

PROJECT MANUAL

PROJECT NAME:

Iowa Judicial Branch Building
Chiller Replacement

PROJECT ADDRESS:

1111 E Court Ave
Des Moines, Iowa 50319

PROJECT DATE: September 23, 2025

OWNER:

Iowa Judicial Branch
1111 E Court Ave
Des Moines, IA 50319



OWNER PROJECT NUMBER: JBFSS2425B

ENGINEER:

Resource Consulting Engineers LLC
301 Alexander Avenue Suite C
Ames, IA 50010



RESOURCE
CONSULTING
ENGINEERS

ENGINEER PROJECT NUMBER: 2025.023.00

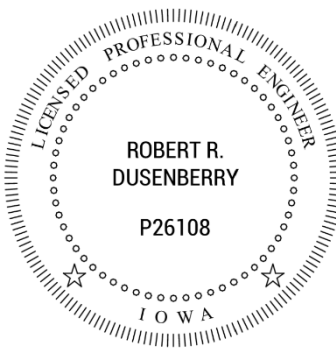
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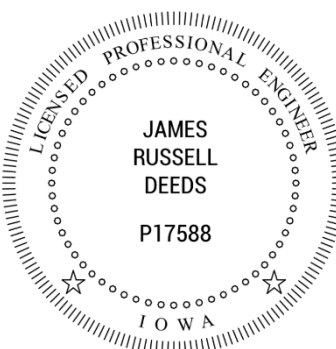
SEALS PAGE

1.01 DESIGN PROFESSIONALS OF RECORD

A. MECHANICAL ENGINEER:

 <p>ROBERT R. DUSENBERRY P26108 I O W A</p>	<p>I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.</p> <hr/> <p>(signature) _____ (date) _____</p> <p>Robert Dusenberry License Number P26108 My license renewal date is December 31, 2025</p> <p>Sheets or sections covered by this seal: <u>Divisions 22 and 23 Specifications</u></p> <hr/>
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B. ELECTRICAL ENGINEER:

 <p>JAMES RUSSELL DEEDS P17588 I O W A</p>	<p>I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.</p> <hr/> <p>(signature) _____ (date) _____</p> <p>James Russell Deeds IV License Number P17588 My license renewal date is December 31, 2026</p> <p>Sheets or sections covered by this seal: <u>Divisions 26 Specifications</u></p> <hr/>
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IOWA JUDICIAL BRANCH BUILDING CHILLER
REPLACEMENT

PROJECT NUMBER: JBFSS2425B
BID ISSUE

- | | | |
|----|---------|----------------------------|
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SECTION 000116

BID SUBMITTAL CHECKLIST

PART 1 - GENERAL

1.01 BID SUBMITTAL CHECKLIST

- A. The Bidder is responsible to see that the bid is submitted via email on or before the due date and time specified. Late bids shall not be accepted.
- B. Bids shall be typewritten or in ink. All information requested shall accompany the bid. All blocks shall be completed. Errors shall be lined out and initialed.
- C. The right is reserved to reject any or all bids. The State may waive minor deficiencies or informalities in the best interest of the State of Iowa.
- D. A properly prepared and submitted bid document is the bidder's responsibility.
- E. Bids cannot be changed after the bid opening.
- F. In all cases, no verbal communications by any party will override written communications from the issuing office.
- G. The Bid Form shall be completed in full and signed and submitted by an officer of the bidder with authority to bind in a contract.
- H. If Bid Bond is called for, it shall accompany the Bid submission.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION – NOT USED

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SECTION 001113

NOTICE TO BIDDERS

The Iowa Judicial Branch will be receiving bids for replacement of the existing chiller at the Iowa Judicial Branch Building, 1111 E Court Ave, Des Moines, IA 50319.

The Iowa Judicial Branch anticipates construction to begin on April 1st, 2026 and end on May 15th, 2026.

Bids must be received no later than **02:00 pm, Thursday, October 16th, 2025**. Late bids will not be considered. Bids shall be submitted via email. The Bid shall be accompanied by a Bid Security as set forth in the Instructions to Bidders in the amount of 5% of the total bid amount. Each bid shall be accompanied by a bid bond, cashier's check or a certified check drawn upon a solvent bank chartered under the laws of the United States of America.

Bid Opening

Bids will be opened by the Iowa Judicial Branch and bidders will be notified of the results.

The Iowa Judicial Branch Services reserves the right to reject any and all bids, and to waive irregularities and to accept a bid that is deemed in the best interest of the State of Iowa.

Bidders must comply with all affirmative action/equal employment opportunity provisions of the State of Iowa and the Federal Government.

This project is exempt from Iowa Sales Tax. Davis Bacon Wages **will not** apply to this project.

Questions must be submitted by 02:00 pm, Wednesday, October 8th, 2025, to the Issuing Officer.

Bidding documents may stipulate a specific product. Substitute product will be considered if a written request is received by 02:00 pm, April 15th, 2025, prior to bid opening. Substitution requests will be considered for all products per Section 01 2500 Substitution Procedures, even if the specification does not include a statement such as "or equal," "equal to," "equivalent to," or "basis of design," unless otherwise noted.

A **MANDATORY** Pre-Bid meeting will be held on Tuesday, October 2nd, at 11:00am at the Iowa Judicial Branch Building, 1111 E Court Ave, Des Moines, IA 50319.

Bidding Documents, including drawing sheets bearing the project name Iowa Judicial Branch Building Chiller Replacement and the Project Manual prepared by Resource Consulting Engineers LLC dated 09/23/25, may be obtained from Beeline and Blue: <https://www.beelineplanroom.com>.

For further information regarding this project, contact:

Jim Evans – Director of State Judicial Facilities

Phone: (515) 348-4884

E-Mail: jim.evans@iowacourts.gov

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SECTION 002113

INSTRUCTIONS TO BIDDERS

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Project Description
- B. Owner
- C. State Agency Representatives and Contacts
- D. Proposal Form and Submissions
- E. Taxes
- F. Alternate Bids
- G. Drawings
- H. Bid Security
- I. Due Date and Time for Receipt of Bids
- J. Commencement and Completion Date
- K. Site Visit
- L. Mandatory Pre-bid Meeting
- M. Questions
- N. Addenda and Interpretations of the Contract Documents
- O. Substitutions
- P. Obligation of Bidder
- Q. Public Records and Requests for Confidential Treatment
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- T. Basis of Bids
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- X. Qualifications
- Y. Insurance
- Z. Form of Agreement between Owner and Contractor
- AA. Execution of Contract
- BB. Laws and Regulations
- CC. Contract Documents and Order of Precedence
- DD. Conditions of the Work
- EE. Subcontracts
- FF. Project Manual/Drawings

1.02 PROJECT DESCRIPTION

- A. Project Description: Remove and replace the existing chiller at the Iowa Judicial Branch Building, 1111 E Court Ave, Des Moines, IA 50319

1.03 OWNER

- A. State of Iowa, Judicial Branch, 1111 E Court Ave, Des Moines, IA 50319.

1.04 STATE AGENCY REPRESENTATIVES AND CONTACTS

- A. PURCHASING AGENT: Jim Evans – Director of State Judicial Facilities, 1111 E Court Ave, Des Moines, IA 50319. (515) 348-4884, jim.evans@iowacourts.gov.
- B. OWNER REPRESENTATIVE: Jim Evans – Director of State Judicial Facilities, 1111 E Court Ave, Des Moines, IA 50319. (515) 348-4884, jim.evans@iowacourts.gov.
- C. DESIGN PROFESSIONAL CONTACT: Robert Dusenberry, Resource Consulting Engineers LLC, 301 Alexander Avenue, Suite C, Ames, IA 50010, Phone: (319) 239-1361; email: robert.dusenberry@resourcece.com.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION

3.01 PROPOSAL FORM AND SUBMISSION

- A. A properly prepared and submitted bid is the bidder's responsibility. Bids are to be made in accordance with these Instructions to Bidders and items included on the Bid submission. Failure to comply may be cause for rejection.
- B. The Bid is to consist of the required Bid information, together with the other information specified below to be submitted with the Bid, in which copies are included with these Bidding Documents.
 - 1. The total bid package submitted is required to include the following:
 - 1) Required Bid Form
 - 2) Bid Security (documentation provided by Bidder) (Required)
- C. Include the amount for performing all work described in the drawings and specifications for Base Bid and for each Alternate Bid requested.
- D. Acknowledge receipt of all Addenda issued, where so indicated on the Bid Form
- E. All required information to be submitted, by an officer of the company having authority to bind the company in a contract.
- F. Commencement of the work of the contract shall begin with the Contractor's receipt of a fully executed contract (signed by both parties).
- G. The Owner reserves the right to award a contract for Base Bid only, or for Base Bid in combination with any, or all, identified Alternate Bids. Bidders must comply with all of the General Requirements of the project and all requirements of the Project Manual.
- H. The company's Federal I.D. Number and the Iowa Contractors Registration Number shall be included in the Bid Form.
- I. Unless indicated otherwise, the Bid shall be for a single responsibility contract for all work as indicated on the Drawings and specified in the Project Manual, and shall be a lump sum amount. If no change in the Base Bid amount is required with respect to consideration of a particular Alternate Bid, enter "No Change" in the blank for that Alternate Bid.

- J. Where so requested, provide Unit Prices for the designated types of work and in the units specified, in which the Unit Prices would be used as adjustments to the quantities described in the instructions as the basis for the Base Bid and any Alternate Bid work. A Unit Price would be applicable in the event the Owner should request additional work of that type beyond the extent and quantity that has been established as the scope of the work by graphic delineation and notations on the Drawings, or by otherwise stipulating in the Bidding Documents a numerical quantity of the work, for the Bidder's use in determining the lump sum bid amount for the Base Bid and any requested Alternate Bid containing such work. The Unit Prices shall also be used to adjust the Contract Amount for actual quantities of work involved when the work subject to Unit Price adjustment differs by being less in quantity than that contemplated by the original scope of work for the respective Base Bid or Alternate Bid.
- K. All Bid information is to be submitted via email. Any required Bid Security shall be provided, in the form and amount specified elsewhere in these Instructions to Bidders, at the time of submission of the Bid.

3.02 TAXES

- A. In accordance with Section 423 of the Code of Iowa and 701-19 of the Iowa Administrative Rules, Iowa Construction Sales Tax Exemption Certificates for this project will be issued. Do not include Iowa sales tax or use tax, or any local option sales tax, on construction materials in determining your bid prices. The successful Contractor will be required to notify the owner's project manager of all Subcontractors within forty-eight (48) hours after the published date and time by which bids must be submitted. Information on the Contractor and each Subcontractor shall include the firms' name, address, contact person, federal tax identification number, and the Iowa contractor registration number. For the Contractor and each Subcontractor, designate the type of trade or category of work that is to be provided on the project. Following receipt of the information, the Iowa Judicial Branch will arrange to have an authorization letter and certificate issued on behalf of the Contractor and each Subcontractor and will forward the documents to the Contractor for distribution and use by each in purchasing construction materials for this project. Certificates issued for this project shall be used for tax-exempt purchasing construction materials for this project only.

3.03 ALTERNATE BIDS

- A. Bidders are to bid all Alternates requested on the Bid Form. Alternates quoted will be reviewed and accepted or rejected at the option of the Department of Administrative Services. Accepted Alternates will be identified in the Owner-Contractor agreement. Indicate the price for Alternates described, as shown on the Drawings and specified in the Project Manual, and identify in the correct location on the Bid Form.

3.04 DRAWINGS AND PROJECT MANUAL

- A. Drawings and Project Manual are specified in the Notice to Bidders or any extension thereof made by Addendum.

3.05 BID SECURITY

- A. Each Bid shall be accompanied by Bid Security.
- B. The Bid Security shall be in the form of a Bid Bond, Certified check, or Cashier's check in an amount not less than five percent (5%) of the maximum value of the Bid, including any additive Alternates. NOTE: Checks other than Certified checks and Cashier's checks will not be accepted. Bonds shall be issued by a bonding company licensed to transact business in the State of Iowa. The Attorney in Fact who signs the Bond shall file with the Bond a certified and effectively dated copy of their Power of Attorney. The Bid Security shall be made payable to the Iowa Judicial Branch, and shall accompany the Bid. If a Bid Bond is not used, copies of Certified checks or Cashier's checks must be uploaded and hand delivered, in a sealed envelope, or mailed upon request. The Bid Security shall serve as a guarantee that a Bidder who is offered a contract will enter into an Agreement with the State of Iowa and will file an approved surety company's Performance Bond, Payment Bond and the Insurance Certificates as evidence of the required Insurance prior to execution of the contract. Upon failure to comply, the Bid Security shall be forfeited as liquidated damages. The governmental entity shall retain the bid security furnished by the successful bidder until the approved contract form has been fully executed, a bond has been filed by the bidder guaranteeing the performance of the contract, and the contract and bond have been approved by the governmental entity. The provisions of chapter 573, where applicable, apply to contracts awarded under this chapter. The governmental entity shall promptly return the checks or bidder's bonds of unsuccessful bidders to the bidders once the Notice of Intent to Award is issued.

3.06 DUE DATE AND TIME FOR RECEIPT OF BIDS

- A. Properly completed Bids shall be emailed to the purchasing agent no later than the time and date specified in the Notice to Bidder or any extension thereof made by Addendum. Written, emailed, oral or telephonic Bids are invalid, and will not receive consideration. The Bidder shall assume full responsibility for the timely online submission of the Bid. Late bids will not be accepted.

3.07 COMMENCEMENT AND COMPLETION DATES

- A. Commencement of the Work of the Contract shall be the day of receipt by the selected Contractor of the fully-executed contract. Final completion of the Work of the contract shall be acknowledged as a part of the Contractor's proposal.

3.08 SITE VISIT

- A. A site visit for the prospective bidders will take place at the time of the mandatory Pre-Bid Meeting of this project.

3.09 MANDATORY PRE-BID MEETING

- A. A mandatory Pre-Bid Meeting will be specified in the Notice to Bidders or any extension thereof made by Addendum.

3.10 QUESTIONS

- A. Questions on this project may be raised and discussed at the time of the Pre-Bid Meeting or by submitting in writing to the issuing officer as specified in the Notice to Bidders or any extension thereof made by Addendum.

3.11 ADDENDA AND INTERPRETATIONS OF THE CONTRACT DOCUMENTS

- A. Any person contemplating submitting a proposal for the proposed Contract, who is in doubt as to the true meaning of any part of the Bidding Documents, shall submit a written request for an interpretation thereof. The person submitting a request will be responsible for its prompt delivery.

Every request for such interpretation should reference the Bid Number specified in the Bidding Documents, and shall be made in writing (email preferred). Questions shall be submitted to the previously identified Purchasing Agent. To be given consideration, requests shall be received as specified in the Notice to Bidders or any extension thereof made by Addendum. Replies, which revise or correct the Bidding Documents, or provide necessary clarifications, will be issued in the form of a written Addendum to the Bidding Documents. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections, or changes. The Bidder is to include any resultant cost changes in the Bid Sum.

Addenda will be posted electronically at the respective bid site where the bid is initially posted. Acknowledgment by the Bidder of each issued Addendum shall be noted in the location so indicated on the Bid. All Addenda issued shall become part of the Contract Documents.

3.12 SUBSTITUTIONS

- A. Where the Bidding Documents stipulate a specific product be provided by naming one or more manufacturer and model, a substitute product will be considered when a written request is received as specified in the Notice to Bidders or any extension thereof made by Addendum prior to bid opening. Substitution requests will be considered for all products per Section 01 2500 Substitution Procedures, even if the specification does not include a statement such as "or equal," "equal to," "equivalent to," or "basis of design," unless otherwise noted. Substitution requests shall be emailed to the Issuing Officer at the email address provided in Instructions to Bidders Section 1.04.

3.13 OBLIGATION OF BIDDER

- A. It shall be the responsibility of each Bidder contemplating the submission of a Bid for the proposed Contract to fully acquaint himself/herself with conditions at the work site, project requirements, and to become acquainted thoroughly with the work, and all conditions that may be related to it. No considerations or revision in the contract price or scope of the project will be considered by the Owner for any item that could have been revealed by a thorough on-site inspection and examination.
- B. By submission of a Bid, it shall be understood that the Bidder assures that he/she has reviewed and is thoroughly familiar with the project requirements, contract conditions and supplementary conditions, the drawings, specifications, addenda, and that the bidder is aware of the conditions existing at the site that may relate to the work of this project. Failure of any Bidder to examine any form, document, or other instrument shall in no way relieve the Bidder from any obligation in respect to his/her Bid.

3.14 PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT

- A. The Agency's release of public records is governed by Iowa Code chapter 22. Contractors are encouraged to familiarize themselves with Chapter 22 before submitting a Proposal. The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a Contractor as non-confidential records unless Contractor requests specific parts of the Proposal be treated as confidential at the time of the submission as set forth herein AND the information is confidential under Iowa or other applicable law.
- B. A Contractor requesting confidential treatment of specific information must: (1) fully complete Form 22 (Available at <https://das.iowa.gov/sites/default/files/procurement/pdf/Form%2022-ConfidentialityRequest-RFB.pdf>), (2) identify the request in the transmittal letter with the Contractor's Proposal, (3) conspicuously mark the outside of its Proposal as containing confidential information, (4) mark each page upon which confidential information appears, and (5) submit a "Public Copy" from which the confidential information has been excised.
- C. Form 22 will not be considered fully complete unless, for each confidentiality request, the Contractor: (1) enumerates the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential, (2) justifies why the material should be maintained in confidence, (3) explains why disclosure of the material would not be in the best

- interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Contractor to respond to inquiries by the Agency concerning the confidential status of such material.
- D. The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFP. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the Proposal as possible.
 - E. **Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. Contractors may not request confidential treatment with respect to pricing information and transmittal letters. A contractor's request for confidentiality that does not comply with this section or a contractor's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting contractor's Proposal as non-responsive. Requests to maintain an entire Proposal as confidential will be rejected as non-responsive.**
 - F. If Agency receives a request for information that Contractor has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such material, Contractor shall, at its sole expense, appear in such action and defend its request for confidentiality. If Contractor fails to do so, Agency may release the information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Contractor fails to comply with the request process set forth herein, if Contractor's request for confidentiality is unreasonable, or if Contractor rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Contractor and with or without affording Contractor the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

3.15 WITHDRAWAL OF BID

- A. A Bid may be modified or withdrawn only before the time and date for receipt of Bids. Said request for modification or withdrawal of a bid must be completed in writing via email or certified mail. A Bid shall remain valid for consideration by the Owner for the following period(s) of time after the date specified for receipt of Bids, or until such time following that period that the apparent low bidder requests in writing that the Bid be withdrawn, after which the Bid may be withdrawn without forfeiture of any required Bid Security. The Bid shall be valid for not less than thirty (30) calendar days after the date Bids are specified to be due. With the approval of the Iowa Judicial Branch, a bid may be withdrawn after opening, but only if the bidder provides prompt written notification that adequately documents the commission of an honest error that may cause undue financial loss.

3.16 BID OPENING

- A. All bids received on or before the due date and time specified in the Notice to Bidder or any extension thereof made by Addendum will be opened and the name of the Bidder and the amount of their Bid will be announced.

3.17 BASIS OF BIDS

- A. The Bidder shall include all additional documents or appendices that are requested to be submitted concurrent with the Bid submission; failure to comply may be cause for rejection.
- B. In accordance with Iowa law, Section 8A.311: A bidder, to be considered for an award of a state construction contract, shall disclose to the state agency awarding the contract the names of all subcontractors and suppliers who will work on the project being bid, within forty-eight (48) hours after the published date and time by which bids must be submitted. A bidder shall not replace a subcontractor or supplier disclosed without the approval of the state agency awarding the contract.

