

PROJECT MANUAL

**GRAND RAPIDS
PUBLIC SCHOOLS**

Portable Classroom Demolition

**Brookside Elementary
Southwest Career Pathways
Mulick Park Elementary
C.A. Frost Elementary
Service Building**

Issued For: Bidding and Permits

May 8, 2020

GRPS Facilities & Operations
900 Union Avenue NE
Grand Rapids, MI 49503
Telephone (616) 819-3010

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INSTRUCTIONS TO BIDDERS

This Project Manual applies to the Grand Rapids Public Schools [Portable Classroom Removal Project](#). A bid form can be found at the end of this section.

PROJECT: [PORTABLE CLASSROOM REMOVAL](#)

OWNER: Grand Rapids Public
Schools Grand Rapids, MI

ARCHITECT: [Grand Rapids Public Schools Design and Construction Management](#)

DATE BIDS ARE DUE: [May 22, 2020, with a ZOOM public opening](#)

TIME BIDS ARE DUE: [11:00 AM](#)

LOCATION FOR RECEIVING BIDS: Grand Rapids Public Schools
Service Building
900 Union Avenue NE
Grand Rapids, MI 49503

SUMMARY OF WORK

Project consists of removing a number of portable classrooms at various sites.

OBTAINING BID DOCUMENTS

Contact Long Nguyen at NguyenL@grps.org to obtain documents. Documents may also be obtained on the SIGMA Vendor Self Service website (<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>).

EXAMINATION

Builders Exchange
678 Front Ave NW
Suite 330
Grand Rapids, MI 49546
(616) 949-8650
e-mail: projects@grbx.com

CONTRACT DOCUMENTS

The Contract Documents, alone, detail the requirements of the project, and bids shall be based only on information presented there. Information obtained from an officer, agent, or employee of the Owner or any other person shall not affect the risks or obligations assumed or relieve the Contractor from fulfilling any part of the contract.

MATERIALS AND SUBSTITUTIONS

Unless otherwise noted, materials of manufacturers, other than those specifically named in the bidding documents, will be given consideration provided that written approval for a substitution is obtained from the Architect. Requests for substitutions must be received at least ten (10) calendar days prior to bid date and may be emailed to the Architect at the email address noted above. The burden of showing the requested product is an adequate substitution for the specified product rests with the Bidder. Substitution requests shall be reviewed by the Architect for quality and function, only. Bidders shall be responsible for any unforeseen costs that result from using an approved substitution (e.g. dimension, weight and material quantity changes).

TIME FOR COMPLETION

The Contractor shall be 100% complete with the work on or before *July 31, 2020*.

Conditions precedent to establishing final completion include: Final inspection and approval by all relevant agencies.

- A. All punch list items have been completed and accepted by Owner.
- B. Manufacturer inspection, approval, and warranties.

RESPONSIBILITY OF BIDDERS

Bidders shall study the bid documents and visit the site to satisfy themselves of all conditions before submitting a bid. It is incumbent upon bidders to reconcile any ambiguities, errors or omissions in the documents discovered during the bidding period. Questions about the bid documents, the intent of the design, or notice of errors or omissions shall be formally submitted to the Architect by email at the address given above not less than 10 calendar days prior to the date set for receipt of bids.

INSPECTION OF PREMISES

Most GRPS buildings are occupied Monday through Friday from 7:30 AM until 4:00 PM. Bidders may visit by appointment.

Contact Long Nguyen at NguyenL@grps.org, prior to visiting a secured site, to arrange for entry and to receive custodial assistance.

In order to maintain a safe and orderly environment within our buildings, all school visitors must proceed directly to the main office when entering a Grand Rapids Public School building. Identify yourself and state your business. When you have completed your business, please check out at the office.

BID SECURITY

Bid Security shall be made payable to "Grand Rapids Public Schools" in the form of a certified or cashier's check or money order drawn upon a bank insured by an agency of the Federal Government, or an executed Bid Bond on AIA form A310, or a substantially similar form in the amount of 10% of the bid. The bid bond shall be executed with a surety authorized to do business in the State and listed on the current U.S. Department of the Treasury Circular 570. The certified or cashier's check or money order submitted as bid security by unsuccessful bidders shall be held by the Owner until a contract has been executed with the successful bidder.

BIDDING PROCEDURES

1. Preparation of Bid

- A. Bids shall be submitted on the Bid Form included with this document. All blank spaces shall be printed in ink or typewritten. The Bid Form must be fully completed, signed and sealed. In the event of a discrepancy between the words and figures entered on the Bid Form, the written word shall take precedence over the numerical figures.
- B. Submit three originals of the Bid Form and all attachments.
- C. Submit bid security in the amount identified above.
- D. Prevailing Wages **do not** apply to this Project.
- E. The Statement of Familial Relationship must be completed, signed and included in the bid or the bid may be disqualified.
- F. The Iran Business Relationship Affidavit must be completed, signed and included in the bid or the bid may be disqualified.
- G. The Debarment Statement must be completed, signed, and included in the bid or the bid may be disqualified.

2. Submission of Bids

- A. Bids will be received until the time and date noted above at the location noted above unless modified by Addendum.
- B. Three originals of the bid shall be submitted in a sealed, opaque envelope bearing the following information clearly marked on the outside:

Attention: Mr. Marc Bennett
Renovations/Design Coordination

Sealed bid for: *Portable Classroom Removal*
Grand Rapids Public Schools
900 Union Avenue NE
Grand Rapids, MI 49503

The envelope shall also bear, on the outside, the name of the bidder, his/her address and telephone number, and his/her license number, if applicable.

- C. Bids transmitted by fax, telephone, or electronic mail will not be accepted.

AWARD OF CONTRACT

- A. The Owner may waive informalities or minor defects in a bid; may reject any and all bids; or may award, to a bidder, regardless of bid amount, when the Owner deems it is in its best interest. Without limiting the generality of the foregoing, any bid that is incomplete, obscure, or irregular may be rejected; bids having erasures or corrections in the price sheet may be rejected; bids that omit a bid on any items in the Bid Form may be rejected; any bid in which unit prices are omitted or in which unit prices are obviously unbalanced may be rejected; or any bid accompanied by insufficient or irregular bid surety may be rejected. A conditional or qualified bid may be rejected.
- B. Bids will be evaluated not only on cost but also on the following criteria:
 - 1. Superior quality of design and project manual adherence;
 - 2. Design aesthetics;
 - 3. Delivery time;
 - 4. Guarantees and warranties;
 - 5. The Bidder's reputation and financial strength; and
 - 6. Past experience with Grand Rapids Public Schools.

Total bid must not exceed available funds.

- C. The Owner will issue a Notice of Award to that bidder making Grand Rapids Public Schools the most advantageous offer. Upon receipt of the Notice of Award, the prospective Contractor shall obtain appropriate bonds and insurance. The Owner reserves the right to make no award if all bids exceed its budget for contract award.

INSTRUCTIONS SUBSEQUENT TO BID OPENING

1. Bonds and Insurance

- A. Prior to award, the successful bidder shall furnish satisfactory payment and performance bonds, each in the amount of 100% of the bid price, on AIA form A312, ConsensusDocs form 260/261, or another substantially similar form acceptable to the Owner. Bonds shall be executed with a surety authorized to do business in the State and listed on the current U.S. Department of the Treasury Circular 570.
- B. Prior to award, the successful bidder shall furnish a satisfactory certificate of insurance showing the coverages and amounts specified in the contract documents.

2. Beginning the Work

- A. After executing a contract, the Owner will issue a Notice to Proceed identifying the agreed upon start date. No work shall be performed prior to the start date in the Notice to Proceed.

3. Construction Documents

- A. If requested, the Contractor will be furnished, free of charge, up to 3 copies of drawings and specifications, with Amendments current at time of award. Additional copies will be furnished, at cost, payable to the Owner.

BID FORM

Grand Rapids Public Schools
Portable Classroom Removals

DATE: _____ (Bidder to enter date)

SUBMITTED BY: (Bidder to enter name and address)

Bidder's Full Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

E-Mail: _____

OFFER

A. Having examined the place of the Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by GRPS for the above-mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

Total Project Base Bid: _____
_____ dollars (\$ _____), in lawful money of the United States of America.

B. We have included the required bid security, as required by the Instructions to Bidders, in the base bid. The cost of the bid security included is \$ _____.

C. The cost of the 100% Performance Bond included in the base bid is \$ _____.

D. The cost of the 100% Payment Bond included in the base bid is \$ _____.

E. The base bid price includes all applicable state and federal taxes.

ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for sixty days from the date on which bids were opened.
- B. If this bid is accepted by Grand Rapids Public Schools within the time period stated above, we will:
 - 1. Furnish the required bonds and insurance certificates within ten days of receipt of Notice of Award.
 - 2. Execute the Agreement immediately upon receipt from the Owner.
 - 3. Commence work within ten days after written Notice to Proceed.
- C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required bonds and insurance certificates, the bid security shall be forfeited as damages to Grand Rapids Public Schools by reason of our failure, limited in amount to the lesser of the face value of the bid security or the difference between this bid and the bid upon which a Contract is signed.
- D. In the event our bid is not accepted within the time stated above, the bid security shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders, unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

CONTRACT TIME

- A. If this Bid is accepted, we will complete all work on or before *Friday, July 31, 2020*. We understand that conditions precedent to achieving Final Completion include:
 - 1. Final inspection and approval by all relevant agencies.
 - 2. All punch list items having been completed and accepted by Owner.
 - 3. Manufacturer inspection, approval, and warranties.
 - 4. Issuance of a Certificate of Occupancy.

CHANGES TO THE WORK

- A. When the Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with the General Conditions, our percentage fee will be:
 - 1. _____ % overhead and profit on the net cost of our own Work;
 - 2. _____ % overhead and profit on the cost of work performed by a Subcontractor;
- B. On work deleted from the Contract, our credit to Grand Rapids Public Schools shall be Architect-approved net cost plus _____% overhead and profit .

ADDENDA

A. We acknowledge receipt of the following Addenda. These addenda have been evaluated and their effect on the cost of the work has been incorporated into our bid price.

