PROJECT MANUAL

Open Office
Mason County Building VIII
615 W Alder Street
Shelton, Washington

for

Mason County
Board of Commissioners
Shelton, Washington

May 14, 2015

Architect

Foster & Williams Associates, P.S. AIA Architects
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General Requirements
DIVISION 00

00 11 00 ADVERTISEMENTS & INVITATIONS
Quotations will be received at the Mason County Commissioners office by 3:00 pm, Wednesday, June 3, 2015, at the Information Counter at Building 1, 411 North Fifth Street, Shelton, Washington, for the following contract:

**Open Office for Mason County Building VIII**, located at 615 W Alder St, Shelton, Washington. Quotations received after 3:00 pm, Wednesday, June 3, 2015 cannot be considered. Please direct questions to Len Williams, Architect at 360-426-0511. Planholders lists and results may be obtained via email at mail@fosterwilliams.com.

*Estimated Quotation Cost Range:* $25,000 – $35,000.

The Owner shall have the right to waive informalities and to reject any or all quotations and in particular to reject a quotation not accompanied by any data required by the Project Documents or a quotation that is in any way incomplete or irregular. The Owner reserves the right to accept any quotation which he determines is in their best interest.

00 21 00 INSTRUCTIONS
Submit each quotation in a sealed envelope marked “Open Office Mason County Building VIII, Attention Kelly Frazier, Mason County Facilities” by mail to: Kelly Frazier, Mason County Facilities, Mason County, 411 N Fifth Street, Shelton, WA 98584 or by hand to the Information Desk, Mason County Building 1, 411 N Fifth Street, Shelton. Quotations must be received by the County no later than 3:00 pm, Wednesday, June 3, 2015. Faxed or emailed quotations will not be accepted.

Mandatory Pre-Selection meeting to tour the Work Area and site at 615 W Alder St, Shelton, Washington will be Tuesday, May 26 at 1:00pm. Contractors should attend with sub-contractors as deemed necessary to procure a competitive and accurate quotation. Each general contractor shall have at least one representative at the conference; those without a representative present will not be allowed to submit a quotation.

00 31 00 AVAILABLE PROJECT INFORMATION
Documents and project information are available on the Mason County website at [http://www.co.mason.wa.us/](http://www.co.mason.wa.us/).

00 41 00 QUOTATION FORMS
Ladies & Gentlemen:

Having carefully examined the Project Documents entitled Open Office for Mason County Building VIII, the undersigned states he/she has the men and means to complete the work and proposes to furnish all labor and materials and to perform all work required by, and in accordance with, the above-named documents for the following sums:

**BASE QUOTATION** (quotation does not include state sales tax)

$__________________________

**TIME FOR COMPLETION**
The undersigned hereby agrees to complete all of the work included in the Project within sixty 60 calendar days of a Notice to Proceed.

**QUOTER IDENTIFICATION**

Name of Firm

By _______________________________ Title _______________________________

Address

__________________________________________________________ Telephone _______________________________

State of Washington Contractor’s License No.

**ADDENDA**

Receipt of the following Addenda to the Contract Documents is acknowledged:

Addendum No. __________ Date ____________ Addendum No. __________ Date ____________

**STATEMENT OF INTENT TO PAY PREVAILING WAGES & AFFIDAVIT OF WAGES PAID**

In compliance with WAC 296-127 Contractor(s) shall pay to the Department of Labor and Industries the prevailing amount for/with each Statement of Intent and/or Affidavit of Wages Paid submitted, and those costs shall be included in your quotation amount.
AGREEMENT FORM
Form of agreement will be AIA Document A101, Owner-Contractor Agreement Form - Stipulated Sum, most recent edition.

GENERAL CONDITIONS
AIA Document A201, most recent edition, will be the General Conditions of the Contract for Construction.

SUPPLEMENTARY CONDITIONS
1. Mason County is an equal opportunity employer. This project is funded with public funds, and is subject to state and federal labor, wage, and equal opportunity provisions. The successful contractor will be required to pay prevailing wages as determined by the State of Washington at the time of completion of the Owner-Contractor agreement. Contractor will be responsible for filing all required forms with the State of Washington, such as Intents to Pay Prevailing Wages and Affidavits of Wages Paid. Submittal fees and costs are to be included in the quotation amount.