1. A bidder, prior to an award or who is awarded a state construction contract, shall disclose all of the following, as applicable:
 - a. If a subcontractor or supplier disclosed (under the preceding) by a bidder is replaced, the reason for replacement and the name of the new subcontractor or supplier;
 - b. If the cost of work to be done by a subcontractor or supplier is changed or if the replacement of a subcontractor or supplier results in a change in the cost, the amount of the change in cost.
 - c. Any reduction in subcontractor or supplier price as a result of the change, if the change is approved by the Owner, shall be deducted from the Contract via a deductive Change Order. Any such changes, if approved by the Owner, which result in an increase in the Contract Price shall be borne by the Contractor.
- C. The Bidder is specifically advised that any person, firm or other party to whom it is proposed to award a subcontract under this contract must:
 1. Be registered in the State of Iowa and have an Iowa Contractor's Registration number, and
 2. Be acceptable to the Owner.

3.18 INFORMALITIES/ REJECTION OF BIDS

- A. The Iowa Judicial Branch reserves the right to waive any irregularities or informalities and to enter into a Contract with a Bidder, or to reject any or all bids as it deems to be in the best interest of the State, without penalty.

3.19 CONSIDERATION OF BIDS

- A. It is the intent of the Iowa Judicial Branch to award a Contract to the lowest responsible Bidder, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and is determined to be compliant with all Bidding Requirements, and does not exceed the funds available for construction.
- B. Bidder is to bid on each Alternate Bid requested. Failure to do so may result in disqualification of the bid. The Iowa Judicial Branch reserves the right to accept any, or no, Alternate Bid. Alternate Bids may be considered in any order or combination, and the low successful Bidder will be determined on the basis of the sum of the Base Bid and the Alternate(s) accepted at the time of the Contract award.
- C. In evaluating Bids, any proposal offered by a Bidder for an alternate design, or for materials other than those shown or specified for the Base Bid or for Alternate Bid construction under the proposed Construction Documents or called for by any issued Addenda to those Construction Documents, will not be considered in determining the low successful Bidder. However, the Iowa Judicial Branch reserves the right to consider any such Bidder-proposed (Contractor's Alternate) alternate designs or materials with the low successful Bidder, after the low successful Bidder is determined in the manner described above (A and B).
- D. Notice of Intent to Award the Bid(s) will be sent to all Respondents submitting a timely Bid and may be posted at the website shown on the RFB cover sheet. Negotiation and execution of the Contract(s) shall be completed no later than fifteen (15) days from the date of the Notice of Intent to Award or such other time as designated by Agency. If the successful Bidder fails to negotiate and deliver an executed Contract, including all required documents such as payment and performance bonds and insurance certificate, by that date, the Agency, in its sole discretion, may cancel the award and award the Contract to the remaining Bidder the Agency believes will provide the best value to the State.

3.20 PREFERENCE

- A. By virtue of statutory authority, a preference shall be given to Iowa domestic labor, products produced and provisions grown within the state of Iowa, in accordance with the provisions of Chapter 73, Code of Iowa and any amendments thereto.
- B. Enforcement of reciprocal resident bidder preference and resident labor force preference codified at Iowa Code Section 73A.21.

1. NOTICE: Failure on the part of the bidder to carefully read the following paragraphs and to provide the information requested below may make the bidder's bid materially nonresponsive and therefore ineligible for contract award. Violations of Iowa Code Section 73A.21 may, among other things, result in civil penalties assessed by the Commissioner of the Division of Labor of Iowa Workforce Development. The bidder should seek out the advice of an attorney if he or she has questions about Iowa Code Section 73A.21. As a part of the competitive procurement of contracts for Public Improvements that must be awarded to the low bidder (if the bid is responsive and the bidder is deemed responsible), Public Bodies shall allow a preference to Resident Bidders if a Nonresident Bidder places a bid for the contract for the Public Improvement and that Nonresident Bidder's state or foreign country gives resident bidders of that state or foreign country a preference (including a labor force preference or any type of preferential treatment). The preference allowed, or reciprocally applied, shall be equal to the preference given or required by the state or foreign country in which the Nonresident Bidder is a resident bidder.

"Public Body" means the State of Iowa (and its agencies) and any of its political subdivisions, including school districts, public utilities, and the state board of regents.

"Public Improvement" means a building or other construction work to be paid for in whole or in part by the use of funds of the State of Iowa, its agencies, and any of its political subdivisions and includes road construction, reconstruction, and maintenance projects.

"Resident Bidder" means a person or entity authorized to transact business in of the State of Iowa and having a place of business for transacting business within the State of Iowa at which it is conducting and has conducted business for at least three years prior to the date of the first advertisement for the public improvement. Note, however, that if a nonresident bidder's state or foreign country has a more stringent definition of a resident bidder, the more stringent definition is applicable as to bidders from that state or foreign country.

"Nonresident Bidder" means a person or entity who does not meet the definition of a resident bidder.

- C. Nonresident bidders shall be required to certify on the Bid submission, where so indicated, the state or foreign country in which the firm is a resident, and if that state or foreign country uses a percentage for in-state bidders and the amount of the preference.
- D. If it is determined that this may cause denial of federal funds which would otherwise be available, or would otherwise be inconsistent with requirements of federal law, this section shall be suspended, but only to the extent necessary to prevent denial of the funds or to eliminate the inconsistency with federal requirements.

3.21 QUALIFICATIONS

- A. In accordance with Iowa Code 26.9(2) and 26.16, no potential bidder shall be required to provide confidential or proprietary information or meet any class requirements as a precondition to submitting a responsive bid. However, as noted in Iowa Code 26.9(2), the lowest responsive bidder may be required to provide additional information to verify responsibility prior to and as a condition of obtaining final award of the contract. Any qualification requirements contained in any bid document indicates only preferred qualifications, not a precondition to bid, and the lowest responsive bidder's qualifications will be evaluated individually based on all information provided.
- B. The Owner may make such investigations as he or she deems necessary to determine the ability of the awarded Bidder to perform the required work, and the awarded Bidder shall furnish to the Owner all such information and data for this purpose. The Owner reserves the right to rescind any awarded Bid if the evidence submitted by, or in investigation of, such Bidder fails to satisfy the Owner that the Bidder is properly qualified to carry-out the obligations of the Contract and to complete the Work contemplated therein.
- C. Bidders shall be registered as a Construction Contractor with the Labor Commissioner, Iowa Workforce Development Department, as required by Chapter 91C of the Code of Iowa. Bidder's Iowa Contractor Registration Number shall be included in the location provided in the Bid Form.
- D. Non-resident corporations submitting bids must be in compliance with Section 490.1501 of the Code of Iowa and legally authorized thereby to carry-on such business in the State of Iowa as is required by the Contract Documents.

- E. An out-of-state Bidder, if awarded a contract, will be required to submit evidence of authorization to do business in the State of Iowa.

3.22 INSURANCE

- A. Insurance Requirements
 - 1. The Contractor shall maintain in effect, with insurance companies of recognized responsibility, at its expense, insurance covering its work of the type and in amounts required by this Contract. The Contractor's insurance shall, among other things, insure against any loss or damage resulting from the Contractor's performance of this Contract. All such insurance policies shall remain in full force and effect for the entire life of this Contract and shall not be canceled or changed except after thirty (30) days written notice to the Owner.
 - 2. **Amounts of Insurance Required – Refer to sample insurance certificate in Project Manual).**
- B. Certificates of Coverage
 - 1. Certificates of the insurance described above shall be submitted to the Owner before starting any construction activities and shall be subject to approval by the Owner. The Contractor shall provide certificates for the insurance required. The insurer shall state in the certificate that no cancellation of the insurance will be made without at least thirty (30) days prior written notice to the Contractor. Upon receipt of any notice of cancellation or alteration, Contractor shall within ten (10) days procure other policies of insurance, similar in all respects to the policy or policies, about to be canceled or altered, and, if the Contractor fails to provide, procure, and deliver acceptable policies of insurance, or satisfactory evidence thereof, in accordance with the terms hereof then, at the Owner's option, Owner may obtain such insurance at the cost and expense of Contractor, without the need of any notice to Contractor.
- C. No Limitation of Liability
 - 1. Acceptance of the insurance certificates by the Owner shall not act to relieve the Contractor of any obligation under this Contract. All insurance policies and certificates shall be issued only by companies authorized to transact business in the State of Iowa. It shall be the responsibility of the Contractor to keep the respective insurance policies and coverage's current and in force during the life of this agreement.
 - 2. A Sample Certificate of Insurance is attached for reference following this Section.

3.23 FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

- A. The Agreement for the Work will be written on AIA A104-2017 Form of Agreement between Owner and Contractor (sample of the document with modifications incorporated is bound in this Project Manual).

3.24 EXECUTION OF CONTRACT

- A. Contract documents shall mean and include the following:
 - 1. Contract: AIA A104-2017
 - 2. Performance and Payment Bonds
 - 3. Project Manual
 - 4. Drawings
 - 5. Numbered Addenda issued after initial publication of Bid Documents
 - 6. Numbered Modifications (Change Orders) issued after Contract is signed

3.25 LAWS AND REGULATIONS

- A. The Bidder's attention is directed to the fact that all applicable laws and regulations of Federal and State agencies having jurisdiction over the construction of this project shall apply to any contract resulting from this proposal, and it shall be deemed that those rules and regulations are made a part of such contract the same as if set forth in their entirety therein. By submitting a Bid, the Bidder confirms that he/she is familiar with and understands the Contractor's responsibility

under all Federal and State of Iowa laws and regulations with respect to the Work described by the proposed Contract Documents.

3.26 CONTRACT DOCUMENTS AND ORDER OF PRECEDENCE

- A. Where an irreconcilable conflict exists among Applicable Legal Requirements, this Contract, the specifications in the Materials and the Drawings, the earliest item mentioned in this sentence involving a conflict shall control over any later mentioned item or items subject to such conflict unless doing so would result in reducing the Bidder's duty of care or obligations under this Contract, in which case the terms resulting in the highest requirements for Bidder performance shall control.

3.27 CONDITIONS OF THE WORK

- A. Each bidder must fully inform him/herself of the conditions under which the work is to be performed at the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed. Failure to do so will not relieve a successful bidder of the obligation to furnish all material and labor necessary to carry out the provisions of the contract. When a site visit is required by provisions located elsewhere in these Instructions to Bidders, as a site tour in conjunction with a mandatory Pre-Bid Meeting, it shall be the Bidder's responsibility to fulfill this obligation as a condition of bidding the Work described in the Bidding Documents.
- B. No allowance will be made for any additional compensation by reason of any matter or condition with which the bidder might have fully informed him/herself, but failed to do so prior to bidding. Insofar as possible, the Contractor and all subcontractors shall employ such methods or means in carrying out the work so as not to cause any interruption of, or interference with, the work of any other subcontractor or trade.

3.28 SUBCONTRACTS

- A. The Prime Contractor shall be responsible for notifying all subcontractors and suppliers and informing them that they are bound in each case by all applicable provisions of the bidding information and those of the proposed Form of Agreements as defined in the Contract Documents.

END OF SECTION

SECTION 002113.02

SAMPLE

CERTIFICATE OF LIABILITY INSURANCE



DATE (MM/DD/YYYY)
 xx/xx/xxxx

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Agent's Name Agent's Address	CONTACT NAME: Agent's Information	
	PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____	
INSURED Trade Contractor's Name Trade Contractor's Mailing Address	INSURER(S) AFFORDING COVERAGE INSURER A: Company A (AM Best Rated A/VI or Better)	NAIC # Admitted
	INSURER B:	Carriers
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	Minimum
* A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	#TBD-CGL	3/1/17	3/1/18	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 1,000,000 \$	
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X	X	#TBD-AL	3/1/17	3/1/18	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
C	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	X	X	#TBD-UMB	3/1/17	3/1/18	EACH OCCURRENCE \$ \$2,000,000 AGGREGATE \$ \$	
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	#TBD-WC	3/1/17	3/1/18	PER STATUTE <input checked="" type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000	
* E	Owners Contrators Protective Liability			#TBD-OCF	3/1/17	3/1/18	*Limits equal to CGL (or) as required by owner (Note- Would be either CGL or OCF, not both)	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Additional Insured on a Primary & Non-Contributory basis (CGL;AL;UMB/Excess) in favor of : (Owner) Iowa Department of Administrative Services (DAS), Officers, Directors, Members, Consultants, Agents, and Employees.
 Waiver of Subrogation (CGL;AL;WC/EL;UMB/Excess) in favor of: (Owner) Iowa Department of Administrative Services (DAS), Officers, Directors, Members, Consultants, Agents, and Employees.
 Project XXXX.XX (Number varies by project)

CERTIFICATE HOLDER Iowa Judicial Branch 1111 E Court Ave Des Moines, IA 50319	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Signature
--	--

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SECTION 003113

PRELIMINARY SCHEDULE

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Preliminary Construction Schedule
- B. Schedule Durations

1.02 PRELIMINARY SCHEDULE

- A. A preliminary schedule has been identified by the Owner for the implementation of the Project.
- B. Each step of the Preliminary Schedule is subject to receipt of acceptable bids, Owner's decision process, and date of commencement.
- C. A proposed construction schedule shall be submitted by the Contractor to the Design Professional no later than 48 hours prior to the pre-construction meeting.
- D. The final construction schedule will be established post award of bids with the cooperation of all parties.

1.03 SCHEDULE DURATIONS

- A. Anticipated Notice of Intent to Award – 10/17/2025
- B. Anticipated Date of Commencement – 04/01/2026
- C. Substantial Completion by – 05/15/2026
- D. Final completion by – 06/01/2026

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION – NOT USED

END OF SECTION

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**SECTION 003143
PERMIT APPLICATION**

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Permit Application Information
- B. Licenses, Permits, and Related Inspections

1.02 PERMIT APPLICATION INFORMATION

- A. Applicable inspections: Trade Contractor is responsible for any applicable project specific permits and inspections.

1.03 LICENSES, PERMITS, AND RELATED INSPECTIONS

- A. The Bidder shall comply with all codes, laws, ordinances, rules and regulations of any public authority having jurisdiction that bears on the performance of its work. All construction, materials and methods shall comply with the State Building Codes, except where plans and specifications establish a higher standard.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION – NOT USED

END OF SECTION

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SECTION 004116

BID FORM

BID FORM for CONSTRUCTION CONTRACT

Judicial Branch Building Chiller Replacement

Iowa Judicial Branch
1111 E Court Ave
Des Moines, Iowa 50319

The following information is to be completed and submitted with your bid..

1. Bid Form - Completed and Signed (to be emailed with bid submission)
2. Bid Security – 5% of total Bid amount (a copy to be emailed with bid submission)

Authorized Representative:

The undersigned Bidder, in response to your Request for Bid for construction of the above project, having examined the Drawings, Specifications, and other Bidding Documents dated September 23, 2025, and Addenda issued and acknowledged below as received and being familiar with all the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, equipment and supplies to perform all work to construct the project in strict accordance with the proposed Contract Documents, within the time and at the prices stated below. Prices are to cover all expenses incurred in performing the work required under the proposed Contract Documents, of which this bid is a part.

Bidder acknowledges receipt of the following Addenda which are a part of the Bidding Documents and for which any effect on cost of the Work is included in the bid amounts indicated:

Number _____ _____ _____ _____ _____
Dated _____ _____ _____ _____ _____

Note that the State of Iowa is exempt from State and Local sales and use taxes (including local option and school option) for this project. Taxes on construction materials shall NOT be included in the bid amounts.

Amounts shall be indicated in both words and figures. In case of discrepancy, the amount indicated in words shall govern.

BASE BID:

Single-Prime (All Trades) Contract. Bidder proposes and agrees to perform all work as described in the Construction Documents for the sum of:

_____ Dollars

(\$ _____).

ALTERNATES: NONE

Bidder hereby certifies that:

1. This bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation;
2. Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain any advantage over any other bidder or over the Owner.
3. Bidder hereby certifies that the Bidder is registered with the Iowa Labor Commissioner as a Contractor as required by Chapter 91C, Code of Iowa.
4. Bidder agrees to comply with all Federal and State Affirmative Action/Equal Employment Opportunity requirements concerning fair employment and will not discriminate between or among them by reason of race, color, religion, sex, national origin or physical handicap.
5. All construction under this Contract shall conform to the requirements of the *Iowa State Building Code*.
6. Bidder agrees that this bid shall remain valid and shall not be withdrawn for a period of thirty (30) calendar days after the date for receipt of bids.
7. Bidder agrees that if written notice of acceptance of this bid is mailed, emailed, or delivered to the undersigned within thirty (30) days after the date in which bids are due, or at any time thereafter before it is withdrawn, the undersigned will sign and return the Contract Agreement, prepared in accord with the Bidding Documents and this bid as accepted; and will also provide proof of insurance coverage and required surety bonds.

- 8. Bidder understands that the Owner reserves the right to reject any and all bids, and to waive irregularities or informalities and enter into a contract for the work, as the Owner deems to be in the best interest of the State.
- 9. Bidder understands that the Owner reserves the right to accept any, or no, Alternate Bid, if requested, and that the Alternate Bids may be considered in any order or combination, and the low Bidder shall be determined on the basis of the sum of the base bid and any Alternate(s) accepted.

Subcontractors:

The Trade Contractor must identify all Subcontractors and Suppliers within 48 hours of the published date and time for which bids must be submitted, in accordance with Iowa Code Section 8A311, as amended by House File 646 in 2011. Subcontractors and suppliers may not be changed without the approval of the Owner. Requests for changing a Subcontractor or supplier must identify the reason for the proposed change, the name of the new Subcontractor or supplier, and the change in the subcontractor or supplier price as a result of the change. Any reduction in subcontractor or supplier price as a result of the change, if the change is approved by the Owner, shall be deducted from the Trade Contract Price via a deductive Change Order. Any such changes, if approved by the Owner, which result in an increase in the Trade Contract Price shall be borne by the Trade Contractor.

Enforcement of Reciprocal Resident Bidder Preference, per Iowa Code 73A.21.

All bidders shall either check the box next to "Resident Bidder" or check the box next to "Nonresident Bidder" and by doing so and signing thereafter certifies and attests to the same. All information requested must be provided. Seek out the advice of an attorney if you have questions.

"Resident Bidder" means a person or entity authorized to transact business in of the State of Iowa and having a place of business for transacting business within the State of Iowa at which it is conducting and has conducted business for at least three years prior to the date of the first advertisement for the public improvement. Note, however, that if a nonresident bidder's state or foreign country has a more stringent definition of a resident bidder, the more stringent definition is applicable as to bidders from that state or foreign country.

Resident Bidder
Name of Resident Bidder: _____

By: _____
Authorized Agent and Signatory of Resident Bidder

OR:

Nonresident Bidder
Name of Nonresident Bidder: _____

Name of State or Foreign Country of Nonresident Bidder: _____

Particularly identify and describe any preference, labor preference, or any other type of preferential treatment, in effect in the nonresident bidder's state or foreign country at the time of this bid:

NOTICE: Nonresident Bidders domiciled in a state or country with a resident labor force preference shall make and keep, for a period of not less than three years, accurate records of all workers employed on the public improvement. The records shall include each worker's name, address, telephone number when available, social security number, trade classification, and the starting ending time of employment.

By: _____

Authorized Agent and Signatory of Nonresident Bidder

Bid Form shall be signed by an officer of the company with authority to bind in a contract.

Notice of acceptance of this bid, or request for additional information by the Department of Administrative Services, may be addressed to the undersigned at the address set forth below:

Legal Name of Firm: _____

Date: _____

Signature of Bidder: _____

Title: _____

Typed Name of Signatory: _____

Email: _____

Business Address:

Telephone Number: _____ Fax Number: _____

Federal Tax Identification Number: _____

Iowa Contractor Registration Number: _____

Bidder Safety Manager Name: _____

For an out-of-state Bidder, Bidder certifies that the Resident Preference given by the State or Foreign Country of Bidder's residence, _____, is _____%.

END OF SECTION

SECTION 004116.01

NON-DISCRIMINATION CLAUSE

PART 1 - GENERAL

All contractors, subcontractors, vendors and suppliers of goods and services doing business with the State of Iowa and value of said business equals or exceeds \$10,000 annually, agree as stated below.

