Note: This is a common document on a multi-contract project.

SECTION 011000.01 - SUMMARY OF THE WORK

1. GENERAL
	* + 1. WORK COVERED BY CONTRACT DOCUMENTS
				1. The title and location of the Work is printed on the cover of this Project Manual.

Edit paragraph below as required for “Unit price”, “Cost plus”, or other type of contract.

* + - * 1. Type of Contract: Fixed price.
			1. RELATED CONTRACTS

Modify paragraph below as required for the project, and enter project numbers in the blanks.

* + - * 1. The Project consists of the following separate contracts:

Construction Work Project No. - C

HVAC Work Project No. - H

Plumbing Work Project No. - P

Electrical Work Project No. - E

* + - * 1. The suffix letter at the end of the project number distinguishes the separate Contracts. The Sections in Division 01 of the Specifications which have more than one suffix letter (such as this Section) are common to each related Contract.

Use article below if the site has other projects taking place that might interfere with the work of this project. Modify as required to suit project conditions.

* + - 1. CONCURRENT PROJECTS
				1. The following projects will be taking place concurrently with the work of this project:

Construction Work Project No. - C

HVAC Work Project No. - H

Plumbing Work Project No. - P

Electrical Work Project No. - E

* + - * 1. Coordinate the work of this project, thru the Director’s Representative, to avoid conflicts with concurrent contracts.

If the project requires phasing or sequencing the work, insert appropriate article here. Refer to design procedures manual for examples.

* + - 1. SUBSTANTIAL AND PHYSICAL COMPLETION DATES

Fill in number of days, from construction duration in DCNET, in paragraph below except when fixed completion date is required. Delete underline before entering information.

* + - * 1. Substantially complete the Work within \_\_\_\_\_\_\_\_ days after the Agreement is approved by the Comptroller.

Retain both subparagraphs below for all projects.

The time allocated for the performance of work under this contract includes 10 days for notification of the Contractor of the Comptroller’s approval of the Agreement.

The approval of the Agreement by the Comptroller constitutes the filing of the Contract Documents as a public record and notice to the Contractor that a fully executed contract exists between the Contractor and the State.

* + - * 1. Physically complete the Work within 90 days after the established Substantial Completion date.
			1. CONTRACT AWARD SUBMITTALS
				1. Submittal No. 1: Submit the CONTRACTOR’S LIST OF SUBCONTRACTORS-SUPPLIERS information required in SCHEDULES AND RECORDS Article in Specification Section 013000 not later than 15 days after approval of the Contract by the Comptroller.
				2. Submittal No. 2: Submit Preliminary Project Schedule related information noted in 013113 Project Planning and Scheduling or 013200 Construction Progress Documentation, whichever section is applicable, within 15 days after approval of the Contract by the Comptroller for review by the Director’s Representative and OGS Scheduling.

Include paragraph below if a submittal coordinator is specified in 013300.

* + - * 1. Submittal No. 3: Submit the Submittal Coordinator Qualifications not later than 10 days after Award. Include resume and references, and other certification, licenses, or other requested information.
			1. RESTRICTED WORK PERIOD

Use paragraph below when built-up or membrane roofing work is included in the construction work contract. Modify paragraph if required to reflect actual type of work being restricted.

* + - * 1. Construction Work Contract: Do not perform the roofing and related Work on or after December 1st and up to, but not including April 1st unless approved otherwise, in writing, by the Director. During this period, clear the roof of materials, equipment, and debris. Maintain the roof in a watertight condition.

Use subparagraph below only when a contract has mostly roofing work. Delete the subparagraph if roofing is only a portion of the work and can be scheduled outside the restricted work period.

The above period will not be included in the number of days specified for completion of the Work of all contracts.

Use paragraph below if roofing contains asbestos. Note: roofing work which requires a variance and which is a relatively minor part of a major project should be issued as a separate single contract rather than as a part of a major multi-contract project because, if the variance is not granted, award of the entire project may be affected.

* + - * 1. Construction Work Contract: The Work includes disturbance of roofing materials containing asbestos fibers. If a variance to Industrial Code Rule No. 56 is sought, do not perform the roofing and related Work until the variance is received from the New York State Department of Labor.

