications for bids will be posted on the Division of Purchasing’s website, namely [www.visitmonmouth.com/purchasing](http://www.visitmonmouth.com/purchasing).

Notices of revisions or addenda will also be provided to prospective bidders in writing by certified mail or by certified facsimile transmission or by a delivery service. *N.J.S.A. 40A:11-23(c)(2).*

In addition to the notices, the actual revisions or addenda will also be posted to Purchasing’s website.

Bids must be made on standard RFB forms in the manner designated and required by the specifications; enclosed in sealed envelopes bearing the name and address of the bidder, designating the name of the bid on the outside, addressed to the Purchasing Agent of the Division of Purchasing, County of Monmouth, **SPECIAL SERVICES COMPLEX, 300 HALLS MILL ROAD, FREEHOLD, NJ 07728**.

Bids must be accompanied by a consent of surety in which the surety company agrees to post a Contract Bond or, if permitted in the General Conditions, a Performance Bond only, for 100% of the contract amount, if the contract is awarded to its principal.

A further guaranty (surety) accompanying all bids shall be given in the amount of ten percent (10%) of the bid, but not in excess of twenty thousand dollars ($20,000.00) made payable to the Treasurer of the County of Monmouth and shall be given in the form of a Certified Check, Cashier’s Check or Bid Bond from a reputable insurance company. **THIS 10% GUARANTY IS MANDATORY.**

The County of Monmouth reserves the right to reject any or all bids in accordance with applicable laws and regulations.

By order of the Board of Chosen Freeholders of the County of Monmouth.

GARY J. RICH, Sr., Director
MARION MASNICK, Clerk of the Board
CRAIG R. MARSHALL, Temporary Purchasing Agent
1. The attached RFB must be used and fully completed.

2. The award of contract shall be by resolution of the Board of Chosen Freeholders within sixty (60) days after receipt of bids, unless otherwise extended at the request of the County with the consent of the bidder or bidders.

3. The bidder must indicate any variance to the specifications, terms and/or conditions. If variances are not shown in the RFB, the bid will be evaluated based on full compliance with the specifications.

4. The County reserves the right to waive any informalities in the bids.

5. The County of Monmouth is exempt from most Federal, State and Municipal excise, sales and other taxes.

6. The Contractor shall bill the County by submitting detailed invoices and certified vouchers to the County’s Using Department(s). The County will make payment of amounts justly due and owing to the Contractor within sixty (60) days thereafter, unless a sooner payment is required under the New Jersey Prompt Payment Law (N.J.S.A. 2A:30A-1, et seq.).

7. In case of default by the bidder or contractor, the County of Monmouth may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby in addition to any other damages to the County of Monmouth.

8. The contract will contain the following provisions:

   A. The Contractor will indemnify and hold the County harmless for and from any and all losses, costs, damages, claims, suits and/or liabilities arising from any and all State or Federal actions of whatever kind, including Section 1983 claims, including counsel fees and costs of suit (collectively the “losses’), to which the County may be put by reason of any claim for damages of any kind to persons, business entities, or property due, in whole or in part, to the negligence of the Contractor.

   B. The Contractor will also indemnify and hold the County harmless for and from any and all losses to which the County may be put by reason of the Contractor’s failure to pay its workers, suppliers, or subcontractors for labor or materials provided to the County.

   C. The Contractor further agrees that the County reserves its right to monitor and actively participate in the defense of any and all claims against the County, at its own expense, if, in its sole discretion, it chooses to do so.

   D. For the purpose of subparagraphs a. through c. above, “County” shall include the County of Monmouth, its Board of Chosen Freeholders, its Constitutional Officers (Sheriff, County Clerk, Prosecutor and Surrogate), and their respective servants, volunteers, and agents.
9. The Contractor shall purchase and maintain the insurance coverages described below, in a form and with a company that are satisfactory to the County.

A. Worker's Compensation and Employer’ Liability
   Worker’s Compensation and Employer’s Liability covering all of the contractor’s employees engaged in the performance of the contract, in accordance with the requirements of the laws of the State of New Jersey, including voluntary compensation/all States endorsement, if applicable.

B. Commercial General Liability
   Commercial General Liability for bodily injury and property damage. Coverages shall include Completed Operations, Product Liability, Blanket Contractual, Independent Contractors, Broad Form Property Damage, and Explosion, Collapse and Underground (XCU), if applicable. Limits of not less than $1,000,000 for both bodily injury and property damage are required. A combined single limit of $1,000,000 is acceptable.

C. Business Automobile Liability
   Business Automobile Liability for bodily injury and property damage, with limits of not less than $1,000,000 per person or occurrence. A combined single limit of $1,000,000 is acceptable. Coverage must include hired and non-owned vehicles. A MCS-90 certificate shall be provided if hazardous materials or waste will be transported during the performance of the work.

D. Umbrella Liability
   Umbrella Liability of not less than $1,000,000 over and above the Employer’s Liability, Commercial General Liability, Business Automobile Liability. The Umbrella Liability coverage shall be no less broad that those of the underlying coverages.

   All of the above policies except Worker’s Compensation shall name the County of Monmouth as an additional insured.

   The County may modify or waive the above requirements, in appropriate circumstances. This may include allowing the Contractor to assume some or all of the risks through a bona fide program of self-insurance.

   If the any of the above policies requires deductibles, the Contractor shall pay all costs not covered because of such deductibles.

   Coverages, whether written on an occurrence or a claims-made basis, shall be maintained without interruption from date of commencement of the Work until two years following the County’s acceptance of the Work.

   The County will not execute the Agreement until the County receives an acceptable Certificate of Insurance, naming the County as the Certificate holder. The initial Certificate(s) must be furnished to the County within 21 business days of the Contractor’s receipt of notice that it has been awarded the Agreement. Renewal or Replacement Certificate(s) shall be furnished to the County not less than ten (10) days prior to the
GENERAL CONDITIONS CONTINUED

expiration of the current Certificate(s). Within a reasonable time, the Contractor must supply the County with a copy of blanket or special endorsements, as required to comply with the above requirements, for all policies, including current, renewal and replacement policies.

10. **Time for Submission of Checklist Documents.** The documents required under heading A of the Bidder’s Checklist must be submitted with the bid. The County shall set a deadline for the submission of any documents which are not submitted with the bid and which are listed under the headings B and C on the Bidder’s Checklist. The County may in its discretion extend the deadline, upon request by the Bidder. If a document is not submitted by the deadline or the extended deadline, if any, the bid will be rejected.

11. List each unit price and extension on the bid proposal form. Prices shall be net, including any charges for packing, crating, containers, etc. and all transportation charges fully prepaid, inside delivery, by the contractor F. O. B. destination and placement at locations specified by the County. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the vendor’s convenience when a single shipment is ordered. **ALL PRICES MUST INCLUDE ALL SHIPPING CHARGES AND INSIDE DELIVERY.**

12. **Prevailing Wage & Labor Laws.** The New Jersey Prevailing Wage Act (P.L. 1963, Chapter 150) and provisions of the State Labor laws must be complied with by the successful bidder.

13. The bidder, by submitting a bid, attests to the fact that neither the bidder nor any of its sub-contractors are prohibited from receiving the award under N.J.S.A. 34:11-56.38 (regarding State of New Jersey list of debarred Contractors and Sub-Contractors).

14. The County reserves the right to accept any one of equal or tie bids or proposals in accordance with N. J. S. A. 40A:11-6.1(d).

15. Bids may be hand-delivered or mailed to the Monmouth County Division of Purchasing. The County assumes no responsibility for bids received after the designated date and time and will return late bids to the bidder unopened.

16. A properly completed Statement of Ownership must be provided at the time of bid.

17. Unless otherwise specified, brand names if any, are mentioned for identification purposes only. An equivalent may be accepted if proved to be a true equivalent. The brand or model, etc. must be stated on the bid, otherwise the bid item(s) will be deemed to be exactly as specified.

18. In accordance with N.J.S.A. 40A:11-18 only manufactured and farm products of the United States, wherever available may be used.

19. Bids must be enclosed in a sealed envelope bearing the name and address of the bidder. **THE NUMBER AND NAME OF THE BID MUST BE DESIGNATED ON THE OUTSIDE OF THE ENVELOPE.**

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20. A Certificate of Ownership made out to the County of Monmouth must be furnished at the
time of delivery in the case of vehicles or other titled equipment.

21. Non-Collusion Affidavit must be completed and included with bid.

22. If there is a discrepancy between the extended price and the unit price, the unit price shall
prevail and the County retains the right to re-compute the extended price. The County also
retains the right to check the addition of all extended prices regardless of whether or not
there is a discrepancy between the extended prices and the unit price. If the total sum of
the extended price is incorrect, as a result of bidders faulty arithmetic calculations, the
County will substitute the correct price and inform the vendor of the change.