1.01 NONDISCRIMINATION CLAUSE

- A. The contractor, subcontractor, vendor and supplier of goods and services will not discriminate against an employee or applicant for employment because of race, creed, color, sex, national origin, ancestry, religion, economic status, age, disability, political opinion, or affiliations of an applicant or employee based upon the nature of the job occupation. The contractor, subcontractor, vendor and supplier will develop an Affirmative Action Program to insure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, sex, national origin, ancestry, religion, economic status, age, disability, political opinions or affiliations. Such action shall include, but not be limited to the following:
 - 1. Employment.
 - 2. Upgrading.
 - 3. Demotion or transfer.
 - 4. Recruitment and advertising.
 - 5. Layoff or termination.
 - 6. Rates of pay or other forms of compensation.
 - 7. Selection for training, including apprenticeship.
- B. The contractor, subcontractor, vendor and supplier of goods and services will, in all solicitations or advertisements for employees, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, national origin, ancestry, religion, economic status, age, disability, political opinion or affiliations.
- C. The contractor, subcontractor, vendor and supplier or their collective bargaining representative will send to each labor union or representative or workers with which they have a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the contractor's commitments under this section.
- D. The contractor, subcontractor, vendor and supplier of goods and services will comply with all published rules, regulations, directives and orders of the State of Iowa Affirmative Action Program Contract Compliance Provisions.
- E. The contractor, subcontractor, vendor and supplier of goods and services will furnish and file compliance reports within such time and upon such forms as provided by the Equal Employment Opportunity Officer, said forms may elicit information as to the policies, procedures, patterns, and practices of each subcontractor as state as the contractor themselves and said contractor, subcontractor, vendor and supplier will permit access to their employment books, records and accounts to the State's Equal Employment Opportunity Officer, for the purpose of investigation to ascertain compliance with this Contract and with rules regulations of the State's Affirmative Action Program.
- F. In the event of the contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of such rules, regulations and orders; this Contract may be canceled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further contracts in accordance with procedures authorized by the State of Iowa.

- G. The contractor, subcontractor, vendor and supplier of goods and services will include, or incorporate by reference, the provisions of the nondiscrimination clause in every contract, subcontract or purchase order unless exempted by the rules, regulations or orders of the State's Affirmative Action Program, and will provide in every subcontract or purchase order that said provisions will be binding upon each contractor, subcontractor or seller.
- H. The parties agree to comply with "Compliance with the Law; Nondiscrimination in Employment" of the current Terms and Conditions at the award of this contract. Current Terms and Conditions may be found on the following web site and are, by this reference, made a part of this Agreement. <https://das.iowa.gov/procurement/terms-and-conditions>
- I. We certify and recognize that we are morally and legally committed to nondiscrimination in employment. Any person who applies for employment with our company will not be discriminated against because of race, creed, color, sex, national origin, ancestry, religion, economic status, age or disabilities, unless disabilities are based upon the nature of the job occupation.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION – NOT USED

END OF SECTION

SECTION 004313

BID SECURITY FORMS

PART 1 - GENERAL

1.01 BID SECURITY FORMS

- A. A Bid Bond form will be required on this project. Use of form AIA-A310 is recommended (other standard forms are acceptable).
- B. Copies of AIA standard forms may be obtained from The American Institute of Architects; www.aia.org/contractdocs/purchase/index.htm; email: docspurchases@aia.org; (800) 942-7732.
- C.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION – NOT USED

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-2017

SECTION 005200

AGREEMENT FORM

PART 1 - GENERAL

1.01 AGREEMENT FORM

- A. The Form of Agreement to be used on this project is a modified AIA A104-2017. A sample is attached following this page.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION – NOT USED

END OF SECTION

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SECTION 006000

PERFORMANCE AND PAYMENT BOND

PART 1 - GENERAL

1.01 PERFORMANCE AND PAYMENT BOND

- A. Performance and payment bonds to be used on this project. Use of form AIA-A312 is recommended (other standard forms are acceptable).
- B. Copies of AIA standard forms may be obtained from The American Institute of Architects; www.aia.org/contractdocs/purchase/index.htm; email: docspurchases@aia.org; (800) 942-7732.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION – NOT USED

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SECTION 011200

CONTRACT SUMMARY

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Project Information
- B. Project Summary
- C. Bid Scope Summary
- D. Work Hour Restrictions
- E. Access to Site
- F. Coordination with Occupants
- G. Rules for Construction Workers
- H. Bid Package Instructions

1.02 PROJECT INFORMATION

- A. Facility Name/Location: Iowa Judicial Branch Building, 1111 E Court Ave, Des Moines, IA 50319.
- B. IJB Project #: JBFSS2425B
- C. Owner: State of Iowa Judicial Branch, 1111 E Court Ave, Des Moines, IA 50319.
- D. Owner's Representative: Jim Evans – Director of State Judicial Facilities, 1111 E Court Ave, Des Moines, IA 50319
- E. Design Professional: Robert Dusenberry, Resource Consulting Engineers LLC, 301 Alexander Avenue, Suite C, Ames, IA 50010

1.03 PROJECT SUMMARY

- A. The project includes replacement of the existing chiller at the Iowa Judicial Branch Building.
- B. Target date to provide substantial completion is May 15th, 2026.

1.04 BID SCOPE SUMMARY

- A. Scope Applicable to All Bid Packages:
 - 1. The Contractor's Work includes all labor, supervision, materials, equipment, services, supplies, tools, facilities, transportation, hoisting, storage, receiving, licenses, inspections, certifications, overhead, profit, or other items required or reasonably inferable to properly and timely perform and complete all work and services to be performed by the Contractor pursuant to this Agreement. Unless specifically stated otherwise, incidental work required to accomplish the work of this Bid Package shall be included the bid. This would include, but not be limited to, temporary facilities, protection of the work, security of equipment, materials, and work in progress, etc. Contractor's Work shall be performed in accordance with the Drawings, Specification Divisions 00 and 01, and Specification sections applicable to each Contractor's scope.
 - 2. Contractor is responsible for all labor and equipment to unload, account for all material delivered, stock, and delivery for this scope of work. Storage and delivery of materials and equipment at the Site shall be permitted only to the extent approved in advance by the Construction Manager, and if anything so stored obstructs the progress of any portion of the work, it shall be promptly removed or relocated by the Contractor without reimbursement.
 - 3. On site supervision by Prime Contractor at all times work by that contractor or their subcontractors/suppliers is taking place.

4. Provide all temporary facilities required for this scope of work including trailer, trailer power, telephone, secured storage, temporary power for work, temporary and task lighting for work, etc. as determined necessary by Contractor. Coordinate location of trailers, material storage and utility lines with Construction Manager. Limited space is available, and permission to bring any such facility or excess materials on to the site shall be approved by the Construction Manager.
5. Contractor shall provide all equipment and tools for Contractor's own cleanup. Clean up shall be done at end of every shift or more frequently if required for the Contractor to perform their work, for other Contractors to perform their work, or as required by the Owner's operations.
6. All turf, landscaping, and subgrade disturbances caused by equipment traffic or other activities related to the Contractor's scope shall be repaired or restored to proper conditions by the Contractor.
7. Protect adjacent existing building elements from damage from Scope of work. Repair existing building elements damaged during Contractor's Scope of work.
8. Each person (excluding deliver drivers) shall submit to and pass a background check run by the State of Iowa prior to site entry. Information needed for background checks include full name, date of birth, and social security number. There is no cost to the Contractor for background checks. Plan that each background check will take 2-weeks from the date of submission.
9. Contractor shall clean up and dispose of waste materials and debris generated from their work daily.
10. Contractors shall have a copy of their own Company Safety Manual onsite and submit an electronic copy to the owner.

1.05 WORK HOUR RESTRICTIONS

- A. Work hours are from 07:00 AM to 04:00 PM, Monday through Friday unless arrangements are made in advance.

1.06 CONTRACTOR USE OF SITE AND PREMISES

- A. Construction Operations: Limited to areas noted on Drawings.
- B. Provide access to and from site as required by law and Owner:
 1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
 2. Do not obstruct roadways, sidewalks, or other public ways without permission of Owner and permit if required.
- C. Facility will be occupied at all times during duration of work. Contractor personnel shall conduct themselves in an agreeable manner at all times. Failure to do so may result in removal from the work site.

1.07 OWNER OCCUPANCY

- A. Owner intends to occupy the project area upon Substantial Completion.
- B. Contractor shall provide and connect a temporary portable chiller to maintain operation of the facilities chilled water system while the existing chiller is removed and new chiller is installed.
- C. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
- D. Schedule the Work to accommodate Owner occupancy.

1.08 RULES FOR CONSTRUCTION WORKERS

- A. The staff of the State of Iowa has a responsibility to protect the public by providing a secure environment. All work site rules must be followed to the letter, at all times.

- B. All construction workers must have a background check completed prior to entering the campus to perform work.
- C. Hot Work Permit Processes and Fire Watch, when necessary, will be adhered to for this project.
- D. All State properties are tobacco free. No smoking will be permitted or tolerated on campus unless in designated areas.
- E. You are permitted access only to the work site and no other area of the institution.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION – NOT USED

END OF SECTION

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SECTION 012500

SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Substitution Procedures
- B. Request for Substitution form

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION

3.01 SUBSTITUTION PROCEDURES

- A. Where the Bidding Documents stipulate a specific product be provided by naming one or more manufacturer and model, a substitute product will be considered when written request is received by the date and time identified in Section 00 1113 NOTICE TO BIDDERS. Substitution requests will be considered for all products, even if the specification does not include a statement such as “or equal,” “equal to,” “equivalent to,” or “basis of design,” unless noted otherwise.
- B. References in the Bidding Documents to brand or trade names are intended to illustrate the general characteristics of the item and not to limit competition unless noted otherwise.
- C. The written request shall be on the “Request for Substitution” form included in the Project Manual. If no such form is included, the request shall be provided on the letterhead of the company making the request.
- D. Substitution requests received after the specified date will be viewed in the context of a Change Order to the Contract, and consideration will only be given in the event a product becomes unavailable or not practical due to no fault of the Contractor, or the substitution is substantially to the Owner's advantage (equal product for less cost or higher quality product at no change in Contract Sum).
- E. Document each substitution request with complete data substantiating compliance of the proposed substitution with the Bidding Documents. Each request shall identify the specified product for which the substitution is requested, and shall clearly describe the product for which approval is requested. The burden shall be on the requester to demonstrate the proposed substitute product's suitability for use in the Work and its equivalency or superiority in function, appearance, quality, and performance with the product named in the Bidding Documents.
- F. A description of any changes to the Bidding Documents that the proposed substitution will require shall be included with the request. The requester shall affirm that dimensions shown on the Drawings will not be affected by the substitute product, and that it will have no adverse effect on other trades, the construction schedule, or specified warranty requirements. The request for use of a substitute product shall be signed by an authorized representative of the firm submitting the request, who shall state that the firm will pay for any changes to the building design, including Design Professional's design, detailing, and construction cost caused by the requested substitution if the substitution is approved for use in the Work.
- G. All such substitute products approved for use in the Work during the established period of time before receipt of Bids will be identified in a subsequent Addendum to the Bidding Documents.

3.02 REQUEST FOR SUBSTITUTION FORM

- A. A Request for Substitution Form is attached following this page.
- B. Substitution requests shall be emailed to the Issuing Officer at the email address provided in Instructions to Bidders Section 1.04.

END OF SECTION

SUBSTITUTION REQUEST FORM

Project: _____ Substitution Request Number: _____

From: _____
To: _____ Date: _____

A/E Project Number: _____
Re: _____

Specification Title: _____ Description: _____
Section: _____ Page: _____ Article/Paragraph: _____

Proposed Substitution: _____
Manufacturer: _____ Address: _____ Phone: _____
Trade Name: _____ Model No.: _____

History: New product 2-5 years old 5-10 yrs old More than 10 years old

Differences between proposed substitution and specified product: _____

Point-by-point comparative data prepared by contractor and attached - REQUIRED BY A/E

Reason for not providing specified item: _____

Similar Installation:

Project: _____ Architect: _____
Address: _____ Owner: _____
_____ Date Installed: _____

Proposed substitution affects other parts of Work: No Yes; explain _____

Supporting Data Attached: Drawings Product Data Samples Tests Reports _____

SUBSTITUTION REQUEST FORM

(Continued)

The Undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Cost data as stated above is complete. Claims for additional costs related to accepted substitution which may subsequently become apparent are to be waived.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.
- Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.

Submitted by: _____

Signed by: _____

Firm: _____

Address: _____

Telephone: _____

Attachments: _____

A/E's REVIEW AND ACTION

- Substitution approved - Make submittals in accordance with Specification Section 01 3300.
- Substitution approved as noted - Make submittals in accordance with Specification Section 01 3300.
- Substitution rejected - Use specified materials.
- Substitution Request received too late - Use specified materials.

Signed by:

Date:

Additional Comments: Contractor Subcontractor Supplier Manufacturer A/E _____

SUBSTITUTION REQUEST FORM

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SECTION 012600

CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Change procedures

1.02 CHANGE PROCEDURES

- A. The Design Professional will advise of minor changes in the work not involving an adjustment to Contract Sum/Price or contract time as authorized.
- B. The Design Professional may issue a Proposal Request that includes a detailed description of a proposed change with supplementary or revised drawings and specifications and a change in contract time for executing the change as provided by the Design Professional. The Trade Contractor will prepare and submit an estimate within 7 calendar days. Estimates shall be provided for the project at no cost, regardless of acceptance or rejection of proposal.
- C. The Trade Contractor may propose changes by submitting a Request for Information to the Design Professional, describing the proposed change and its full effect on the work. Include a statement describing the reason for the change, and the effect on the Contract Sum/Price and contract time with full documentation and a statement describing the effect on work by separate or other contractors. Document any requested substitutions in accordance with the specifications.
- D. Stipulated Sum/Price Change Order: Based on executed Change Order and contractor's fixed price quotation.
- E. Unit Price Change Order: The change order will be executed on a fixed unit price basis for pre-determined unit prices and quantities. Changes in contract price or contract time will be computed as specified for time and material change orders.
- F. Time and Material Change Order: The change order will be executed on a not to exceed basis. Design professional will determine the not to exceed estimated cost based on contractor's proposal for hourly rates and material costs. Maintain detailed records of work done on time and material basis. Time and Material tickets must be submitted daily to the Design Professional for verification. Provide full information required for evaluation of proposed changes, and to substantiate costs for changes in the work. Submit itemized account and supporting data after completion of change. A final deductive change order will be issued to reconcile final cost to the initial change order.
- G. Change Order Forms: AIA Forms provided by Owner.
- H. Execution of Change Orders: The Design Professional will issue change orders for signature of parties as provided in the Conditions of the Contract.
- I. With respect to pricing change orders, the percentage mark-up for overhead and profit is subject to the following limits:
 - 1. Fifteen (15) percent maximum for work directly performed by employees of the Constructor, Subcontractor or Sub-subcontractor.
 - 2. Five (5) percent maximum for work performed or passed through by a Subcontractor and passed through to the Owner by the Constructor.
 - 3. Five (5) percent maximum Subcontractor's mark-up for Work performed by a Sub-Subcontractor and passed through to the Owner by the Subcontractor and Constructor.
 - 4. The maximum allowable mark-up shall be twenty-five (25) percent passed through to the Owner by the Constructor under any circumstances. Overhead and profit shall be shown separately for the Constructor and each Subcontractor of any tier performing the Change Order Work.
- J. Contractor and subcontractor agree to provide and require all suppliers to provide, a detailed breakdown of labor, labor burden, materials, installation, rental, and fuel costs.

- K. Refer to AIA A104-2017 Standard Abbreviated Form of Agreement Between Owner and Contractor for additional Change Procedures.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION – NOT USED

END OF SECTION

SECTION 01 2900

PAYMENT PROCEDURES

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Schedule of values
- B. Application for payment

1.02 SCHEDULE OF VALUES

- A. Coordination: Trade Contractor will coordinate preparation of the Schedule of Values with preparation of the Construction Schedule.
 - 1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including Application for Payment forms with Continuation Sheets, Submittals Schedule, and Construction Schedule.
 - 2. Submit original Schedule of Values within 14 days after date of Owner-Trade Contractor Agreement. Schedule of Values must be approved by Owner prior to submission for first application for payment.
- B. Format: Utilize the Table of Contents of this project manual. Identify each line item with number and title of the major specification section. Each major specification section should be further itemized by materials cost, labor cost and subcontractor cost for each building separately for the base bid and all accepted alternates. Identify site mobilization, bonds and insurance and include a line item for closeout paperwork for a value of no less than 1% of the total contract value or \$1,000, whichever is greater.
 - 1. Identification: Include the following Project identification on the Schedule of Values:
 - a. Project name and location.
 - b. Name and address of Owner, Trade Contractor, and Design Team.
 - c. Owner's Project Number.
 - d. Date of Submittal.
 - 2. Revise the Schedule of Values to list approved Change Orders with each Application for Payment.

1.03 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications for payments as certified by the Design Professional and paid for by Owner.
 - 1. Application for Payment at time of Substantial Completion and final Application for Payment involve additional requirements.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement. Progress payment requests shall be submitted to the Design Professional for review. Any request for payment for work completed prior to June 30th of any year needs to be submitted by July 15th of the same calendar year.
- C. Payment Application Forms: Use AIA form G702 and G703 as the form for the Application for Payment or an equivalent approved by the owner.
- D. Include lien waiver forms required by the owner when applicable.
- E. Application Preparation: Complete every entry on form. Design Professional will return incomplete applications without action.
 - 1. Include amounts of Change Orders issued before last day of construction period covered by application.

- F. Waivers of Mechanic's Lien: If requested by Owner with each Application for Payment, submit waivers of mechanic's lien from every entity who is lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment when applicable.
 - 1. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 - 2. Submit waivers of lien on forms, executed in a manner acceptable to Owner.
- G. Initial Application for Payment: Administrative actions and submittals that must precede submittal of first Application for Payment include the following:
 - 1. Schedule of Values
 - 2. Certificates of insurance and insurance policies.
 - 3. Lists of vendors and any subcontractors.
- H. Application for Payment at Substantial Completion: After the Certificate of Substantial Completion has been fully executed, submit an Application for Payment showing 100 percent completion for the portion of the Work claimed as substantially complete, not including the closeout paperwork line item.
 - 1. Include documentation supporting the claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 - 2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- I. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
 - 1. Evidence of completion of Project closeout requirements.
 - 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 - 3. Updated final statement, accounting for final changes to the Contract Sum.
 - 4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 - 5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
 - 6. AIA Document G707, "Consent of Surety to Final Payment."
 - 7. Letter of Notification to all sub-contractors and suppliers of application for release of retainage.
 - 8. Evidence that claims have been settled.
- J. Payments will be made to the extent of the value of the work performed in the previous month less a retainage amount of 5% of the value of the work performed. Upon substantial completion for the entire work, a sum sufficient to decrease the total retained to 5% of the contract sum, plus the full amount of the line item for closeout paperwork, plus such other retainage as the engineer shall determine for all incomplete work and unsettled claims will be authorized. The closeout paperwork line item may only be billed once the certificate of final completion has been fully executed.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION – NOT USED

END OF SECTION

SECTION 013100

PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Coordination
- B. Pre-construction meeting
- C. Progress meetings
- D. Coordination Meetings
- E. Requests for Interpretation (RFIs)
- F. Background Checks

1.02 COORDINATION

- A. Coordinate scheduling, submittals, and work of the various sections of the project manual to ensure efficient and orderly sequence of installation of interdependent construction elements.
 - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Administrative procedures: The Trade Contractor will coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 - 1. Preparation of Trade Contractor's Construction Schedule.
 - 2. Preparation of Schedule of Values.
 - 3. Delivery and processing of submittals.
 - 4. Progress meetings.
 - 5. Pre-installation conferences.
 - 6. Project closeout activities
- C. Verify utility requirements and characteristics of operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- D. Coordinate space requirements, supports, and installation of mechanical and electrical work, which are indicated diagrammatically on drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- E. In finished areas except as otherwise indicated conceal pipes and wiring within the construction. Coordinate locations of piping with finish elements.
- F. Coordinate completion and cleanup of work of separate sections in preparation for Substantial Completion.
- G. After owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of owner's activities.
- H. During construction coordinate use of site and facilities through the owner's rep.
- I. Comply with Design Professional and Owner's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- J. Make the following types of submittal to Architect.
 - 1. Request for Information/Interpretation.
 - 2. Request for substitution.

