

## SMALL WORKS ROSTER PROGRAM GENERAL ADMINISTRATIVE SPECIFICATIONS

These specifications apply to all Small Works Roster Program Public Work projects, except when specific provisions or paragraphs of these administrative specifications are superseded by requirements specified in the technical specifications or scope of work attached to the specific Public works project.

### 1. GENERAL:

A. The Contractor shall furnish all labor, materials, tools, equipment, supplies, supervision and utilities, unless otherwise specifically indicated in the contract documents, necessary to perform the services required in this project. The specifications are for the purpose of establishing the type of material, equipment, components, accessories and appurtenances desired and not to exclude any equal, similar models or makes of a reputable manufacturer.

B. This work is a Public Work project, for the Spokane County, managed by the Spokane County Purchasing Department. The Contractor must pay prevailing wages, provide bonding and insurance and meet all applicable State and local rules and regulations governing a Public Work project.

### C. EXAMINATION OF THE SITE:

C1. The contractor shall have thoroughly examined and be familiar with the project site(s), its improvements, available utilities and the material. Submission of a bid shall constitute an acknowledgment upon which the County may rely that the Bidder has thoroughly examined and is familiar with the site(s), its improvements both as to surface and subsurface conditions, and that it waives any claim for any discrepancy between the site(s) and its improvements and the Contract Documents. The failure or neglect of a bidder to fully familiarize itself with the site(s) shall in no way relieve it from any obligations with respect to its bid or the contract. No claim for additional compensation will be allowed which is based upon lack of knowledge of the site(s) and its improvements.

C.2. Field Measurements: Contractor is responsible for examining and field verifying the dimensions. Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

C.3. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings or plans.

C.4. The contractor shall have visited the site and determine what measures, if any, he will have to take to provide electricity, and any other utilities for the work, which is required. Such services shall be paid for by the Contractor. All connections for service shall be approved by authorized personnel and all connections, services and removal of same shall be made at the Contractor's expense. Before final acceptance, any temporary connections and piping installed by the Contractor shall be removed in a manner satisfactory to the County.

C.5. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning site work, investigate and verify the existence and location of underground utilities, mechanical and electrical systems, and other construction affecting the Work. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; underground electrical services, and other utilities.

The availability of any such information from the County shall not relieve the Bidder or the Contractor of any duty to make his own examination and investigation as required in this section or of any other responsibility under the contract.

No information derived from any inspection of records of investigation or compilation thereof made by the County or Engineer will in any way relieve the Bidder or Contractor from any risks or from properly performing his obligations under the contract.

D. **WORK SITE:** Confine operations to work areas indicated. Keep driveways and entrances serving the premises clear and available to the Owner and the Owner's employees at all time. Do not use these areas for parking or storage of materials/equipment. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.

E. Contractor shall be responsible for cleanup of job site and removal of all rubbish. The contractor shall collect all trash, debris, refuse, garbage, etc., which he generates and place it in appropriate containers with lids or approved covers. The cover shall be closed at all times, except when being loaded with trash and debris. Disposal shall be made at a municipal solid waste landfill or by other approved methods and shall conform to all local, state, and federal guidelines, criteria, and regulations. All equipment, unused material, debris and rubbish shall be removed by the contractor when the work is completed.

F. **HOURS OF OPERATION:** Work is to be performed during normal working hours, 8:00am to 5:00pm Monday through Friday excluding county holidays (New Year's Day, Martin Luther King Jr.'s Birthday, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, day after Thanksgiving and Christmas Day). Normal working hours for the contractor shall be considered for this project, but if the Contractor desires to work during periods other than the above, notify by letter to the authorized county representative in writing for approval at least 24 hours in advance. The letter shall include the dates desired and shall identify the work that will be accomplished.

G. **HEAVY EQUIPMENT:** Mobilization of heavy equipment is at the contractor's discretion but should not cause damage to roads, grounds, vegetation or surrounding areas. Restore any depressions and holes to finish grade to provide for positive drainage at the site. The contractor shall be held responsible for any damage to any county equipment or property as a result of negligence on the part of the contractor or the contractor's representatives. The Contractor will be responsible for repairing, to the County's satisfaction, any damage to County property caused by the contractor or contractor personnel.