23. The successful contractor will not assign or subcontract the work specified and covered
under the terms of the Agreement or any part thereof, without the consent of the County,
except for any subcontractors named in the RFB.

24. The successful bidder must comply with the attached requirements:
(a) Mandatory Anti-Discrimination in Employment on Public Works – Exhibit A
(b) Equal Employment Opportunity – Exhibit B
(c) Business Registration – Exhibit C

25. Unit price must not exceed four (4) decimal places.

26. ADVISORY TO ALL VENDORS
Notice of “Pay to Play” Disclosure Requirement

Any business entity that has received $50,000 or more cumulatively in contracts from New
Jersey governmental entities in a calendar year is required to file an annual disclosure
report with ELEC. These reports are due by March 31 following the year being reported.
At a minimum, a list of all business entities that file an annual disclosure report will be listed
on ELEC’s website at www.elec.state.nj.us.

If you have any questions please contact ELEC at 1-888-313-ELEC (toll free in NJ) or
1-609-292-8700.

27. The Bid must include a list of any Designated Subcontractors that the Bidder will use to
perform the work.

28. Bidders and any Designated Subcontractors must have a current Public Works Contractor
Registration Act Certificate at the time of bid.

29. The successful Bidder and its Designated Subcontractors must obtain a New Jersey
Business Registration Certificate prior to the award of a contract.
30. A Bid guarantee shall accompany the bid in the amount of 10% of the bid but not in excess of twenty thousand dollars ($20,000.00) and may be supplied at the option of the bidder, by a Certified Check, Cashier’s Check or Bid Bond from a reputable insurance company authorized to post such bonds in the State of New Jersey. This 10% guaranty is mandatory.

31. Bids must be accompanied by a consent of surety in which the surety company agrees to post a Contract Bond for both (a) Performance and (b) Labor and Material Payment, equal to 100% of the contract amount if the contract is awarded to its principal. Exception: In appropriate circumstances, including the procurement of a vehicle(s) or heavy equipment, a consent of surety to issue a Performance Bond may be provided in lieu of a consent of surety to provide a Contract Bond. The consent of surety may not contain any conditions or reservations, other than the condition that the contract be awarded to the Contractor, and should be substantially in accordance with the attached sample.

32. The Contract Bond or, if appropriate, the Performance Bond will be required after award and prior to the issuance of an executed Contract and Purchase Order. Separate Performance and Labor and Material Payment Bonds may be submitted in lieu of a Contract Bond, so long as each is for 100% of the contract amount.

33. Return of Bid Security. All bid security checks will be returned to the bidders in compliance with the time frames designated in the Local Public Contracts Law.

34. Bidder, in submitting bid, understands and agrees that the bid security may be forfeited as liquidated damages if the vendor is the successful bidder, receives the award, and thereafter fails to execute the agreement or satisfy other bidding requirements.

35. Persons who receive advertisements, bid documents, revisions or addenda to advertisements or bid documents from a secondary source, such as a bidding service, do so at their own risk as to the timeliness, completeness and accuracy of the information they receive. The County is not responsible for sending notices of revisions or addenda to advertisements or bid documents to anyone who receives the advertisements or bid documents from a secondary source and of whom the County is not aware.

36. **WITHDRAWAL OF BIDS – MISTAKE:**

A BIDDER may seek to withdraw its Bid after Bids are opened, if there is a mistake in the Bid, in accordance with the standards and procedures stated in N.J.S.A. 40A:11-23.3.
37. As authorized in Resolution No. 2015-0237, the County of Monmouth is in the process of privatizing the John L. Montgomery Care Center and the Geraldine L. Thompson Care Center. If such privatization occurs during the term of this contract, the County reserves the right to terminate the remainder of the contract, upon written notice to the Vendor/Contractor/Consultant. If the contract is terminated by the County pursuant to this provision, the County shall not be liable to the Vendor/Contractor/Consultant for any further costs or obligations pursuant to the contract which were not incurred as of the date of termination.

38. CANCELLATION WITHOUT CAUSE
If this is an on-call supply contract for a stated period of time or a service contract, whether or not for a stated period of time, the County may cancel the contract or portions thereof, without cause, upon written notice to the contractor. If an on-call supply contract is cancelled or partially cancelled by the County under this provision, the contractor shall be entitled to payment only for the goods called for by the County prior to the cancellation, at the contract rate(s), upon delivery of those goods to the County, but not for the overhead and profit associated goods not called for by the County. In the alternative, at its option, the County may also cancel any or all called for orders for goods, provided that the County will compensate the contractor for the contractor’s reasonable overhead and profit related to such orders, but not for the overhead and profit associated with any other goods not called for by the County. Likewise, a service contractor shall be entitled to payment for services duly requested by the County and rendered by the contractor prior to the cancellation, also at the contract rate(s), but not for the overhead and profit associated with services not performed. If a contract is partially cancelled, the remainder of the contract shall continue in effect, subject to reasonable adjustment to cover the contractor’s actual increased costs, if any, in supplying the remaining goods or services.

39. The County reserves the right, in its discretion, to reject unbalanced bids.

40. The contract will contain the following provision: "The contractor shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. (N.J.A.C. 17:44-2.2)"
EXHIBIT A

MANDATORY ANTI-DISCRIMINATION IN EMPLOYMENT
ON PUBLIC WORKS LANGUAGE
N.J.S.A. 10:2-1

CONSTRUCTION, ALTERATION OR REPAIR OF ANY PUBLIC BUILDING OR
PUBLIC WORK OR FOR THE ACQUISITION OF MATERIALS, EQUIPMENT,
SUPPLIES OR SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates.

No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex.

There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of $50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract.

This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women’s business enterprise pursuant to P.L. 1985, c. 490 (C.18A:18A-51 et seq.).
EXHIBIT B

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127)
N.J.A.C. 17:27

CONSTRUCTION CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, up-grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer, pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

When hiring or scheduling workers in each construction trade, the contractor or subcontractor agrees to make good faith efforts to employ minority and women workers in each construction trade consistent with the targeted employment goal prescribed by N.J.A.C. 17:27-7.2; provided, however, that the Dept. of LWD, Construction EEO Monitoring Program may, in its discretion, exempt a contractor or subcontractor from compliance with the good faith procedures prescribed by the following provisions, A, B and C, as long as the Dept. of LWD, Construction EEO Monitoring Program is satisfied that the contractor or subcontractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the Dept. of LWD,
Construction EEO Monitoring Program, that its percentage of active "card carrying" members who are minority and women workers is equal to or greater than the targeted employment goal established in accordance with N.J.A.C. 17:27-7.2. The contractor or subcontractor agrees that a good faith effort shall include compliance with the following procedures:

(A) If the contractor or subcontractor has a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor shall, within three business days of the contract award, seek assurances from the union that it will cooperate with the contractor or subcontractor as it fulfills its affirmative action obligations under this contract and in accordance with the rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as supplemented and amended from time to time and the Americans with Disabilities Act. If the contractor or subcontractor is unable to obtain said assurances from the construction trade union at least five business days prior to the commencement of construction work, the contractor or subcontractor agrees to afford equal employment opportunities minority and women workers directly, consistent with this chapter. If the contractor's or subcontractor's prior experience with a construction trade union, regardless of whether the union has provided said assurances, indicates a significant possibility that the trade union will not refer sufficient minority and women workers consistent with affording equal employment opportunities as specified in this chapter, the contractor or subcontractor agrees to be prepared to provide such opportunities to minority and women workers directly, consistent with this chapter, by complying with the hiring or scheduling procedures prescribed under (B) below; and the contractor or subcontractor further agrees to take said action immediately if it determines that the union is not referring minority and women workers consistent with the equal employment opportunity goals set forth in this chapter.

(B) If good faith efforts to meet targeted employment goals have not or cannot be met for each construction trade by adhering to the procedures of (A) above, or if the contractor does not have a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor agrees to take the following actions:

(1) To notify the Public Agency Compliance Officer, the Dept. of LWD, Construction EEO Monitoring Program, and minority and women referral organizations listed by the Dept. of LWD, Construction EEO Monitoring Program pursuant to N.J.A.C. 17:27-5.3, of its workforce needs, and request referral of minority and women workers;

(2) To notify any minority and women workers who have been listed with it as awaiting available vacancies;

(3) Prior to commencement of work, to request that the local construction trade union refer minority and women workers to fill job openings, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade;

(4) To leave standing requests for additional referral to minority and women workers with the local construction trade union, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, the State Training and Employment Service and other approved referral sources in the area;
(5) If it is necessary to lay off some of the workers in a given trade on the construction site, layoffs shall be conducted in compliance with the equal employment opportunity and non-discrimination standards set forth in this regulation, as well as with applicable Federal and State court decisions;

(6) To adhere to the following procedure when minority and women workers apply or are referred to the contractor or subcontractor:

   (i) The contractor or subcontractor shall interview the referred minority or woman worker.