3. Shop drawings, product data, and samples.
4. Test and inspection reports.
5. Design data.
6. Manufacturer's instructions and field reports.
7. Applications for payment and change order requests.
8. Progress schedules.
9. Coordination drawings.
10. Correction punch list and final correction punch list for substantial completion
11. Closeout submittals

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION

3.01 PRE-CONSTRUCTION MEETING

- A. The Design Professional and Owner will schedule a meeting after Notice of Award.
- B. Required: Design Professional, Owner, Trade Contractor and any Sub Contractors.
- C. Agenda:
 1. Execution of Owner-Contractor Agreement.
 2. Submission of executed bonds and insurance certificates.
 3. Distribution of Contract Documents.
 4. Submission of list of subcontractors, list of products, schedule of values, and progress schedule.
 5. Designation of personnel representing the parties in Contract.
 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, change orders, RFIs and contract closeout procedures
 7. Tentative construction schedule.
 8. Critical work sequencing and long-lead items.
 9. Procedures for testing and inspecting.
 10. Preparation of Record Documents.
 11. Safety Procedures.
 12. Owner's requirements.
 13. Security and housekeeping procedures.
 14. Background Checks.
 15. Responsibility for temporary facilities and controls.
 16. Construction waste management.
 17. Logistics (use of premise, parking, work restrictions, maintain egress, etc.)
- D. The Design Professional is to record minutes and distribute copies within two days after meeting to participants, with one copy to owner, participants, and those affected by decisions made.

3.02 PROGRESS MEETINGS

- A. The Design Professional shall schedule and administer meetings throughout progress of the work at bi-weekly intervals.
- B. The Design Professional is to make arrangements for meetings, prepare agenda with copies for participants, and preside at meetings, record minutes and distribute copies within two days to those affected by decisions made.
- C. Attendees may include: Project superintendent, major subcontractors and suppliers, Owner, Architect/Engineer, as appropriate to agenda topics for each meeting. All participants at the conference call shall be familiar with the Project and authorized to conclude matters relating to the Work.

- D. Agenda:
1. Review minutes of previous meetings.
 2. Review the Construction Schedule.
 3. Field observations, problems, and decisions.
 4. Identification of problems that impede planned progress.
 5. Review of submittals schedule and status of submittals.
 6. Review of RFI's.
 7. Review of off-site fabrication and delivery schedules.
 8. Corrective measures to regain projected schedules.
 9. Planned progress during succeeding work period.
 10. Coordination of projected progress.
 11. Maintenance of quality and work standards.
 12. Effect of proposed changes on progress schedule and coordination.
 13. Other business relating to work.
 14. Access, temporary facilities and controls, housekeeping and progress cleaning.
 15. Safety.
 16. Status of proposal requests, pending changes, official Change Orders.
- E. Minutes:
1. Following the meeting, the meeting minutes will be emailed for all parties.

3.03 COORDINATION MEETINGS

- A. Coordination meetings will be held at the discretion of the Engineer.

3.04 REQUESTS FOR INTERPRETATION (RFIs)

- A. Procedure: Immediately on discovery of the need for interpretation of the Contract Documents, prepare and submit an RFI.
1. RFIs shall originate with Trade Contractor. RFIs submitted by entities other than Contractor will be returned with no response.
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in the Work.
- B. Content of the RFI: Include a detailed, legible description of item needing interpretation and the following:
1. Specification Section number and title and related paragraphs, as appropriate.
 2. Drawing number and detail references, as appropriate.
 3. Field dimensions and conditions, as appropriate.
 4. Trade Contractor's suggested solution(s). If Trade Contractor's solution(s) impact the Contract Time or the Contract Sum, Trade Contractor shall state impact in the RFI.
 5. Attachments: Include drawings, descriptions, measurements, photos, Product Data, Shop Drawings, and other information necessary to fully describe items needing interpretation.
- C. Design Professional's Action: Design Professional will review each RFI, determine action required, and return it. Allow seven (7) working days for Design Professional's response for each RFI. RFIs received after 1:00 p.m. will be considered as received the following working day. The following RFIs will be returned without action:
1. Requests for approval of submittals.
 2. Requests for approval of substitutions.
 3. Requests for coordination information already indicated in the Contract Documents.
 4. Requests for adjustments in the Contract Time or the Contract Sum.
 5. Requests for interpretation of Design Professional's actions on submittals.
 6. Incomplete RFIs or RFIs with numerous errors.
 7. Design Professional's action may include a request for additional information, in which case Design Professional's time for response will start again.
- D. Design Professional's action on RFIs that may result in a change to the Contract Time or the Contract Sum/Price.

1. If Trade Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Design Professional in writing within ten (10) days of receipt of the RFI response.
- E. On receipt of Design Professional's response, review the response and notify Design Professional within seven (7) days if Trade Contractor disagrees with response.

3.05 BACKGROUND CHECKS

- A. Background checks must be performed on all on site employees, including sub-contractors.
- B. The Contractor hereby explicitly authorized the Iowa Judicial Branch to conduct criminal history and/or other background investigation(s) of the Contractor, its officers, supervisory personnel, employees, and other staff retained by the Contractor or their sub-contractors for the performance of the contract.
- C. A state of Iowa record check request form will be provided at the pre-construction meeting. Information required may include:
 1. Last Name
 2. First Name
 3. Middle Name
 4. Date of Birth
 5. State Driver's License or State ID #
 6. Social Security #

END OF SECTION

SECTION 013300

SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Submittals for Review
- B. Submittals for Information
- C. Submittal Procedures
- D. Samples

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION

3.01 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections, submit them for review:
 - 1. Product Data
 - 2. Shop Drawings
 - 3. Samples for Selection
 - 4. Samples for Verification
- B. Submit to Architect for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
- C. Samples will be reviewed only for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record document purposes.

3.02 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit them for information:
 - 1. Design data.
 - 2. Certificates.
 - 3. Test reports.
 - 4. Inspection reports.
 - 5. Manufacturer's instructions.
 - 6. Manufacturer's field reports.
 - 7. Other types indicated.
- B. Submit for Architect, and Owner's knowledge. No action will be taken.

3.03 SUBMITTAL PROCEDURES

- A. Submittals shall be distributed electronically via email.
- B. Shop Drawing Procedures:
 - 1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting the Contract Documents and coordinating related Work.
 - 2. Do not reproduce the Contract Documents to create shop drawings.

3. Generic, non-project specific information submitted as shop drawings do not meet the requirements for shop drawings.
- C. Transmit each submittal with a copy of approved submittal form.
- D. Sequentially number the submittal form. Revise submittals with original number and a sequential numeric suffix.
- E. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.
- F. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction work, and coordination of information is in accordance with the requirements of the work and Contract Documents.
- G. Schedule submittals to expedite the project and coordinate submission of related items.
- H. For each submittal review, allow 15 days excluding delivery time to and from the contractor.
- I. Identify variations from the Contract Documents and product or system limitations that may be detrimental to successful performance of the completed work.
- J. When revised for resubmission, identify all changes made since previous submission.
- K. Distribute reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
- L. Submittals not requested will not be recognized or processed.

3.04 SAMPLES

- A. Submit to Architect/Engineer for review for limited purpose for checking conformance with information given and design concept expressed in the Contract Documents.
- B. Samples for selection as specified in product sections:
 1. Submit to Architect/Engineer for aesthetic, color, or finish selections.
 2. Submit samples of finishes from full range of manufacturer's standard colors, textures, and patterns to Architect/Engineer for selection.
- C. Submit samples to illustrate functional and aesthetic characteristics of products, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- D. Include identification on each sample, with full project information.
- E. Submit number of samples specified in individual specification sections.

END OF SECTION

SECTION 014000

QUALITY REQUIREMENTS

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. References
- B. Quality assurance and control of installation
- C. Tolerances
- D. Defect Assessment
- E. Inspection and testing laboratory services
- F. Manufacturer's field services and reports

1.02 REFERENCES

- A. Conform to reference standard in effect at date of contract.
- B. When required by contract documents, obtain copies of standards.
- C. Should specified reference standards conflict with contract documents request clarification from engineer before proceeding.
- D. The contractual relationship of the parties to the contract shall not be altered from the contract documents by mention or inference otherwise in any reference document.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION

3.01 QUALITY ASSURANCE/CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship to produce work of specified quality.
- B. Comply fully with manufacturer's instructions, including each step in sequence.
- C. Should manufacturer's instructions conflict with contract documents, request clarification from the engineer prior to proceeding.
- D. Comply with specified standards as a minimum quality for the work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Perform work by persons qualified to produce workmanship of specified quality
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stress, vibration, physical distortion, or disfiguration.

3.02 TOLERANCES

- A. Monitor fabrication and installation tolerance control of products to produce acceptable work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with contract documents, request clarification from Architect before proceeding.
- C. Adjust products to appropriate dimensions; position before securing products in place.

3.03 DEFECT ASSESSMENT

- A. Replace work or portions of work not conforming to specified requirements.

- B. If, in the option of the Owner, it is not practical to remove and replace the work, Architect will direct an appropriate remedy or recommend adjusted payment.

3.04 MANUFACTURER'S FIELD SERVICES AND REPORTS

- A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start up of equipment, test, adjust and balance of equipment as applicable and to initiate instructions when necessary.
- B. Individuals are to report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to the manufacturers' written instructions.
- C. Submit report in duplicate within 30 days of observation to Engineer for review.

END OF SECTION

SECTION 015000

TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Temporary Utilities
- B. Temporary Sanitary Facilities
- C. Telephone Service
- D. Removal of Utilities, Facilities, and Controls
- E. Temporary Facilities
- F. Equipment
- G. Vehicular Access and Parking
- H. Traffic Regulation
- I. Barriers
- J. Waste Removal

1.02 TEMPORARY UTILITIES

- A. Owner will provide the following:
 - 1. Electrical Power, consisting of connection to existing facilities.
 - 2. Water Supply, consisting of connection to existing facilities.
- B. The Contractor shall pay for installation, maintenance, and removal of temporary utilities. Temporary utilities shall not disrupt the Facility's need for continuous service.

1.03 TEMPORARY SANITARY FACILITIES

- A. Provide and maintain required facilities and enclosures. Provide at time of project mobilization.
- B. Maintain daily in clean and sanitary condition.

1.04 TELEPHONE SERVICE

- A. Provide, maintain, and pay for telephone service to field or use a cellular telephone.

1.05 REMOVAL OF UTILITIES, FACILITIES AND CONTROLS

- A. Restore existing facilities used during construction to original condition. Restore permanent facilities used during construction to specified condition.

PART 2 - PRODUCTS

2.01 TEMPORARY FACILITIES

- A. Field Offices: Coordinate with Construction Manager and Owner if applicable.

2.02 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated, with class and extinguishing agent as required by locations and classes of fire exposures.

PART 3 - EXECUTION

3.01 VEHICULAR ACCESS AND PARKING

- A. Use designated existing on-site roads for construction traffic.
- B. Parking is as directed by Owner.
- C. When site space is not adequate, provide additional off-site parking.
- D. Use of designated existing on-site streets and driveways used for construction traffic is permitted. Track vehicles not allowed on paved areas.
- E. Use of designated areas of existing parking facilities used by construction personnel as permitted.
- F. Do not allow heavy vehicles or construction equipment in parking areas.
- G. Provide and maintain access to fire hydrants, free of obstructions.
- H. Provide means of removing mud from vehicle wheels before entering streets.

3.02 TRAFFIC REGULATION

- A. Flag Persons: Provide trained and equipped flag persons to regulate traffic when construction operations or traffic encroach on public traffic lanes.
- B. Flares and lights: Use flares and lights during hours of low visibility to delineate traffic lanes and to guide traffic.
- C. Haul Routes:
 - 1. Consult with authority having jurisdiction, establish public thoroughfares to be used for haul routes and site access.
- D. Removal:
 - 1. Remove equipment and devices when no longer required.
 - 2. Repair damage caused by demolition.

3.03 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public, to allow for Owner's use of site and to protect existing facilities and adjacent properties from damage during construction operations.
- B. Provide barricades and covered walkways required by governing authorities for public rights-of-way.
- C. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

3.04 WASTE REMOVAL

- A. Except for items or materials to be salvaged, recycled or otherwise reused, remove waste materials from project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.
 - 1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
 - 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- B. Burning: Do not burn waste materials.
- C. Waste Disposal Facilities: Provide waste collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction.

END OF SECTION

SECTION 016000

PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. General product requirements
- B. Product options
- C. Maintenance materials
- D. Transportation and handling
- E. Storage and protections

PART 2 - PRODUCTS

2.01 GENERAL PRODUCT REQUIREMENTS

- A. Provide new products unless specifically required or permitted by the contract documents.
- B. Do not use products having any of the following characteristics:
 - 1. Made using or containing CFC's or HCFC's
 - 2. Made of wood from newly cut old growth timber.
- C. Where all other criteria are met, contractor shall give preference to products that:
 - 1. If used on interior, have lower emissions
 - 2. If wet-applied, have lower VOC content
 - 3. Are extracted, harvested, and/or manufactured closer to the location of the project
 - 4. Have longer documented life span under normal used
 - 5. Result in less construction waste
 - 6. Are made of vegetable materials that are rapidly renewable

2.02 PRODUCT OPTIONS

- 1. Products specified by reference standards or by description only: Use of any product meeting those standards or description.
- 2. Products specified by naming one or more manufacturers, with or without a provision for substitutions: Use a product of one of the manufacturers named and meeting specifications or submit a request for substitution for any manufacturer not named by the date specified in this project manual. Substitution requests shall be emailed to the Issuing Officer at the email address provided in Instructions to Bidders Section 1.04.

2.03 MAINTENANCE MATERIALS

- 1. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections.
- 2. Deliver to project site; obtain receipt prior to final payment.

PART 3 - EXECUTION

3.01 TRANSPORTATION AND HANDLING

- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
- B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.
- C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.

- D. Transport and handle products in accordance with manufacturer's instructions.
- E. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
- F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
- H. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

3.02 STORAGE AND PROTECTIONS

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to the product.
- E. For exterior storage of fabricated products, place on slopped supports above ground.
- F. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
- G. Comply with manufacturers' warranty conditions, if any.
- H. Cover product subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- I. Prevent contact with material that may cause corrosion, discoloration, or staining.
- J. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- K. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

END OF SECTION

SECTION 017300

EXECUTION

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Examination, preparation, and general installation procedures
- B. Alteration project procedures
- C. Cutting and patching
- D. Cleaning and protection
- E. Adjusting

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION

3.01 EXAMINATION, PREPARATION, AND GENERAL INSTALLATION PROCEDURES

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misproduction.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Prior to cutting: Examine existing conditions prior to commencing work; include elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.
- G. Clean substrate surfaces prior to applying next material or substance.
- H. Seal cracks or openings of substrate prior to applying next material or substance.
- I. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.
- J. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- K. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- L. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
- M. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- N. Make neat transitions between different surfaces, maintaining texture and appearance.

3.02 ALTERATION PROJECT PROCEDURES

- A. Materials: As specified in product sections match existing products and work for patching and extending work.
- B. Employ skilled and experienced installer to perform alteration work.
- C. Close openings in exterior surfaces to protect existing work from weather and extremes of temperature and humidity.
- D. Remove unsuitable material not marked for salvage, including rotted wood, corroded metals, and deteriorated masonry and concrete. Replace materials as specified for finished work.
- E. Remove, cut and patch work in a manner to minimize damage and to provide a means of restoring products and finished to original condition.

- F. Remove debris and abandoned items from area and from concealed spaces.
- G. Refinish visible existing surfaces to remain in renovated rooms and spaces to specified condition for each material with a neat transition to adjacent finishes.
- H. Where new work abuts or aligns with existing, perform a smooth and even transition. Patched work to match existing adjacent work in texture and appearance.
- I. When finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line of division and make recommendation to the Design Professional. Prior to cutting get the Owner's approval.
- J. Where change of plane of ¼ inch or more occurs, submit recommendation for providing smooth transition to the Design Professional for review.

3.03 CUTTING AND PATCHING

- A. Employ skilled and experienced installer to perform cutting and patching.
- B. Submit written request in advance of cutting or altering elements which affect:
 - 1. Structural integrity of element.
 - 2. Integrity of weather-exposed or moisture-resistant elements.
 - 3. Efficiency, maintenance, or safety of element.
 - 4. Visual qualities of sight exposed elements.
 - 5. Work of owner or separate contractor.
- C. Execute cutting, fitting, and patching to complete work, and to:
 - 1. Fit the several parts together, to integrate with other work.
 - 2. Uncover work to install or correct ill-timed work.
 - 3. Remove and replace defective and non-conforming work.
 - 4. Remove samples of installed work for testing.
 - 5. Provide openings in elements of work for penetrations of mechanical and electrical work.
- D. Execute work by methods to avoid damage to other work and which will provide proper surfaces to receive patching and finishing.
- E. Cut rigid materials using masonry saw or core drill.
- F. Cut masonry and concrete materials using masonry saw or core drill.
- G. Restore work with new products in accordance with requirements of Contract Documents.
- H. Fit work tight to pipes, sleeves, ducts, conduit and other penetrations through surfaces.
- I. Maintain integrity of wall, ceiling or floor construction; completely seal voids.
- J. Refinish surfaces to match adjacent finishes. Refinish to nearest intersection for continuous surfaces. Refinish entire unit for continuous surfaces for an assembly.
- K. Identify hazardous substances or conditions exposed during the work to the engineer for decision or remedy.

3.04 CLEANING AND PROTECTION

- A. Progress cleaning
 - 1. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
 - 2. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.
- B. Protection of installed work
 - 1. Protect installed work from damage by construction operations.
 - 2. Provide special protection where specified in individual specification sections.
 - 3. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
 - 4. Remove protective coverings when no longer needed; reuse or recycle plastic coverings if possible.
 - 5. Prohibit traffic from landscaped areas.

3.05 ADJUSTING

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

END OF SECTION

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SECTION 017700

CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Inspections
- B. Substantial Completion
- C. Project Record Documents
- D. Warranties
- E. Operations and Maintenance Manuals
- F. Operations and Maintenance Data for Materials and Finishes
- G. Operations and Maintenance Data for Equipment and Systems
- H. Training
- I. Final Completion
- J. Maintenance

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION

3.01 INSPECTIONS

- A. Ensure all state inspections have been completed by the authority having jurisdiction.
- B. Include documentation of all test/inspections in Operations and Maintenance Manual.
- C. Submit a written request for inspection of Substantial Completion. On receipt of request, The Design Professional will either proceed with inspection or notify contractor of unfulfilled requirements. The Design Professional will prepare the Certificate of Substantial Completion after inspection or will notify contractor of items, either on contractor's list or additional items identified by architect that must be completed or corrected before certificate will be issued.
 - 1. Re-inspection: Request re inspection when the work identified in previous inspections as incomplete is completed or corrected.
 - 2. Results of completed inspection will form the basis of requirements for Final Completion.

3.02 SUBSTANTIAL COMPLETION

- A. A substantial completion checklist is attached for reference following this specification section.
- B. Make submittals that are required by governing or other authorities.
- C. Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
 - 1. Submit written certification that contract documents have been reviewed, work has be inspected, and that work is completed in accordance with contract documents and ready for review
 - 2. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the work has not been completed.
 - 3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Make final changeover of permanent locks and deliver key to the owner. Advise owner's personnel of changeover in security provisions.
 - 5. Complete startup testing of systems.
 - 6. Submit test/adjust, balance records.
 - 7. Terminate and remove temporary facilities from project site, along with mockups, construction tools, and similar elements.