H. **OPERATIONS:** The contractor shall coordinate all work and activities in such a manner that both the county and the contractor can continue operations with the least possible interference and inconvenience. The contractor shall perform all work so that means of egress from and ingress to the facilities are maintained. Contractor is to keep traffic areas open at all times so that normal traffic and emergency traffic may proceed without delay; and must operate with as low noise level as possible. All areas are to be kept in a clean, neat and orderly condition. This section is intended to cover all work within these specifications where protection measures of a general nature are called for. The contractor shall be responsible for furnishing, installing and maintaining suitable, approved barricades, roped barriers, etc. to warn occupants of hazardous areas at the jobsite for the duration of the contract at no additional cost to the county. Contractor shall take necessary steps to protect pedestrians, occupants of buildings and other parts of the County Facilities and property affected by their work. Contractors shall rope off and furnish protection for sidewalks and other passageways necessary to pedestrians during all work in accordance with applicable safety requirements.

H.1. The Contractor shall proceed with extreme care during the course of this project to protect from damage the building's systems and operations. All necessary precautions shall be taken to protect shrubbery, flowers, etc., in the areas where work is being performed.

H.2. Schedule and cooperate with the Owner during operations to minimize conflicts and facilitate Owner usage. Perform the work so as not to interfere with the Owner's operations.

H.3. The contractor shall provide portable sanitary/restroom facilities for personnel use, smoking, vaping and alcoholic beverage consumption is not permitted on the Spokane County properties, and smoking and vaping is only permitted within designated outdoor areas.

H.4. All work shall be of good quality, free from faults and defects, and performed by skilled and qualified workers.

H.5. The contractor and any subcontractor employees shall possess all training, certifications, licenses, insurance, and permits as required by State and local authorities for concrete repairs. Contractor shall ensure all certificates, licenses; permits and bonds are kept current and valid. Associated expenses shall be borne by the Contractor and be available upon request by the county.

I. SAFETY: The Contractor will comply with all applicable laws, ordinances, rules and regulations of any public authority for the safety of persons and property, including requirements of the Washington Industrial Safety and Health Administration per the Washington Administrative Code (WAC) 296-24.

J. PERMITS AND FEES: The contractor shall furnish all permits, inspection fees, and fees required in the performance of this contract, including those charged under RCW 39.12.070 by the Department of Labor and Industries works for the approval of statements of intent to pay prevailing wages and the certification of affidavits of wages paid, etc. The department may also charge fees to persons or organizations requesting the arbitration of disputes under RCW 39.12.060. The Contractor is responsible for all fees resulting from these RCW's.

## 2. USE OF PREMISES

A. General: Contractor shall have limited use of premises for construction operations, including use of Project site, during construction period. Contractor's use of premises is limited only by Owner's right to perform work or to retain other contractors on portions of Project.

B. Use of Site: Limit use of premises to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.

1. Owner Occupancy: Allow for Owner occupancy of Project site.

2. Driveways and Entrances: Keep driveways, loading areas, and entrances serving the premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.

a. Schedule deliveries to minimize use of driveways and entrances.

b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

C. Use of Existing Building: Maintain existing building in a weather-tight condition throughout construction period. Repair damage caused by construction operations. Protect building and its occupants during construction period.

D. Full Owner Occupancy: Owner will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work in order to not interfere with Owner's operations. Maintain existing exits, unless otherwise indicated.

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

2. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.

E. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:

1. Notify Owner not less than two days in advance of proposed utility interruptions.
2. Obtain Owner's written permission before proceeding with utility interruptions.

F. Nonsmoking, non-vaping Building: Smoking or vaping is not permitted within the building or within 25 feet (8 m) of entrances, operable windows, or outdoor air intakes. Use of tobacco products and other controlled substances on project site is not permitted.