Use subparagraph below only when a contract has mostly roofing work.

If a variance is sought, the time required to obtain the variance will not extend the number of days specified for completion of the Work.

If a variance is sought, forward the required forms to the Department of Labor within 14 days after the Agreement is approved by the Comptroller.

Delete subparagraph below if the scope of work does not allow or require the roofing work to begin within the 14 day time frame.

If a variance is sought, begin the roofing and related Work within 14 days of receipt of the variance.

Use paragraph below for mechanical projects requiring asbestos abatement, and other applicable projects as directed by the project team leader or job captain.

Use paragraph below when waterproofing work is included in the construction work contract. Modify paragraph if required to reflect actual type of work being restricted.

* + - * 1. Construction Work Contract: Do not perform the waterproofing and related Work on or after December 1st and up to, but not including April 1st unless approved otherwise, in writing, by the Director. During this period, clear the work area of materials, equipment, and debris.

Use paragraph below when asphalt paving work is included in the construction work contract. Note: paving work may be in contracts other than construction. Edit accordingly.

* + - * 1. Construction Work Contract: Do not perform the asphalt paving Work on or after November 15th and up to, but not including April 15th, unless approved otherwise, in writing, by the Director. During this period, leave the disturbed earthwork areas stabilized for winter shutdown and clear the Work area of materials, equipment, and debris.

Use subparagraph below only when a contract is mostly asphalt paving or has asphalt paving phased in with other work. Delete the subparagraph if asphalt paving is only a portion of the work and can be scheduled outside the restricted work period.

The above period will not be included in the number of days specified for completion of the Work of all contracts.

Use paragraph below for HVAC projects requiring shutoff of active heating piping and equipment.

* + - * 1. HVAC Work Contract: Do not perform Work requiring shut off of active heating piping and equipment on or after October 15th and up to, but not including May 1st unless approved otherwise, in writing, by the Director.

Use subparagraph below if, and only if, the work must be performed during shutdown of active heating system. Delete the subparagraph if the project only involves tie-ins to existing lines.

The above period will not be included in the number of days specified for completion of the Work of all contracts.

Use paragraph below for HVAC projects requiring underground prefabricated steel conduit. This restricted work period is necessary due to problems in testing conduit and piping in freezing conditions, and leaving trench and field joints exposed to freezing conditions for extended periods of time before backfilling.

* + - * 1. HVAC Work Contract: Do not perform Work requiring installation of underground prefabricated steel conduit on or after December 1st and up to, but not including April 1st unless approved otherwise, in writing, by the Director.

The above period will not be included in the number of days specified for completion of the Work of all contracts.

Use paragraph below if the work of a contract includes asbestos abatement (Section 028213) within the building. Modify if more than one such contract. Note: if asbestos removal is required in a contract, inform the specifications writer for the lead trade. Word processing person: delete underline before entering information.

* + - * 1. Asbestos-containing materials will be abated by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Contractor. Do not perform other Work in the area of such activity during the abatement of asbestos-containing materials.
			1. ITEMS NOT INCLUDED
				1. The following items shown on the Drawings are not included in the Contract:

Items indicated “NIC” (Not in Contract).

Existing construction, except where such construction is to be removed, replaced, or altered.

* + - 1. CONFINED SPACE
				1. Comply with confined space and permit-required confined space as defined in Title 29, Part 1910, Section 146 of the Code of Federal Regulations (29CFR 1910.146).
				2. Comply with Safety Requirements for Confined Spaces (ANSI/ASSE Z117.1-2009).
				3. All spaces shall be treated as permit-required confined spaces until the Contractor and/or subcontractors are able to re-classify the space to a non-permit confined space as per 29CFR 1910.146 and ANSI/ASSE Z117.1-2009.

Existing facility designated confined spaces must be indicated on the drawings. Typical types of confined spaces defined by the facility might include manholes, vaults, crawl spaces, pipe chases and tunnels. Check with the facility contact for a list of facility designated confined spaces and / or permit-required confined spaces and their respective locations.