   (ii) If said individuals have never previously received any document or certification signifying a level of qualification lower than that required in order to perform the work of the construction trade, the contractor or subcontractor shall in good faith determine the qualifications of such individuals. The contractor or subcontractor shall hire or schedule those individuals who satisfy appropriate qualification standards in conformity with the equal employment opportunity and non-discrimination principles set forth in this chapter. However, a contractor or subcontractor shall determine that the individual at least possesses the requisite skills, and experience recognized by a union, apprentice program or a referral agency, provided the referral agency is acceptable to the Dept. of LWD, Construction EEO Monitoring Program. If necessary, the contractor or subcontractor shall hire or schedule minority and women workers who qualify as trainees pursuant to these rules. All of the requirements, however, are limited by the provisions of (C) below.

   (iii) The name of any interested women or minority individual shall be maintained on a waiting list, and shall be considered for employment as described in (i) above, whenever vacancies occur. At the request of the Dept. of LWD, Construction EEO Monitoring Program, the contractor or subcontractor shall provide evidence of its good faith efforts to employ women and minorities from the list to fill vacancies.

   (iv) If, for any reason, said contractor or subcontractor determines that a minority individual or a woman is not qualified or if the individual qualifies as an advanced trainee or apprentice, the contractor or subcontractor shall inform the individual in writing of the reasons for the determination, maintain a copy of the determination in its files, and send a copy to the Public Agency Compliance Officer and to the Dept. of LWD, Construction EEO Monitoring Program.

(7) To keep a complete and accurate record of all requests made for the referral of workers in any trade covered by the contract, on forms made available by the Dept. of LWD, Construction EEO Monitoring Program and submitted promptly to the Dept. of LWD, Construction EEO Monitoring Program upon request.

(C) The contractor or subcontractor agrees that nothing contained in (B) above shall preclude the contractor or subcontractor from complying with the union hiring hall or apprenticeship policies in any applicable collective bargaining agreement or union hiring hall arrangement, and, where required by custom or agreement, it shall send journeymen and trainees to the union for referral, or to the apprenticeship program for admission, pursuant to such agreement or arrangement. However, where the practices of a union or apprenticeship program will result in the exclusion of minorities and women or the failure to refer minorities and women consistent with the targeted
county employment goal, the contractor or subcontractor shall consider for employment persons referred pursuant to (B) above without regard to such agreement or arrangement; provided further, however, that the contractor or subcontractor shall not be required to employ women and minority advanced trainees and trainees in numbers which result in the employment of advanced trainees and trainees as a percentage of the total workforce for the construction trade, which percentage significantly exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also, the contractor or subcontractor agrees that, in implementing the procedures of (B) above, it shall, where applicable, employ minority and women workers residing within the geographical jurisdiction of the union.

After notification of award, but prior to signing a construction contract the contractor shall submit to the Public Agency Compliance Officer and the Dept. of LWD, Construction EEO Monitoring Program an Initial Project Workforce Report (Form AA 201) electronically provided to the public agency by the Dept. of LWD, Construction EEO Monitoring Program, through its website, for distribution to and completion by the contractor, in accordance with N.J.A.C. 17:27-7. The contractor also agrees to submit a copy of the Monthly Project Workforce Report once a month thereafter for the duration of this contract to the Dept. of LWD, Construction EEO Monitoring Program and to the Public Agency Compliance Officer.

The contractor agrees to cooperate with the public agency in the payment of budgeted funds, as is necessary, for on-the-job and/or off-the-job programs for outreach and training of minorities and women.

(D) The contractor and its subcontractors shall furnish such reports or other documents to the Dept. of LWD, Construction EEO Monitoring Program as may be requested by the Dept. of LWD, Construction EEO Monitoring Program from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Dept. of LWD, Construction EEO Monitoring Program for conducting a compliance investigation pursuant to Subchapter I0 of the Administrative Code (NJAC 17:27).

Revised 2/9/15
EXHIBIT C

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS - CONSTRUCTION

All New Jersey and out of state business organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted for the bidder and any designated subcontractors (N.J.S.A. 40A:11-16, including plumbing, HVAC, electrical and structural steel). No contract will be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A. 52:32-44, as amended, outlined below.

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the project.

Before final payment of the contract is made by the contracting agency, the contractor shall submit an accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and each subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3) ) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the “Sales and Use Tax Act” (N.J.S.A. 54:32 B-1, et seq.) on all sales of tangible personal property delivered into this state.

A business organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.134 (N.J.S.A. 52:32-44 et seq.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (N.J.S.A.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of $25.00 for each day of violation, not to exceed $50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.

Sample Business Registration Certificates are attached. Other forms, such as a Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are not proof of Business Registration.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-9292. Form NJ-REG can be filed online at: http://www.state.nj.us/treasury/revenue/gettingregistered.shtml
THESE ARE SAMPLES OF BUSINESS REGISTRATION CERTIFICATES.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:
Trade Name:
Address:

Certificate Number:
Date of Issuance:

For Office Use Only:

OR

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

TAXPAYER NAME: TRADE NAME:
TAXPAYER IDENTIFICATION #: SEQUENCE NUMBER:
ADDRESS: ISSUANCE DATE:
EFFECTIVE DATE:

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be permanently displayed at above address.
STATEMENT OF OWNERSHIP
(N.J.S.A. 52:25-24.2)

The CONTRACTOR is (check one):
☐ Individual  ☐ Partnership  ☐ P.A.  ☐ P.C.  ☐ L.L.C.  ☐ L.L.P.
☐ Corporation  ☐ Joint Venture  ☐ Other (specify): ________________________

I certify that:
☐ No individual person or entity owns a 10% or greater interest in the Contractor.

OR
☐ The names and addresses of all persons and entities who own a 10% or greater interest in the Contractor or any listed entities are as follows:

<table>
<thead>
<tr>
<th>NAMES:</th>
<th>ADDRESSES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
</tbody>
</table>

☐ Check here if additional sheets are attached.

I hereby certify that no person or entity, except for those already listed above or on any attached sheets, owns a 10% or greater interest in the Contractor or any listed entities.

NAME OF CONTRACTOR: ____________________________

SIGNED BY: X ____________________________

PRINT NAME & TITLE: ____________________________

DATE: ____________________________

NOTE: If an entity owns a 10% or greater interest in the Contractor, list all owners of 10% or greater interest for each such entity. Repeat the process of disclosure as necessary for each tier or level of ownership until the name and address of each individual person who owns a 10% or greater interest in each listed entity has been disclosed.

Revised 8/2015
NON-COLLUSION AFFIDAVIT
(N.J.S.A. 52:34-15)

STATE OF _______________ )
                             ss:
COUNTY OF _______________ )

Re: REPAIRS TO DAMAGED MILLWORK AT THE SHERIFF’S BUILDING
LOCATED AT 2500 KOZLOSKI ROAD, FREEHOLD, NJ AREAS 229 (COPY
ROOM) AND 228 (WORK STATION) F-180-2015

I, _____________________________________________ (name)
of full age, being duly sworn according to law, on my oath depose and say:

I am the _______________________________________ (title)
of ________________________________________________ (name of bidder),
the bidder for the above named project, and that I executed the said bid with full
authority so to do; that the bidder has not, directly or indirectly, entered into any
agreement, participated in any collusion, or otherwise taken any action in
restraint of free, competitive bidding in connection with the above named project;
and that all statements contained in the bid and in this affidavit are true and
correct, and made with full knowledge that the County of Monmouth relies upon
the truth of the statements contained in the bid and in the statements contained
in this affidavit in awarding a contract for the project.

I further warrant that no person or selling agency has been employed or
retained to solicit or secure such contract upon an agreement or understanding
for a commission, percentage, brokerage or contingent fee, except bona fide
employees or bona fide established commercial or selling agencies maintained
by my firm for the purpose of securing business.

Signed: X_____________________________

Subscribed and sworn to
before me this _____ day
of ____________, 20__.  

_________________________________
Notary Public of

My commission expires ____________, 20__.  

