

ATTACHMENT A

GENERAL REQUIREMENTS

A. Definitions

1. The Owner is The School District of Greenville County (SDGC or GCSD).
2. The Owner's representative is the Project Manager. For this project, the Owner's PM is:

Buddy Gillentine	bgillentine@greenville.k12.sc.us	(864) 483-1760
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3. The Contractor is the successful bidder chosen to perform the work.
4. The Work is that which is required in the Contract Documents.
5. The Contract Documents include all material contained and/or referenced in the RFB and subsequent Addenda. The documents contained in the following link, and all referenced documents, are part of the Bid and Contract Documents:
<https://www.greenville.k12.sc.us/Departments/main.asp?titleid=solicitations>

B. Schedule;

1. The successful contractor is to provide the manpower to execute the schedule in a timely manner for completion of the project. This facility is in daily operation and the change-out schedule shall provide minimum interruption. The approved schedule is the Work Schedule and is an agreement between the Owner and Contractor. The start and stop dates indicating the Work Schedule shall be listed in the Notice to Proceed. The Owner may retain as liquidated damages the sum of One Hundred Dollars (\$100.00) for each calendar day the actual contract time for completion exceeds the specified contract time for completion as provided in Notice to Proceed. A change order will accommodate any changes in the Work Schedule. A Change Order shall be based on an agreement between Owner and Contractor and must be submitted in writing for Owners approval. Approval of the Change Order must be received before execution of a change to the Work Schedule. Only approved Change Orders will be a part of the Work Schedule.
2. Contractor work hours for this project shall assure no interruption to instructional areas, facility activities, and/or traffic & parking. Contractor work hours may extend beyond normal facility hours if pre-approved by the project manager. A 3rd Party Security is required to be on-site if Contractor is working when GCSD representatives are not present. GCSD will pay for 3rd Party Security. A written request to work non-scheduled hours is required at least 24 hours before work is scheduled.
3. The contractor shall achieve substantial completion of the entire Work by the agreed completion date.

C. Changes in the Work

1. A Change Order will accommodate any changes in the Work after execution of the Contract without invalidating the contract.
3. A Change Order shall be based on an agreement between Owner and Contractor and must be submitted in writing for Owners approval. Approval of the Change Order must be received before execution of the Work.
4. Only approved Change Orders will be part of Work.

1. General Requirements of the Work

- 1.1. Costs of all general conditions are part of the Bid and shall include all costs associated with applicable fees (impact, DFU, plan review, etc.); permits; Contractor's project management and full-time field supervision; layout and planning services; project site maintenance and up-keep; printing/copying & postage/courier & telephone/FAX/computer & related communication and data services; project site protection including personnel barricades and run-off control/contain/disposal; temporary dust curtains (temporary walls and dust shields) where needed; miscellaneous materials & equipment; temporary protection including coverings and runners; dumpsters and tip fees; daily cleaning and final cleaning; and appropriate insurance and bonding.
- 1.2. The Contractor shall provide a single point of contact to the Owner for the entire duration of the project.
- 1.3. It is the responsibility of the Contractor to thoroughly review the site, the drawings, and all existing conditions and make his own take-off of work. The Contractor shall survey all existing conditions and prepare a report that records existing conditions and any deficiencies that are different than the bidding conditions prior to commencing work.
- 1.4. Contractor shall furnish and install only new materials and components for the project except as directed to install new Owner furnished equipment, relocated equipment, and re-used equipment & components provided by the Owner as part of this project.
- 1.5. The Contractor will install the work to the schedule outlined, and shall include any and all premium efforts in his quote, to the extent that production operations are not impaired. Tie-ins will be completed during an outage to be coordinated with Owner. The Contractor shall coordinate and plan all activities with Owner's Project Manager to ensure that operations are not hampered and that work is performed safely.
- 1.6. The Contractor shall maintain operation of existing systems required to satisfy school needs.
- 1.7. The Contractor shall De-commission any required existing systems following process and procedures outlined by good construction practice and the equipment manufacturer and his authorized representative.
- 1.8. The Contractor shall Connect to fire alarm systems where the equipment being installed is required (by code or existing facility protocol) to connect to fire alarm systems. Provide for shut-down of equipment if required by fire alarm.
- 1.9. The Contractor shall proctor and assure that Contractor's personnel (including sub-contractors) attend a Safety Kick-Off meeting, to be held after contract award, and prior to Contractor commencing work.
- 1.10. The Contractor shall maintain a daily construction log noting weather conditions, personnel and affiliation on-site, working hours, work accomplished, exception reports, and maintain a complete and chronological digital photographic record of the work. All records are to be provided to the Owner at the project completion.
- 1.11. Contractor will be directed by the Owner to a direct route to the project area for construction traffic. Contractor shall provide appropriate markings (barricades, marking tape, cones, signage) to direct construction traffic and protect occupants, students and visitors.
- 1.12. The construction site and all GCSO property are tobacco free, alcohol free, and weapon free.
- 1.13. Potentially Offensive displays on clothing, tool boxes, equipment, PPE, or signage is prohibited.
- 1.14. The construction site is to be free of food and beverage (except drinking water) as directed by the Owner.