* + - * 1. Indicated confined spaces are not intended to limit or define Contractor’s or subcontractors’ regulatory compliance requirements. In addition to confined spaces indicated on the drawings, other confined spaces may be present or created by the work of this contract. Notify the Director’s Representative, in writing, of confined spaces created or eliminated during execution of the Work.
				2. For the purpose of inspecting ongoing work, furnish at no additional cost to the State, personnel, as directed, to allow the Director’s Representative to enter confined space and permit-required confined space in compliance with Title 29, Part 1910, Section 146 of the Code of Federal Regulations (29CFR 1910.146).

Delete article below for new structures.

* + - 1. OCCUPANCY

For existing building, choose, or modify, one of the first 3 paragraphs below to suit project conditions. (use first paragraph below for all Office Of Children and Family Services projects per letter from P. Arndt.)

* + - * 1. This is an occupied Facility. The building will be occupied and operational during execution of the Work. Ingress to and egress from the building shall be maintained at all times.
				2. This is an occupied Facility. The building, except for the work areas, will be occupied during execution of the Work. Ingress to and egress from the building shall be maintained at all times.
				3. This is an occupied Facility; however, the building will be vacated during execution of the Work.

Include article below for OGS projects operated by the division of utilities management.

* + - 1. CONNECTION TO ELECTRICAL EQUIPMENT OR SYSTEMS
				1. Contractor will not be allowed to tie into electrical equipment or systems until the Division of Utilities Management has reviewed and approved the connection.

Submit written procedures thru the Director’s Representative to the Division of Utilities Management, detailing how the connection Work is proposed to be performed.

After procedures have been approved, notify the Director’s Representative at least 3 working days prior to the connection Work so that arrangements can be made to have a Division of Utilities Management Representative witness the Work.

* + - 1. CONTRACTOR USE OF PREMISES

Delete first 5 paragraphs if 015633 is included in the project manual.

* + - * 1. Work hours shall be as established by the Facility authorities thru the Director’s Representative.
				2. Inform the Director’s Representative of work area access requirements. The Director’s Representative will coordinate and schedule the requirements with Facility staff to obtain and ensure timely availability of work areas.
				3. Check in with the Facility Representative, as directed, at the beginning of each workday. Furnish information regarding where employees will be working during the day.
				4. Comply with the Facility’s Visitor Identification Policy. A copy of the current policy will be distributed at the initial job meeting.
				5. The following items are not allowed on the Site or on Facility premises.

Firearms, ammunition, weapons, and dangerous instruments (other than tools required for the Work).

Alcoholic beverages and persons under the influence of same.

Cannabis and persons under the influence of same. Cannabis, as used herein shall refer to any form of cannabis that has psychoactive properties.

Illegal controlled substances and persons under the influence of same.

Cameras (except with written permission from the Director’s Representative).

* + - * 1. Comply with Facility policies relating to smoking at the Site.

Delete paragraph below if no work within building.

* + - * 1. Routes of ingress and egress within the building to the location of the Work shall be as directed by the Director’s Representative.
				2. Store materials and perform the Work so that pedestrian and vehicular traffic is not obstructed.
				3. Do not diminish the level of life safety during performance of the Work.

Delete one (or both) of the next 2 paragraphs below. Check with Project Team Leader.

* + - * 1. Furniture and portable equipment which interferes with execution of the Work will be removed and reset by Facility personnel.
				2. Remove furniture and portable equipment which interferes with the execution of the Work and store where directed. Reset such items when directed.

Choose the most appropriate of one of the next 3 paragraphs below. Edit as required to suit job conditions. Project team leader will determine from the facility authorities during field investigation at what time interruptions to services will be allowed. If the interruptions must be made during hours other than the normal workday, use paragraph third paragraph.

* + - * 1. Utility Outages and Shutdowns: Do not interrupt utility services or branch services within the building except for the time required to make new connections. Arrange with the Director’s Representative for the time and duration of interruptions of services. Provide temporary services required to maintain building services at all times other than during scheduled interruptions.
				2. Utility Outages and Shutdowns: Do not interrupt utility services or branch services within the building. Provide temporary services required to maintain such services at all times.
				3. Utility Outages and Shutdowns: Perform Work which will cause interruptions of utility services or branch services within the building at such times as directed by the Director’s Representative, on weekdays between the hours of 6:00 p.m. and 6:00 a.m. or on Saturdays or Sundays.