1. Addendum # _____ Dated _____.

2. Addendum # _____ Dated _____.

BID FORM SUPPLEMENTS

A. The following information is included with Bid submission:

B. We agree to submit the following Supplements to Bid Forms within 48 hours after receipt of a Notice of Award:

1. Supplement A - Subcontractors: Include the names of all Subcontractors and the portions of the Work they will perform.

2. Unit Prices: Include a listing of unit prices specifically requested by the Contract Documents.

BID FORM SIGNATURE(S)

The Corporate Seal of _____ was hereunto affixed
(Print the full name of your firm)

In the presence of:

Signature

(Seal)

Printed Name and Title

Date

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

ACKNOWLEDGEMENTS

The Bidder acknowledges:

- a. That this bid was developed without any collusion, undertaking, or agreement, either directly or indirectly, with any other bidder or bidders to maintain the prices of indicated work or prevent any other bidder or bidders from bidding the work.
- b. That this bid will not be withdrawn for a period of 60 calendar days after the date on which bids were opened.
- c. That all work will be complete on or before the Final Completion date(s) identified in the bid documents.
- d. That the following documents, identified in Instructions to Bidders are attached to this Bid Form:
 - Bid Security
 - Statement of Familial Relationship
 - Iran Business Relationship Affidavit
 - Debarment & Suspension Certification

BIDDER'S FIRM NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

TELEPHONE / FAX: _____

AUTHORIZED CORPORATE OFFICER _____

Signature

Printed Name

Date

GRPS Policy 3670 – Local Construction Contracting

The District provides a preference (bid discount) in construction contracts from local vendors, providing the quality and service are commensurate with the requirements set forth by the District as to satisfy the demands of the bid or proposal. Bids, or proposals when bids are not required, shall be accepted from non-local vendors in order to maintain a fair market price.

In determining the qualification for a Local Purchasing Preference for purposes of this policy, vendors must have obtained the Certification of a Michigan Based Business as determined by the Michigan Department of Technology, Management and Budget as well as meet one of the following criteria:

- a. For at least the last six months had its primary business operations located within the municipality boundaries of the City of Grand Rapids, Michigan (Grand Rapids).
- b. Be certified by the City of Grand Rapids, as a Micro-Local Business Enterprise and have its primary business operations within the municipality boundaries of the City of Grand Rapids.

A successful recipient of a contract and/or purchase order which has received a Local Purchasing Preference may be required to present proof of its status as a Michigan Based Business and documentation of its location within the City of Grand Rapids at any time upon request from an authorized District official. Failure to provide the requested information or failure to maintain business operations with the city of Grand Rapids for the duration of the contract will make the contract voidable at the District's discretion, and will result in disqualification from future consideration of a Local Purchasing Preference for a period of five years unless excused by the Superintendent or Designee.

Preference will be provided on the following basis:

- a. Contractor Participation: Grand Rapids Public Schools will provide up to a 5% bid discount to prime contractors and/or construction managers who satisfy the criteria set forth for consideration as a Local Vendor.
- b. Subcontractor Participation: Construction bids for non-local vendors may be discounted when a bidder on a Grand Rapids Public Schools' project voluntarily subcontracts with businesses meeting Local Vendor Criteria. Prime contractors and/or construction managers must submit affidavit(s) verifying Local Vendor subcontractor participation.

Prime contractors and/or construction managers must require Local Vendor certification documentation to be submitted by each subcontract bidder with their sealed bid. The District at its discretion can request additional documentation for verification of the qualification of any Local Vendor subcontractor participating in a construction project.

- c. The following is a schedule of discounted percentages based upon Local Vendor subcontractor participation achieved by the prime contractor:

<u>LBE Subcontractor Participation</u>	<u>Discount Percentage</u>
i. <u>1.0% - 2.5%</u>	<u>1.0%</u>
ii. <u>2.51% - 5.0%</u>	<u>1.5%</u>
iii. <u>5.01% - 7.5%</u>	<u>2.0%</u>
iv. <u>7.51% - 10.0%</u>	<u>2.5%</u>
v. <u>10.01% - 15.0%</u>	<u>3.0%</u>
vi. <u>15.01% - 18.0%</u>	<u>4.0%</u>
vii. <u>18.01% +</u>	<u>5.0%</u>

- d. Prime contractors and/or construction managers may not terminate an approved Local Vendor subcontractor working on a Grand Rapids Public Schools construction project, and then perform the work on the terminated subcontract with its own forces or those of another subcontractor, without prior written consent by the Grand Rapids Public Schools Executive Director of Facilities Planning and Management. If a Local Vendor subcontractor fails to complete its work on the contract for any reason, a prime contractor/construction manager must notify the Grand Rapids Public Schools Executive Director of Facilities Planning and Management and make good faith efforts to find another approved Local Vendor subcontractor to substitute for the original Local Vendor subcontractor. Utilizing good faith efforts, and to the extent reasonable, the prime contractor/construction manager shall substitute an approved Local Vendor subcontractor to perform the same amount of work under the contract as the Local Vendor subcontractor that was terminated.
- e. Joint Venture Bidding: As an incentive to contractors engaging in activities that stimulate the growth and development of local, small emerging businesses as partners bidding as a joint venture, Grand Rapids Public School will apply up to a 5% bid discount for partnering with a qualified Local Vendor.
- f. The Bid Discounts outlined above may not exceed 5% or \$25,000 per bid, whichever is lower. Project bids from prime contractors and/or construction managers are considered a single bid for purposes of the Bid Discount consideration.

Grand Rapids Public Schools, Board of Education Members and employees are prohibited from having any financial interest or personal beneficial interest either directly or indirectly, in the award of any construction contracts, sub-contracts, or the recommendation/selection of any professional design service or construction manager, unless previously disclosed in writing to the Superintendent and approved in writing by the Superintendent.

This policy shall not apply to the extent that it would conflict with any provision of Michigan or federal law, regulation or constitution. The local preference shall not be applied to purchases of goods and services made with federal funds.

Policy Adopted: March 19, 2012

LEGAL Ref: MCL 380.1267; 380.1274

POLICY Ref: 3660 Bids and Quotation Requirements

3690 Local Purchasing

1900 Contracts and Board Member Disclosure Obligations

GRPS Policy Rules 3670 R – Local Construction Contracting

Qualification for Local Construction Contracting Preference

On an annual basis beginning with July 1st of each fiscal year, a vendor desiring to receive a bid discount for local construction contracting may submit appropriate documentation to the Executive Director of Facilities and Operations. Appropriate documentation shall include the following:

- a. Proof of completed submittal of Certification of a Michigan Based Business as determined by the Michigan Department of Technology, Management, and Budget

and
- b. Proof it has its primary business operations located within the municipality of the City of Grand Rapids, Michigan for the past six months (on company letterhead)
or
Proof it has been certified as a Micro-Local Business Enterprise by the City of Grand Rapids and has its primary business operations within the municipality boundaries of the City of Grand Rapids (on company letterhead)

A firm may submit the same documentation with its sealed bid or proposal in order to qualify for the bid discount.

Non-Local Vendors

A non-local vendor may qualify for a bid discount if it voluntarily subcontracts with businesses that meet the above documentation requirements. Proof of subcontractors meeting these requirements must be submitted with the sealed bid or proposal in order to qualify for the discount.

Local subcontractor participation will be based on the value of the local subcontracts as compared to the total bid or proposal

Joint Venture Bidding

Contractors that engage in joint venture bidding with a local, small emerging business partner will need to submit documentation of participation level with the sealed bid or proposal. The local bid discount will be based on the value of the local, small emerging business partner as compared to the total bid or proposal.

Eligibility/Verification

The District may request documentation at the conclusion of a project for which a bid discount was received verifying eligibility with local bid discount criteria. If it is determined that a vendor did not actually meet the terms of local preference, disqualification from future consideration of a local purchasing preference may occur for a period of five years unless excused by the Superintendent or Designee.

Dated: March 12, 2012
LEGAL REF: MCL 380.1267; 380.1274
3660- Bids and Quotation Requirements
3690- Local Purchasing
1900- Contracts and Board Member Disclosure Obligations

END OF SECTION



DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
Facilities and Business Services Administration
Design & Construction Division

PROFESSIONAL/CONTRACTOR DEMOGRAPHICS, STATISTICS, AND CERTIFICATION

- 1. Company Name:
2. Company Address:
3. Principal Place of Business:
4. Year of Establishment:

Woman, Minority, or Veteran Owned Small Business Representation
(For Statistical Use Only)

DEFINITIONS:

“Woman-owned business” means a small business that is at least 51% owned by a woman or women who are US citizens and who control and operate the business.

The vendor represents that it IS [], IS NOT [] a woman-owned small business.

“Minority-owned business” means a small business that is at least 51% owned by a minority or minorities who are US citizens and who control and operate the business.

The vendor represents that it IS [], IS NOT [] a minority-owned small business.

- African American [] Arab American [] Asian American [] Hispanic []
American Indian [] Eskimo []

“Qualified Disabled Veteran” means a business entity that is 51% or more owned by one or more veterans with a service-connected disability.

“Qualified Disabled” means a business entity that is 51% or more owned by one or more with a service-connected disability.

The vendor represents that it IS [], IS NOT [] qualified disabled.

“Veteran -owned business” means a small business that is at least 51% owned by a veteran or veterans who are U.S. citizens and who control and operate the business.

The vendor represents that it IS [], IS NOT [] a veteran-owned small business.

The contractor represents and warrants that the company meets the above (when checked) and can provide supportive documentation upon request.