### 3. CONTRACT MODIFICATION PROCEDURES

#### PROPOSAL REQUESTS

A. Owner-Initiated Proposal Requests: County will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.

1. Work Change Proposal Requests issued by the County are not instructions either to stop work in progress or to execute the proposed change.
2. Within the time specified in Proposal Request after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.

B. Contractor-Initiated Work Change Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to the County.

### 4. TEMPORARY FACILITIES AND CONTROLS

A. Water and Sewer Service from Existing System: Water from Owner's existing water system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations. Maintain equipment in a condition acceptable to Owner.

B. Electric Power Service from Existing System: Electric power from Owner's existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.

C. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.

### 5. SUPPORT FACILITIES INSTALLATION

A. Parking: Use designated areas of Owner's existing parking/loading areas for construction personnel. Use of Owners parking areas is limited to loading and unloading. No other parking will be allowed.

B. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction.

### 6. SECURITY AND PROTECTION FACILITIES INSTALLATION

A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.

B. Security Enclosure and Lockup: Provide lockable tool boxes to prevent unauthorized entrance, vandalism, theft, and similar violations of security.

### 7. EXECUTION

A. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.

1. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or results in increased maintenance or decreased operational life or safety.

2. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or results in increased maintenance or decreased operational life or safety.

3. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in County's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.

## 8. EXAMINATION

A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning site work, investigate and verify the existence and location of any utilities (i.e., underground utilities, mechanical and electrical systems, and other construction) affecting the Work.

1. Before construction, verify the location and invert elevation at points of connection of any utilities (i.e., sanitary sewer, storm sewer, and water-service piping; underground electrical services, and other utilities) affecting the work.

B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.

1. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.

2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.

3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.

C. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

## 9. PREPARATION

A. Field Measurements: Contractor is responsible for examining and field verifying the dimensions for the existing structures. Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

B. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

C. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for information to Architect.

## 10. INSTALLATION

A. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.

B. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.

C. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.

D. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.

E. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

F. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.

G. Adjacent Occupied Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

H. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to minimize interruption to occupied areas.

F. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, using methods least likely to damage elements retained or adjoining construction.

1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
3. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
4. Proceed with patching after construction operations requiring cutting are complete.
5. Clean up excess material(s) when cutting is finished.

G. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.

1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color,

texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.

4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.

5. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces

## 11. OTHER REQUIREMENTS

- A. Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully. Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces. Remove debris from concealed spaces before enclosing the space. Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- B. Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction. All debris shall be removed from premises and all areas shall be left in a clean (broom) condition at all times. Do not allow waste materials or combustible materials to accumulate on site. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas. Waste material or trash shall not be burned on site and all prudent measures shall be taken to separate waste and divert it to approved recycling areas. Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction.
- C. Contractor shall provide manufacturer operation manual, service manual, warranty and/or other information available for the maintenance and efficient functioning of furnished units and or systems. Contractor shall provide a one year warranty for work performed on this project.
- D. Contractor is responsible for all required permits, inspection fees, and fees required in the performance of this contract, including those charged under RCW 39.12.070 by the Department of Labor and Industries works for the approval of statements of intent to pay prevailing wages and the certification of affidavits of wages paid, etc. The department may also charge fees to persons or organizations requesting the arbitration of disputes under RCW 39.12.060. The Contractor is responsible for all fees resulting from these RCWs.
- E. All work shall comply with applicable codes and local restrictions. All work shall be in accordance with standard industry and commercial practices, manufacturer's specifications, and with all federal, state, and local laws and regulations.
- F. Provide lockable tool boxes to prevent unauthorized entrance, vandalism, theft, and similar violations of security. All tools, equipment, debris and waste material shall be removed at the end of each work day prior to contractor leaving.
- G. Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. The contractor shall be held responsible for any damage to any county equipment or property as a result of negligence on the part of the contractor or the contractor's representatives. The Contractor will be responsible for repairing, to the County's satisfaction, any damage to County property caused by the contractor or contractor personnel.
- H. The contractor and any subcontractor employees shall possess all training, certifications, licenses, insurance, and permits as required by State and local authorities for the services to be provided. Contractor shall ensure all certificates, licenses; permits and bonds are kept current and valid. Associated expenses shall be borne by

the Contractor and be available upon request by the county.