8. Advise owner of changeover in heat and other utilities.
9. Submit changeover information related to owner's occupancy, use, operation, and maintenance.
10. Complete final cleaning requirements, including touch up painting.
11. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

3.03 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the work:
 1. Drawings
 2. Specifications
 3. Addenda
 4. Change orders and other modifications to the contract
 5. Reviewed shop drawings, product data, and samples
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress, not less than weekly.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
 1. Manufacturer's name and product model and number.
 2. Product substitutions or alterations utilized.
 3. Changes made by Addenda and modifications.
- F. Record Drawings:
 1. Measured depths of foundations in relation to finish first floor datum.
 2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the work.
 4. Field changes of dimension and detail.
 5. Details not on original contract drawings.
- G. Record Drawings shall be transferred to Design Professional and Owner in pdf format.

3.04 WARRANTIES

- A. Submit written warranties for designated portions of the work where commencement of warranties other than date of Substantial Completion is indicated.
- B. Submit properly executed warranties prior to Final Completion.
- C. Verify that documents are in proper form, contain full information, and are notarized.
- D. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
- E. Include warranties in operation and maintenance manuals.
- F. Items of work delayed beyond date of Substantial Completion, provide updated submittal after acceptance by Owner, listing date of acceptance as start of warranty period

3.05 OPERATIONS AND MAINTENANCE MANUALS

- A. Format: Submit operations and maintenance manuals in the following format:
 1. Portable Document Format (PDF) electronic file. Assemble each manual into a composite electronically indexed file. Submit on digital media acceptable to Owner.
 - a. Name each indexed document file in composite electronic index with applicable item name. Include a complete electronically linked operation and maintenance directory.

2. Assemble with data arranged in the same sequence as, and identified by the specification sections. Where systems involve more than one specification section, provide separate index for each system.
 3. Include project directory listing title and address of project, names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.
 4. Include Table of Contents listing every item separated by index and specification section.
- B. Source Data: For each product or system, list names, addresses, and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
 - C. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
 - D. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use project record documents as maintenance drawings.
 - E. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

3.06 OPERATIONS AND MAINTENANCE DATA FOR MATERIALS AND FINISHES

- A. For each product, applied material, and finish:
 1. Product data, with catalog number, size, composition, and color and texture designations.
 2. Information for re-ordering custom manufactured products.
- B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.
- C. Moisture protection and weather-exposed products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.
- D. Additional information as specified in individual product specification sections.
- E. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specified products.

3.07 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS

- A. For each item of equipment and each system:
 1. Description of unit or system, and component parts
 2. Identify function, normal operating characteristics, and limiting conditions
 3. Include performance curves, with engineering data and tests
 4. Complete nomenclature and model number of replacement parts.
- B. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specified products.
- C. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.
- D. Include color coded wiring diagrams as installed.
- E. Operating procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- F. Maintenance requirements: Include routine procedure and guide for preventative maintenance and troubleshooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- G. Provide servicing and lubrication schedule and list of lubricants required.
- H. Include manufacturer's printed operation and maintenance instructions.
- I. Include sequence of operation by controls manufacturer.

- J. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- K. Provide control diagrams by controls manufacturer as installed.
- L. Provide contractor's coordination drawings, with color coded piping diagrams as installed.
- M. Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- N. Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- O. Include test and balancing reports.
- P. Additional requirements: As specified in individual specification sections.

3.08 TRAINING

- A. Demonstrate operations of systems, subsystems, and equipment.
- B. Train in operation and maintenance of systems, subsystems, and equipment
- C. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel.
- D. Submit written agenda to Design Professional for approval prior to scheduling training.
- E. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.

3.09 FINAL COMPLETION

- A. A final completion checklist is attached for reference following this specification section.
- B. Before requesting final inspection for determining date of Final Completion, complete the following:
 - 1. Complete punch list items.
 - 2. Prepare and submit project record documents, operation and maintenance manuals, damage or settlement surveys, and similar final record information.
 - 3. Deliver tools, spare parts, extra materials, and similar items to location designated by owner. Label with manufacturer's name and model number where applicable.
 - 4. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
 - 5. All trailers, construction signs, unused, broken or demolition materials have been removed from the site and the premises returned to the original condition in the opinion of the Owner and Design Professional.
 - 6. Submit a final Application for Payment (retainage).
- C. Upon receipt of final payment complete final completion certificate.

END OF SECTION

Substantial Completion Project Checklist

Date: _____

Project Number: _____

Project Title: _____

Location: _____

Contractor: _____

In order to process the 99% payment (100% pay app less closeout and retainage) on a Capital Project, the Iowa Judicial Branch needs the following information. Please complete this form and obtain the necessary documents.

Have all state inspections been completed and documented?

(Including but not limited to the following inspections)

Boiler Inspection Yes No N/A

Water Heater Inspection Yes No N/A

Energy Code Inspection Yes No N/A

Building Code Inspection Yes No N/A

Electrical Inspection Yes No N/A

Elevator Inspection Yes No N/A

Other: _____ Yes No N/A

Occupancy Permit if applicable

Test and Balance has been performed

Certificate of Substantial Completion (i.g. AIA G704-2017)

Final Completion Project Checklist

Date: _____

Project Number: _____

Project Title: _____

Location: _____

Contractor: _____

In order to process the 100% payment and retainage payment on a Capital Project, the Iowa Judicial Branch needs the following information. Please complete this form and obtain the necessary documents.

Have all Warranties been received? Yes No

Have the Operations and Maintenance Manuals been received? Yes No

Who is in possession of the O & M Manuals? _____

Has all training been completed? Yes No

Have all as-built drawings been scanned and sent to owner? Yes No

Have electronic drawing/specification files been transferred? Yes No

Have all Test & Balance reports been received? Yes No

Have all punchlist items been corrected? Yes No

573 Notification (*To be obtained from the general contractor*): Copy of general contractor's notification of application for retainage to all subcontractors and suppliers. General contractor must follow IAC 26 section 23.13.2.

AIA Form G706 – Contractor's Affidavit of Payment of Debts and Claims

AIA Form G706A – Contractor's Affidavit of Release of Liens

AIA Form G707 – Consent of Surety Company to Final Payment

Certificate of Final Completion

Are there any disputes with the above mentioned vendor which need resolution?

Yes (provide description below) **No**

Can 100% payment and retainage payment be released? **Yes** **No**

**SECTION 230519
METERS AND GAUGES FOR HVAC PIPING**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Pressure gauges and pressure gauge taps.
- B. Thermometers and thermometer wells.

1.02 REFERENCE STANDARDS

- A. ASME B40.100 - Pressure Gauges and Gauge Attachments; 2022.
- B. ASTM E1 - Standard Specification for ASTM Liquid-in-Glass Thermometers; 2014 (Reapproved 2025).
- C. UL 393 - Indicating Pressure Gauges for Fire-Protection Service; Current Edition, Including All Revisions.

1.03 SUBMITTALS

- A. Product Data: Provide list that indicates use, operating range, total range and location for manufactured components.

1.04 FIELD CONDITIONS

- A. Do not install instrumentation when areas are under construction, except for required rough-in, taps, supports and test plugs.

PART 2 PRODUCTS

2.01 PRESSURE GAUGES

- A. Manufacturers:
 - 1. Dwyer Instruments, Inc: www.dwyer-inst.com/#sle.
 - 2. Moeller Instrument Company, Inc: www.moellerinstrument.com/#sle.
 - 3. Omega Engineering, Inc: www.omega.com/#sle.
- B. Pressure Gauges: ASME B40.100, UL 393 drawn steel case, phosphor bronze bourdon tube, rotary brass movement, brass socket, with front recalibration adjustment, black scale on white background.
 - 1. Case: Steel with brass bourdon tube.
 - 2. Size: 4-1/2 inch diameter.
 - 3. Mid-Scale Accuracy: One percent.
 - 4. Scale: Psi and KPa.

2.02 PRESSURE GAUGE TAPPINGS

- A. Gauge Cock: Tee or lever handle, brass for maximum 150 psi.
- B. Pulsation Damper: Pressure snubber, brass with 1/4 inch connections.

2.03 DIAL THERMOMETERS

- A. Manufacturers:
 - 1. Dwyer Instruments, Inc: www.dwyer-inst.com/#sle.
 - 2. Omega Engineering, Inc: www.omega.com/#sle.
 - 3. Weksler Glass Thermometer Corp: www.wekslerglass.com/#sle.
 - 4. Winters Instruments: www.winters.com/#sle.
- B. Thermometers - Fixed Mounting: Dial type bimetallic actuated; ASTM E1; stainless steel case, silicone fluid damping, white with black markings and black pointer, hermetically sealed lens, stainless steel stem.
 - 1. Size: 5 inch diameter dial.
 - 2. Lens: Clear Lexan.
 - 3. Accuracy: 1 percent.

4. Calibration: Degrees F.

2.04 THERMOMETER SUPPORTS

- A. Socket: Brass separable sockets for thermometer stems with or without extensions as required, and with cap and chain.

2.05 TEST PLUGS

- A. Manufacturers:
 1. Dwyer Instruments, Inc: www.dwyer-inst.com/#sle.
 2. Watts Water Technologies, Inc: www.watts.com/#sle.
 3. Weiss Instruments, LLC: www.weissinstruments.com/#sle.
 4. Weksler Glass Thermometer Corp: www.wekslerglass.com/#sle.
 5. Winters Instruments: www.winters.com/#sle.
- B. Test Plug: 1/4 inch or 1/2 inch brass fitting and cap for receiving 1/8 inch outside diameter pressure or temperature probe with neoprene core for temperatures up to 200 degrees F.

PART 3 EXECUTION

3.01 INSTALLATION

- A. Install in accordance with manufacturer's instructions.
- B. Install pressure gauges with pulsation dampers. Provide gauge cock to isolate each gauge. Extend nipples to allow clearance from insulation.
- C. Install thermometers in piping systems in sockets in short couplings. Enlarge pipes smaller than 2-1/2 inch for installation of thermometer sockets. Ensure sockets allow clearance from insulation.
- D. Install gauges and thermometers in locations where they are easily read from normal operating level. Install vertical to 45 degrees off vertical.
- E. Adjust gauges and thermometers to final angle, clean windows and lenses, and calibrate to zero.
- F. Locate test plugs adjacent thermometers and thermometer sockets.

END OF SECTION

**SECTION 230523
GENERAL-DUTY VALVES FOR HVAC PIPING**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Ball valves.
- B. Butterfly valves.

1.02 ABBREVIATIONS AND ACRONYMS

- A. CWP: Cold working pressure.
- B. EPDM: Ethylene propylene copolymer rubber.
- C. NBR: Acrylonitrile-butadiene, Buna-N, or nitrile rubber.
- D. NRS: Nonrising stem.
- E. OS&Y: Outside screw and yoke.
- F. PTFE: Polytetrafluoroethylene.
- G. RS: Rising stem.
- H. TFE: Tetrafluoroethylene.
- I. WOG: Water, oil, and gas.

1.03 REFERENCE STANDARDS

- A. ASME B1.20.1 - Pipe Threads, General Purpose, Inch; 2013 (Reaffirmed 2018).
- B. ASME B16.10 - Face-to-Face and End-to-End Dimensions of Valves; 2022, with Errata (2023).
- C. ASME B16.34 - Valves — Flanged, Threaded, and Welding End; 2025.
- D. ASME B31.9 - Building Services Piping; 2020.
- E. AWWA C606 - Grooved and Shouldered Joints; 2022.
- F. MSS SP-67 - Butterfly Valves; 2022.
- G. MSS SP-110 - Ball Valves Threaded, Socket-Welding, Solder Joint, Grooved and Flared Ends; 2010, with Errata .

1.04 SUBMITTALS

- A. Operation and Maintenance Data: Include manufacturer's descriptive literature, operating instructions, maintenance and repair data, and parts listings.

1.05 QUALITY ASSURANCE

- A. Manufacturer:
 - 1. Obtain valves for each valve type from single manufacturer.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Prepare valves for shipping as follows:
 - 1. Protect valve parts exposed to piped medium against rust and corrosion.
 - 2. Protect valve piping connections such as grooves, weld ends, threads, and flange faces.
 - 3. Adjust butterfly valves to closed or partially closed position.
- B. Use the following precautions during storage:
 - 1. Maintain valve end protection and protect flanges and specialties from dirt.
 - a. Provide temporary inlet and outlet caps.
 - b. Maintain caps in place until installation.
 - 2. Store valves in shipping containers and maintain in place until installation.
 - a. Store valves indoors in dry environment.
- C. Exercise the following precautions for handling:
 - 1. Handle large valves with sling, modified to avoid damage to exposed parts.

2. Avoid the use of operating handles or stems as rigging or lifting points.

PART 2 PRODUCTS

2.01 APPLICATIONS

- A. See drawings for specific valve locations.
- B. Listed pipe sizes shown using nominal pipe sizes (NPS) and nominal diameter (DN).
- C. Provide the following valves for the applications if not indicated on drawings:
 1. Isolation (Shutoff): Butterfly.
- D. Chilled Water Valves:
 1. Size 2 inch and Smaller, Brass and Bronze Valves:
 - a. Threaded ends.
 - b. Ball: Full port, two piece, brass trim.
 2. Size 2-1/2 inch and Larger, Iron Valves:
 - a. Grooved-End Butterfly: 2-1/2 inch to 12 inch, 175 CWP.
- E. Condenser Water Valves:
 1. Size 2 inch and Smaller, Brass and Bronze Valves:
 - a. Threaded ends.
 - b. Ball: Full port, two piece, brass trim.
 2. Size 2-1/2 inch and Larger, Iron Valves:
 - a. Grooved-End Butterfly: 2-1/2 inch to 12 inch, 175 CWP.

2.02 GENERAL REQUIREMENTS

- A. Valve Pressure and Temperature Ratings: No less than rating indicated; as required for system pressures and temperatures.
- B. Valve Sizes: Match upstream piping unless otherwise indicated.
- C. Valve Actuator Types:
 1. Gear Actuator: Quarter-turn valves 8 inch and larger.
 2. Hand Lever: Quarter-turn valves 6 inch and smaller.
 3. Chainwheel: Device for attachment to valve handwheel, stem, or other actuator, of size and with chain for mounting height, as indicated in the "Valve Installation" Article.
- D. Valves in Insulated Piping: Provide 2 inch stem extensions and the following features:
 1. Ball Valves: Extended operating handle of non-thermal-conductive material, and protective sleeve that allows operation of valve without breaking the vapor seal or disturbing insulation.
 2. Butterfly Valves: Extended neck.
- E. Valve-End Connections:
 1. Threaded End Valves: ASME B1.20.1.
 2. Grooved End Connections: AWWA C606.
- F. General ASME Compliance:
 1. Ferrous Valve Dimensions and Design Criteria: ASME B16.10 and ASME B16.34.
 2. Building Services Piping Valves: ASME B31.9.

2.03 BRASS, BALL VALVES

- A. Two Piece, Full Port with Brass Trim and Female Thread or Male thread Connections:
 1. Comply with MSS SP-110.
 2. SWP Rating: 150 psi.
 3. WOG Rating: 600 psi.
 4. Vacuum Rating: 28.9 in-Hg.
 5. Body: Forged brass.
 6. Seats: PTFE.
 7. Stem: Stainless Steel.

8. Ball: Chrome-plated brass.

2.04 IRON, GROOVED-END BUTTERFLY VALVES

- A. CWP Rating: 175 psi.
 1. Comply with MSS SP-67, Type I.
 2. Body: Coated ductile iron.
 3. Stem: Two-piece stainless steel.
 4. Disc: Coated ductile iron.
 5. Disc Seal: EPDM.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Discard all packing materials and verify that valve interior, including threads and flanges, are completely clean without signs of damage or degradation that could result in leakage.
- B. Verify valve parts to be fully operational in all positions from closed to fully open.
- C. Confirm gasket material to be suitable for the service, to be of correct size, and without defects that could compromise effectiveness.
- D. Should valve is determined to be defective, replace with new valve.

3.02 INSTALLATION

- A. Provide unions or flanges with valves to facilitate equipment removal and maintenance while maintaining system operation and full accessibility for servicing.
- B. Provide separate valve support as required and locate valve with stem at or above center of piping, maintaining unimpeded stem movement.
- C. Provide chainwheels on operators for valves 4 NPS and larger where located 96 inches or more above finished floor, terminating 60 inches above finished floor.

END OF SECTION

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**SECTION 230529
HANGERS AND SUPPORTS FOR HVAC PIPING AND EQUIPMENT**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Support and attachment components.

1.02 REFERENCE STANDARDS

- A. ASTM A123/A123M - Standard Specification for Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products; 2024.
- B. ASTM A153/A153M - Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware; 2023.
- C. ASTM A181/A181M - Standard Specification for Carbon Steel Forgings, for General-Purpose Piping; 2023.
- D. ASTM A36/A36M - Standard Specification for Carbon Structural Steel; 2019.
- E. ASTM A47/A47M - Standard Specification for Ferritic Malleable Iron Castings; 1999, with Editorial Revision (2022).
- F. ASTM A283/A283M - Standard Specification for Low and Intermediate Tensile Strength Carbon Steel Plates; 2024.
- G. ASTM A395/A395M - Standard Specification for Ferritic Ductile Iron Pressure-Retaining Castings for Use at Elevated Temperatures; 1999 (Reapproved 2022).
- H. ASTM B633 - Standard Specification for Electrodeposited Coatings of Zinc on Iron and Steel; 2023.
- I. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials; 2023d.
- J. ASTM E96/E96M - Standard Test Methods for Gravimetric Determination of Water Vapor Transmission Rate of Materials; 2024a.
- K. FM (AG) - FM Approval Guide; Current Edition.
- L. MFMA-4 - Metal Framing Standards Publication; 2004.
- M. MSS SP-58 - Pipe Hangers and Supports - Materials, Design, Manufacture, Selection, Application, and Installation; 2018, with Amendment (2019).
- N. UL (DIR) - Online Certifications Directory; Current Edition.
- O. UL 723 - Standard for Test for Surface Burning Characteristics of Building Materials; Current Edition, Including All Revisions.

1.03 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
 - 1. Coordinate sizes and arrangement of supports and bases with the actual equipment and components to be installed.
 - 2. Coordinate the work with other trades to provide additional framing and materials required for installation.
 - 3. Coordinate compatibility of support and attachment components with mounting surfaces at the installed locations.
 - 4. Coordinate the arrangement of supports with ductwork, piping, equipment and other potential conflicts installed under other sections or by others.
 - 5. Notify Engineer of any conflicts with or deviations from Contract Documents. Obtain direction before proceeding with work.

1.04 QUALITY ASSURANCE

- A. Comply with applicable building code.

1.05 DELIVERY, STORAGE, AND HANDLING

- A. Receive, inspect, handle, and store products in accordance with manufacturer's instructions.

PART 2 PRODUCTS

2.01 SUPPORT AND ATTACHMENT COMPONENTS

A. General Requirements:

1. Provide all required hangers, supports, anchors, fasteners, fittings, accessories, and hardware as necessary for the complete installation of work.
2. Provide products listed, classified, and labeled as suitable for the purpose intended, where applicable.
3. Where support and attachment component types and sizes are not indicated, select in accordance with manufacturer's application criteria as required for the load to be supported. Include consideration for vibration, equipment operation, and shock loads where applicable.
4. Do not use wire, chain, perforated pipe strap, or wood for permanent supports unless specifically indicated or permitted.
5. Steel Components: Use corrosion resistant materials suitable for the environment where installed.
 - a. Indoor Dry Locations: Use zinc-plated steel or approved equivalent unless otherwise indicated.
 - b. Zinc-Plated Steel: Electroplated in accordance with ASTM B633.
 - c. Galvanized Steel: Hot-dip galvanized after fabrication in accordance with ASTM A123/A123M or ASTM A153/A153M.