2. The amount of the quotation is to include all costs, fees, and taxes imposed by law, except state sales tax, which will be added to the contract amount and collected from the Owner, and paid to the state by the General Contractor.

3. The Owner will pay for and provide the building permit. All other permits required are to be provided by the General Contractor.

4. The General Contractor shall have in force a comprehensive insurance policy with General Liability limits of a minimum $500,000 each occurrence, $1,000,000 general aggregate, $3,000,000 umbrella liability; and Builder's Risk at the value of the project contract. Mason County shall be named as an additional insured on this policy throughout the project.

5. All work under this contract is to be performed by contractors registered in the State of Washington and in compliance with the state Department of Labor and Industries.

6. The work of this Contract shall be commenced on the date of a written Notice to Proceed and shall be substantially completed within the number of days called for on the Quotation Form, and shall be fully completed not more than 30 days thereafter.

7. The Owner will incur serious and substantial special, incidental, and consequential damages if Substantial Completion of the work does not occur by the date stipulated for Substantial Completion. It would be difficult if not impossible to determine the amount of such damages. Consequently, the sum of $100.00 per calendar day is agreed upon as liquidated damages, and not as a penalty, which amounts will be due and payable by the Contractor to the Owner for each calendar day of delay in Substantial Completion of the Work.

8. The Contractor shall promptly pay (and secure the discharge of) any liens asserted by persons furnishing labor, equipment, materials, or other items in connection with the performance of the work (including, but not limited to, any subcontractors). The Contractor shall furnish to the Owner such releases of claims and other documents as may be requested by the Owner from time to time to evidence such payment (and discharge). The Owner may, at its option, withhold payment, in whole or in part, to the Contractor until such documents are furnished. If any of such persons are not promptly paid (or if any of such liens are not promptly discharge) the Owner may pay such amounts as required and charge to or otherwise recover (e.g., by offset against the Contract Sum) from the Contractor the amount of such payments and all costs.
(including, but not limited, attorney’s fees and processing costs) incurred by the Owner in connection with such payment (and securing such discharge).

9. Payment for this project shall be monthly upon receipt of the contractor’s billing. The contractor shall be AIA form G702 and G703 for his billing. These forms are available from the architect.

10. Guarantee and warrant the satisfactory operation of all materials and workmanship. Repair any defective workmanship and repair or replace any defective material where such defect becomes apparent during the 1 year period following substantial completion. Provide extended warranties as specified elsewhere. The warranties required in this section are in addition to those specified elsewhere and those imposed by law, and shall not operate to diminish or limit manufacturer’s warranties or warranties under other sections of the specifications.

DIVISION 01

01 11 00 SUMMARY OF WORK
The project consists of tenant improvements within the existing 1,380 square feet floor area of the Northeastern Upper Level of Mason County Building VIII. Provide all supplies, tools, equipment, transportation, superintendence, and labor, and the furnishing of all materials, items and accessories needed for completion of the project all as shown on drawings and described in the General Requirements and specifications.

01 01 15 LIST OF DRAWING SHEETS
A1- Vicinity Map, Code Compliance, General Notes, Location Plan, and Main Floor and Electrical Plan
A2- Details, Partial Building Section, and Reflected Ceiling Plan

01 25 00 SUBSTITUTION PROCEDURES
Products specified are selected based on their suitability for the project and specific application. Substitution requests will be considered only if submitted via the Substitution Request Form and the proposed product meets or exceeds the quality level of the specified product; will provide the same warranty as the specified product; will not cause claims for additional costs or time; and will not impact other parts of the work, unless those impacts are coordinated without cost or time accruing to the Owner.
SUBSTITUTION REQUEST FORM

To: Foster and Williams Associates, P.S., AIA Architects

PROJECT: Open Office Mason County Building VIII
SPECIFIED ITEM:
PROPOSED SUBSTITUTION:

Attached data includes product description, specifications, drawings, photographs, performance and test data adequate for evaluation of request including identifying applicable data portions.

Attached data also includes description of changes to Contract Documents and proposed substitution required for its proper installation.