Revised 10/06
Project Description: REPAIRS TO DAMAGED MILLWORK AT THE SHERIFF'S BUILDING LOCATED AT 2500 KOZLOSKI ROAD, FREEHOLD, NJ AREAS 229 (COPY ROOM) AND 228 (WORK STATION)

PART 1 – CERTIFICATION – CHECK THE APPROPRIATE BOX:
A. ☐ I certify that neither the Bidder / Respondent nor any of the Bidder’s / Respondent’s parents, subsidiaries, or affiliates, as defined in C.52:32-56(e), is on the “Chapter 25 List” created and maintained by the New Jersey Department of the Treasury, as a person or entity engaging in the energy sector investment activities in Iran described in C.52:32-56(f). The Chapter 25 List may be found at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

OR

B. ☐ The Bidder / Respondent and/or one or more of its parents, subsidiaries or affiliates is a person or entity on the Chapter 25 List referred to above. A detailed and precise description of the relevant activities of the listed Bidder / Respondent and/or listed parents, subsidiaries or affiliates is provided in Part 2 below.

PART 2 – ADDITIONAL INFORMATION – COMPLETE PART 2 ONLY IF B. IN PART 1 IS CHECKED:

The following is an accurate and precise description of the energy sector investment activities in Iran of the Bidder / Respondent and/or listed parents, subsidiaries or affiliates, on the Chapter 25 List (attach additional pages as necessary to make full disclosure):

Name of Person(s) or Entity(ies) on the Chapter 25 List: __________________________________________________________

Relationship to Bidder / Respondent: _________________________________________________________________________

Description of Activities: __________________________________________________________________________________
________________________________________________________________________________________________________

Duration of Engagement: ______________________________ Anticipated Cessation Date: _____________________________

Bidder / Respondent Contact Name: ________________________ Contact Phone Number: ____________________________

☐ Check here if additional pages are attached and state number of attached pages: _________ (Number of pages attached.)

CERTIFICATION FOR PART 1 AND, IF APPLICABLE, PART 2: I, being of full age, hereby certify that the foregoing information and any attachments hereto are to the best of my knowledge true and complete. I certify that I am authorized to execute this certification on behalf of the Respondent. I acknowledge that the County of Monmouth will rely on the information contained herein and thereby acknowledge that I and the Bidder / Respondent are under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers or information contained herein.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me is willfully false, I am subject to punishment and the Bidder / Respondent is subject to the penalties stated in C. 52:32-59 and C. 40A:11-2.1.

Full Name (Print) ___________________________________ Signature: __________________________________________

Title: ____________________________________________ Date: _________________________________________
SAMPLE WORDING FOR CONSENT OF SURETY

WHICH MUST BE ISSUED AND SIGNED BY YOUR BONDING COMPANY

It is hereby understood and agreed that ___________________________ will become surety on the Name of Surety Company

bond of the ___________________________, for the work described above provided the Principal/Bidder

principal is the successful bidder. If the contract is awarded to the Principal, ___________________________ Name of Surety Co.

will issue the required bond(s) for said work in the full amount of said contract.

NOTE: A CONSENT OF SURETY MUST ACCOMPANY YOUR BID OR IT WILL BE IMMEDIATELY REJECTED.
COUNTY OF MONMOUTH

ADDENDUM NO.___________________

ACKNOWLEDGMENT

PROJECT ENTITLED: _____________________________________________________________

________________________________________________________________________________

acknowledgment is hereby made of the receipt of Addendum No.____________________________
containing information for the above referenced project.

BIDDER: __________________________________________________

BY: __________________________________________________

SIGNATURE: _________________________________________________

TITLE: __________________________________________________

DATE: __________________________________________________

NOTE:

WHEN AN ADDENDUM IS ISSUED, THIS ACKNOWLEDGMENT MUST BE COMPLETED AND
INCLUDED WITH THE BID AT THE TIME OF RECEIPT.
# BIDDER’S CHECKLIST

**BID NO.:** F-180-2015

## Owner’s CHECKMARKS

### A. FAILURE TO SUBMIT ANY OF THESE ITEMS WITH THE BID IS MANDATORY CAUSE FOR REJECTION

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid (unbound original) (2 additional copies requested, but not mandatory)</td>
</tr>
<tr>
<td>Bid guarantee (bid bond or guaranteed funds)</td>
</tr>
<tr>
<td>Surety certificate (consent of surety)</td>
</tr>
<tr>
<td>List of designated subcontractors</td>
</tr>
<tr>
<td>Acknowledgment of receipt of addenda or revisions (if any)</td>
</tr>
<tr>
<td>Statement of Ownership</td>
</tr>
<tr>
<td>Non-Collusion Affidavit</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

## Bidder’s INITIALS

### B. ITEMS PREFERRED AT TIME OF BID, BUT MANDATORY PRIOR TO AWARD OF CONTRACT

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of Public Works Contractor Registration Act Certificate for the bidder and any designated subcontractors, effective on the date of bid</td>
</tr>
<tr>
<td>Copy of the N.J. Business Registration Certificate or other acceptable proof of Business Registration for the bidder and any designated subcontractors</td>
</tr>
<tr>
<td>Iran Disclosure Form</td>
</tr>
<tr>
<td>References / List of previous and/or active relevant work</td>
</tr>
<tr>
<td>Resume(s)</td>
</tr>
<tr>
<td>Financial Statement</td>
</tr>
<tr>
<td>Catalogs/Price Lists</td>
</tr>
<tr>
<td>Product Samples</td>
</tr>
<tr>
<td>Certification of Available Equipment</td>
</tr>
<tr>
<td>Contractor’s Qualification Statement</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

## C. OPTIONAL

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equal Employment Opportunity Questionnaire</td>
</tr>
<tr>
<td>County Cooperative Contract Option</td>
</tr>
</tbody>
</table>

**PRINT NAME OF BIDDER:**

**SIGNED BY:**

**PRINT NAME AND TITLE:**

**DATE:**

*COMPLETE AND SUBMIT THIS CHECKLIST WITH THE BID*
REPAIRS TO DAMAGED MILLWORK AT THE SHERIFF'S BUILDING LOCATED AT 2500 KOZLOSKI ROAD, FREEHOLD, NJ AREAS 229 (COPY ROOM) AND 228 (WORK STATION)

RFB must be received no later than: October 20, 2015 10:30AM

For Delivery to: Sheriff's Office - Law Enforcement, Public Safety Center
2500 Kozloski Road, Freehold, NJ 07728

Delivery Date: AS PER SPECIFICATION

<table>
<thead>
<tr>
<th>ITEM#</th>
<th>DESCRIPTION</th>
<th>QUANTITY/UNIT</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>THIS PROJECT IS FOR REPAIRS TO DAMAGED MILLWORK AT THE SHERIFF'S BUILDING LOCATED AT 2500 KOZLOSKI ROAD, FREEHOLD, NJ AREAS 229 (COPY ROOM) AND 228 (WORK STATION)</td>
<td>1 LS</td>
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<td></td>
</tr>
</tbody>
</table>

TOTAL:

***** SEE ATTACHED SPECIFICATION & PLAN *****
LIST OF DESIGNATED SUBCONTRACTORS CERTIFICATE

BIDDER warrants that, if it is awarded the Contract, the Designated Subcontractors named below will be the actual subcontractors who will perform the enumerated classes of work. The Bidder may name itself for any of the work it is qualified to perform, without naming a Designated Subcontractor for that portion of the work.

If the Bidder is performing any of the work listed below, the Bidder shall identify that they are performing this work by: a) providing their name below or b) by indicating “No Subcontractor” in the “Name” section for each class of work required for the bid. Failure to explicitly identify Designated Subcontractors or failure to indicate that the Bidder itself shall perform any of the enumerated classes of work may be cause for rejection of the bid.

Plumbing and Gas Fitting and All Kindred Work:

_____________________________  _    _____________________________
(Name)                                                                 (Address)

Steam Power Plants, Steam and Hot Water Heating and Ventilating Apparatus and All Kindred Work:

_____________________________  _ _____________________________
(Name) (Address)

Electrical Work:

_____________________________  _ _____________________________
(Name) (Address)

Structural Steel and Ornamental Iron Work:

_____________________________  _ _____________________________
(Name)  (Address)

Bidder hereby certifies that the Designated Subcontractors listed above shall be the actual subcontractors who will perform the enumerated classes of work in accordance with N.J.S.A. § 40A:11-16(b).