Authorized Agent Name (print or type)
Authorized Agent Signature



Certification of a Michigan Based Business
 (Information Required Prior to Contract Award for Application of State Preference/
 Reciprocity Provisions)

DEFINITION: To qualify as a Michigan business, vendor must have during the 12 months immediately preceding this bid deadline, or if the business is newly established, for the period the business has been in existence, it has (check all that apply):

Bidder shall also indicate one of the following:

- Bidder qualifies as a Michigan business (provide zip code): _____
- Filed a Michigan single business tax return showing a portion or all of the income tax base allocated or apportioned to the State of Michigan pursuant to the Michigan Single Business Tax Act, 1975 PA 228, MCL ~208.1 – 208.145; or
- Filed a Michigan income tax return showing income generated in or attributed to the State of Michigan; or
- Withheld Michigan income tax form compensation paid to the bidder's owners and remitted the tax to the Department of Treasury; or

I certify that **I have personal knowledge** of such filing or withholding, that it was more than a nominal filing for the purpose of gaining the status of a Michigan business, and that it indicates a significant business presence in the state, considering the size of the business and the nature of its activities.

I authorize the Michigan Department of Treasury to verify that the business has or has not met the criteria for a Michigan business indicated above and to disclose the verifying information to the procuring agency.

- Bidder does not qualify as a Michigan business (provide name of State): _____
- Principal place of business is outside the State of Michigan, however service/commodity provided by a location within the State of Michigan (provide zip code): _____

Authorized Agent Name (print or type) _____

Authorized Agent Signature _____

Fraudulent Certification as a Michigan business is prohibited by MCL 18.1268 § 268. A BUSINESS THAT PURPOSELY OR WILLFULLY SUBMITS A FALSE CERTIFICATION THAT IT IS A MICHIGAN BUSINESS OR FALSELY INDICATES THE STATE IN WHICH IT HAS ITS PRINCIPLE PLACE OF BUSINESS IS GUILTY OF A FELONY, PUNISHABLE BY A FINE OF NOT LESS THAN \$25,000 and subject to debarment under MCL

FORM OF SWORN STATEMENT OF FAMILIAL RELATIONSHIP

As required by Section 1267 of the Revised School Code – MCL 380.1267

STATE OF MICHIGAN

COUNTY OF _____

_____, being duly sworn, deposes and says:

That _____ (The "Bidder") has bid for an improvement to the following described real property located in Kent County, Michigan, which is owned by the Grand Rapids Public Schools, and legally described as follows:

Project Name: *Portable Classroom Removal*

That the following is a statement of disclosure of any familial relationship that exists between the owner or any employee of the Bidder and any member of the Grand Rapids Public Schools Board of Education or Superintendent, as required pursuant to Section 1267 of the Revised School Code, as amended.

1. That there are no such familial relationships existing at this time.
2. That a familial relationship exists between _____, who is an (owner) (employee) of the Bidder and the _____ (nature of familial relationship – e.g., brother, sister, cousin, etc.) of _____, who is (a member of the Board) (the Superintendent).

Deponent _____

Subscribed and sworn to before me this _____ date of _____.

Acting in: _____

My commission expires: _____

IRAN BUSINESS RELATIONSHIP AFFIDAVIT

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan must comply with the "Iran Economic Sanctions Act". The following certification is to be signed and included at time of submittal.

Certification

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business" as the term is defined in the Act.

Signature

Title

Company

Date

DEBARMENT AND SUSPENSION CERTIFICATION

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- Does not have a proposed debarment pending; and
- Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space:

Exceptions will not necessarily result in denial or award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: *Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Bid. Signing this document on the signature portion thereof shall also constitute signature of this Certification.*

Signature

Title

Company

Date

REQUEST FOR INFORMATION

PROJECT: [Portable Classroom Removal](#)

FROM: _____

COMPANY: _____

NAME: _____

PHONE: _____

E-MAIL: _____

FAX: _____

DATE: _____

QUESTION:
(Type or print in box, or attach additional typed pages with this cover page.)

SEND TO: Marc Bennett
Grand Rapids Public Schools
E-Mail: Bennettm@grps.org

GENERAL REQUIREMENTS

PART 1 – GENERAL

1.1 FIELD CONDITIONS AND DIMENSIONS

- A. Prior to design, ordering materials, preparing shop drawings, or doing any work, verify at the site all dimensions, details, quantities, and conditions which may affect the work. No allowance for additional compensation will be considered for discrepancies between dimensions indicated on the drawings and actual field dimensions, or for the Subcontractor's failure to comply with this requirement.

1.2 SUBSTITUTIONS

- A. After contract award, the Owner will consider substitution requests only if the proposed substitute offers the Owner cost or schedule advantages. A request for a substitution shall include a proposal for adjustments to the contract price and/or time if the substitution is approved. The Contractor shall bear the burden of providing the Architect any technical, cost or schedule data needed to make an evaluation.
- B. The Contractor shall be responsible for any unforeseen costs incurred by dimension, weight and material quantity changes occasioned by a substitution.

1.3 CONTRACT DOCUMENTS

- A. The Contract Documents, alone, detail the requirements of the project. Information obtained from an officer, agent, or employee of the Owner or any other person shall not affect the risks or obligations assumed or relieve the Contractor from fulfilling any part of the contract.

1.4 LAWS

- A. The Contractor shall comply with all applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the construction of the project.

1.5 ASBESTOS

- A. All material to be used in the work shall be certified by the manufacturer to be free of any amount of asbestos. No material will be permitted on the site without such certification.
- B. The Contractor should review the Owner's material management plan for their information regarding asbestos. The Contractor must provide an affidavit stating that no asbestos was used in the project. Any asbestos containing material installed under this Contract by the Contractor shall be removed and replaced with like asbestos-free materials, all at the cost of the Contractor.

1.6 LEAD PAINT

- A. Lead Paint: This renovation project may involve activities that disturb lead-based paint. It is the responsibility of the contractor to determine if the building to be renovated is a **Child-Occupied Facility** as defined under the EPA regulation **Renovation, Repair, and Painting Final Rule (RRP Rule)**. All covered renovations to a **Child-Occupied Facility** must be performed by Certified Firms, using Certified Renovators and other trained workers.

1.7 PROGRESS MEETINGS

- A. The Owner may schedule progress meetings to be held on the jobsite whenever needed to supply information necessary to complete the work without interruptions.
- B. The Contractor shall be represented at each progress meeting by persons with full authority to act for the Contractor in regard to all portions of the work.

1.8 WORKMANSHIP

- A. The Contractor shall be fully responsible for all construction means, methods, techniques, sequence, and procedures and for coordinating all portions of the work under the Contract with the Owner.
- B. The Contractor shall provide an authorized representative at the site – at all times during working hours – to receive and execute orders by the Owner. All such orders given to the Contractor's representative shall be deemed as given to and received by the Contractor.
- C. The Contractor shall maintain a copy of the Project Manual at the project site at all times.

1.9 CODE AND REGULATION COMPLIANCE

- A. Comply with all applicable federal, state, and local codes and regulations relating to buildings, employment, the preservation of public health and safety, use of streets, and the performance of the work under this Contract. It shall be the responsibility of the Contractor to fully understand all such requirements and to ensure that the subject requirements are fully and faithfully enforced.
- B. Any work performed by the Contractor known or should have been known to be contrary to existing laws, rules and regulations, and for which the Contractor fails to give notice of such fact to the Owner, shall be the responsibility of the Contractor. The Contractor shall bear all costs arising therefrom and hold the Owner harmless for any such violation.
- C. Upon completion of the work, the Contractor shall submit to the Owner a certificate of inspection by the civic authority having jurisdiction, showing that all work, subject to inspection has been properly inspected and approved to meet current code requirements.

- D. Covid-19 Safety Update. In light of the Coronavirus Disease 2019 (COVID-19), GRPS is requiring special health and safety measures for everyone. All contractors must meet Federal, State, CDC and OSHA guidelines as it relates to Covid-19. Specifically, a safety plan that is in Compliance with OSHA [3990-3 2020](#) must be in place prior to work in any GRPS facilities.

1.10 PROJECT SAFETY

SAFETY IS OF ABSOLUTE IMPORTANCE. On all sites, the Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs associated with the work. Under no circumstances shall the Contractor's activities jeopardize the safety of the building occupants, Contractor personnel, and the general public.

- A. All work must be accomplished in accordance with all applicable Construction Safety standards rules and regulations for Construction Operations, as set forth by the Department of Labor in the state where the project is located.
- B. The requirements indicated in this section are to be considered as minimal. Where the requirements of any of the listed authorities having jurisdiction conflict with the requirements of this section, the maximum condition shall prevail.
- C. The Contractor shall furnish, install and maintain as long as necessary and remove when no longer required, adequate barriers, warning signs and lights or other necessary or prudent safety measures at all dangerous locations during work operations for the protection of Contractor personnel, building occupants, and the general public. Provide and erect all such safety precautions in accordance with federal, state and local codes and other legal requirements.
- D. Whenever lifting materials or equipment over or near existing or occupied buildings, provide advance notice of such activities and arrange to have any potentially endangered spaces vacated.
- E. During work operations, provide temporary partitions, barriers, curtains, and guards as necessary to confine materials, dust and debris to the immediate work areas. Do not allow dust or debris to enter the building interior. Coordinate the location of temporary barriers or partitions with the Owner.
- F. Remove all temporary protection when work is completed and restore disturbed areas to their original condition.
- G. The Contractor shall hold the Owner harmless from damage or claims arising out of any injury or damage that may be sustained by any person or persons as a result of the work under the Contract.

1.11 PROTECTION OF PROPERTY

- A. Coordinate all work operations with the Owner so that adequate interior protection, as necessary, is provided and disruption to normal building operations is minimized. Repair all property damage caused by lack of such protection to the satisfaction of the Owner.

- B. Confine equipment, storage of materials, debris, and the operation and movements of workmen within the physical limits and time limits directed by the Owner. Such activities are to be governed by applicable local building codes and the traffic regulation and safety and fire regulation of local authorities.
- C. Document existing damage prior to the start of work to avoid responsibility for preexisting conditions. During work operations, provide protection for existing building, finishes, walks, drives, and landscaping in and adjacent to the work areas. Repair or replace building components or site property damaged during the work to match its condition before the damage. If the Contractor fails to repair or replace such damage, the Owner will have the work done by others and the costs of such work will be charged to the Contractor.
- D. Do not store materials, tools, or equipment on any existing roof area adjacent to the work site unless proper protection of the existing roof is provided and the materials are spread out and located at column locations.
- E. The Contractor shall hold the Owner harmless against all claims of damage or alleged damage to any such structure arising out of the work under this Contract.