Undersigned certifies following items, unless modified by attachments, are correct:

1. Proposed substitution does not affect dimensions shown on drawings.
2. Undersigned pays for changes to building design, including engineering design, detailing, and construction costs caused by proposed substitution.
3. Proposed substitution has no adverse effect on other trades, construction schedule, or specified warranty items.
4. Maintenance and service parts available locally or readily obtainable for proposed substitution.

Undersigned further certifies function, appearance, and quality of proposed substitution are equivalent or superior to specified item.

Undersigned agrees, if this page is reproduced, terms and conditions for substitutions found in Project Documents apply to this proposed substitution.

Submitted by:

Name (Print) Contractor (if after award of Contract)

Signature For use by A/E/Owner

Firm Name

Address ☐ Approved ☐ Approved as noted
              ☐ Not Approved ☐ Received too late

City, State, Zip By

Date

Date

Telephone Fax Remarks

Email
ADMINISTRATIVE REQUIREMENTS
General Contractor is to include in his quotation administrative time for the following activities:
1. Pre-Selection meeting at the site to inspect the Work Area.
2. Preconstruction meeting.
3. Progress meetings, at the most weekly.

SUBMITTAL PROCEDURES
1. Provide submittals for review, information, and project closeout; including product data, shop drawings, samples, design data, certificates, test reports, inspection reports, manufacturer’s instructions, as-built record documents, operation and maintenance data, and warranties. Details of submittal process are to be agreed upon in the preconstruction meeting; typically 5 copies or each submittal will be required.
2. Provide photographs to document construction progress, as agreed upon in the preconstruction meeting.

QUALITY REQUIREMENTS
Contractor is to monitor quality control over all participants in the construction work. Work is to be performed only by subcontractors and persons qualified to produce the appropriate level of quality per specifications and industry standards. Comply with manufacturers’ recommendations and tolerances. Replace work or portions of work not conforming to Architect’s requirements, or in judgment of Owner and Architect to not be installed in a workmanlike manner. Contractor is to guarantee and warrant the satisfactory operation of all products, materials, and workmanship for one year following substantial completion, and will repair or replace, at no added cost, any item where a defect becomes apparent. Extended warranties are to be provided on specific products where specified, and manufacturer’s warranties are not to be diminished by the general warranty.

REGULATORY REQUIREMENTS
Comply with all codes and regulations in force and applicable to this project. Regulatory agency for the building permit and all related requirements is City of Shelton.

INDOOR AIR QUALITY CONTROLS
Contractor is to make all reasonable efforts to prevent deposition of dust and other airborne particulates in HVAC ducts and equipment; and also to minimize indoor air contaminants. Use of these and other techniques shall be employed as helpful:
1. Sequence the delivery and stockpiling of absorptive materials to avoid opportunities for absorption during wet work.
2. Deliver and store absorptive materials in sealed moisture-impermeable packaging.
3. Provide temporary ventilation, exhausted directly to outside, during construction.
4. Provide air intake filters if any dusty or dirty work must be performed after startup of HVAC system.
5. Perform building flush-out before occupancy, and replace all filters following flush-out.

LOW-EMITTING MATERIALS
Provide interior products that have low VOC content, as follows:
2. Interior caulks and sealants, per Regulation 8 Rule 51 of the Bay Area Air Quality Management District.
3. Aerosol adhesives, per GreenSeal Gs-36.
4. Paints and coatings, per Section 09 90 00.
5. Carpet tile, per Section 09 68 13.

01 74 19  CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL
Owner requires that this project generate the least amount of trash and waste possible. As many of the waste materials that are generated as economically feasible are to be reused, salvaged, or recycled.

01 77 00  CLOSEOUT
All portions of the project are to be satisfactorily cleaned prior to substantial completion, including removal of stickers, disposal of all remaining construction waste, washing of windows, cleaning of exposed interior and exterior surfaces, vacuuming, cleaning, and polishing of floors, etc. Following substantial completion, pick up all items on punch list prior to calling for final completion inspection. Provide operation and maintenance data for all systems or components installed under this contract.
Specifications
DIVISION 02

02 20 00 EXISTING CONDITIONS
The existing office space Work Area shall have existing interior partition walls, plumbing, and electrical components capped off and/or demolished by the Owner prior to the work as directed on the drawings. Contractor is to review the condition of the existing space prior to pricing, and submission of a quotation indicates acceptance of the site. No additional costs will be borne by the Owner for connections of building utilities or costs of finishes, even if stub locations are not exactly as shown on the drawings.