B. Hanger Rods:

1. Threaded zinc-plated steel unless otherwise indicated.
2. Minimum Size, Unless Otherwise Indicated or Required:
 - a. Equipment Supports: 1/2 inch diameter.
 - b. Piping larger than 1 inch: 3/8 inch diameter.
 - c. Trapeze Support for Multiple Pipes: 3/8 inch diameter.

C. Thermal Insulated Pipe Supports:

1. General Requirements:
 - a. Insulated pipe supports to be provided at hanger, support, and guide locations on pipe requiring insulation or additional support.
 - b. Surface Burning Characteristics: Flame spread index/smoke developed index of 5/30, maximum, when tested in accordance with ASTM E84 or UL 723.
 - c. Pipe supports to be provided for nominally sized, 1/2 to 30 inch iron pipes.
 - d. Insulation inserts to consist of rigid polyisocyanurate (urethane) insulation surrounded by a 360 degree, PVC jacketing.
2. PVC Jacket:
 - a. Pipe insulation protection shields to be provided with a ball bearing hinge and locking seam.
 - b. Moisture Vapor Transmission: 0.0071 perm inch, when tested in accordance with ASTM E96/E96M.
 - c. Thickness: 60 mil.
3. Pipe insulation protection shields to be provided at the hanger points and guide locations on pipes requiring insulation as indicated on drawings.

D. Pipe Supports:

1. Material: ASTM A395/A395M ductile iron, ASTM A36/A36M carbon steel, ASTM A47/A47M malleable iron, ASTM A181/A181M forged steel, or ASTM A283/A283M steel.
2. Liquid Temperatures Up To 122 degrees F:
 - a. Overhead Support: MSS SP-58 Types 1, 3 through 12.
 - b. Support From Below: MSS SP-58 Types 35 through 38.

- E. Pipe Stanchions:
 - 1. Material: Malleable iron, ASTM A47/A47M; or carbon steel, ASTM A36/A36M.
 - 2. Provide coated or plated saddles to isolate steel hangers from dissimilar metal tube or pipe.
 - 3. For pipe runs, use stanchions of same type and material where vertical adjustment is required for stationary pipe.
- F. Beam Clamps:
 - 1. MSS SP-58 types 19 through 23, 25 or 27 through 30 based on required load.
 - 2. Beam C-Clamp: MSS SP-58 type 23, malleable iron and steel with plain, stainless steel, and zinc finish.
 - 3. Small or Junior Beam Clamp: MSS SP-58 type 19, malleable iron with plain finish. For inverted usage provide manufacturer listed size(s).
 - 4. Wide Mouth Beam Clamp: MSS SP-58 type 19, malleable iron with plain finish.
 - 5. Centerload Beam Clamp with Extension Piece: MSS SP-58 type 30, malleable iron with plain finish.
 - 6. FM (AG) and UL (DIR) Approved Beam Clamp: MSS SP-58 type 19, plain finish,
 - 7. Provide clamps with hardened steel cup-point set screws and lock-nuts for anchoring in place.
 - 8. Material: ASTM A395/A395M ductile iron, ASTM A36/A36M carbon steel, ASTM A47/A47M malleable iron, ASTM A181/A181M forged steel, or ASTM A283/A283M steel.
- G. Pipe Hangers:
 - 1. Clevis Hangers, Adjustable:
 - a. Copper Tube: MSS SP-58 Type 1, epoxy-plated copper.
 - b. Felt-Lined: MSS SP-58 Type 1, zinc-plated, silicone-free carbon steel.
 - c. Light-Duty: MSS SP-58 Type 1, zinc-colored, epoxy plated.
 - d. Standard-Duty: MSS SP-58 Type 1, zinc-colored, epoxy plated.
 - e. UL (DIR) listed: Pipe sizes 2-1/2 to 8 inch.
- H. Anchors and Fasteners:
 - 1. Unless otherwise indicated and where not otherwise restricted, use the anchor and fastener types indicated for the specified applications.
 - 2. Concrete: Use preset concrete inserts, expansion anchors, or screw anchors.
 - 3. Steel: Use beam-ceiling clamps, beam clamps, machine bolts, or welded threaded studs.
 - 4. Sheet Metal: Use sheet metal screws.
 - 5. Plastic and lead anchors are not permitted.
 - 6. Powder-actuated fasteners are not permitted.
 - 7. Hammer-driven anchors and fasteners are not permitted.
 - 8. Preset Concrete Inserts: Continuous metal channel (strut) and spot inserts specifically designed to be cast in concrete ceilings, walls, and floors.
 - a. Comply with MFMA-4.
 - b. Channel Material: Use galvanized steel.
 - c. Manufacturer: Same as manufacturer of metal channel (strut) framing system.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that field measurements are as indicated.
- B. Verify that mounting surfaces are ready to receive support and attachment components.
- C. Verify that conditions are satisfactory for installation prior to starting work.

3.02 INSTALLATION

- A. Install products in accordance with manufacturer's instructions.
- B. Provide independent support from building structure. Do not provide support from piping, ductwork, conduit, or other systems.

- C. Unless specifically indicated or approved by Engineer, do not provide support from suspended ceiling support system or ceiling grid.
- D. Unless specifically indicated or approved by Engineer, do not provide support from roof deck.
- E. Do not penetrate or otherwise notch or cut structural members without approval of the engineer.
- F. Provide thermal insulated pipe supports complete with hangers and accessories. Install thermal insulated pipe supports during the installation of the piping system.
- G. Equipment Support and Attachment:
 - 1. Use metal fabricated supports or supports assembled from metal channel (strut) to support equipment as required.
 - 2. Use metal channel (strut) secured to studs to support equipment surface-mounted on hollow stud walls when wall strength is not sufficient to resist pull-out.
 - 3. Use metal channel (strut) to support surface-mounted equipment in wet or damp locations to provide space between equipment and mounting surface.
 - 4. Securely fasten floor-mounted equipment. Do not install equipment such that it relies on its own weight for support.
- H. Preset Concrete Inserts: Use manufacturer-provided closure strips to inhibit concrete seepage during concrete pour.
- I. Secure fasteners according to manufacturer's recommended torque settings.
- J. Remove temporary supports.

3.03 FIELD QUALITY CONTROL

- A. Inspect support and attachment components for damage and defects.
- B. Repair cuts and abrasions in galvanized finishes using zinc-rich paint recommended by manufacturer. Replace components that exhibit signs of corrosion.
- C. Correct deficiencies and replace damaged or defective support and attachment components.

END OF SECTION

SECTION 230553
IDENTIFICATION FOR HVAC PIPING AND EQUIPMENT

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Nameplates.
- B. Pipe markers.

1.02 REFERENCE STANDARDS

- A. ASME A13.1 - Scheme for the Identification of Piping Systems; 2023.
- B. ASTM D709 - Standard Specification for Laminated Thermosetting Materials; 2017.

PART 2 PRODUCTS

2.01 IDENTIFICATION APPLICATIONS

- A. Piping: Pipe markers.
- B. Water-to-Water Chiller: Nameplates.

2.02 NAMEPLATES

- A. Letter Color: White.
- B. Letter Height: 1/4 inch.
- C. Background Color: Black.
- D. Plastic: Comply with ASTM D709.

2.03 PIPE MARKERS

- A. Color: Comply with ASME A13.1.
- B. Plastic Tape Pipe Markers: Flexible, vinyl film tape with pressure-sensitive adhesive backing and printed markings; minimum information indicating flow direction arrow and identification of fluid being conveyed.
- C. Color code as follows:
 - 1. Chilled water: Green with white letters.
 - 2. Condenser water: Green with white letters.

PART 3 EXECUTION

3.01 PREPARATION

- A. Degrease and clean surfaces to receive adhesive for identification materials.

3.02 INSTALLATION

- A. Install nameplates with corrosive-resistant mechanical fasteners, or adhesive. Apply with sufficient adhesive to ensure permanent adhesion and seal with clear lacquer.
- B. Install plastic tape pipe markers complete around pipe in accordance with manufacturer's instructions.

END OF SECTION

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**SECTION 230593
TESTING, ADJUSTING, AND BALANCING FOR HVAC**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Testing, adjustment, and balancing of air systems.
- B. Testing, adjustment, and balancing of hydronic systems.
- C. Measurement of final operating condition of HVAC systems.

1.02 RELATED REQUIREMENTS

1.03 REFERENCE STANDARDS

- A. AABC (NSTSB) - AABC National Standards for Total System Balance, 7th Edition; 2016.
- B. ASHRAE Std 111 - Measurement, Testing, Adjusting, and Balancing of Building HVAC Systems; 2024.
- C. SMACNA (TAB) - HVAC Systems Testing, Adjusting and Balancing; 2023.

1.04 SUBMITTALS

- A. TAB Plan: Submit a written plan indicating the testing, adjusting, and balancing standard to be followed and the specific approach for each system and component.
 - 1. Submit to Engineer.
 - 2. Submit six weeks prior to starting the testing, adjusting, and balancing work.
 - 3. Include certification that the plan developer has reviewed Contract Documents, the equipment and systems, and the control system with the Engineer and other installers to sufficiently understand the design intent for each system.
 - 4. Include at least the following in the plan:
 - a. List of all air flow, water flow, sound level, system capacity and efficiency measurements to be performed and a description of specific test procedures, parameters, formulas to be used.
 - b. Copy of field checkout sheets and logs to be used, listing each piece of equipment to be tested, adjusted and balanced with the data cells to be gathered for each.
 - c. Identification and types of measurement instruments to be used and their most recent calibration date.
 - d. Discussion of what notations and markings will be made on the duct and piping drawings during the process.
 - e. Final test report forms to be used.
 - f. Details of how TOTAL flow will be determined; for example:
 - 1) Air: Sum of terminal flows via control system calibrated readings or via hood readings of all terminals, supply (SA) and return air (RA) pitot traverse, SA or RA flow stations.
 - 2) Water: Pump curves, circuit setter, flow station, ultrasonic, etc.
 - g. Procedures for field technician logs of discrepancies, deficient or uncompleted work by others, contract interpretation requests and lists of completed tests (scope and frequency).
 - h. Procedures for formal deficiency reports, including scope, frequency and distribution.
- B. Final Report: Indicate deficiencies in systems that would prevent proper testing, adjusting, and balancing of systems and equipment to achieve specified performance.
 - 1. Submit to the the Owner and Engineer within three weeks after completion of testing, adjusting, and balancing.
 - 2. Revise TAB plan to reflect actual procedures and submit as part of final report.
 - 3. Submit draft copies of report for review prior to final acceptance of Project. Provide final copies for Engineer and for inclusion in operating and maintenance manuals.

4. Include actual instrument list, with manufacturer name, serial number, and date of calibration.
 5. Form of Test Reports: Where the TAB standard being followed recommends a report format use that; otherwise, follow ASHRAE Std 111.
 6. Units of Measure: Report data in I-P (inch-pound) units only.
 7. Include the following on the title page of each report:
 - a. Name of Testing, Adjusting, and Balancing Agency.
 - b. Address of Testing, Adjusting, and Balancing Agency.
 - c. Telephone number of Testing, Adjusting, and Balancing Agency.
 - d. Project name.
 - e. Project location.
 - f. Project Engineer.
 - g. Project Contractor.
 - h. Report date.
- C. Project Record Documents: Record actual locations of flow measuring stations and balancing valves and rough setting.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 GENERAL REQUIREMENTS

- A. Perform total system balance in accordance with one of the following:
 1. AABC (NSTSB), AABC National Standards for Total System Balance.
 2. SMACNA (TAB).
 3. Maintain at least one copy of the standard to be used at project site at all times.
- B. Begin work after completion of systems to be tested, adjusted, or balanced and complete work prior to Substantial Completion of the project.
- C. TAB Agency Qualifications:
 1. Company specializing in the testing, adjusting, and balancing of systems specified in this section.
 2. Certified by one of the following:
 - a. AABC, Associated Air Balance Council: www.aabc.com/#sle; upon completion submit AABC National Performance Guaranty.
 - b. NEBB, National Environmental Balancing Bureau: www.nebb.org/#sle.
 - c. TABB, The Testing, Adjusting, and Balancing Bureau of National Energy Management Institute: www.tabbcertified.org/#sle.
- D. TAB Supervisor and Technician Qualifications: Certified by same organization as TAB agency.

3.02 EXAMINATION

- A. Verify that systems are complete and operable before commencing work. Ensure the following conditions:
 1. Systems are started and operating in a safe and normal condition.
 2. Temperature control systems are installed complete and operable.
 3. Proper thermal overload protection is in place for electrical equipment.
 4. Final filters are clean and in place. If required, install temporary media in addition to final filters.
 5. Duct systems are clean of debris.
 6. Fans are rotating correctly.
 7. Access doors are closed and duct end caps are in place.
 8. Air outlets are installed and connected.
 9. Hydronic systems are flushed, filled, and vented.
 10. Pumps are rotating correctly.
 11. Proper strainer baskets are clean and in place.

12. Service and balance valves are open.
- B. Submit field reports. Report defects and deficiencies that will or could prevent proper system balance.
- C. Beginning of work means acceptance of existing conditions.

3.03 PREPARATION

- A. Hold a pre-balancing meeting at least one week prior to starting TAB work.
- B. Provide instruments required for testing, adjusting, and balancing operations. Make instruments available to Engineer to facilitate spot checks during testing.
- C. Provide additional balancing devices as required.

3.04 ADJUSTMENT TOLERANCES

- A. Air Handling Systems: Adjust to within plus or minus 10 percent of design for supply systems and plus or minus 10 percent of design for return and exhaust systems.
- B. Hydronic Systems: Adjust to within plus or minus 10 percent of design.

3.05 RECORDING AND ADJUSTING

- A. Field Logs: Maintain written logs including:
 1. Running log of events and issues.
 2. Discrepancies, deficient or uncompleted work by others.
 3. Contract interpretation requests.
 4. Lists of completed tests.
- B. Ensure recorded data represents actual measured or observed conditions.
- C. Permanently mark settings of valves, dampers, and other adjustment devices allowing settings to be restored. Set and lock memory stops.
- D. After adjustment, take measurements to verify balance has not been disrupted or that such disruption has been rectified.
- E. Leave systems in proper working order, replacing belt guards, closing access doors, closing doors to electrical switch boxes, and restoring thermostats to specified settings.

3.06 AIR SYSTEM PROCEDURE

- A. Adjust air handling and distribution systems to provide required or design supply, return, and exhaust air quantities.
- B. Make air quantity measurements in ducts by Pitot tube traverse of entire cross sectional area of duct.
- C. Measure air quantities at air inlets and outlets.
- D. Adjust distribution system to obtain uniform space temperatures free from objectionable drafts and noise.
- E. Use volume control devices to regulate air quantities only to extend that adjustments do not create objectionable air motion or sound levels. Effect volume control by duct internal devices such as dampers and splitters.

3.07 WATER SYSTEM PROCEDURE

- A. Adjust water systems to provide required or design quantities.
- B. Use calibrated Venturi tubes, orifices, or other metered fittings and pressure gauges to determine flow rates for system balance. Where flow metering devices are not installed, base flow balance on temperature difference across various heat transfer elements in the system.
- C. Adjust systems to provide specified pressure drops and flows through heat transfer elements prior to thermal testing. Perform balancing by measurement of temperature differential in conjunction with air balancing.
- D. Effect system balance with automatic control valves fully open to heat transfer elements.

- E. Effect adjustment of water distribution systems by means of balancing cocks, valves, and fittings. Do not use service or shut-off valves for balancing unless indexed for balance point.
- F. Where available pump capacity is less than total flow requirements or individual system parts, full flow in one part may be simulated by temporary restriction of flow to other parts.

3.08 SCOPE

- A. Test, adjust, and balance the following:
 - 1. HVAC Pumps.
 - 2. Centrifugal Water Chillers.
 - 3. Fans.

3.09 MINIMUM DATA TO BE REPORTED

- A. Pumps:
 - 1. Identification/number.
 - 2. Manufacturer.
 - 3. Size/model.
 - 4. Impeller.
 - 5. Service.
 - 6. Design flow rate, pressure drop, BHP.
 - 7. Actual flow rate, pressure drop, BHP.
 - 8. Discharge pressure.
 - 9. Suction pressure.
 - 10. Total operating head pressure.
 - 11. Shut off, discharge and suction pressures.
 - 12. Shut off, total head pressure.
- B. Chillers:
 - 1. Identification/number.
 - 2. Manufacturer.
 - 3. Capacity.
 - 4. Model number.
 - 5. Serial number.
 - 6. Evaporator entering water temperature, design and actual.
 - 7. Evaporator leaving water temperature, design and actual.
 - 8. Evaporator pressure drop, design and actual.
 - 9. Evaporator water flow rate, design and actual.
 - 10. Condenser entering water temperature, design and actual.
 - 11. Condenser pressure drop, design and actual.
 - 12. Condenser water flow rate, design and actual.
- C. Exhaust Fans:
 - 1. Location.
 - 2. Manufacturer.
 - 3. Model number.
 - 4. Serial number.
 - 5. Air flow, specified and actual.
 - 6. Total static pressure (total external), specified and actual.
 - 7. Inlet pressure.
 - 8. Discharge pressure.
 - 9. Fan RPM.

END OF SECTION

**SECTION 230719
HVAC PIPING INSULATION**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Piping insulation.
- B. Flexible removable and reusable blanket insulation.
- C. Jacketing and accessories.

1.02 REFERENCE STANDARDS

- A. ASTM B117 - Standard Practice for Operating Salt Spray (Fog) Apparatus; 2019.
- B. ASTM B209/B209M - Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate; 2021a.
- C. ASTM C177 - Standard Test Method for Steady-State Heat Flux Measurements and Thermal Transmission Properties by Means of the Guarded-Hot-Plate Apparatus; 2019, with Editorial Revision (2023).
- D. ASTM C195 - Standard Specification for Mineral Fiber Thermal Insulating Cement; 2007 (Reapproved 2024).
- E. ASTM C449 - Standard Specification for Mineral Fiber Hydraulic-Setting Thermal Insulating and Finishing Cement; 2007 (Reapproved 2024).
- F. ASTM C547 - Standard Specification for Mineral Fiber Pipe Insulation; 2022a.
- G. ASTM C795 - Standard Specification for Thermal Insulation for Use in Contact with Austenitic Stainless Steel; 2008 (Reapproved 2023).
- H. ASTM D610 - Standard Practice for Evaluating Degree of Rusting on Painted Steel Surfaces; 2008 (Reapproved 2019).
- I. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials; 2023d.
- J. ASTM E96/E96M - Standard Test Methods for Gravimetric Determination of Water Vapor Transmission Rate of Materials; 2024a.
- K. UL 723 - Standard for Test for Surface Burning Characteristics of Building Materials; Current Edition, Including All Revisions.

1.03 SUBMITTALS

- A. Product Data: Provide product description, thermal characteristics, list of materials and thickness for each service, and locations.
- B. Manufacturer's Instructions: Indicate installation procedures that ensure acceptable workmanship and installation standards will be achieved.

1.04 DELIVERY, STORAGE, AND HANDLING

- A. Accept materials on site, labeled with manufacturer's identification, product density, and thickness.

1.05 FIELD CONDITIONS

- A. Maintain ambient conditions required by manufacturers of each product.
- B. Maintain temperature before, during, and after installation for minimum of 24 hours.

PART 2 PRODUCTS

2.01 REGULATORY REQUIREMENTS

- A. Surface Burning Characteristics: Flame spread index/Smoke developed index of 25/50, maximum, when tested in accordance with ASTM E84 or UL 723.