1.12 FIRE SAFETY

- A. No open fire is permitted on the building site at any time (except for torches to apply modified roof membrane).
- B. Take all precautions to eliminate possible fire hazards at the site, including but not limited to the following:
 - 1. Remove all combustible debris from the roof and storage areas on a daily basis.
 - 2. Store highly flammable materials in well-ventilated areas; mixing and preparation of such materials is also restricted to such areas. Handle all such materials in accordance with safe practices and the requirements of authorities having jurisdiction.
 - 3. The Contractor shall not store large quantities of flammable materials at the site.

1.13 VANDALISM

- A. The cost for any damage by vandalism to material or equipment or that, which occurs to items finished or installed under this contract, is to be borne by the Contractor. The Contractor is responsible for such vandalism from the date of the Notice to Proceed until Final Completion.

1.14 TEMPORARY UTILITIES AND FACILITIES

- A. Water and electricity may be available in the area where work will be performed. If so, the Contractor will not be charged for reasonable use of these services for construction operations. The Contractor shall pay costs for installation and removal of any temporary connections including necessary safety devices and controls.

1.15 MISCELLANEOUS FACILITIES AND CONTROLS

- A. New materials delivered to and stored outdoors on the jobsite shall be fully protected from weather by placement on raised platforms and shall have secure waterproof plastic coverings or tarpaulins. The waterproof plastic coverings or tarpaulins shall not extend all the way to the ground surface. They shall terminate a few inches above the ground surface. Factory-provided plastic wrap is not an acceptable waterproof covering.
- B. Contractors and their employees or suppliers will not use or interfere with existing public access, drives, roads or parking lots, except as specifically indicated by prior arrangement with the Owner.
- C. Contractor's employee parking, delivery trucks and other construction vehicle parking will only be allowed in areas designated by the Owner.
- D. The Contractor shall provide and regularly maintain portable sanitary facilities at the site. The contractors' employees shall not utilize the restrooms in the school buildings.

1.16 NO SMOKING POLICY

- A. Owner has a strict no smoking policy, which includes all buildings, grounds and vehicles. No smoking will be allowed anywhere on school property at any time.

1.17 REMOVAL OF DEBRIS

- A. Remove all rubbish and debris from the site daily or more often if directed by the Owner. The premises shall be maintained as clean as practical, consistent with the neatness required for the Owner's normal operations.
- B. No storage of removed items or debris will be permitted on the site unless so directed by the Owner.
- C. The location of the trash containers is subject to the Owner's approval.
- D. During non-construction hours, cover and seal trash containers to prevent wind-blown debris and access into trash containers.

END OF SECTION

SECTION 01 10 00

SUMMARY

PART 1 GENERAL

1.1 PROJECT SUMMARY

- A. Project Name: Portable Classroom Removal Project 2020
- B. Owner Name: Grand Rapids Public Schools
- C. Project Description: Complete demolition of entire portable classroom structures located at the following locations:
 - **Brookside Elementary, 2505 Madison SE, Grand Rapids**
 - **Southwest Career Pathways, 1356 Jefferson SE, Grand Rapids**
 - **Mulick Park Elementary, 1761 Rosewood SE, Grand Rapids**
 - **C.A. Frost Elementary, 1460 Laughlin NW, Grand Rapids**
 - **Service Building, 900 Union AVE NE, Grand Rapids**

1.2 CONTRACT DESCRIPTION

- A. Contract Type: A single prime contract based on a lump sum price

1.3 DESCRIPTION OF WORK

- A. Scope of work shall include the total removal of all portable classrooms on the listed sites including any footings and foundations. Removal shall include proper disposal of all materials. Any existing utilities shall be disconnected and capped at locations approved by owner. Utilities shall include any electrical, water, sanitary, low voltage, running from the main building to the portables. Grading and seeding of the site after removal is required.

1.4 WORK BY OWNER

- A. None.

1.5 FUTURE WORK

- A. None.

1.6 OWNER OCCUPANCY

- A. Grand Rapids Public Schools intends to occupy the locations by August 7, 2020 and all work must be complete.
- B. Cooperate with Grand Rapids Public Schools to minimize conflict and to facilitate Grand Rapids Public School's operations.

1.7 CONTRACTOR USE OF SITE AND PREMISES

- A. Construction Operations: Limited to areas of work as agreed to by Owner.
- B. Arrange use of site and premises to allow:
 - 1. Work by Grand Rapids Public Schools in and on adjacent buildings.
 - C. Provide access to and from site as required by law and by City of Grand Rapids:
 - D. Time Restrictions:
 - 1. Limit conduct of especially noisy exterior work to the hours agreed to in prior meeting(s) with Owner.
 - 2. Normal working hours shall be between 7:30 a.m. and 7 p.m on weekdays and between 9 a.m. and 5 p.m. on weekends.
 - E. Utility Outages and Shutdown: Limit shutdown of utility services to 2 hours at a time, arranged at least 48 hours in advance with City of Grand Rapids and the Construction Manager.

1. Prevent accidental disruption of utility services to other facilities.

1.8 STANDARDS AND REGULATIONS

- A. Scope of work execution must be done in accordance to any and all applicable standards and regulations including, but not limited to:

1. Michigan Occupational Safety and Health Administration (MIOHSA)
Standards and Legislation
 - a. General Industry Safety and Health Standards
- b. Construction Safety and Health Standards
 - c. Administrative Standards For All Industries

1.9 WORK SEQUENCE

A. Perform Demolition Work in the following order during the construction period:

1. Set up Temporary Site Controls (Contract 1)
 2. Complete Contract 2 Work
 3. Complete utility disconnections
 4. Complete Specialized removals, including all regulated/hazardous removals
 5. Complete building demolition, removal, and proper disposal.
 6. Complete site fill and grading
 7. Complete site restoration and bus loop construction
- B. Coordinate construction schedule and operations with the Construction Manager

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 20 00

PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Documentation of changes in Contract Sum and Contract Time.
- C. Change procedures.
- D. Correlation of Contractor submittals based on changes.
- E. Procedures for preparation and submittal of application for final payment.

1.2 RELATED REQUIREMENTS

- A. Document 00 7200 - General Conditions and Document 00 7300 - Supplementary Conditions: Additional requirements for progress payments, final payment, changes in the Work.

1.3 SCHEDULE OF VALUES

- A. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit draft to Construction Manager for approval.
- B. Forms filled out by hand will not be accepted.
- C. Submit Schedule of Values in duplicate within 15 days after date of Owner-Contractor Agreement.
- D. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the specification Section. Identify site mobilization.
- E. Include separately from each line item, a direct proportional amount of Contractor's overhead and profit.
- F. Revise schedule to list approved Change Orders, with each Application For Payment.

1.4 APPLICATIONS FOR PROGRESS PAYMENTS

- A. Payment Period: Submit at intervals stipulated in the Agreement.
- B. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Construction Manager for approval.
- C. Forms filled out by hand will not be accepted.
- D. For each item, provide a column for listing each of the following:
 - 1. Item Number.
 - 2. Description of work.
 - 3. Scheduled Values.
 - 4. Previous Applications.
 - 5. Work in Place and Stored Materials under this Application.
 - 6. Authorized Change Orders.
 - 7. Total Completed and Stored to Date of Application.
 - 8. Percentage of Completion.
 - 9. Balance to Finish.
 - 10. Retainage.
- E. Execute certification by signature of authorized officer.
- F. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored Products.
- G. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of Work.

- H. Submit three copies of each Application for Payment.
 - 1. Include the following with the application: Transmittal letter as specified for Submittals.
 - 2. Construction progress schedule, revised and current.
 - 3. Partial waivers of lien for amounts of payments received.
- I. When Construction Manager requires substantiating information, submit data justifying dollar amounts in question. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

1.5 MODIFICATION PROCEDURES

- A. Submit name of the individual authorized to receive change documents and who will be responsible for informing others in Contractor's employ or subcontractors of changes to the Contract Documents.
- B. For minor changes not involving an adjustment to the Contract Price or Contract Time, Construction Manager will issue instructions directly to Contractor.
- C. For other required changes, Construction Manager will issue a document signed by Grand Rapids Public Schools instructing Contractor to proceed with the change, for subsequent inclusion in a Change Order.
 - 1. The document will describe the required changes and will designate method of determining any change in Contract Sum or Contract Time.
 - 2. Promptly execute the change.
- D. For changes for which advance pricing is desired, Construction Manager will issue a document that includes a detailed description of a proposed change with supplementary or revised drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within 5 days.
- E. Contractor may propose a change by submitting a request for change to Construction Manager, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum 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 Section 01 6000.
- F. Execution of Change Orders: Construction Manager will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.
- G. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- H. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.

1.6 APPLICATION FOR FINAL PAYMENT

- A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- B. Application for Final Payment will not be considered until the following have been accomplished:
 - 1. All closeout procedures specified in Section 01 7000.
 - 2. Completion of all punch-list items to satisfaction of Owner & Construction Manager. .

3. Issuances of all required guarantees, warranties to Owner.
4. Issuances of all final approval/occupancy inspections/certificates from Building Inspector Agencies, including State of Michigan and/or County and Township Agencies.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 30 00

ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Coordination and project conditions.
- B. Preconstruction meeting.
- C. Progress meetings.
- D. Cutting and patching.
- E. Special procedures.

1.2 COORDINATION AND PROJECT CONDITIONS

- A. Coordinate scheduling, submittals, and Work of various sections of Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements.
- B. 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, operating equipment.
- C. Coordinate space requirements, supports, and installation of mechanical and electrical Work 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.
- D. In finished areas [except as otherwise indicated], conceal pipes, ducts, and wiring within construction. Coordinate locations of fixtures and outlets with finish elements.
- E. Coordinate completion and clean-up of Work of separate sections in preparation for Substantial Completion.
- F. 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.