DIVISIONS
03-08 Not Used

DIVISION 09
09 29 00 GYPSUM BOARD
Patch and install gypsum wallboard, joint taping and drywall accessories, joint compound, and acoustic insulation as required to provide consistent surface on wall up to at least 9'-1" high from finish floor. Typical wall finish and texture is to match existing.

09 51 00 ACOUSTICAL CEILINGS
Provide and install acoustic panels and supporting grid, per drawings and to meet all code requirements. Provide submittals and shop drawings detailing all elements of ceiling system, and provide samples as required for selections by Architect.

Acceptable manufacturer: Armstrong, Cirrus Second Look 511, 24" x 48" x ¾" panels, white; with Suprafine XL 9/16" exposed tee suspension system, white, with 9/16" wall molding to meet seismic requirements.

09 65 00 RESILIENT FLOORING
Provide and install resilient base, as shown on drawings and as required for complete job. Provide submittals and samples as required for pattern and color selections. Provide certification by flooring and adhesive manufacturer that concrete slab and/or subfloor is acceptable for flooring installation. Provide additional drying at contractor’s expense if needed. Flooring contractor is to provide all necessary subfloor preparation for smooth and clean surface. Provide all necessary subfloor filler, moldings, transitions, edge strips, and other accessories. All installations, including cleaning, sealing, and waxing, according to manufacturer’s recommendations. Additional maintenance materials in reasonable quantities are to be provided to the Owner upon completion.

Resilient base: Rubber, 4" high as shown on drawings; Burke or equal, .125" thickness, standard commercial grade; provide a wide variety of color options.

09 68 13 TILE CARPETING
Provide and install carpet tile, fully adhered. Provide submittals and samples as required for pattern and color selections. Provide certification by flooring and adhesive manufacturer that concrete slab and/or subfloor is acceptable for flooring installation. Provide additional drying at contractor’s expense if needed. Flooring contractor is to provide all necessary subfloor preparation for smooth and clean surface. Provide all necessary subfloor filler, transitions, edge strips, and other accessories. All installations, including cleaning, are to be according to manufacturer’s recommendations. Additional maintenance materials in reasonable quantities are to be provided to the Owner upon completion.

Provide Shaw or equal textured loop pile, manufactured in one color dye lot; 24” x 24”
nominal tile size, 100% recyclable Nylon 6 fiber, 1/8 gauge, 9 stitches per inch, 16 oz./sq.
yd. pile weight; secondary backing material is to be thermoplastic polyolefin (pvc free).
Provide a wide variety of color and pattern options.

09 91 00
PAINTING
Finish all interior surfaces, unless fully factory finished, including exposed ducts and
hangers, brackets, collars, and supports, and including flat black paint on interior
surfaces of air ducts visible through grilles and louvers. Provide submittals, samples, and
mock-ups as required for color selections. All painting is to be done according to
manufacturer’s recommendations. Additional maintenance materials in reasonable
quantities are to be provided to the Owner upon completion.

Provide Kelley Moore or equal, ready mixed; all products from the same manufacturer to
the greatest extent possible. Do not reduce, thin, or dilute coatings. Provide primers
recommended as “best” by manufacturer for each substrate. Pricing based on maximum
2 interior wall colors, plus 2 interior trim opaque colors.

Interior metals, pre-primed: touch-up with rust inhibitive primer, 2 coats latex enamel,
semi-gloss.
Interior gypsum board: 1 coat latex primer sealer, 2 coats latex enamel, eggshell; semi-
gloss at restroom.
Touch up walls, ceilings, doors, trim, and all painted surfaces prior to substantial
completion, and as required to complete punch list.

DIVISIONS
10-11

DIVISION 12
12 21 00
WINDOW BLINDS
Provide and install window blinds on windows listed below. Provide submittals and
samples as required for product selections and to confirm appropriate products. Provide
backing as recommended by product manufacturer.

Acceptable manufacturer: Hunter-Douglas or equal, 1" mini-blinds, standard commercial
quality.

DIVISIONS
13-48

See drawings for information regarding mechanical and electrical systems.