If the project includes asbestos abatement, include subparagraph below after the one (of the 3 above) that is retained. Insert name of contract performing the abatement. Word processing person: delete underline before entering information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Contract: During the asbestos abatement portion of the Project, comply with the requirements specified in Section 028213.

Use one of the next 2 paragraphs below if appropriate; check with elevator specifications writer or project team leader.

* + - * 1. Use of Existing Elevators:

Elevators for transportation of workers and materials will be designated by the Director’s Representative. Arrange the time and duration of such use with the Director’s Representative. Do not exceed capacity of elevators. Provide padding or other protection for the car.

During Periods of Exclusive Use:

Operate elevators. Prevent unauthorized persons from using elevators.

Where an existing elevator service contract exists, make arrangements thru the Director’s Representative for repairs required due to misuse or negligence. Pay elevator service company’s fees for repairs.

Where an existing elevator service contract does not exist, have repairs required due to misuse or negligence made by a qualified elevator company.

* + - * 1. Do not use existing elevators for the Work.
				2. Be responsible and accountable for employees, suppliers, subcontractors and their employees, with regard to their use of the premises. Direct them to comply with the Facility Regulations and with the security and traffic regulations.
				3. Furnish Facility authorities with a telephone number or method to contact the supervisor for the Work in case of an emergency after work hours, including weekends and holidays.
				4. Comply with applicable federal and State of New York Right-to-Know Law provisions. Provide Safety Data Sheets (SDS) documents for products that have SDS data prior to use on the project site.

Upload and maintain electronic SDS documents on the Submittals Website (SDS tab).

SDS tab is organized by prime contracts. To be readily identified, name products with SDS by specification section number and product name.

Supply and maintain one hard copy of the appropriate SDS on the project site and one hard copy with the Facility’s Right-to-Know Information Officer.

* + - * 1. Direct employees to be watchful for people in or near the work area where safety hazards may be present. Notify the Facility Safety/Security Department, if necessary, to remove them from the work area or Site.
				2. Report fire and other emergency situations to the Facility Safety/Security Department immediately.

The facility regulations in article below are for OMH and OMRDD facilities.

* + - 1. FACILITY REGULATIONS
				1. Do not physically, verbally, or psychologically mistreat patients, clients, or other persons at the Facility.
				2. Do not receive from or give to patients, clients, or other persons at the Facility, any items (food, cigarettes, money, matches, mail, etc.) as this practice may be harmful to the treatment plan or may be illegal.
				3. Do not have sexual relations with any patient or client. This, even at their invitation, is a crime and may be a felony.

Include article below when new walls, partitions, floors, chases, etc, are included in the construction contract and must accommodate the work of related contracts.

* + - 1. OPENINGS AND CHASES IN NEW CONSTRUCTION
				1. Construction Work Contract:

Unless specifically indicated otherwise, provide openings, chases, and similar items in new construction provided under this Contract, as required for items to be provided under related contracts.

After the installation and completion of the items for which openings and chases have been provided, build in, over, around and finish the openings and chases to complete the Work.

Provide all cutting, patching, and refinishing resulting from failure to provide the required openings and chases, if the necessary information was furnished by the related contractor before 24 hours of start of the applicable part of the Work.

If related contractors fail to furnish drawings or written information covering the openings and chases they require in new construction at least 24 hours before installation of the Work affected by those items, the related contractors will be required to do all cutting, patching, and refinishing of the construction so affected, at their own expense.

Include section 017329 in project manuals for contracts listed in paragraph below. Modify paragraph below to suit the project.

* + - * 1. HVAC Work, Plumbing Work, and Electrical Work Contracts:

Unless specifically indicated otherwise, furnish drawings or written information to the Construction Work Contractor covering the openings and chases required in new construction for the Work. If such information is not furnished at least 24 hours before start of the applicable part of the Construction Work Contractor’s work, all necessary cutting, patching, and refinishing will be included in the Contract at no additional cost to the State.

Delete paragraph below if precast prestressed concrete units (planks, tees, etc.) Are not required.

* + - * 1. All Contracts: Locate and field drill or cut required openings under 10 inches (in diameter or on a side), which were not plant fabricated, in precast prestressed concrete units after the units have been installed. Such openings and/or cutting of prestressing strand shall be approved by the Design Engineer and prestressed Unit manufacturer before drilling or cutting.