1.3 PRECONSTRUCTION MEETING

- A. Construction Manager will schedule meeting after Notice of Award is issued
- B. Attendance Required: Owner, Engineer, and Contractor.
- 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 parties in each Contract, and Construction Manager.
 - 6. Procedures and processing of field decisions, submittals, and substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 - 7. Review of submittals

- 8. Scheduling.
- D. Record minutes and distribute copies within two days after meeting to participants.

1.4 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the Work at maximum bi-monthly intervals.
- B. Construction Manager will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- C. Attendance Required: Job superintendent, major subcontractors and suppliers, as appropriate to agenda topics for each meeting.
- D. Agenda:
 - 1. Review minutes of previous meetings.
 - 2. Review of Work progress.
 - 3. Field observations, problems, and decisions.
 - 4. Identification of problems impeding planned progress.
 - 5. Review of submittals schedule and status of submittals.
 - 6. Review of off-site fabrication and delivery schedules.
 - 7. Maintenance of progress schedule.
 - 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.
- E. Record minutes and distribute copies within two days after meeting to participants.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 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 affecting:
 - 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 [including excavation and fill,] 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 to provide proper surfaces to receive patching and finishing.
- E. Cut masonry and concrete materials using masonry saw or core drill.
- F. Restore Work with new products in accordance with requirements of Contract Documents.

- G. Fit Work tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- H. Maintain integrity of wall, ceiling, or floor construction; completely seal voids.
- I. Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection; for assembly, refinish entire unit.
- J. Identify hazardous substances or conditions exposed during the Work to Construction Manager for decision or remedy.

3.2 SPECIAL PROCEDURES

- A. Materials: As specified in product sections; match existing with new products for patching and extending work.
- B. Employ skilled and experienced installer to perform alteration work.
- C. Cut, move, or remove items as necessary for access to alterations and renovation Work. Replace and restore at completion.
- 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 debris and abandoned items from area and from concealed spaces.
- F. Prepare surface and remove surface finishes to permit installation of new work and finishes.
- G. Close openings in exterior surfaces to protect existing work from weather and extremes of temperature and humidity.
- H. Remove, cut, and patch Work in manner to minimize damage and to permit restoring products and finishes to original condition.
- I. Where new Work abuts or aligns with existing, provide smooth and even transition. Patch Work to match existing adjacent Work in texture and appearance.
- J. When finished surfaces are cut so that smooth transition with new Work is not possible, terminate existing surface along straight line at natural line of division and submit recommendation to Construction Manager/Engineer for review.
- K. Patch or replace portions of existing surfaces which are damaged, lifted, discolored, or showing other imperfections.
- L. Finish surfaces as specified in individual product sections.

END OF SECTION

SECTION 01 40 00

QUALITY REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Quality control and control of installation.
- B. Tolerances.
- C. References.
- D. Testing and inspection services.
- E. Examination.
- F. Preparation.

1.2 QUALITY CONTROL AND CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship including any necessary surveying, to produce Work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. When manufacturers' instructions conflict with Contract Documents, request clarification from Construction Manager/Engineer before proceeding.
- D. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Perform Work by persons qualified to produce required and specified quality.
- F. Verify field measurements are as indicated on Shop Drawings or as instructed by manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.

1.3 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. When manufacturers' tolerances conflict with Contract Documents, request clarification from Construction Manager/Engineer before proceeding.
- C. Adjust products to appropriate dimensions; position before securing products in place.

1.4 REFERENCES

- A. For products or workmanship specified by association, trade, or other consensus standards, comply with requirements of standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Obtain copies of standards where required by product specification sections.
- C. When specified reference standards conflict with Contract Documents, request clarification from Construction Manager/Engineer before proceeding.
- D. Neither contractual relationships, duties, nor responsibilities of parties in Contract nor those of Construction Manager shall be altered from Contract Documents by mention or inference otherwise in reference documents.

1.5 TESTING AND INSPECTION SERVICES

- A. Owner will employ and pay for specified services of an independent firm to perform testing and inspection.
- B. The independent firm will perform tests, inspections and other services specified in individual specification sections and as required by Construction Manager/Engineer.
- C. Testing, inspections and source quality control may occur on or off project site.
 - Perform off-site testing as required by Construction Manager/Engineer or Owner.
- D. Reports will be submitted by independent firm to Construction Manager/Engineer, Contractor, and authority having jurisdiction, indicating observations and results of tests and indicating compliance or non-compliance with Contract Documents.
 - 1. Submit final report indicating correction of Work previously reported as non-compliant.
- E. Cooperate with independent firm; furnish samples of materials, design mix, equipment, tools, storage, safe access, and assistance by incidental labor as requested.
 - 1. Notify Construction Manager/Engineer and independent firm 24 hours prior to expected time for operations requiring services.
 - 2. Make arrangements with independent firm and pay for additional samples and tests required for Contractor's use.
- F. Testing and employment of testing agency or laboratory shall not relieve Contractor of obligation to perform Work in accordance with requirements of Contract Documents.
- G. Re-testing or re-inspection required because of non-conformance to specified requirements shall be performed by same independent firm on instructions by Construction Manager/Engineer. Payment for re-testing or re-inspection will be charged to Contractor by deducting testing charges from Contract Sum/Price.
- H. Agency Responsibilities:
 - 1. Test samples of mixes submitted by Contractor.
 - 2. Provide qualified personnel at site. Cooperate with Construction Manager/Engineer and Contractor in performance of services.
 - 3. Perform specified sampling and testing of products in accordance with specified standards.
 - 4. Ascertain compliance of materials and mixes with requirements of Contract Documents.
 - 5. Promptly notify Construction Manager and Contractor of observed irregularities or non-conformance of Work or products.
 - 6. Perform additional tests required by Construction Manager.
 - 7. Attend preconstruction meetings and progress meetings.
- I. Agency Reports: After each test, promptly submit two copies of report to Construction Manager, Contractor, and authority having jurisdiction. When requested by Construction Manager, provide interpretation of test results. Include the following:
 - 1. Date issued.
 - 2. Project title and number.
 - 3. Name of inspector.
 - 4. Date and time of sampling or inspection.
 - 5. Identification of product and specifications section.
 - 6. Location in Project.
 - 7. Type of inspection or test.
 - 8. Date of test.
 - 9. Results of tests.
 - 10. Conformance with Contract Documents.

J. Limits On Testing Authority:

1. Agency or laboratory may not release, revoke, alter, or enlarge on requirements of Contract Documents.
2. Agency or laboratory may not approve or accept any portion of the Work.
3. Agency or laboratory may not assume duties of Contractor.
4. Agency or laboratory has no authority to stop the Work.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify existing site conditions and substrate surfaces are acceptable for subsequent Work. Beginning new Work means acceptance of existing conditions.
- B. Verify 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. Verify utility services are available, of correct characteristics, and in correct locations.

3.2 PREPARATION

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

END OF SECTION

SECTION 01 60 00

PRODUCT REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Product delivery requirements.
- B. Product storage and handling requirements.
- C. Product options.
- D. Product substitution procedures.
- E. Equipment electrical characteristics and components.

1.2 PRODUCTS

- A. Furnish products of qualified manufacturers suitable for intended use. Furnish products of each type by single manufacturer unless specified otherwise.
- B. Do not use materials and equipment removed from existing premises, except as specifically permitted by Contract Documents.
- C. Furnish interchangeable components from same manufacturer for components being replaced.

1.3 PRODUCT DELIVERY REQUIREMENTS

- A. Transport and handle products in accordance with manufacturer's instructions.
- B. Promptly inspect shipments to ensure products comply with requirements, quantities are correct, and products are undamaged.
- C. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.

1.4 PRODUCT STORAGE AND HANDLING REQUIREMENTS

- A. Store and protect products in accordance with manufacturers' instructions.
- B. Store with seals and labels intact and legible.
- C. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.
- D. For exterior storage of fabricated products, place on sloped supports above ground.
- E. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- F. Store loose granular materials on solid flat surfaces in well-drained area. Prevent mixing with foreign matter.
- G. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- H. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

1.5 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Products of one of manufacturers named and meeting specifications, no options or substitutions allowed.

- C. Products Specified by Naming One or More Manufacturers with Provision for substitutions: Submit request for substitution for any manufacturer not named in accordance with the following article.

1.6 PRODUCT SUBSTITUTION PROCEDURES

- A. Construction Manager will consider requests for Substitutions only within 15 days after date established in Notice to Proceed.
- B. Substitutions may be considered when a product becomes unavailable through no fault of Contractor.
- C. Document each request with complete data substantiating compliance of proposed Substitution with Contract Documents.
- D. A request constitutes a representation that Contractor:
 - 1. Has investigated proposed product and determined that it meets or exceeds quality level of specified product.
 - 2. Will provide same warranty for Substitution as for specified product.
 - 3. Will coordinate installation and make changes to other Work which may be required for the Work to be complete with no additional cost to Owner.
 - 4. Waives claims for additional costs or time extension which may subsequently become apparent.
 - 5. Will reimburse Owner for review or redesign services associated with re- approval by authorities having jurisdiction.
- E. Substitutions will not be considered when they are indicated or implied on Shop Drawing or Product Data submittals, without separate written request, or when acceptance will require revision to Contract Documents.
- F. Substitution Submittal Procedure:
 - 1. Submit three copies of request for Substitution for consideration. Limit each request to one proposed Substitution.
 - 2. Submit Shop Drawings, Product Data, and certified test results attesting to proposed product equivalence. Burden of proof is on proposer.
 - 3. Construction Manager/Engineer will notify Contractor in writing of decision to accept or reject request.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 70 00

EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Closeout procedures.
- B. Final cleaning.
- C. Starting of systems.
- D. Demonstration and instructions.
- E. Protecting installed construction.
- F. Project record documents.
- G. Operation and maintenance data.
- H. Product warranties and product bonds.

1.2 CLOSEOUT PROCEDURES

- A. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for Construction Manager/Engineer's review.
- B. Provide submittals to [Construction Manager/Engineer] [Owner] required by authorities having jurisdiction.
- C. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and sum remaining due.