_____________________________                   _____________________________
Name of Bidder                                Signature of Bidder
# TABLE OF CONTENTS TECHNICAL SPECIFICATIONS

**REPAIRS TO DAMAGED MILLWORK AT THE SHERIFF’S BUILDING LOCATED AT 2500 KOZLOSKI ROAD, FREEHOLD, NJ AREAS 229 (COPY ROOM) AND 228 (WORK STATION) F-180-2015**

## DIVISION 1
- 01000 GENERAL REQUIREMENTS
- 01300 ADMINISTRATIVE REQUIREMENTS
- 01700 EXECUTION AND CLOSEOUT REQUIREMENTS
- 01710 CLEANING AND RESTORATIONS
- 01732 SELECTIVE DEMOLITION

## DIVISION 6
- 06402 INTERIOR ARCHITECTURAL WOODWORK

### DRAWINGS
- INTERIOR ARCHITECTURAL WOODWORK PLAN
SECTION 01000 - GENERAL REQUIREMENTS

1.01 GENERAL
A. This project with all attached, specifications and drawings is for the removal of existing damaged millwork and the fabrication and installation of millwork at Work station 228 and Copy/Fax Room 229 at the Monmouth County Sheriff’s Office located at 2500 Kozloski Road, Freehold, New Jersey.

B. It is the intent of the specifications to match the existing interior architectural woodwork that is to be replaced.

C. All work shall be coordinated with the Owner prior to installation. The project site is an occupied office and may require work to be scheduled outside of normal business hours.

D. At the end of every workday the contractor shall clean the work area. In addition if there are any hazards remaining the contractor shall ensure the hazard is remediate to the greatest extent possible and barriers are places to protect any person from getting hurt.

E. Refer any questions regarding this bid in writing via letter or fax to: Susan Molzon, Monmouth County Division of Engineering & Traffic Safety, Hall of Records Annex, 1 East Main Street, Freehold NJ 07728, Fax (732) 431-7765.

F. Contractors may schedule a site visit by contacting Mike McCulloch, Monmouth County Buildings & Grounds, at 732-685-2853.

G. The completion date for the project will be 60 calendar days from the date of Notice to Proceed. The completion date for the project will remain unchanged unless approved by the County.

1.02 SAFETY
A. The contractor shall be responsible for maintaining a safe work area during the installation of work.

B. Dust and debris must be properly contained and removed from the work area.

1.1 WORK RESTRICTIONS
A. Contractor's Use of Premises: During construction, Contractor will have limited use of building indicated. Contractor's use of premises is limited only by Owner's right to perform work and as follows:
   1. The work site is an active County facility and all work shall be coordinated with the Owner. Noise and dust shall be kept to a minimum. All work shall be coordinated and completed in such a way to minimize disturbance to the daily operations of the surrounding work areas.
2. Protect building surfaces from damage and staining. At completion, remove protection and return damaged elements to their original condition.

3. Take precautions to prevent spread of dust, odors and debris, particularly where they may sift into the building. Give ample notice to the Facilities Manager and Engineer so that building contents can be protected and/or moved.

END SECTION 01000
SECTION 01300 - ADMINISTRATIVE REQUIREMENTS

PART 1 - GENERAL

1.1 PROJECT MANAGEMENT AND COORDINATION

A. Coordinate construction to ensure efficient and orderly installation of each part of the Work.

B. Contractor to schedule a pre-construction meeting with the Owner to discuss the sequence of work and project schedule.

SUBMITTAL PROCEDURES

C. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

1. No extension of the Contract Time will be authorized due to a failure to transmit submittals sufficiently in advance of the Work to permit processing, including resubmittals. The contractor shall provide the county with a minimum of ten (10) working days review of all submittals. The ten (10) days shall start the day the county receives the submittal. The ten days shall not included weekends, all county holidays and any state of emergency days that may be declared by the Governor of NJ.

2. Submit three copies of each submittal. The Engineer will return one copy. Electronic submission will also be accepted.

3. The Engineer shall not review or return submittals received from sources other than Contractor.

D. Place a permanent label, title block or cover sheet on each submittal for identification. Provide a space approximately 6 by 8 inches on the label or beside title block to record Contractor's review and approval markings and action taken by Owner. Include the following information on the label:

1. Project name
2. Date
3. Name and address of Contractor
4. Name and address of subcontractor or supplier
5. Number and title of appropriate Specification Section

E. Identify deviations from the Contract Documents on submittals.
PART 2 - PRODUCTS

2.1 ACTION SUBMITTALS

A. Product Data: Mark each copy to show applicable products and options. Include the following:
   1. Manufacturer's written recommendations, product specifications, and installation instructions.
   2. Compliance with specified standards and requirements.

B. Drawings & Manuals: Prepare Project-specific information, drawn accurately to scale. Do not base drawings on reproductions of the Contract Documents.
   1. All drawings shall be submitted only in the following sizes:
      a. ANSI B (11 x 17)
      b. ANSI C (17 x 22)
      c. ANSI D (22 x 34)
   2. All manuals shall be submitted on 8 ½” x 11” sized paper.
   3. All Architectural drawings shall be submitted on full scale drawings
   4. All submittals shall include one electronic copy in a PDF format.
   5. The minimum information that shall be submitted shall be
      b. Fabrication and installation drawings.
      c. Notation of coordination requirements.
      d. Notation of dimensions established by field measurement.

C. Site Specific Health and Safety Plan (HASP)
   1. The contractor shall submit to the County Safety Officer a site specific HASP for review. The contractor shall provide sufficient time for review as listed in paragraph 1.1 (C) of this section.
   2. The site specific HASP shall address all applicable safety and health concerns for the project. The site specific HASP shall also address all applicable OSHA regulations which can be found in 29 CFR 1910 and 29 CFR 1926. The contractor shall provide documentation i.e. training, specific to the HASP that demonstrates that all personnel working on the project have received the specific training outlined in the HASP. The contractor shall identify the designated individual on site that will ensure compliance of the HASP, their qualifications, contact number and frequency they will be on the job site.
   3. The HASP shall address dust-control and noise control as listed in section 01000 1.1(A) 14 and section 01732 1.5 (B).
   4. If the Site Specific HASP did not address a specific safety issue, it is the responsibility of the contractor to ensure the safety issue is addressed immediately upon discovery. The County shall not be held liable for any oversights or safety violation that may occur during the projects duration. The Site Specific HASP does not reduce or eliminate the contractors’ responsibility or liability for the safety of the contractors’ employees, sub contractors, County employees or the public.
2.2 INFORMATION SUBMITTALS

A. Qualification Data: Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

B. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.

PART 3 - EXECUTION

3.1 SUBMITTAL REVIEW

A. Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Engineer. Engineer will review each action submittal, make marks to indicate corrections or modifications required, stamp and mark as appropriate to indicate action taken, and return copies less those retained.

END OF SECTION 01300
SECTION 01700 - EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 - GENERAL

1.1 CLOSEOUT SUBMITTALS

A. Record Drawings: Maintain a set of drawings, manuals and prints of the Contract Drawings as Record Drawings. Mark to show actual installation where installation varies from that shown originally.

1. Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.

B. Operation and Maintenance Data: Submit two paper copies of manual and one electronic copy in PDF format. Organize data into three-ring binders with identification on front and spine of each binder, and envelopes for folded drawings. Include the following:

1. Manufacturer's operation and maintenance documentation.
2. Maintenance and service schedules.
3. Maintenance service contracts.
4. Emergency instructions.
5. Spare parts list.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 EXAMINATION AND PREPARATION

A. Examine substrates and conditions for compliance with manufacturer's written requirements including, but not limited to, surfaces that are sound, level, plumb, smooth, clean, and free of deleterious substances; substrates within installation tolerances; and application conditions within environmental limits. Proceed with installation only after unsatisfactory conditions have been corrected.

B. Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to equipment footprint, location, and capacity.

C. Take field measurements as required to fit the Work properly. Where fabricated products are to be fitted to other construction, verify dimensions by field measurement before fabrication and, when possible, allow for fitting and trimming during installation.
3.2 INSTALLATION

A. Comply with manufacturer's written instructions for installation. Anchor each product securely in place and accurately located and aligned with other portions of the Work in accordance with manufactures guidelines and local building codes. Clean exposed surfaces and protect from damage.

B. Clean Project site and work areas daily, including common areas.

3.3 FINAL CLEANING

A. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion:

1. Remove shipping labels.
2. Clean exposed finishes to a dust-free condition, free of stains, films, and foreign substances. Sweep work areas broom clean.
3. Clean Project site, yard, and grounds, in areas disturbed by construction activities. Sweep paved areas; remove stains, spills, and foreign deposits.

3.4 CLOSEOUT PROCEDURES

A. Substantial Completion: Before requesting Substantial Completion inspection, complete the following:

1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
2. Advise Owner of pending insurance changeover requirements.
3. Submit specific warranties, maintenance service agreements, and similar documents.
4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities.
5. Submit Record Drawings, operation and maintenance manuals and similar final record information.
6. Deliver tools, spare parts, extra materials, and similar items.
7. Remove temporary facilities and controls.
8. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
9. Complete final cleaning requirements, including touchup painting.
10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
11. Provide all close out documents as indicated in “General Conditions” section.