- 1.15. Clean daily and maintain housekeeping standards consistent with an operating facility and as set by the building manager. This includes care to prevent spread of dust either airborne or by foot traffic. Minimize dust entry to other areas of the facility and the HVAC system. Cover all ductwork openings to maintain duct cleanliness. Be aware of smoke detector locations and fire alarm locations and consult with building manager for appropriate protection to prevent nuisance alarms. Wet and dry debris and clean-up material shall be properly quarantined and packaged for disposal. Dirty and debris laden run-off water shall not be allowed to enter the building drains.
- 1.16. Any common area finishes damaged by Contractor during construction activities will be repaired at no cost to Owner.
- 1.17. Contractor's employees and all subcontractors shall observe all Safety Regulations and Guidelines as dictated by OSHA, State and Local Authorities, the Owner's rules and regulations, and good practice. Emergency guidelines and notifications instructed by the Owner shall be disseminated to all workers and enforced. Personal Protective Gear shall be worn at all times. All hot work permit procedures (including fire watch), fall protection, confined space, and lock-out/tag-out procedures and protocol shall be adhered to. Maintain fire watch during work and 1 hour after cleanup.
- 1.18. Construction personnel shall remain in designated locations and use only the facilities and traffic routes identified for their use.
- 1.19. The facility is an operating facility with critical operations that must remain un-interrupted throughout the construction process. Extreme care shall be exercised to avoid any disruption to the existing operations (power or other utility outages, fire protection interruption, noise, dust, housekeeping, traffic, and etc.).
- 1.20. Proper notification shall be given to all construction trades and the Owner's Representative prior to any activities that produce loud noise, vibrations, sparks, bright lights, dust generation, and/or unfamiliar or obnoxious odors or other activities that could be startling or disturbing to the surrounding area. These activities include saw cutting, jack-hammering, grinding, shooting down track, core drilling, dragging, dumping, cutting, welding, power washing, and similar activities. Fully protect the area (hang tarps, etc.) to contain the dust and debris. Fully clean after work completed. These activities should occur after school instruction working hours for minimum disturbance of occupants.
- 1.21. Any vapor or obnoxious odor causing procedures (release of VOC's, coating and painting curing vapors) shall be reviewed with Owner's Representative prior to the procedure. Ideally this work will be accomplished during a weekend or other long facility shutdown to minimize occupant irritation.
- 1.22. Use of building elevators (where available) for stocking materials, hauling off construction debris, etc. is permitted during after-hours only. Contractor shall protect all surfaces and thoroughly clean after each use. Contractor shall adhere to elevator weight limits and operational requirements. Contractor responsible to repair/replace any items damaged.
- 1.23. Provide for all required inspections by authorities. Provide notice and reports to the Owner.
- 1.24. O&M information, including factory supplied manuals, shall be provided as a **PDF electronic file (on thumb drive) that is indexed and searchable.**
- 1.25. O&M Training shall be provided by factory trained and authorized personnel. Provide 2 hours of on-site training for 6 GCSD personnel at each location.
- 1.26. Contractor shall conduct a site turn-over meeting proving that all punch-list items are complete, all systems are in working order, O&M training and documents have been provided, and all warranties are in-place.
- 1.27. Provide a **TWO (2)** year full material and labor warranty ("bumper-to-bumper") from date of final completion. Provide additional warranties as outlined in other documents.

2. Checklists

- 2.1. Pre-Award and Final Close-Out Checklists. These shall be completed and submitted by the successful Contractor at the appropriate project stage.

CONTRACTOR LIABILITY AND RESPONSIBILITY

Contractor Shall:

- A. Visit the location and review the site requirements to complete the modifications listed in the scope of work.
- B. Provide all labor, materials, equipment, and supervision to complete the work.
- C. Insure the safety of all staff at all times during the installation process.
- D. Provide detailed schedule for approval after award of contract.
- E. Provide Installation in compliance with the applicable Building Code including the International Mechanical code, International Electrical Code, NEC, and NFPA.
- F. **Provide Insurance and Bonding Coverage's as required by the contract. The Deductible for Owner's Builders Risk Insurance is \$5,000.00. The Contractor is responsible for the deductible.**
- G. Execute the work in a neat, safe and orderly fashion. Site clean-up shall be on a daily basis. At no time will any piping, sheet metal, tools, equipment etc. be left unsecured over-night.
- H. Be responsible for any damage to or loss of property that resulted from the Contractor's presence on the property. Any damages or property loss shall be repaired or replaced by the Contractor to the Owner's satisfaction at no cost to the Owner.
- I. Ensure that tools used in the performance of the work are not accessible to any person not associated with this contract.
- J. Ensure all trash is removed each day from the work areas.
- K. Ensure Employee's lounges are not used by contractor's personnel.
- L. Ensure no GCSO employees are employed by the contractor to work on a school district project.
- M. Acknowledge that facilities within the school district are secured with burglar alarm systems. It is the responsibility of the person of the company awarded the contract to coordinate with proper personnel on disarming the alarm system prior to entering the building. A fifty (\$50.00) dollar fee will be assessed for each false alarm caused by contractor's personnel or by any subcontractor.
- N. Properly dispose of construction debris off site. GCSO dumpsters are not to be used by contractor for construction debris.
- O. Adhere to General Requirements and General Conditions included in this RFP and those documents posted on the GCS Procurement website and those documents part of the IFB Solicitation.
- P. Acknowledge that the Owner may award no work, all work, any combination of, and additional (Change Order) work solely at Owner's discretion. Any material not listed, but required in the best judgment of the Contractor, shall be submitted to the Owner or his representative for approval prior to installation.