2.02 GLASS FIBER, RIGID

- A. Manufacturers:
 - 1. CertainTeed Corporation: www.certainteed.com/#sle.
 - 2. Johns Manville Corporation: www.jm.com/#sle.
 - 3. Knauf Insulation: www.knaufinsulation.com/#sle.
 - 4. Owens Corning Corporation: www.ocbuildingspec.com/#sle.
- B. Insulation: ASTM C547 and ASTM C795; rigid molded, noncombustible, with wicking material to transport condensed water to the outside of the system for evaporation to the atmosphere.
 - 1. K Value: ASTM C177, 0.23 at 75 degrees F.
 - 2. Maximum Service Temperature: 220 degrees F.
 - 3. Maximum Moisture Absorption: 0.2 percent by volume.
- C. Vapor Barrier Jacket: White kraft paper with glass fiber yarn, bonded to aluminized film; moisture vapor transmission when tested in accordance with ASTM E96/E96M of 0.02 perm-inches.
- D. Vapor Barrier Lap Adhesive: Compatible with insulation.
- E. Insulating Cement/Mastic: ASTM C195; hydraulic setting on mineral wool.
- F. Fibrous Glass Fabric:
 - 1. Cloth: Untreated; 9 oz/sq yd weight.
 - 2. Blanket: 1.0 pcf density.
 - 3. Weave: 5 by 5.
- G. Indoor Vapor Barrier Finish:
 - 1. Cloth: Untreated; 9 oz/sq yd weight.
 - 2. Vinyl emulsion type acrylic, compatible with insulation, white color.
- H. Insulating Cement: ASTM C449.

2.03 JACKETING AND ACCESSORIES

- A. Aluminum Jacket:
 - 1. Comply with ASTM B209/B209M, Temper H14, minimum thickness of 0.016 inch with factory-applied polyethylene and kraft paper moisture barrier on the inside surface.
 - 2. Finish: Embossed.
 - 3. Joining: Longitudinal slip joints and 2 inch laps.
 - 4. Fittings: 0.016 inch thick die-shaped fitting covers with factory-attached protective liner.
 - 5. Metal Jacket Bands: 3/8 inch wide; 0.015 inch thick aluminum.

2.04 ACCESSORIES

- A. General Requirements:
 - 1. Provide required accessories in accordance with and subject to the recommendations of the insulation manufacturer.
 - 2. Furnish compatible materials which do not contribute to corrosion, soften, or otherwise attack surfaces to which applied, in either the wet or dry state.
 - 3. Comply with ASTM C795 requirements for materials to be used on stainless steel surfaces.
 - 4. Supply materials that are asbestos free.
- B. Corrosion Inhibitors:
 - 1. Corrosion Control Gel:
 - a. Corrosion Protection: Comply with ASTM B117 and ASTM D610.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Test piping for design pressure, liquid tightness, and continuity prior to applying insulation materials.

- B. Verify that surfaces are clean and dry, with foreign material removed.

3.02 INSTALLATION

- A. Install in accordance with manufacturer's instructions.
- B. Exposed Piping: Locate insulation and cover seams in least visible locations.
- C. Insulated Pipes Conveying Fluids Below Ambient Temperature:
 - 1. Insulate entire system, including fittings, valves, unions, flanges, strainers, flexible connections, and expansion joints.
- D. Glass Fiber Insulated Pipes Conveying Fluids Below Ambient Temperature:
 - 1. Provide vapor barrier jackets, factory-applied or field-applied; secure with self-sealing longitudinal laps and butt strips with pressure-sensitive adhesive. Secure with outward clinch expanding staples and vapor barrier mastic.
 - 2. Insulate fittings, joints, and valves with molded insulation of like material and thickness as adjacent pipe. Finish with glass cloth and vapor barrier adhesive or PVC fitting covers.
- E. Inserts and Shields:
 - 1. Application: Piping 1-1/2 inches diameter or larger.
 - 2. Shields: Galvanized steel between pipe hangers or pipe hanger rolls and inserts.
 - 3. Insert location: Between support shield and piping and under the finish jacket.
 - 4. Insert Configuration: Minimum 6 inches long, of same thickness and contour as adjoining insulation; may be factory fabricated.
 - 5. Insert Material: Hydrous calcium silicate insulation or other heavy density insulating material suitable for the planned temperature range.
- F. Continue insulation through walls, sleeves, pipe hangers, and other pipe penetrations. Finish at supports, protrusions, and interruptions.
- G. Pipe Exposed in Mechanical Equipment Rooms or Finished Spaces (less than 10 feet above finished floor): Finish with aluminum jacket.

3.03 SCHEDULE

- A. Cooling Systems:
 - 1. Chilled Water:
 - a. Insulation Material: Rigid glass fiber.
 - b. Insulation Thickness: Apply the following insulation thicknesses:
 - 1) All pipe sizes: 1-1/2 inch.
 - c. Field-applied jacket: Aluminum.
 - d. Vapor retarder required: Yes.
 - e. Finish: Aluminum - embossed.
 - 2. Condenser Water:
 - a. No insulation required.

END OF SECTION

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**SECTION 230913
INSTRUMENTATION AND CONTROL DEVICES FOR HVAC**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Control panels.
- B. Wall-, Surface-, and Duct-Mounted Sensors:
 - 1. R-513A refrigerant sensors.

1.02 REFERENCE STANDARDS

- A. IEC 60529 - Degrees of Protection Provided by Enclosures (IP Code); 1989 (Corrigendum 2019).

1.03 ADMINISTRATIVE REQUIREMENTS

- A. Preinstallation Meeting: Conduct a preinstallation meeting one week before starting work of this section; require attendance by all affected installers.
- B. Sequencing: Ensure that utility connections are achieved in an orderly and expeditious manner.

1.04 SUBMITTALS

- A. Product Data: Provide description and engineering data for each control system component. Include sizing as requested. Provide data for each system component and software module.
- B. Shop Drawings: Indicate complete operating data, system drawings, wiring diagrams, and written detailed operational description of sequences. Submit schedule of valves indicating size, flow, and pressure drop for each valve. For automatic dampers indicate arrangement, velocities, and static pressure drops for each system.
- C. Manufacturer's Instructions: Provide for all manufactured components.
- D. Operation and Maintenance Data: Include inspection period, cleaning methods, recommended cleaning materials, and calibration tolerances.

1.05 WARRANTY

- A. Correct defective work within a five year period after Substantial Completion.

PART 2 PRODUCTS

2.01 EQUIPMENT - GENERAL

- A. Products Requiring Electrical Connection: Listed and classified by Underwriters Laboratories Inc., as suitable for the purpose specified and indicated.

2.02 CONTROL PANELS

- A. Unitized cabinet type for each system under automatic control with relays and controls mounted in cabinet and temperature indicators, pressure gauges, pilot lights, push buttons and switches flush on cabinet panel face.
- B. Provide common keying for all panels.

2.03 WALL-, SURFACE-, AND DUCT-MOUNT SENSORS

- A. R-513A Refrigerant Sensors:
 - 1. Gas sensing module that holds fixed or replaceable refrigerant gas-sensor cartridge.
 - 2. Form Factor: IEC 60529, IP20 enclosure, single-gang electrical box mounted.
 - 3. Electromechanical sensor with 0 to 2,000 ppm measurement range.
 - 4. Accuracy: Plus/minus two percent of range with 1 ppm resolution.
 - 5. Hardwired Output: Three-wire, 4 to 20 mA, loop powered.
 - 6. Alarm: Auxiliary dry contact relay driven by setpoint adjustable between 100 to 500 ppm.
 - 7. Service Temperature: Minus 4 to 122 degrees F.
 - 8. Service Humidity: 0 to 90 percent RH, noncondensing.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify existing conditions before starting work.
- B. Verify that systems are ready to receive work.
- C. Beginning of installation means installer accepts existing conditions.
- D. Sequence work to ensure installation of components is complementary to installation of similar components in other systems.
- E. Coordinate installation of system components with installation of mechanical systems equipment such as air handling units and air terminal units.
- F. Ensure installation of components is complementary to installation of similar components.

3.02 INSTALLATION

- A. Install in accordance with manufacturer's instructions.
- B. Mount control panels adjacent to associated equipment on vibration free walls or free-standing angle iron supports. One cabinet may accommodate more than one system in same equipment room. Provide engraved plastic nameplates for instruments and controls inside cabinet and engraved plastic nameplates on cabinet face.
- C. Provide conduit and electrical wiring in accordance with Section 260583. Electrical material and installation shall be in accordance with appropriate requirements of Division 26.

END OF SECTION

**SECTION 232113
HYDRONIC PIPING**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Hydronic system requirements.
- B. Chilled water piping, above grade.
- C. Condenser water piping, above grade.
- D. Pipe hangers and supports.
- E. Unions, flanges, mechanical couplings, and dielectric connections.
- F. Valves:

1.02 RELATED REQUIREMENTS

- A. Section 230719 - HVAC Piping Insulation.
- B. Section 232500 - HVAC Water Treatment: Pipe cleaning.

1.03 REFERENCE STANDARDS

- A. ASME B16.3 - Malleable Iron Threaded Fittings: Classes 150 and 300; 2021.
- B. ASME B31.9 - Building Services Piping; 2020.
- C. ASTM A53/A53M - Standard Specification for Pipe, Steel, Black and Hot-Dipped, Zinc-Coated, Welded and Seamless; 2024.
- D. ASTM A536 - Standard Specification for Ductile Iron Castings; 2024.
- E. ASTM F708 - Standard Practice for Design and Installation of Rigid Pipe Hangers; 2024.
- F. ASTM F1476 - Standard Specification for Performance of Gasketed Mechanical Couplings for Use in Piping Applications; 2007 (Reapproved 2019).
- G. AWWA C606 - Grooved and Shouldered Joints; 2022.
- H. MSS SP-58 - Pipe Hangers and Supports - Materials, Design, Manufacture, Selection, Application, and Installation; 2018, with Amendment (2019).

1.04 QUALITY ASSURANCE

- A. Provide all grooved joint couplings, fittings, valves, specialties, and grooving tools from a single manufacturer.
- B. Coupling Manufacturer:
 - 1. Perform on-site training by factory-trained representative to the Contractor's field personnel in the proper use of grooving tools and installation of grooved joint products.
 - 2. Periodic job site visits by factory-trained representative to ensure best practices in grooved joint installation.

1.05 DELIVERY, STORAGE, AND HANDLING

- A. Accept valves on site in shipping containers with labeling in place. Inspect for damage.
- B. Provide temporary end caps and closures on piping and fittings. Maintain in place until installation.
- C. Protect piping systems from entry of foreign materials by temporary covers, completing sections of the work, and isolating parts of completed system.

PART 2 PRODUCTS

2.01 HYDRONIC SYSTEM REQUIREMENTS

- A. Comply with ASME B31.9 and applicable federal, state, and local regulations.
- B. Piping: Provide piping, fittings, hangers, and supports as required, as indicated, and as follows:

1. Where more than one piping system material is specified, provide joining fittings that are compatible with piping materials and ensure that the integrity of the system is not jeopardized.
 2. Use non-conducting dielectric connections whenever joining dissimilar metals.
 3. Grooved mechanical joints are required in all locations.
 - a. Accessible locations include those exposed on interior of building, in pipe chases, and in mechanical rooms, aboveground outdoors, and as approved by Engineer.
 - b. Use rigid joints unless otherwise indicated.
 4. Provide pipe hangers and supports in accordance with ASME B31.9 or MSS SP-58 unless indicated otherwise.
- C. Pipe-to-Valve and Pipe-to-Equipment Connections: Use flanges, unions, or grooved couplings to allow disconnection of components for servicing; do not use direct welded, soldered, or threaded connections.
1. Where grooved joints are used in piping, provide grooved valve/equipment connections if available; if not available, provide flanged ends and grooved flange adapters.
- D. Valves: Provide valves where indicated:
1. Provide drain valves where indicated, and if not indicated, provide at least at main shut-off, low points of piping, bases of vertical risers, and at equipment. Use 3/4 inch gate valves with cap; pipe to nearest floor drain.
 2. For shut-off and to isolate parts of systems or vertical risers, use butterfly valves.

2.02 CHILLED WATER PIPING, ABOVE GRADE

- A. Steel Pipe: ASTM A53/A53M, Schedule 40, black; using one of the following joint types:
1. Threaded Joints: ASME B16.3, malleable iron fittings.
 2. Grooved Joints: AWWA C606 grooved pipe, fittings of same material, and mechanical couplings.

2.03 CONDENSER WATER PIPING, ABOVE GRADE

- A. Steel Pipe: ASTM A53/A53M, Schedule 40, black.
1. Threaded Joints: ASME B16.3, malleable iron fittings with finish matching piping.
 2. Grooved Joints: AWWA C606 grooved pipe, fittings of same material, and mechanical couplings.

2.04 PIPE HANGERS AND SUPPORTS

- A. Provide hangers and supports that comply with MSS SP-58.
1. If type of hanger or support for a particular situation is not indicated, select appropriate type using MSS SP-58 recommendations.
 2. Hangers for Cold Pipe Sizes 2 Inches and Greater: Carbon steel, adjustable, clevis.
 3. Multiple or Trapeze Hangers: Steel channels with welded spacers and hanger rods.
 4. Floor Support for Cold Pipe: Cast iron adjustable pipe saddle, lock nut, nipple, floor flange, and concrete pier or steel support.
 5. Hanger Rods: Mild steel threaded both ends, threaded one end, or continuous threaded.
- B. In grooved installations, use rigid couplings with offsetting angle-pattern bolt pads or with wedge-shaped grooves in header piping to permit support and hanging in accordance with ASME B31.9.

2.05 UNIONS, FLANGES, MECHANICAL COUPLINGS, AND DIELECTRIC CONNECTIONS

- A. Unions for Pipe of 2 Inches and Less:
1. Ferrous Piping: 150 psi brass or malleable iron, threaded.
- B. Flanges for Pipe 2 Inches and Greater:
1. Ferrous Piping: 150 psig forged steel, slip-on.
- C. Mechanical Couplings for Grooved and Shouldered Joints: Two or more curved housing segments with continuous key to engage pipe groove, circular C-profile gasket, and bolts to secure and compress gasket.

1. Dimensions and Testing: In accordance with AWWA C606.
2. Mechanical Couplings: Comply with ASTM F1476.
3. Housing Material: Ductile iron, galvanized complying with ASTM A536.
4. Bolts and Nuts: Hot dipped galvanized or zinc-electroplated steel.
5. When pipe is field grooved, provide coupling manufacturer's grooving tools.

PART 3 EXECUTION

3.01 PREPARATION

- A. Ream pipe and tube ends. Remove burrs. Bevel plain end ferrous pipe.
- B. Prepare pipe for grooved mechanical joints as required by coupling manufacturer.
- C. Remove scale and dirt on inside and outside before assembly.
- D. Prepare piping connections to equipment using jointing system specified.
- E. Keep open ends of pipe free from scale and dirt. Protect open ends with temporary plugs or caps.
- F. After completion, fill, clean, and treat systems. See Section 232500 for additional requirements.

3.02 INSTALLATION

- A. Install in accordance with manufacturer's instructions.
- B. Route piping in orderly manner, parallel to building structure, and maintain gradient.
- C. Install piping to conserve building space and to avoid interference with use of space.
- D. Group piping whenever practical at common elevations.
- E. Slope piping and arrange to drain at low points.
- F. Grooved Joints:
 1. Install in accordance with the manufacturer's latest published installation instructions.
 2. Gaskets to be suitable for the intended service, molded, and produced by the coupling manufacturer.
- G. Pipe Hangers and Supports:
 1. Install in accordance with ASME B31.9, ASTM F708, or MSS SP-58.
 2. Support horizontal piping as scheduled.
 3. Install hangers to provide minimum 1/2-inch space between finished covering and adjacent work.
 4. Place hangers within 12 inches of each horizontal elbow.
 5. Use hangers with 1-1/2 inches minimum vertical adjustment. Design hangers for pipe movement without disengagement of supported pipe.
 6. Where several pipes can be installed in parallel and at same elevation, provide multiple or trapeze hangers.
- H. Provide clearance in hangers and from structure and other equipment for installation of insulation and access to valves and fittings. See Section 230719.
- I. Install valves with stems upright or horizontal, not inverted.

3.03 SCHEDULES

- A. Hanger Spacing for Steel Piping.
 1. 1/2 Inch, 3/4 Inch, and 1 Inch: Maximum span, 7 feet; minimum rod size, 1/4 inch.
 2. 1-1/4 Inches: Maximum span, 8 feet; minimum rod size, 3/8 inch.
 3. 1-1/2 Inches: Maximum span, 9 feet; minimum rod size, 3/8 inch.
 4. 2 Inches: Maximum span, 10 feet; minimum rod size, 3/8 inch.
 5. 2-1/2 Inches: Maximum span, 11 feet; minimum rod size, 3/8 inch.
 6. 3 Inches: Maximum span, 12 feet; minimum rod size, 3/8 inch.
 7. 4 Inches: Maximum span, 14 feet; minimum rod size, 1/2 inch.

8. 6 Inches: Maximum span, 17 feet; minimum rod size, 1/2 inch.
9. 8 Inches: Maximum span, 19 feet; minimum rod size, 5/8 inch.
10. 10 Inches: Maximum span, 20 feet; minimum rod size, 3/4 inch.

END OF SECTION

**SECTION 233100
HVAC DUCTS AND CASINGS**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Metal ducts.

1.02 REFERENCE STANDARDS

- A. ASTM A36/A36M - Standard Specification for Carbon Structural Steel; 2019.
- B. ASTM A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process; 2023.
- C. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials; 2023d.
- D. NFPA 90A - Standard for the Installation of Air-Conditioning and Ventilating Systems; 2024.
- E. NFPA 90B - Standard for the Installation of Warm Air Heating and Air-Conditioning Systems; 2024.
- F. SMACNA (DCS) - HVAC Duct Construction Standards Metal and Flexible; 2020.

1.03 FIELD CONDITIONS

- A. Do not install duct sealants when temperatures are less than those recommended by sealant manufacturers.
- B. Maintain temperatures within acceptable range during and after installation of duct sealants.

PART 2 PRODUCTS

2.01 GENERAL REQUIREMENTS

- A. Provide UL Class 1 ductwork, fittings, hangers, supports, and appurtenances in accordance with NFPA 90A and SMACNA (DCS) guidelines unless stated otherwise.
- B. Provide metal duct.
- C. Duct Shape and Material in accordance with Allowed Static Pressure Range:
 - 1. Rectangular: Plus or minus 1 in-wc of galvanized steel.
- D. Duct Sealing and Leakage in accordance with Static Pressure Class:
 - 1. Duct Pressure Class and Material for Common Mechanical Ventilation Applications:
 - a. General Exhaust Air: 1 in-wc pressure class, galvanized steel.
 - 2. Low Pressure Service: Up to 2 in-wc:
 - a. Seal: Class C, apply to seal off transverse joints.
 - b. Leakage:
 - 1) Rectangular: Class 24 or 24 cfm/100 sq ft.
- E. Duct Fabrication Requirements:
 - 1. Duct and Fitting Fabrication and Support: SMACNA (DCS) including specifics for continuously welded round and oval duct fittings.
 - 2. Use reinforced and sealed sheet-metal materials at recommended gauges for indicated operating pressures or pressure class.
 - 3. Construct tees, bends, and elbows with radius of not less than 1-1/2 times width of duct on centerline. Where not possible and where rectangular elbows must be used, provide airfoil turning vanes of perforated metal with glass fiber insulation.
 - 4. Provide turning vanes of perforated metal with glass fiber insulation when acoustical lining is indicated.
 - 5. Increase duct sizes gradually, not exceeding 15 degrees divergence wherever possible; maximum 30 degrees divergence upstream of equipment and 45 degrees convergence downstream.

6. Provide turning vanes of perforated metal with glass fiber insulation when an acoustical lining is required.
7. Where ducts are connected to exterior wall louvers and duct outlet is smaller than louver frame, provide blank-out panels sealing louver area around duct. Use same material as duct, painted black on exterior side; seal to louver frame and duct.