B. Submit a written request for inspection for Substantial Completion. On receipt of request, Engineer will proceed with inspection or advise Contractor of unfulfilled requirements. Engineer will prepare the Certificate of Substantial Completion after inspection or will advise Contractor of items that must be completed or corrected before certificate will be issued.
C. Request inspection for Final Completion, once the following are complete:

1. Submit a copy of Substantial Completion inspection list stating that each item has been completed or otherwise resolved for acceptance.
2. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.

D. Request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected.

E. Submit a written request for final inspection for acceptance. On receipt of request, Owner will proceed with inspection or advise Contractor of unfulfilled requirements. Owner will prepare final Certificate for Payment after inspection or will advise Contractor of items that must be completed or corrected before certificate will be issued.

END OF SECTION 017000
SECTION 01710-CLEANING AND RESTORATIONS

1.0 DESCRIPTION

A. Contractor shall provide all equipment, labor & materials required to clean and restore the site to a preconstruction condition or better.

B. Maintain premises and public properties free from accumulations of waste, debris and rubbish caused by work operations.

C. At completion of work, remove waste materials, rubbish, tools, equipment, machinery and surplus materials; clean all sight exposed surfaces; leave project clean and ready for occupancy and use.

D. At completion of work, restore or replace, when and as directed by the Engineer, any public or private property disturbed or damaged by Contractor's work operations to a condition at least equal to that existing prior to beginning work, or as otherwise specified. Materials, equipment and methods shall be approved by the Engineer.

3.0 METHODS OF CONDUCTING WORK – CLEANING

A. Requirements of regulatory agencies:
The Contractor shall comply with all Federal, State, and local environmental laws, ordinances, codes and regulations when disposing of waste materials, debris and rubbish. All excess material shall be removed from the site and disposed of by the Contractor.

B. Cleaning during construction:
Provide periodic cleaning to keep the work, the site, and adjacent properties free from accumulations of waste materials, rubbish and windblown debris resulting from construction operations.

C. Dust Control:
The Contractor will be required to maintain all waste areas and all work areas free from dust that can cause a hazard or nuisance to others.

4.01 QUANTITY AND PAYMENT

All costs for Cleaning and Restorations shall be included in prices bid for various items scheduled in the Proposal.
SECTION 01732 - SELECTIVE DEMOLITION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings, site markings and general provisions of the Contract, including conditions and other applicable Specification Sections, apply to this Section. All major items to be removed, or demolished shall include but not limited to:
   1. Plastic laminate countertops in Areas 228 and 229
   2. Plastic laminate cabinets (upper and lower) in Areas 228 and 229
   3. Millwork hardware and miscellaneous accessories.

1.4 MATERIALS OWNERSHIP

A. Except for items or materials indicated to be reused, salvaged, reinstalled, or otherwise indicated to remain the County’s property, demolished materials shall become Contractor's property and shall be removed from Project site promptly once removed. Owner shall have first right of refusal for all salvaged/demolished items

1.5 SUBMITTALS

A. Qualification Data: For firms and persons specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of engineers and owners, and other information specified.

B. Proposed Dust-Control and Noise-Control Measures: This is to be addressed in the Site specific HASP listed in section 01300 of this project specification. In addition, at a minimum the engineering controls listed in section 01000 1.1(a) 14 shall be incorporated.

C. Schedule of Selective Demolition Activities: Indicate the following:
   1. Detailed sequence of selective demolition and removal work, with starting and ending dates for each activity. Ensure Owner's on-site operations are uninterrupted.

D. Inventory: After selective demolition is complete, submit a list of items that have been removed and salvaged.

E. Pre-demolition Photographs or Videotape: Show existing conditions of adjoining construction and site improvements, including finish surfaces that might be misconstrued as damage caused by selective demolition operations. Submit one (1) copy of the Video or Photographs to the Engineer before Work begins.

1.6 QUALITY ASSURANCE
A. Pre-demolition Conference: Conduct conference at Project site to review methods and procedures related to selective demolition including, but not limited to, the following:
   1. Inspect and discuss condition of construction to be selectively demolished.
   2. Review and finalize selective demolition schedule and verify availability of materials, demolition personnel, equipment, and facilities needed to make progress and avoid delays.

1.7 PROJECT CONDITIONS

A. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities
   1. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from authorities having jurisdiction.

B. Owner assumes no responsibility for condition of areas to be selectively demolished.
   1. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.

C. Storage or sale of removed items or materials on-site will not be permitted.

PART 2 -PRODUCTS

2.1 REPAIR MATERIALS

A. Use repair materials identical to existing materials.
   1. If identical materials are unavailable or cannot be used for exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible.
   2. Use materials whose installed performance equals or surpasses that of existing materials.

B. Comply with material and installation requirements specified in individual Specification Sections.

PART 3 EXECUTION

3.5 SELECTIVE DEMOLITION

A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:

   1. Coordinate with facilities manager to keep clear all personnel space under work areas. A two (2) business day notice is required before an area can be
worked in. This would allow enough time to move all affected personnel out of the area. Once work is completed in a specific area, clean area to original condition.

2. Dispose of demolished items and materials promptly.

3. Return elements of construction and surfaces that are to remain to condition existing before selective demolition operations began.

8. Existing Facilities: Comply with building manager's requirements for using and protecting elevators, stairs, walkways, loading docks, building entries, and other building facilities during selective demolition operations.

B. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by Engineer, items may be removed to a suitable, protected storage location during selective demolition and cleaned and reinstalled in their original locations after selective demolition operations are complete.

3.6 PATCHING AND REPAIRS

A. General: Promptly repair damage to adjacent construction caused by selective demolition operations.

1. Repairs: Where repairs to existing surfaces are required, patch to produce surfaces suitable for new materials.

B. Finishes: Restore exposed finishes of patched areas and extend restoration into adjoining construction in a manner that eliminates evidence of patching and refinishing.

3.7 DISPOSAL OF DEMOLISHED MATERIALS

A. General: Promptly dispose of demolished materials. Do not allow demolished materials to accumulate on-site.

B. Disposal: The contractor shall be responsible for removal and disposal of debris and demolished millwork from the site.

END OF SECTION 01732
PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract

1.2 SUMMARY

A. This Section includes the following:

1. Plastic-laminate cabinets.
2. Plastic-laminate countertops.

1.3 DEFINITIONS

A. Interior architectural woodwork includes wood furring, blocking, shims, and hanging strips for installing woodwork items unless concealed within other construction before woodwork installation.

1.4 SUBMITTALS

A. Product Data: For each type of product indicated, including cabinet hardware and accessories, handrail brackets and finishing materials and processes.

B. Product Data: For panel products, high-pressure decorative laminate, adhesive for bonding plastic laminate, solid-surfacing material, fire-retardant-treated materials, cabinet hardware and accessories, handrail brackets and finishing materials and processes.

1. Include data for fire-retardant treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements.

C. Shop Drawings: Show location of each item, dimensioned plans and elevations, large-scale details, attachment devices, and other components.

1. Show details full size.
2. Show locations and sizes of furring, blocking, and hanging strips, including concealed blocking and reinforcement specified in other Sections.
3. Show locations and sizes of cutouts and holes for plumbing fixtures, faucets, soap dispensers, and other items installed in architectural woodwork.
4. Show veneer leaves with dimensions, grain direction, exposed face, and identification numbers indicating the flitch and sequence within the flitch for each leaf.

D. Product Certificates: For each type of product, signed by product manufacturer.
E. Woodwork Quality Standard Compliance Certificates: AWI Quality Certification Program certificates.

F. Qualification Data: For Installer.

1.5 QUALITY ASSURANCE

A. Installer Qualifications: Fabricator of products and certified participant in AWI's Quality Certification Program.

B. Source Limitations: Engage a qualified woodworking firm to assume undivided responsibility for production of interior architectural woodwork.

C. Quality Standard: Unless otherwise indicated, comply with AWI's "Architectural Woodwork Quality Standards" for grades of interior architectural woodwork indicated for construction, finishes, installation, and other requirements.

1. Provide AWI Quality Certification Program labels and certificates indicating that woodwork, including installation, complies with requirements of grades specified.

D. Fire-Test-Response Characteristics: Where fire-retardant materials or products are indicated, provide materials and products with specified fire-test-response characteristics as determined by testing identical products per test method indicated by UL, ITS, or another testing and inspecting agency acceptable to authorities having jurisdiction. Identify with appropriate markings of applicable testing and inspecting agency in the form of separable paper label or, where required by authorities having jurisdiction, imprint on surfaces of materials that will be concealed from view after installation.