- I. The Contractor will comply with all applicable laws, ordinances, rules and regulations of any public authority for the safety of persons and property, including requirements of the Washington Industrial Safety and Health Administration per the Washington Administrative Code (WAC) 296-24.

## 12. APPLICATIONS FOR PAYMENT

A. Each Application for Payment shall be consistent with previous applications and payments as paid for by Owner.

B. Payment Application Times: Submit Application for Payment to the County by the first of the month. The period covered by each Application for Payment is one month.

C. Transmittal: Submit one signed original copy of each Application for Payment to County by a method ensuring receipt.

D. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:

1. Wages Payment Certification.
2. List of subcontractors.
3. Copies of building permits.

E. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with supporting documentation not previously submitted and accepted, including, but not limited, to the following:

1. Evidence of completion of Project closeout requirements.
2. Proof that taxes, fees, and similar obligations were paid.
3. Updated final statement, accounting for final changes to the Contract Sum.
4. Contractor's and Subcontractors Affidavits

## 13. CLOSEOUT PROCEDURES

### 13.1 FINAL COMPLETION PROCEDURES

A. Preliminary Procedures: Before requesting final inspection for determining final completion, complete the following:

1. Submit a final Application for Payment according to the "Applications for Payment" Procedures.
2. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.

B. Inspection: Submit a written request for final inspection to determine acceptance. On receipt of request, County will either proceed with inspection or notify Contractor of unfulfilled requirements.

### 13.2 SUBMITTAL OF PROJECT WARRANTIES

Submit written warranties on request of County for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty. Provide copies of each warranty to include those in operation and maintenance manuals.

### 13.3 FINAL CLEANING

Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.

### 13.4 REPAIR OF THE WORK

Complete repair and restoration operations before requesting inspection for determination of Substantial Completion. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.

### 13.5 ACCESS TO PREMISES:

- A1.01 Background checks will be required to perform the work in the high security work areas. These areas consist of the County Courthouse, Public Safety Building, Geiger Corrections Facility, Adult Detention Building, Juvenile Detention Building, Broadway Center Building, Gardner Center Building and the County Information Technologies Building.
- A1.02 Only authorized Contractor employees are allowed on the premises. Contractor employees are not to be accompanied in the work area by acquaintances, family members, assistants or any other person unless said person is an authorized Contractor employee.
- A1.03 The Contractor shall, during unofficial hours, identify and report all unauthorized personnel to the assigned County representative.
- A1.04 Picture identification badges of Contractor or Subcontractor personnel that have been terminated or assigned to another account shall be immediately collected by the Contractor from the terminated personnel and Contractor shall be turn same in to the Contract Administrator within 72 hours of collection or immediately upon termination of contract or completion of work.

13.6 SECURITY CLEARANCE REQUIREMENTS: Background checks are required for work performed after normal business hours and work performed in high security work areas. Contractors will submit a list of employees' names, birth dates and Social Security numbers to the Risk Management Department in order that background checks may be made and identification cards issued. Contractor is responsible for the costs of any required background checks which is currently \$60.00.

A. Work Performed After Normal Business Hours. This applies to contractors that will be performing work on or in County Buildings after normal County business hours.

B. Work Performed In High Security Work Areas: The County Courthouse, Public Safety Building, Geiger Corrections Facility, Adult Detention Building, Juvenile Detention Building, Broadway Center Building, Gardner Center Building and the County Information Technologies Building are considered high security areas with limited access.

1. These facilities will remain in full operation during the periods when work is being performed within them. The County will make all reasonable effort to accommodate and facilitate the contractor's work. The contractor will be responsible for coordination of work with the County.

2. The contractor shall be responsible for the security and clearance of his materials, equipment, tools, incidentals and personnel in and out of the high security areas.

3. The contractor is advised that employees on probation, with outstanding warrants filed against them or who have been released from Spokane County custody within the last 24 months cannot be used on work performed in high security areas.