2.02 METAL DUCTS

- A. Material Requirements:
 1. Galvanized Steel: Hot-dipped galvanized steel sheet, ASTM A653/A653M FS Type B, with G60/Z180 coating.
- B. Connectors, Fittings, Sealants, and Miscellaneous:
 1. Fittings: Manufacture with solid inner wall of perforated galvanized steel.
 2. Transverse Duct Connection System: SMACNA "E" rated rigid class connection, interlocking angle and duct edge connection system with sealant, gasket, cleats, and corner clips in accordance with SMACNA (DCS).
 3. Joint Sealers and Sealants: Non-hardening, water resistant, mildew and mold resistant.
 - a. Type: Heavy mastic or liquid used alone or with tape, suitable for joint configuration and compatible with substrates, and recommended by manufacturer for pressure class of ducts.
 - b. Surface Burning Characteristics: Flame spread index of zero and smoke developed index of zero, when tested in accordance with ASTM E84.
 4. Gasket Tape:
 - a. Provide butyl rubber gasket tape for a flexible seal between transfer duct connector (TDC), transverse duct flange (TDF), applied flange connections, and angle ring connections.
 5. Hanger Rod: ASTM A36/A36M; steel, galvanized; threaded both ends, threaded one end, or continuously threaded.

PART 3 EXECUTION

3.01 INSTALLATION

- A. Install, support, and seal ducts in accordance with SMACNA (DCS).
- B. Install products following the manufacturer's instructions.
- C. Comply with safety standards NFPA 90A and NFPA 90B.
- D. During construction, provide temporary closures of metal or taped polyethylene on open ductwork to prevent construction dust from entering the ductwork system.
- E. Duct sizes indicated are precise inside dimensions. For lined ducts, maintain sizes inside lining.
- F. Locate ducts with sufficient space around equipment to allow normal operating and maintenance activities.

END OF SECTION

**SECTION 233423
HVAC POWER VENTILATORS**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Inline centrifugal fans and blowers.

1.02 REFERENCE STANDARDS

- A. AMCA (DIR) - (Directory of) Products Licensed Under AMCA International Certified Ratings Program; 2015.
- B. AMCA 99 - Standards Handbook; 2025.
- C. AMCA 204 - Balance Quality and Vibration Levels for Fans; 2020.
- D. AMCA 210 - Laboratory Methods of Testing Fans for Certified Aerodynamic Performance Rating; 2025.
- E. AMCA 300 - Reverberation Room Methods of Sound Testing of Fans; 2024.
- F. AMCA 301 - Methods for Calculating Fan Sound Ratings from Laboratory Test Data; 2022.
- G. UL 705 - Power Ventilators; Current Edition, Including All Revisions.

1.03 ADMINISTRATIVE REQUIREMENTS

- A. Sequencing: Ensure that utility connections are completed in an orderly and expeditious manner.

1.04 SUBMITTALS

- A. Product Data: Provide data on fans and accessories, including fan curves with specified operating point plotted, power, rpm, sound power levels at rated capacity, and electrical characteristics and connection requirements.
- B. Manufacturer's Instructions: Indicate installation instructions.
- C. Maintenance Data: Include instructions for lubrication, motor and drive replacement, spare parts list, and wiring diagrams.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Greenheck Fan Corporation.
- B. Loren Cook Company.
- C. PennBarry, Division of Air System Components.
- D. Twin City Fan & Blower.

2.02 POWER VENTILATORS - GENERAL

- A. Static and Dynamically Balanced: Comply with AMCA 204.
- B. Performance Ratings: Comply with AMCA 210, bearing certified rating seal.
- C. Sound Ratings: Comply with AMCA 301, tested to AMCA 300, bearing certified sound ratings seal.
- D. Fabrication: Comply with AMCA 99.
- E. UL Compliance: UL 705, listed, labeled, designed, manufactured, and tested.
- F. Electrical Components: Listed and classified by Underwriters Laboratories Inc. as suitable for the purpose specified and indicated.

2.03 INLINE CENTRIFUGAL FANS AND BLOWERS

- A. Centrifugal Fan Unit: Direct driven, with galvanized steel housing, resiliently-mounted motor, gravity backdraft damper in discharge.

- B. Removable access doors with closed cell neoprene gasketing.
- C. Location: Indoors.
- D. See schedule on drawings for performance and additional notes.

PART 3 EXECUTION

3.01 INSTALLATION

- A. Install in accordance with manufacturer's instructions.
- B. Hung Cabinet Fans:
 - 1. Install fans with resilient mountings and flexible electrical leads.
 - 2. Install flexible connections between fan and ductwork. Ensure metal bands of connectors are parallel with minimum 1 inch flex between ductwork and fan while running.
- C. Provide backdraft dampers on outlet from cabinet and ceiling exhausters fans and as indicated.

END OF SECTION

**SECTION 236416
CENTRIFUGAL WATER CHILLERS**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Centrifugal water chiller.

1.02 RELATED REQUIREMENTS

- A. Section 230593 - Testing, Adjusting, and Balancing for HVAC.
- B. Section 253519 - Integrated Automation Control Valves.
- C. Section 260583 - Wiring Connections.

1.03 REFERENCE STANDARDS

- A. AHRI 550/590 (I-P) - Performance Rating of Water-Chilling and Heat Pump Water-Heating Packages Using the Vapor Compression Cycle; 2023.
- B. ASHRAE Std 15 - Safety Standard for Refrigeration Systems; 2024, with Errata (2025).
- C. ASHRAE Std 90.1 I-P - Energy Standard for Buildings Except Low-Rise Residential Buildings; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- D. ASHRAE Std 135 - BACnet - A Data Communication Protocol for Building Automation and Control Networks; 2024, with Errata (2025).
- E. ASME BPVC-VIII-1 - Boiler and Pressure Vessel Code, Section VIII, Division 1: Rules for Construction of Pressure Vessels; 2023, with Errata (2024).
- F. UL 508 - Industrial Control Equipment; Current Edition, Including All Revisions.
- G. UL 1995 - Heating and Cooling Equipment; Current Edition, Including All Revisions.

1.04 SUBMITTALS

- A. Product Data: Provide rated capacities, weights, specialties and accessories, electrical requirements and wiring diagrams.
- B. Shop Drawings: Indicate components, assembly, dimensions, weights and loadings, required clearances, and location and size of field connections. Indicate equipment, piping and connections, valves, strainers, and thermostatic valves required for complete system.
- C. Manufacturer's Certificate: Certify that components of package not furnished by manufacturer have been selected in accordance with manufacturer's requirements.
- D. Test Reports: Indicate energy input versus cooling load output from 0 to 100 percent of full load at specified and minimum condenser water temperature.
- E. Manufacturer's Instructions: Submit manufacturer's complete installation instructions.
- F. Operation and Maintenance Data: Include start-up instructions, maintenance data, parts lists, controls, and accessories. Include trouble-shooting guide.
- G. Warranty: Submit manufacturer's warranty and ensure forms have been filled out in Owner's name and registered with manufacturer.
- H. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
 - 1. See Section 016000 - Product Requirements for additional provisions.
 - 2. Extra Refrigerant: One container.

1.05 QUALITY ASSURANCE

- A. Products Requiring Electrical Connection: Listed and classified by Underwriters Laboratories Inc. as suitable for the purpose specified and indicated.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Comply with manufacturer's installation instructions for rigging, unloading, and transporting units.

1.07 WARRANTY

- A. See Section 017800 - Closeout Submittals for additional warranty requirements.
- B. Provide a five year warranty to include coverage for compressor including materials only.
- C. Provide 18 month parts and labor warranty for entire chiller.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Daikin.
- B. Dunham-Bush.
- C. SMARDT.
- D. Trane Technologies, PLC.
- E. York, a brand of Johnson Controls International, PLC.

2.02 CENTRIFUGAL WATER CHILLER PERFORMANCE REQUIREMENTS

- A. Two-Stage, Centrifugal Chiller:
 - 1. Refrigerant: R-513A, use only refrigerants that have ozone depletion potential (ODP) of zero and global warming potential (GWP) no greater than that allowed by federal code.
 - 2. See schedule on drawings.

2.03 CENTRIFUGAL WATER CHILLER CONSTRUCTION REQUIREMENTS

- A. Factory assembled and tested, packaged, water cooled chillers consisting of centrifugal compressors, compressor motor, condenser, evaporator, refrigeration accessories, instrument and control panel including gauges and indicating lights, auxiliary components and accessories, and motor starters.
 - 1. Rating: Comply with AHRI 550/590 (I-P).
 - 2. Safety: Comply with UL 1995.
 - 3. Comply with ASME BPVC-VIII-1 for construction and testing of centrifugal chillers.
 - 4. Comply with ASHRAE Std 15 for safe construction and operation of centrifugal chillers.
- B. Energy Efficiency: ASHRAE Std 90.1.
- C. Evaporator Side:
 - 1. Provide evaporator of shell and tube type, seamless or welded steel construction with cast iron or fabricated steel heads, seamless copper tubes or red brass tubes with integral fins, rolled or silver brazed into tube sheets. Position intermediate tube support sheets along length of shell to avoid contact and relative motion between adjacent tubes.
 - 2. Test and, where applicable, stamp refrigerant side for 45 psi working pressure and water side for 150 psi working pressure, in accordance with ASME BPVC-VIII-1.
 - 3. Insulate evaporator and cold surfaces with 1 inch minimum thick flexible expanded polyvinyl chloride insulation with maximum K factor of 0.28.
 - 4. Provide thermometer wells or thermistors for temperature controller and low temperature cutout.
 - 5. Design and construct evaporator to prevent liquid refrigerant from entering the compressor.
 - 6. Provide carbon rupture disc or relief valve on shell in accordance with ASHRAE Std 15.
 - 7. Construction and materials to comply with ASME BPVC-VIII-1 or ASHRAE Std 15 as applicable to chiller manufacturer and chiller model.
 - 8. Provide flow switch.
- D. Condenser Side:

1. Provide condensers of shell and tube type, seamless or welded steel construction with cast iron or fabricated steel heads, seamless copper tubes or red brass tubes with integral fins, rolled or silver brazed into tube sheets. Position intermediate tube support sheets along shell length to avoid contact and relative motion between adjacent tubes. Provide additional condensers on heat recovery units.
 2. Test and, where applicable, stamp refrigerant side for 45 psi working pressure and water side for 150 psi working pressure, in accordance with ASME BPVC-VIII-1.
 3. Provide carbon rupture disc or relief valve on shell in accordance with ASHRAE Std 15.
 4. Provide baffles to ensure even distribution of incoming gas and to concentrate noncondensable gases.
 5. Construction and materials to comply with ASME BPVC-VIII-1.
 6. Provide flow switch.
- E. Purge System:
1. Provide purge system on positive pressure units, incorporating a low temperature refrigeration system to automatically remove noncondensibles, water and air.
 2. Limit system discharge to maximum of 0.60 pound of refrigerant per pound of air discharged.
- F. Centrifugal Compressor:
1. The compressor shall utilize magnetic bearing technology by providing radial and axial magnetic bearings to levitate the compressor shaft.
 - a. The compressor(s) shall not require oil for lubrication. Compressors which require oil lubrication shall not be accepted.
 - b. Provide microprocessor controller capable of controlling magnetic bearings and speed control. In case of power failure, the compressor shall be capable of allowing for a normal de-levitation and shutdown.
 2. Compressor Casing:
 3. Impellers: Two-stage, in-line design, fully shrouded, statically and dynamically balanced, tested to 20 percent over operating speed, mounted on heat treated forged or rolled steel shaft, nonferrous, labyrinth seals between stages.
 4. Guide Vanes: Built-in and suitable for capacity reduction to 10 percent of specified load without hot gas bypass when supplied with design entering water quantity and temperature.
 5. Motor: Direct-drive, high-efficiency, permanent-magnet.
 - a. Compatible with high-speed variable-frequency operation.
 - b. Provide with soft start capabilities.
 - c. Powered by pulse-width-modulating voltage supply.
 6. Refrigerant: Factory precharge unit with refrigerant specified above.
 7. Provide suction and discharge i
- G. Electrical Starters and Drives, Low Voltage (208 to 600 VAC):
1. Air-Cooled, Unit-Mounted Variable Frequency Drive (VFD):
 - a. Specifically design VFD to interface with the centrifugal water chiller controls and allow for the operating ranges and specific characteristics of the chiller. VFD-control logic is to optimize chiller efficiency by coordinating compressor motor speed and compressor inlet guide vane position to maintain the chilled water setpoint while avoiding surge. If surge is detected, VFD is to move away from and avoid surge at similar conditions in the future.
 - b. Efficiency: 97 percent or better at full speed and full load.
 - c. Fundamental Displacement Power Factor: Minimum of 0.97.
 - d. Provide voltage and current regulated, solid state, microprocessor-based pulse-width modulated (PWM). Output power devices to be IGBT transistors.
 - e. Provide liquid- or air-cooled heatsink to cool power semiconductor and capacitor.
 - f. House VFD in NEMA Type 1 metal enclosure having a minimum short circuit withstand rating of 65,000 amps per UL 508. Include three phase input lugs plus a

grounding lug for electrical connections, output motor connection via factory installed bus bars and components properly segregated and completely enclosed in a single metal enclosure.

- 1) Enclosure to include padlockable, door-mounted circuit breaker with minimum AIC rating of 65,000 amps.
 - 2) Entire chiller package to be listed by Underwriter's Laboratories Inc.
 - g. Test VFD according to UL 508 and listed by a National Recognized Testing Laboratory (NRTL) as designated by OSHA.
 - h. Comply with recommendations for harmonic mitigation.
 - 1) Include a DC link reactor on positive and negative rails to minimize power line harmonics and protect the VFD from power line transients.
 - i. Line Frequency: 38 to 60 Hertz with plus or minus 10 percent tolerance.
 - j. VFD is to include the following features:
 - 1) Control circuit voltages physically and electrically isolated from power circuit voltage.
 - 2) 150 percent instantaneous torque available for improved surge control.
 - 3) Soft start, adjustable linear acceleration, coast-to-stop.
 - 4) Adjustable current limiting and UL-approved electronic motor overload protection.
 - 5) Insensitivity to incoming power phase sequence.
 - 6) VFD and motor protection from the following faults:
 - (a) Output line-to-line short circuit.
 - (b) Line-to-ground short circuit.
 - (c) Phase loss at AFD input.
 - (d) Phase reversal/imbalance.
 - (e) Over-voltage.
 - (f) Under-voltage.
 - (g) Over-temperature.
 - k. VFD Status Indicators:
 - 1) Output speed in hertz and rpm.
 - 2) Input line voltage.
 - 3) Input line kW.
 - 4) Output/load amps.
 - 5) Average current in percent RLA.
 - 6) Load power factor.
 - 7) Fault.
 - 8) VFD transistor temperature.
 - l. Service Conditions:
 - 1) Operating Ambient Temperature: 14 to 104 degrees F.
 - 2) Room Ambient Relative Humidity: Up to 95 percent.
 - 3) Elevation: Up to 3,300 feet. For every 3,300 feet above 3,300 feet, decrease the rated output current by 4 percent up to 9,900 feet.
- H. Controls Package:
1. Unit Controls: Factory-supplied DDC:
 - a. Control-panel mounted with required input-output expansions, power supply, fused disconnect, hand switches, knobs, and accessories required to control chiller unit to manufacturer required sequences to meet intended use with listed performance.
 - b. Factory configured to interface prewired sensors, switches, and safeties with allowance to add up to four chiller valves and flow sensors.
 - c. Graphic-based touchscreen to include unit operation controls and user filter based interface for faults, alarms, performance, unit diagnostics, and data recording up to 12 months.

- d. BAS, SCADA, or other Integrated Automation Link: ASHRAE Std 135 BACnet MS/TP.
- e. External Point Mapping: Provide mapping table for each parameter included in the local visual interface with software-toggle flag to allow reduced mapping of available points.
- f. Isolation Valves: Field-installed, 2-position, butterfly type.
2. Disconnect Switch: Factory mount disconnect switch in starter control panel.
3. On or near chiller, provide microprocessor based control panel containing solid state, fully automatic operating and safety controls.
4. Provide the following manufacturer's standard safety controls, including the following minimum functions, so that operating any one will shut down machine and require manual reset:
 - a. Low evaporator refrigerant temperature.
 - b. High condenser refrigerant pressure.
 - c. Low oil pressure.
 - d. Low refrigerant evaporator pressure.
5. Provide the manufacturer's standard safety controls arranged so that operating any one will shut down machine and automatically reset.
6. Provide the following devices on control panel:
 - a. Manual Switches:
 - 1) Machine off-auto switch.
 - 2) Oil pump switch, manual or automatic.
 - 3) Purge pump switch, manual-off-auto.
 - 4) Machine selector switch to allow load, unload, hold or automatic operation.
 - b. Manual Setpoint Adjustments:
 - 1) Leaving chilled water temperature.
 - 2) Current demand limit.
 - c. Status Lights:
 - 1) Chilled water flow proven.
 - 2) Cooling required.
 - 3) Unit running.
 - 4) Unit loading.
 - 5) Unit unloading.
 - 6) Manual reset required.
 - 7) Remote chilled water setpoint active.
 - 8) Remote current water setpoint active.
 - d. Setpoint and Temperature Display:
 - 1) Chilled water setpoint.
 - 2) Current limit setpoint.
 - 3) Entering evaporator water temperature.
 - 4) Leaving evaporator water temperature.
 - 5) Entering condenser water temperature.
 - 6) Leaving condenser water temperature.
7. Provide the following operating controls:
 - a. Solid state, chilled water temperature controller that controls electronic guide vane operator and hot gas bypass. Locate temperature sensor in entering chilled water.
 - b. Adjustable thirty minute off timer prevents compressor from short cycling.
 - c. Demand limit device to manually set maximum current infinitely between 40 percent and 100 percent of full load amperes.
 - d. Automatic start that determines demand for chilled water from proof of chilled water flow and temperature differential between chilled water setpoint and supply temperature.

- e. Solenoid valve between heat recovery condenser and receiver to limit refrigerant level in condenser.

PART 3 EXECUTION

3.01 INSTALLATION

- A. Install in accordance with manufacturer's instructions.
- B. Provide for connection to electrical service.
- C. Align chiller on concrete foundations, sole plates, and sub-bases. Level, grout, and bolt in place.
- D. Provide evaporator connections to chilled water piping.
 - 1. On inlet, provide:
 - a. Thermometer well for temperature controller.
 - b. Thermometer well and thermometer.
 - c. Strainer.
 - d. Nipple and flow switch.
 - e. Flexible pipe connector.
 - f. Pressure gauge.
 - g. Shut-off valve.
 - 2. On outlet, provide:
 - a. Thermometer well and thermometer.
 - b. Flexible pipe connector.
 - c. Pressure gauge.
 - d. Shut-off valve.
- E. Insulate evaporator and cold surfaces.
- F. Provide condenser connection to condenser water piping.
 - 1. On inlet, provide:
 - a. Thermometer well for temperature controller.
 - b. Thermometer well and thermometer.
 - c. Strainer.
 - d. Nipple and flow switch.
 - e. Flexible pipe connector.
 - f. Pressure gauge.
 - g. Shut-off valve.
 - 2. On outlet, provide:
 - a. Thermometer well and thermometer.
 - b. Flexible pipe connector.
 - c. Pressure gauge.
 - d. Shut-off valve.
- G. Arrange piping for easy dismantling to permit tube cleaning.
- H. Provide piping from chiller rupture disc to outdoors. Size as recommended by manufacturer.
- I. Coordinate BAS, BMS, or Integrated Automation linking between unit controller(s) and remote front-end interface

3.02 SYSTEM STARTUP

- A. Provide services of factory trained representative for minimum of one day to leak test, refrigerant pressure test, evacuate, dehydrate, charge, start-up, and calibrate controls.
- B. Supply initial charge of refrigerant and oil.
- C. Demonstrate system operation and verify specified performance.

3.03 CLOSEOUT ACTIVITIES

- A. Train operating personnel in operation and maintenance of units.

- B. Provide the services of the manufacturer's field representative to conduct training.

3.04 MAINTENANCE

- A. Furnish service and maintenance of complete assembly for one year from Date of Substantial Completion.

END OF SECTION