E. Forest Certification: Provide interior architectural woodwork produced from wood obtained from forests certified by an FSC-accredited certification body to comply with FSC 1.2, "Principles and Criteria."

F. Preinstallation Conference: Conduct conference at Project site.

1.6 DELIVERY, STORAGE, AND HANDLING

A. Do not deliver woodwork until painting and similar operations that could damage woodwork have been completed in installation areas. If woodwork must be stored in other than installation areas, store only in areas where environmental conditions comply with requirements specified in "Project Conditions" Article.

1.7 PROJECT CONDITIONS

A. Environmental Limitations: Do not deliver or install woodwork until building is enclosed, wet work is complete, and HVAC system is operating and maintaining temperature and relative humidity at occupancy levels during the remainder of the construction period.

B. Field Measurements: Where woodwork is indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication, and indicate measurements on Shop Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
1. Locate concealed framing, blocking, and reinforcements that support woodwork by field measurements before being enclosed, and indicate measurements on Shop Drawings.
2. Established Dimensions: Where field measurements cannot be made without delaying the Work, establish dimensions and proceed with fabricating woodwork without field measurements. Provide allowance for trimming at site, and coordinate construction to ensure that actual dimensions correspond to established dimensions.

1.8 COORDINATION

A. Coordinate sizes and locations of framing, blocking, furring, reinforcements, and other related units of Work to ensure that interior architectural woodwork can be supported and installed as indicated.

PART 2 - PRODUCTS

2.1 WOODWORK FABRICATORS

A. Available Fabricators: Subject to compliance with requirements.

2.2 MATERIALS

A. General: Provide materials that comply with requirements of AWI's quality standard for each type of woodwork and quality grade specified, unless otherwise indicated.

B. Wood Species and Cut for Transparent Finish: Plain sliced American Walnut.

C. Wood Species for Opaque Finish: Any closed-grain hardwood.

D. Wood Products: Comply with the following:


E. High-Pressure Decorative Laminate: NEMA LD 3, grades as indicated or, if not indicated, as required by woodwork quality standard.

1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering high-pressure decorative laminates that may be incorporated into the Work include the following:

   a. Wilsonart International; Div. of Premark International, Inc.

F. Float Glass for Cabinet Doors: ASTM C 1036, Type I, Class 1 (clear), Quality-Q3, 6.0 mm thick.

G. Tempered Float Glass for Cabinet Doors: ASTM C 1048, Kind FT, Condition A, Type I, Class 1 (clear), Quality-Q3, with exposed edges seamed before tempering, 6 mm thick, unless otherwise indicated.
H. Tempered Float Glass for Cabinet Shelves: ASTM C 1048, Kind FT, Condition A, Type I, Class 1 (clear).

2.3 FIRE-RETARDANT-TREATED MATERIALS

A. General: Where fire-retardant-treated materials are indicated, use materials complying with requirements in this Article, that are acceptable to authorities having jurisdiction, and with fire-test-response characteristics specified.

1. Do not use treated materials that do not comply with requirements of referenced woodworking standard or that are warped, discolored, or otherwise defective.
2. Use fire-retardant-treatment formulations that do not bleed through or otherwise adversely affect finishes. Do not use colorants to distinguish treated materials from untreated materials.
3. Identify fire-retardant-treated materials with appropriate classification marking of UL, U.S. Testing, Timber Products Inspection, or another testing and inspecting agency acceptable to authorities having jurisdiction.

B. Fire-Retardant-Treated Lumber and Plywood by Pressure Process: Comply with performance requirements of AWPA C20 (lumber) and AWPA C27 (plywood). Use the following treatment type:

2. Interior Type A: Low-hygrosopic formulation.
3. Mill lumber after treatment within limits set for wood removal that do not affect listed fire-test-response characteristics, using a woodworking plant certified by testing and inspecting agency.
4. Mill lumber before treatment and implement special procedures during treatment and drying processes that prevent lumber from warping and developing discolorations from drying sticks or other causes, marring, and other defects affecting appearance of treated woodwork.
5. Kiln-dry materials before and after treatment to levels required for untreated materials.

C. Fire-Retardant Fiberboard: Medium-density fiberboard panels complying with ANSI A208.2, made from softwood fibers, synthetic resins, and fire-retardant chemicals mixed together at time of panel manufacture to achieve flame-spread index of 25 or less and smoke-developed index of 200 or less per ASTM E 84.

1. Product: Subject to compliance with requirements, provide "Medite FR" by SierraPine Ltd.; Medite Div.

2.4 CABINET HARDWARE AND ACCESSORIES

A. General: Provide cabinet hardware and accessory materials associated with architectural cabinets that match existing. The contractor shall field verify the existing hardware and shall provide hardware to match existing. If there are any discrepancies between the existing hardware and those identified in this Section, provide hardware that matches existing.

B. Butt Hinges: 2-3/4-inch, 5-knuckle steel hinges made from 0.095-inch-thick metal, and as follows:
1. Semiconcealed Hinges for Flush Doors: BHMA A156.9, B01361.
2. Semiconcealed Hinges for Overlay Doors: BHMA A156.9, B01521.

C. Frameless Concealed Hinges (European Type): BHMA A156.9, B01602, 170 degrees of opening.

D. Back-Mounted Pulls: BHMA A156.9, B02011.

E. Wire Pulls: Back mounted, solid metal, 4 inches long, 5/16 inch in diameter.

F. Catches: Magnetic catches, BHMA A156.9, B03141; Push-in magnetic catches, BHMA A156.9, B03131; Roller catches, BHMA A156.9, B03071; and Ball friction catches, BHMA A156.9, B03013.

G. Adjustable Shelf Standards and Supports: BHMA A156.9, B04071; with shelf rests, B04081 and BHMA A156.9, B04102; with shelf brackets, B04112.

H. Shelf Rests: BHMA A156.9, B04013; metal, two-pin type with shelf hold-down clip.

I. Drawer Slides: BHMA A156.9, B05091.

   1. Heavy Duty (Grade 1HD-100 and Grade 1HD-200): Side mounted; full-extension type; zinc-plated steel ball-bearing slides.
   2. Box Drawer Slides: Grade 1HD-100; for drawers not more than 6 inches high and 24 inches wide.
   3. File Drawer Slides: Grade 1HD-100; for drawers more than 6 inches high or 24 inches wide.
   4. Pencil Drawer Slides: Grade 1; for drawers not more than 3 inches high and 24 inches wide.
   5. Keyboard Slides: Grade 1HD-100; for computer keyboard shelves.
   6. Trash Bin Slides: Grade 1HD-100; for trash bins not more than 20 inches high and 16 inches wide.

J. Door Locks: BHMA A156.11, E07121.

K. Drawer Locks: BHMA A156.11, E07041.

L. Grommets for Cable Passage through Countertops: 2-inch OD, metal grommets and matching metal caps with slot for wire passage.

   1. Product: Subject to compliance with requirements, provide "MM series" by Doug Mockett & Company, Inc.

M. Exposed Hardware Finishes: For exposed hardware, provide finish that complies with BHMA A156.18 for BHMA finish number indicated.

   1. Dark, Oxidized, Satin Bronze, Oil Rubbed: BHMA 613 for bronze base; BHMA 640 for steel base; match Architect's sample.
   2. Bright Brass, Clear Coated: BHMA 605 for brass base; BHMA 632 for steel base.
   4. Satin Chromium Plated: BHMA 626 for brass or bronze base; BHMA 652 for steel base.
5. Bright Chromium Plated: BHMA 625 for brass or bronze base; BHMA 651 for steel base.

N. For concealed hardware, provide manufacturer's standard finish that complies with product class requirements in BHMA A156.9.

2.5 MISCELLANEOUS MATERIALS

A. Furring, Blocking, Shims, and Hanging Strips: Softwood or hardwood lumber, kiln dried to less than 15 percent moisture content.

B. Furring, Blocking, Shims, and Hanging Strips: Fire-retardant-treated softwood lumber, kiln dried to less than 15 percent moisture content.

C. Anchors: Select material, type, size, and finish required for each substrate for secure anchorage. Provide nonferrous-metal or hot-dip galvanized anchors and inserts on inside face of exterior walls and elsewhere as required for corrosion resistance. Provide toothed-steel or lead expansion sleeves for drilled-in-place anchors.