1.3 FINAL CLEANING

- A. Execute final cleaning prior to final project assessment.
- B. Clean equipment and fixtures to sanitary condition with cleaning materials appropriate to surface and material being cleaned.
- C. Clean debris from roofs, gutters, downspouts, and drainage systems.
- D. Clean site; sweep paved areas, rake clean landscaped surfaces.
- E. Remove waste and surplus materials, rubbish, and construction facilities from site.

1.4 STARTING OF SYSTEMS

- A. Coordinate schedule for start-up of various equipment and systems.
- B. Notify Construction Manager seven days prior to start-up of each item.
- C. Verify each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions which may cause damage.
- D. Verify tests, meter readings, and specified electrical characteristics agree with those required by equipment or system manufacturer.
- E. Verify wiring and support components for equipment are complete and tested.
- F. Execute start-up under supervision of applicable Contractors' personnel in accordance with manufacturers' instructions.

1.5 DEMONSTRATION AND INSTRUCTIONS

- A. Demonstrate operation and maintenance of products to Owner's personnel prior to date of final inspection.

1.6 PROTECTING INSTALLED CONSTRUCTION

- A. Protect installed Work and provide special protection where specified in individual specification sections.
- B. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- D. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- E. Prohibit traffic or storage upon waterproofed or roofed surfaces. When traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- F. Prohibit traffic from landscaped areas.

1.7 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
 - 1. Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other modifications to the Contract.
 - 5. Reviewed Shop Drawings, Product Data, and Samples.
 - 6. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress, 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 alternates utilized.
 - 3. Changes made by Addenda and modifications.
- F. Record Drawings: Legibly mark each item to record actual construction including:
 - 1. Measured depths of foundations in relation to finish 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. Submit documents to Construction Manager

1.8 OPERATION AND MAINTENANCE DATA

- A. Submit data bound in 8-1/2 x 11 inch three D side ring binders with durable covers.
- B. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- C. Contents: Prepare Table of Contents for each volume, with each product or system description identified, typed on white paper

1.9 PRODUCT WARRANTIES AND PRODUCT BONDS

- A. Obtain warranties and bonds executed in duplicate by responsible subcontractors, suppliers, and manufacturers, within ten days after completion of applicable item of work.
- B. Execute and assemble transferable warranty documents and bonds from subcontractors, suppliers, and manufacturers.
- C. Verify documents are in proper form, contain full information, and are notarized.
- D. Co-execute submittals when required.
- E. Include Table of Contents and assemble in three D side ring binder with durable cover.
- F. Submit prior to final Application for Payment.
- G. Time Of Submittals:
 - 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within ten days after acceptance.
 - 2. Make other submittals within TEN days after Date of Substantial Completion, prior to final Application for Payment.
 - 3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within ten days after acceptance, listing date of acceptance as beginning of warranty or bond period.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 02 41 00

DEMOLITION

PART 1 GENERAL

1.1 SECTION INCLUDES:

- A. Complete demolition of various portable classrooms buildings as described in documents.
- B. Abandonment in place of existing utilities and utility structures.

1.2 RELATED REQUIREMENTS

- A. Section 01 10 00 - Summary: Sequencing and staging requirements.
- B. Section 31 22 00 - Grading: Topsoil removal.
- C. Section 31 23 23 - Fill: Filling holes, pits, and excavations generated as a result of removal operations.

1.3 REFERENCE STANDARDS

- A. Michigan Occupational Safety & Health Administration (MIOSHA) Standards: General Industry Safety and Health Standards, Construction Safety and Health Standards
- B. 29 CFR 1926 - U.S. Occupational Safety and Health Standards; current edition.
- C. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations; 2009.
- D. BOCA – Building Officials Code Administrators
- E. RCRA, 1976- Resource Conservation and Recovery Act: Federal statute regulates generation, transportation, treatment, storage, or disposal of hazardous wastes
- F. Part 111, Act 451, 1994- Michigan's Hazardous Waste Management Act: State statute regulates generating, transportation, treatment, storage, or disposal of hazardous wastes in Michigan.
- G. Part 111, Act 451, 1994- Liquid Industrial Waste Act: Statute regulates transportation of liquid industrial wastes in Michigan. This includes non- hazardous liquids and hazardous liquids that are not subject to management under RCRA or Part 111, Act 451, 1994.
- H. Toxic Substances Control Act (TSCA), 1976: This statute regulates the generation, transportation, treatment, storage, and disposal of PCB wastes.

1.4 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Site Plan: Showing:
 - 1. Construction area staging and boundaries
- C. Demolition Plan: Submit demolition plan as specified by OSHA and local authorities.
 - 1. Indicate extent of demolition, removal sequence, bracing and shoring, and location and construction of barricades and fences.
 - 2. Identify demolition firm and submit qualifications.
 - 3. Include a summary of safety procedures.
- D. Project Record Documents: Accurately record actual locations of capped and active utilities and subsurface construction.

1.5 QUALITY ASSURANCE

- A. Demolition Firm Qualifications: Company specializing in the type of work required.
 - 1. Minimum of 5 years of documented experience.
- B. Operation in accordance with reference standards and all applicable local codes and ordinances.
 - 1. Bulk sampling has been performed based upon the requirements outlined in Asbestos Hazard Emergency Response Act (AHERA), EPA 40CFR, Part 763.85, Section (b), titled "Re-Inspection" for school buildings and the Occupational Safety and Health Administration (OSHA) Asbestos in Construction Standard 29 CFR 1926.1101. 12"x12" brown floor tiles were found to contain asbestos and said floor tiles will have been removed prior to the start of demolition work.

1.6 ATTACHMENTS AND RECORD DOCUMENTS

- A. Both attachments and record drawings are provided for reference only. No warranty or guarantees are made as to the accuracy of the attachments.
 - B. Direct attachments to the contract include:
 - 1. Asbestos Bulk Sample Report
 - 2. Certificate Of Laboratory Analysis
- PART 2 PRODUCTS – NOT USED**

PART 3 EXECUTION

3.1 SCOPE

- A. Demolish, remove, transport, and properly dispose of entire existing portable classroom building complete, including but not limited to all concrete slabs, trash, rubbish, foundations, floors, walls, steps, pipes, mechanical equipment, and fluids as designated on the plans and in accordance with all federal, state, and local regulations
- B. Cut off and cap utilities.
- C. All related work including but not limited to, site coordination, soil erosion and sediment control, dust control, sound control, protection of adjacent properties, traffic control/flagging, disposal fees, fill, grading, and security measures.

3.2 EXAMINATION

- A. Examine existing buildings indicated to be demolished before demolition.
- B. Determine where removals may result in structural deficiency or unplanned building collapse during demolition. Coordinate demolition sequence and procedures to prevent structures from becoming unstable.
- C. Determine where demolition may affect structural integrity or weather resistance of adjacent buildings indicated to remain.

- D. Identify measures required to protect buildings from damage.
- E. Identify remedial work including patching, repairing, bracing, and other work required to leave buildings indicated to remain in structurally sound and weathertight and watertight condition.
- F. Verify hazardous material abatement is complete before beginning demolition.

3.3 GENERAL PROCEDURES AND PROJECT CONDITIONS

- A. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.
 - 1. Obtain all required permits.
 - 2. Use of explosives is not permitted.
 - 3. **Take precautions to prevent catastrophic or uncontrolled collapse of structures to be removed; do not allow worker or public access within range of potential collapse of unstable structures.**
 - 4. Provide, erect, and maintain temporary barriers and security devices needed for safety of work areas.
 - 5. Conduct operations to minimize effects on and interference with adjacent structures and occupants.
 - 6. Do not close or obstruct roadways or sidewalks without permit.
 - 7. Conduct operations to minimize obstruction of public and private entrances and exits; do not obstruct required exits at any time; protect persons using entrances and exits from removal operations.
 - 8. Install and maintain proper traffic signage and flagging as required by MUTCD and MDOT to ensure safe and sufficient traffic flow on adjacent streets when construction vehicles are entering/exiting the site.
 - 9. Maintain open sidewalks adjacent to site for safe pedestrian travel.
 - 10. The Contractor acknowledges historic structures surrounding project site and is responsible for preventing impacts or damage to adjacent structures.
 - 11. Obtain written permission from owners of adjacent properties when demolition equipment will traverse, infringe upon or limit access to their property.
- B. Do not begin removal until receipt of notification to proceed from City of Grand Rapids.
- C. Protect existing structures and other elements that are not to be removed.
 - 1. Provide bracing and shoring.
 - 2. Prevent movement or settlement of adjacent structures.
 - 3. Stop work immediately if adjacent structures appear to be in danger.
- D. Conduct demolition to minimize interference with adjacent structures.
- E. Cease operations immediately when adjacent structures appear to be in danger. Notify Construction Manager and Owner. Do not resume operations until directed.

- F. Conduct operations with minimum interference to public or private accesses to occupied adjacent structures. Maintain egress and access from adjacent structures at all times.
- G. Minimize production of dust and noise due to demolition operations;
 - 1. Do not use water if that will result in ice, flooding, sedimentation of public waterways or storm sewers, or other pollution.
 - 2. Erect and maintain dustproof partitions and temporary enclosures to limit dust and dirt migration and to separate areas from fumes and noise, as required.
 - 3. Cover, at all times when in motion, open-bodied trucks transporting materials likely to give rise to airborne dusts.
- H. Remove and dispose of appliances and other items that may contain refrigerants in accordance with 40 CFR, Part 82.
- I. Remove and legally dispose of mercury-containing materials including fluorescent, high-pressure sodium, mercury vapor, metal halide light bulbs, and thermostats containing a liquid filled capsule.
- J. Before demolition of any part of the building, the Contractor shall remove all volatile or flammable materials, such as gasoline, kerosene, benzene, cleaning fluids, paints or thinners in containers, and similar substances.
- K. The Contractor shall be responsible for having and maintaining the correct type and class of fire extinguisher on site per MIOSHA regulations and guidelines.
- L. The Contractor shall be responsible for cleaning up all leaks and spills from containers and other items onsite or offsite that occur because of the Contractor's negligence. Immediate containment actions shall be taken as necessary to minimize the effect of any spill or leak. The Contractor shall notify the Construction Manager and appropriate governmental authorities of the incident. Cleanup shall be in accordance with applicable Federal, State, and Local laws and regulations and no additional cost to the Owner.