Refinish exposed surfaces damaged during drilling or cutting operations (if unit is not structurally damaged) to match adjacent area.

Replace units structurally damaged during drilling or cutting operations.

Include article below when new sprayed-on fireproofing is included in the construction contract and the work of related contracts must penetrate the fireproofing.

* + - 1. SPRAYED-ON FIREPROOFING FOR NEW CONSTRUCTION
				1. Construction Work Contract:

Notify the related contractors 5 working days prior to the application of fireproofing.

If related contractors fail to install hangers, clips, sleeves, and other items that will penetrate the fireproofing, the related contractors will be required to cut and repair the fireproofing at their own expense.

Modify paragraph below to suit the project.

* + - * 1. HVAC Work, Plumbing Work, and Electrical Work Contracts:

Construction Work Contractor will give 5 working days’ notice prior to application of fireproofing.

If hangers, clips, sleeves, and other items that will penetrate the fireproofing are not in place before application of the fireproofing by the Construction Work Contractor, all necessary cutting and repair of the fireproofing will be included in the Contract at no additional cost to the State.

* + - 1. REFERENCE SPECIFICATIONS AND STANDARDS
				1. Comply with the requirements of the various specifications and standards referred to in these Specifications, except where they conflict with the requirements of these Specifications. Such reference specifications and standards shall be the date of latest revision in effect at the time of receiving bids unless the date is given.

The DOT specifications are referred to in sections 310000, 313600, 313700, 321216, 321313, 321619, 321640, 321614, 321281, 320117, 321723, 344113, 334913, 333101, 334104, 334102, 331219, 330503, 332100, 334103, 334914.

* + - * 1. DOT Specifications: If the abbreviation DOT appears in these Specifications, it shall mean the most current edition of the New York State Department of Transportation, Office of Engineering specifications entitled “STANDARD SPECIFICATIONS - CONSTRUCTION AND MATERIALS”, including all applicable Addenda in effect at the time of receipt of bids. The DOT specifications may be purchased from the Department of Transportation, Plan and Publication Sales, 50 Wolf Road, Albany, NY 12232, (518) 457-2124.
			1. LAYING OUT
				1. Examine the Contract Documents thoroughly and promptly report any errors or discrepancies to the Director’s Representative before commencing the Work.
				2. Lay out the Work in accordance with the Contract Documents.

Include subparagraph below only if applicable. If section 017123 is included in the constructions work project manual do not include subparagraph below.

Layouts which require the establishment of property lines or monuments shall be performed by a Land Surveyor licensed by New York State.

* + - * 1. Construction Work Contract:

Include subparagraph below only for new building. If section 017123 is included in the constructions work project manual do not include subparagraph below.

Location of the building on the Site shall be performed by a licensed Land Surveyor or Professional Engineer.

Use next 3 subparagraphs in new multi-story buildings only.

Provide and maintain axis lines on each floor.

Provide and maintain marks 4 feet above finish floor on each column at each floor.

Take elevations and locations from control points located by the Director’s Representative.

The Project Manager must obtain the required sign-offs from the Structural Designer and Architect of record before specials inspections are made part of the project requirements. Use article below when special inspections are required. If this article is used, BDC-406 summary of special inspections and BDC-406.1 statement of special inspections must be completed and included with the 100% documents.

* + - 1. SPECIAL INSPECTIONS
				1. Special Inspections and tests are required by Chapter 17 of the Building Code of New York State (BCNYS). Inspections & Testing Services will be provided by the state unless otherwise noted.
				2. Contractors are responsible for notifying the Directors Representative regarding individual inspections listed in the **STATEMENT OF SPECIAL INSPECTIONS**. Contractors shall cooperate with the inspectors and testing agencies and sufficient notice and lead time (minimum 48 hours) must be allowed for inspection and testing to be performed.
				3. Where deficiencies are identified, the contractor must take corrective actions to comply with the contract documents or remedy the deficiencies in accordance with Article 9 of the General Conditions.
1. PRODUCTS (Not Used)
2. EXECUTION (Not Used)

END OF SECTION 011000