D. Adhesives, General: Do not use adhesives that contain urea formaldehyde.

E. VOC Limits for Installation Adhesives and Glues: Use installation adhesives that comply with the following limits for VOC content when calculated according to 40 CFR 59, Subpart D (EPA Method 24):

1. Wood Glues: 30 g/L.
2. Contact Adhesive: 250 g/L.

F. Adhesive for Bonding Plastic Laminate: Unpigmented contact cement.

1. Adhesive for Bonding Edges: Hot-melt adhesive or adhesive specified above for faces.

2.6 FABRICATION, GENERAL

A. Interior Woodwork Grade: Unless otherwise indicated, provide Premium-grade interior woodwork complying with referenced quality standard.

B. Wood Moisture Content: Comply with requirements of referenced quality standard for wood moisture content in relation to ambient relative humidity during fabrication and in installation areas.

C. Sand fire-retardant-treated wood lightly to remove raised grain on exposed surfaces before fabrication.

D. Fabricate woodwork to dimensions, profiles, and details indicated. Ease edges to radius indicated for the following:


E. Complete fabrication, including assembly, finishing, and hardware application, to
maximum extent possible before shipment to Project site. Disassemble components only as necessary for shipment and installation. Where necessary for fitting at site, provide ample allowance for scribing, trimming, and fitting.

1. Notify Owner seven days in advance of the dates and times woodwork fabrication will be complete.
2. Trial fit assemblies at fabrication shop that cannot be shipped completely assembled. Install dowels, screws, bolted connectors, and other fastening devices that can be removed after trial fitting. Verify that various parts fit as intended and check measurements of assemblies against field measurements indicated on Shop Drawings before disassembling for shipment.

F. Shop-cut openings to maximum extent possible to receive hardware, appliances, plumbing fixtures, electrical work, and similar items. Locate openings accurately and use templates or roughing-in diagrams to produce accurately sized and shaped openings. Sand edges of cutouts to remove splinters and burrs.

1. Seal edges of openings in countertops with a coat of varnish.

G. Install glass to comply with applicable requirements in Division 8 Section "Glazing" and in GANA's "Glazing Manual." For glass in wood frames, secure glass with removable stops.

2.7 PLASTIC-LAMINATE CABINETS

A. AWI Type of Cabinet Construction: Reveal overlay. B. Reveal Dimension: 1/2 inch.

C. Laminate Cladding for Exposed Surfaces: High-pressure decorative laminate complying with the following requirements:

1. Horizontal Surfaces Other Than Tops: Grade HGS.
2. Vertical Surfaces: Grade HGS.
3. Edges: Grade HGS.

D. Materials for Semiexposed Surfaces:

1. Surfaces Other Than Drawer Bodies: High-pressure decorative laminate, Grade VGS.
   b. For semiexposed backs of panels with exposed plastic-laminate surfaces, provide surface of high-pressure decorative laminate, Grade VGS.

2. Drawer Sides and Backs: Solid-hardwood lumber.
3. Drawer Bottoms: Hardwood plywood.

E. Concealed Backs of Panels with Exposed Plastic Laminate Surfaces: High-pressure decorative laminate, Grade BKL.
F. Colors, Patterns, and Finishes: Contractor must confirm provided colors, pattern, and finishes match existing. Provide materials and products corresponding to the finish indicated on drawings as follows:
   - CAB-1 (casework) WilsonArt Cherrywood 11062K-07
   - CAB-2 (casework) WilsonArt Pepperdust D327-60

G. Provide dust panels of 1/4-inch plywood or tempered hardboard above compartments and drawers, unless located directly under tops.

### 2.8 PLASTIC-LAMINATE COUNTERTOPS

A. High-Pressure Decorative Laminate Grade: HGS.

B. Colors, Patterns, and Finishes: Contractor must confirm provided colors, pattern, and finishes match existing. Provide materials and products corresponding to the finish indicated on drawings as follows:
   - CTR-1 WilsonArt Carbon EV 4820-60

C. Grain Direction: Parallel to cabinet fronts.

D. Edge Treatment: Same as laminate cladding on horizontal surfaces.

E. Core Material: Medium-density fiberboard.

F. Core Material at Sinks: Exterior-grade plywood.

G. Backer Sheet: Provide plastic-laminate backer sheet, Grade BKL, on underside of countertop substrate.


### 2.17 SHOP FINISHING

A. Grade: Provide finishes of same grades as items to be finished.

B. General: Finish architectural woodwork at fabrication shop as specified in this Section. Defer only final touchup, cleaning, and polishing until after installation.

C. Preparation for Finishing: Comply with referenced quality standard for sanding, filling countersunk fasteners, sealing concealed surfaces, and similar preparations for finishing architectural woodwork, as applicable to each unit of work.

   1. Backpriming: Apply one coat of sealer or primer, compatible with finish coats, to concealed surfaces of woodwork. Apply two coats to back of paneling and to end-grain surfaces. Concealed surfaces of plastic-laminate-clad woodwork do not require backpriming when surfaced with plastic laminate, backing paper, or thermoset decorative panels.
PART 3 - EXECUTION

3.1 PREPARATION

A. Before installation, condition woodwork to average prevailing humidity conditions in installation areas.

B. Before installing architectural woodwork, examine shop-fabricated work for completion and complete work as required, including removal of packing and backpriming.

3.2 INSTALLATION

A. Grade: Install woodwork to comply with requirements for the same grade specified in Part 2 for fabrication of type of woodwork involved.

B. Assemble woodwork and complete fabrication at Project site to comply with requirements for fabrication in Part 2, to extent that it was not completed in the shop.

C. Install woodwork level, plumb, true, and straight. Shim as required with concealed shims. Install level and plumb (including tops) to a tolerance of 1/8 inch in 96 inches.

D. Scribe and cut woodwork to fit adjoining work, refinish cut surfaces, and repair damaged finish at cuts.

E. Fire-Retardant-Treated Wood: Handle, store, and install fire-retardant-treated wood to comply with chemical treatment manufacturer's written instructions, including those for adhesives used to install woodwork.

F. Anchor woodwork to anchors or blocking built in or directly attached to substrates. Secure with countersunk, concealed fasteners and blind nailing as required for complete installation. Use fine finishing nails or finishing screws for exposed fastening, countersunk and filled flush with woodwork and matching final finish if transparent finish is indicated.

G. Cabinets: Install without distortion so doors and drawers fit openings properly and are accurately aligned. Adjust hardware to center doors and drawers in openings and to provide unencumbered operation. Complete installation of hardware and accessory items as indicated.

1. Install cabinets with no more than 1/8 inch in 96-inch sag, bow, or other variation from a straight line.
2. Maintain veneer sequence matching of cabinets with transparent finish.
3. Fasten wall cabinets through back, near top and bottom, at ends and not more than 16 inches o.c. with No. 10 wafer-head sheet metal screws through metal backing or metal framing behind wall finish.

H. Countertops: Anchor securely by screwing through corner blocks of base cabinets or other supports into underside of countertop.

1. Align adjacent solid-surfacing-material countertops and form seams to comply with manufacturer's written recommendations using adhesive in color to match countertop. Carefully dress joints smooth, remove surface scratches, and clean entire surface.
2. Install countertops with no more than 1/8 inch in 96-inch sag, bow, or other variation
from a straight line.
3. Secure backsplashes to tops with concealed metal brackets at 16 inches o.e. and to walls with adhesive.
4. Caulk space between backsplash and wall with sealant specified in Division 7 Section "Joint Sealants."

I. Touch up finishing work specified in this Section after installation of woodwork. Fill nail holes with matching filler where exposed.

3.3 ADJUSTING AND CLEANING

A. Repair damaged and defective woodwork, where possible, to eliminate functional and visual defects; where not possible to repair, replace woodwork. Adjust joinery for uniform appearance.

B. Clean, lubricate, and adjust hardware.

C. Clean woodwork on exposed and semiexposed surfaces. Touch up shop-applied finishes to restore damaged or soiled areas.

END OF SECTION 06402
SIGNATURE PAGE
RFQ# F-180-2015

To the Board of Chosen Freeholders of the County of Monmouth:

THE UNDERSIGNED HEREBY DECLARES THAT I (WE) HAVE CAREFULLY EXAMINED THE SPECIFICATIONS. I (WE) HEREBY CERTIFY PRICES QUOTED ARE IN ACCORDANCE WITH YOUR REQUIREMENTS.

Company Name: ____________________________________________ (PRINT)
Preparer’s Name: ____________________________________________ (PRINT)
Signature: ________________________________________________ (DATE)
Address: __________________________________________________

Telephone No.: ____________________________________________
Fax No.: _________________________________________________
E-Mail Address: ____________________________________________
Contact Person: ____________________________________________
FEIN: ____________________________________________________ (Federal Employee ID)