3.4 EXISTING UTILITIES

- A. Coordinate work with the Owner, and utility companies; notify before starting work and comply with their requirements; obtain required permits.
- B. Protect existing utilities to remain from damage and maintain services as indicated.
- C. Do not disrupt public utilities without permit from authority having jurisdiction.
- D. Do not close, shut off, or disrupt existing life safety systems that are in use without at least 7 days prior written notification to City of Grand Rapids and permission from the appropriate agency.
- E. Do not close, shut off, or disrupt existing utility branches or take-offs that are in use without at least 3 days prior written notification to City of Grand Rapids and permission from the appropriate agency.
- F. Locate and mark utilities to remain; mark using highly visible tags or flags, with identification of utility type; protect from damage due to subsequent construction, using substantial barricades if necessary.
- G. Remove exposed piping, valves, meters, equipment, supports, and foundations of disconnected and abandoned utilities.

- H. Prepare building demolition areas by disconnecting and capping utilities outside the demolition zone; identify and mark utilities to be subsequently reconnected, in same manner as other utilities to remain.

3.5 HAZARDOUS MATERIALS ABATEMENT

- A. If suspect Asbestos-Containing Building Material (ACBM) in immediate areas of demolition is encountered:
 - 1. ACBM should be removed by a licensed asbestos abatement contractor,
as required by federal, state, and local laws and regulations.
 - 2. Asbestos Abatement Contractor should perform appropriate disposal of the identified ACBM.
- B. Visual observations, verification of removal and cleanup, air monitoring (including clearance air monitoring) for asbestos fibers should be performed to demonstrate compliance with applicable regulations, and to confirm the suitability of the area for re-entry.
- C. The handling of Freon-containing appliances is subject to all applicable state and federal mandates and regulations. The Contractor shall be responsible for the identification and removal and disposal of the material in accordance with applicable regulations. All costs associated with said removal and disposal shall be considered incidental and shall be included in the bid for demolition.
- D. The handling of any fluorescent lighting fixtures and ballasts containing PCB or mercury is subject to all applicable state and federal mandates and regulations. The Contractor shall be responsible for the removal and disposal of the material in accordance with applicable regulations. All costs associated with said removal and disposal shall be considered incidental and shall be included in the bid for demolition.

3.6 FLUIDS AND MECHANICALS

- A. The Contractor is responsible for containment, removal, and proper disposal of all fluids and mechanical equipment within the building in strict accordance with all applicable Federal, State, and Local laws and regulations and no additional cost to the Owner

3.7 SECURITY

- A. Provide security and facilities to protect work and owner's operations from unauthorized entry, vandalism, or theft.
- B. The owner will not be responsible for security on the site of the work. The contractor will be held responsible for any loss or injury to persons or property where his work is involved and shall provide such watchmen and take such other precautionary measures (as he may deem necessary) to protect his own interests.

3.8 PROTECTION OF MATERIALS

- A. Protection of any trees or other site amenities not identified for removal shall be properly protected during construction. These and other site amenities damaged shall be replaced by contractor at no additional cost to the owner.
- B. Reusable, recyclable, and salvageable materials shall be carefully removed, cleaned and neatly placed at a designated stockpile site

3.9 DISPOSAL OF DEMOLISHED MATERIALS

- A. Promptly dispose of demolished materials. Do not allow materials to accumulate.
Upon completion, remove tools and equipment.
 - B. Do not burn demolished materials.
 - C. The contractor shall transport demolished materials off property and legally dispose of them.
 - D. The contractor shall provide the owner with documentation and a written agreement for the disposal of the removed items from the site so that it can be received and approved prior to use.
1. The contractor shall not disrupt environmental features at the disposal site and shall use proper soil erosion and sedimentation control measures.

3.10 DEBRIS AND WASTE CONTROL

- A. Remove debris, junk, and trash from site. Continuously clean up and remove demolished materials from site. Do not allow accumulation of materials in building or on site.
- 1. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
- B. Leave site in clean condition, ready for subsequent work.
- C. Clean up spillage and wind-blown debris from public and private lands.
- D. Use water mist and other suitable methods to limit spread of dust and dirt as described herein. Comply with governing environmental-protection regulations. Do not use water when it may create hazardous or objectionable conditions.

3.11 FILL AND GRADING

- A. Once demolition is complete, site shall be and graded to create level surface with undisturbed areas surrounding the demolition work. Fill shall be clean material and shall be properly compacted/consolidated. Then entire area shall be seeded.

**END OF
SECTION**

February 27, 2020
Project Number: MA-115-20

Mr. Marc Bennett
Design/Construction Coordinator
Grand Rapids Public Schools - Facilities Management & Planning
900 Union Street, NE
Grand Rapids, MI 49503

Re: Report for Asbestos Inspection
Portable Classrooms- 5 School Building Locations

Mr. Bennett,



119 West Cass Street
P.O. Box 908
Greenville, MI 48838
Phone: 616-302-0819

Web: microairconsulting.com
Email: microairconsulting@gmail.com

MicroAir Consulting, LLC (MicroAir) is pleased to present this letter report to the GRPS which summarizes the results of the asbestos inspections and testing performed at five school owned buildings in Grand Rapids, Michigan. Mr. Chris Decker performed the inspection and testing on February 18-19, 2020.

The purpose of this asbestos inspection and testing is to identify the presence and extent of suspect asbestos inside each portable building. The portable buildings at the following locations were inspected:

- CA Frost Elementary – 3 Portable Buildings
- GRPS Services Building – 2 Portable Buildings
- Jefferson Elementary – 1 Portable Building
- Mulick Park Elementary – 3 Portable Buildings
- Brookside Elementary – 2 Portable Buildings

This report includes the certifications of the inspector, a description of the testing methods and procedures, and the results of the testing.

CERTIFICATION

Mr. Chris Decker is a State of Michigan accredited Asbestos Building Inspector, Accreditation No. A26683. Apex Research, Inc. conducted the sample analysis. Apex Research is an independent accredited environmental laboratory. Apex Research is an independent accredited environmental laboratory.

TESTING PROCEDURES AND SAMPLING METHODOLOGY

Asbestos Bulk Sampling

The bulk sampling was performed based on the requirements outlined in the Occupational Safety and Health Administration (OSHA) Asbestos in Construction Standard 29 CFR 1926.1101 and state and local rules and regulations.

The regulated limit for an asbestos-containing material is a suspect asbestos-containing material (ACM) having a concentration of 1% or greater. Sample locations were randomly selected by the inspector and submitted to the accredited laboratory. All layers of the submitted samples were analyzed. The bulk samples were analyzed by Polarized Light Microscopy (PLM) using EPA Method 600/R-93/116.

RESULTS AND CONCLUSIONS

MicroAir conducted an asbestos inspection and testing inside portable buildings located at 5 school building locations located in Grand Rapids, Michigan.

Asbestos-Containing Materials

The laboratory results of the asbestos bulk sampling resulted in **NONE OF THE PORTABLE BUILDING CONTAIN ASBESTOS**. See the attached laboratory report for additional information.

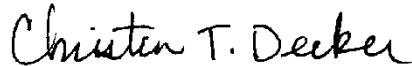
LIMITATIONS

In conducting the ACM and lead inspection there are a number of obstacles and limitations that can affect the final outcome of the report. These limitations include but are not limited to the following factors: access concerns, materials that cannot be intrusively sampled or damaged, materials that have been replaced by renovation activities, materials with conflicting laboratory results, and materials that are located in inaccessible and/or concealed areas which limits its quantification. Due to these limitations, the results of this investigation cannot be construed as a certification of the presence or absence of ACM, beyond the materials identified, but rather a diligent and prudent review of available data within an established work scope, and time and budgetary constraints. If additional quantities of material are located in the renovation area, work should stop until materials are properly disposed of.

If you have any questions or require additional information, please contact me at 616-302-0819 or microairconsulting@gmail.com. Thank you.

Sincerely,

MicroAir Consulting, LLC



Christian T. Decker
Owner

By Email



Certificate of Laboratory Analysis
Test Method, Polarized Light Microscopy (PLM)
Project : GRPS- Portables



Report To:

Mr. Chris Decker
 MicroAir Consulting
 P.O. Box 908
 Greenville, MI 48838

ARI Report # 20-88985
 Date Collected: 02/18/20
 Date Received: 02/24/20
 Date Analyzed: 02/24/20
 Date Reported: 02/25/20

Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 01 Cust. #: CA-7-1 Material: 2x4 Ceiling Tile Location: Appearance: beige, fibrous, homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 40% Mineral Wool - 30% Other - 30%
Lab ID #: 88985 - 02 Cust. #: CA-7-2 Material: Brown Cove Base Location: Appearance: brown, nonfibrous, homogenous Layer: 1 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 02a Cust. #: CA-7-2 Material: Mastic Location: Appearance: yellow, nonfibrous, homogenous Layer: 2 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%

For Layered Samples, each component will be analyzed and reported separately.

Robert T. Letarte Jr., Laboratory Director

Test Method EPA 600/R-93/116 was used to analyze the above samples. Matrix interference and/or resolution limits may yield false/negative results in certain circumstances. Suspect floor tiles containing <1% should be tested with SEM or TEM. This certificate of analysis relates only to the samples tested and to insure the integrity of the results, may only be reproduced in full. This certificate must not be used by the customer to claim product certification, approval, or endorsement by NVLAP, NIST, or any agency of the Federal Government. APEX Research Inc. is not responsible for the accuracy of the results for layered samples or samples comprising multiple materials. Liability limited to cost of analysis.



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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 03 Cust. #: CA-7-3 Material: Fiberglass Insulation Location: Appearance: yellow, fibrous, nonhomogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 30% Fiberglass - 50% Other - 20%
Lab ID #: 88985 - 04 Cust. #: CA-7-4 Material: Exterior Caulk Location: Appearance: white, nonfibrous, homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 05 Cust. #: CA-7-5 Material: Roofing Location: Appearance: black, fibrous, homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Fiberglass - 30% Other - 70%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 06 Cust. #: CA-8-1 Material: 2x4 Ceiling Tile Location: Appearance: beige, fibrous, homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 40% Mineral Wool - 30% Other - 30%
Lab ID #: 88985 - 07 Cust. #: CA-8-2 Material: Brown Cove Base Location: Appearance: brown, nonfibrous, homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 08 Cust. #: CA-8-3 Material: Fiberglass Insulation Location: Appearance: yellow, fibrous, nonhomogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 50% Fiberglass - 20% Other - 30%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 09 Cust. #: CA-8-4 Material: Exterior Caulk Location: Appearance: white,nonfibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 10 Cust. #: CA-8-5 Material: Roofing Location: Appearance: black,fibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Fiberglass - 30% Other - 70%
Lab ID #: 88985 - 11 Cust. #: CA-9-1 Material: 2x4 Ceiling Tile Location: Appearance: beige,fibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 40% Mineral Wool - 30% Other - 30%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 12 Cust. #: CA-9-2 Material: Brown Cove Base Location: Appearance: brown,nonfibrous,homogenous Layer: 1 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 12a Cust. #: CA-9-2 Material: Glue Location: Appearance: yellow,nonfibrous,homogenous Layer: 2 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 13 Cust. #: CA-9-3 Material: Fiberglass Insulation Location: Appearance: yellow,fibrous,nonhomogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 40% Fiberglass - 40% Other - 20%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 14 Cust. #: CA-9-4 Material: Exterior Caulk Location: Appearance: clear,nonfibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 15 Cust. #: CA-9-5 Material: Roofing Location: Appearance: black,fibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Fiberglass - 30% Other - 70%
Lab ID #: 88985 - 16 Cust. #: B-1-1 Material: 2x4 Ceiling Tile Location: Appearance: grey,fibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 40% Mineral Wool - 30% Other - 30%

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 Greenville, MI 48838

ARI Report # 20-88985
 Date Collected: 02/18/20
 Date Received: 02/24/20
 Date Analyzed: 02/24/20
 Date Reported: 02/25/20

Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 17 Cust. #: B-1-1-2 Material: Brown Cove Base Location: Appearance: Layer: of	Asbestos Present: NO SAMPLE RECEIVED	
Lab ID #: 88985 - 18 Cust. #: B-1-1-3 Material: Fiberglass Insulation Location: Appearance: brown, fibrous, nonhomogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 50% Fiberglass - 20% Other - 30%
Lab ID #: 88985 - 19 Cust. #: B-1-1-4 Material: Roofing Location: Appearance: black, fibrous, homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Fiberglass - 30% Other - 70%

For Layered Samples, each component will be analyzed and reported separately.

Robert T. Letarte Jr., Laboratory Director

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Test Method, Polarized Light Microscopy (PLM)
Project : GRPS- Portables



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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 20 Cust. #: B-1-1-5 Material: Exterior Caulk Location: Appearance: beige,nonfibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 1% Other - 99%
Lab ID #: 88985 - 21 Cust. #: B-2-1 Material: 2x4 Ceiling Tile Location: Appearance: beige,fibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 40% Mineral Wool - 40% Other - 20%
Lab ID #: 88985 - 22 Cust. #: B-2-2 Material: Brown Cove Base Location: Appearance: brown,nonfibrous,homogenous Layer: 1 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 22a Cust. #: B-2-2 Material: Mastic Location: Appearance: yellow,nonfibrous,homogenous Layer: 2 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 23 Cust. #: B-2-3 Material: Fiberglass Insulation Location: Appearance: brown,fibrous,nonhomogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 60% Fiberglass - 20% Other - 20%
Lab ID #: 88985 - 24 Cust. #: B-2-4 Material: Roofing Location: Appearance: black,fibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Fiberglass - 30% Other - 70%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 25 Cust. #: B-2-5 Material: Exterior Caulk Location: Appearance: beige,nonfibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 26 Cust. #: M-1-1 Material: 2x4 Ceiling Tile Location: Appearance: beige,fibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 40% Mineral Wool - 30% Other - 30%
Lab ID #: 88985 - 27 Cust. #: M-1-1-2 Material: Brown Cove Base Location: Appearance: brown,nonfibrous,homogenous Layer: 1 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 27a Cust. #: M-1-1-2 Material: Mastic Location: Appearance: yellow,nonfibrous,homogenous Layer: 2 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 28 Cust. #: M-1-1-3 Material: Door Caulk, Exterior Location: Appearance: yellow,nonfibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 29 Cust. #: M-1-1-4 Material: Roofing Location: Appearance: black,fibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Fiberglass - 30% Other - 70%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 30 Cust. #: M-1-1-5 Material: Fiberglass Insulation Location: Appearance: yellow, fibrous, nonhomogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 50% Fiberglass - 30% Other - 20%
Lab ID #: 88985 - 31 Cust. #: M-2-1 Material: 2x4 Ceiling Tile Location: Appearance: beige, fibrous, homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 40% Mineral Wool - 30% Other - 30%
Lab ID #: 88985 - 32 Cust. #: M-2-2 Material: Brown Cove Base Location: Appearance: brown, nonfibrous, homogenous Layer: 1 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 32a Cust. #: M-2-2 Material: Mastic Location: Appearance: yellow,nonfibrous,homogenous Layer: 2 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 33 Cust. #: M-2-3 Material: Exterior Caulk Location: Appearance: beige,nonfibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 34 Cust. #: M-2-4 Material: Roofing Location: Appearance: black,fibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Fiberglass - 30% Other - 70%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 35 Cust. #: M-2-5 Material: Fiberglass Insulation Location: Appearance: yellow, fibrous, nonhomogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 40% Mineral Wool - 30% Other - 30%
Lab ID #: 88985 - 36 Cust. #: M-2-6 Material: Facia Patch Location: Appearance: grey, fibrous, homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 5% Other - 95%
Lab ID #: 88985 - 37 Cust. #: M-3-1 Material: 2x4 Ceiling Tile Location: Appearance: beige, fibrous, homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 40% Mineral Wool - 30% Other - 30%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 38 Cust. #: M-3-2 Material: Brown Cove Base Location: Appearance: brown,nonfibrous,homogenous Layer: 1 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 38a Cust. #: M-3-2 Material: Glue Location: Appearance: yellow,nonfibrous,homogenous Layer: 2 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 39 Cust. #: M-3-3 Material: Exterior Door Caulk Location: Appearance: clear,nonfibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Other - 100%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 40 Cust. #: M-3-4 Material: Roofing Location: Appearance: black, fibrous, homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Fiberglass - 30% Other - 70%
Lab ID #: 88985 - 41 Cust. #: M-3-5 Material: Fiberglass Insulation Location: Appearance: yellow, fibrous, nonhomogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 50% Fiberglass - 30% Other - 20%
Lab ID #: 88985 - 42 Cust. #: J-1-1 Material: Exterior Caulk Location: Appearance: brown, nonfibrous, homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Other - 100%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 43 Cust. #: J-1-1-2 Material: 2x4 Ceiling Tile Location: Appearance: beige, fibrous, homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 40% Mineral Wool - 30% Other - 30%
Lab ID #: 88985 - 44 Cust. #: J-1-1-3 Material: Brown Cove Base Location: Appearance: brown, nonfibrous, homogenous Layer: 1 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 44a Cust. #: J-1-1-3 Material: Mastic Location: Appearance: yellow, nonfibrous, homogenous Layer: 2 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 45 Cust. #: J-1-1-4 Material: Roofing Location: Appearance: black, fibrous, homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Fiberglass - 30% Other - 70%
Lab ID #: 88985 - 46 Cust. #: J-1-1-5 Material: Fiberglass Insulation Location: Appearance: yellow, fibrous, nonhomogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 50% Fiberglass - 20% Other - 30%
Lab ID #: 88985 - 47 Cust. #: F-1-1 Material: 2x4 Ceiling Tile Location: Appearance: beige, fibrous, homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 40% Mineral Wool - 30% Other - 30%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 48 Cust. #: F-1-1-2 Material: Fiberglass Insulation Location: Appearance: yellow, fibrous, nonhomogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 50% Fiberglass - 25% Other - 25%
Lab ID #: 88985 - 49 Cust. #: F-1-1-3 Material: Brown Cove Base Location: Appearance: brown, nonfibrous, homogenous Layer: 1 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 49a Cust. #: F-1-1-3 Material: Mastic Location: Appearance: yellow, nonfibrous, homogenous Layer: 2 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 50 Cust. #: F-1-1-4 Material: Exterior Caulk Location: Appearance: white,nonfibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 51 Cust. #: F-1-1-5 Material: Roofing Location: Appearance: black,fibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Fiberglass - 30% Other - 70%
Lab ID #: 88985 - 52 Cust. #: F-2-1 Material: 2x4 Ceiling Tile Location: Appearance: beige,fibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 40% Mineral Wool - 30% Other - 30%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 53 Cust. #: F-2-2 Material: Fiberglass Insulation Location: Appearance: brown, fibrous, nonhomogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 50% Fiberglass - 20% Other - 30%
Lab ID #: 88985 - 54 Cust. #: F-2-3 Material: Brown Cove Base Location: Appearance: brown, nonfibrous, homogenous Layer: 1 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 54a Cust. #: F-2-3 Material: Mastic Location: Appearance: yellow, nonfibrous, homogenous Layer: 2 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%

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Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 88985 - 55 Cust. #: F-2-4 Material: Exterior Caulk Location: Appearance: white,nonfibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 88985 - 56 Cust. #: F-2-5 Material: Roofing Location: Appearance: black,fibrous,homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Fiberglass - 30% Other - 70%
Lab ID #: Cust. #: Material: Location: Appearance: Layer: of	Asbestos Present:	

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