

Document 00 73 00 - Supplementary Conditions (Lorain County Community College General Contracting Project) State of Ohio Standard Requirements for Public Facility Construction

Certifications

These Supplementary Conditions amend and supplement the General Conditions and other provisions of the Contract Documents as indicated below. All provisions not amended remain in full force and effect. The terms in these Supplementary Conditions defined in the Contracting Definitions or the General Conditions shall have the meanings assigned to them in those documents.

These Supplementary Conditions are authorized, by the Ohio Facilities Construction Commission, for use on General Contracting projects constructed by and for Lorain County Community College.

Contracting Authority

Lorain County Community College
Purchasing Office
1005 North Abbe Road
Elyria, Ohio 44035-1691
440.366.4048
440.366.4648 (fax)
www.lorainccc.edu

Institutional Designee

Laura Carissimi
Director of Purchasing / Director of Facilities Planning

MODIFICATIONS TO GENERAL CONDITIONS

Delete Section 1.8 in its entirety.

Replace Section 6.5.1 with the following:

6.5.1 If the Estimated Construction Cost is less than \$500,000, the Contractor may provide a bar chart schedule with a logical sequence of events and sufficient detail to properly anticipate and monitor construction progress. If the Estimated Construction Cost for the Project is \$500,000 or more, the Contractor shall prepare and maintain a resource-loaded Construction Progress Schedule using the critical-path method of scheduling that provides the following information. The schedule shall commence with the date of the Notice of Intent to Award Contract. The Notice of Intent to Award Contract will be issued three (3) business days after the Board of Trustees' approval of the project:

Insert Section 6.14.2.3.4 as follows:

- .4** The Contractor shall replace filters at Substantial Completion if the permanent HVAC system was used prior to substantial completion.

Insert Section 6.25.3.1.1 as follows:

- .1** The A/E shall submit the Record Documents to the Owner in both print and electronic format, as defined by the Owner.

Replace Section 6.27.3.1.2 with the following:

- .2** Within 3 business days after receipt of the request for the Final Inspection of the Work, the A/E shall complete a Final Inspection of the Work for compliance with the Contract Documents. The Contractor's Superintendent, or another representative of the Contractor approved by the Owner, shall attend the Final Inspection of the Work with the A/E.

Replace Section 9.3.1 with the following:

9.3.1 Within 10 days of receipt of the Notice to Proceed, or other period as mutually agreed by the Contractor and the Contracting Authority, the Contractor shall submit to the A/E a Schedule of Values on a form published by the Commission, with separate amounts shown for labor and materials for each branch of Work, following the numbers and titles of the Construction Specifications Institute's *MasterFormat* for individual work results, or *UniFormat* for assemblies in place. All costs shall indicate labor and material cost associated with each item specified on the cost breakdown.

Delete Section 9.3.1.1 in its entirety.

Delete Section 9.4.1.7 in its entirety.

Delete Section 9.8.2.6 in its entirety.

Insert Article 13 with associated Sections as follows in its entirety:

ARTICLE 13 - MISCELLANEOUS SUPPLEMENTARY CONDITIONS

13.1 Site Access

13.1.1 As arranged with Owner's representative prior to the start of on-site installation.

13.2 Lorain County Community College Physical Plant Services Minimum Requirements for Contractors

13.2.1 These job requirements pertain to all Contractors and subcontractors, their officials, employees, and associates visiting or conducting business on the premises of the College in connection with contract or service work.

13.2.2 These requirements shall be distributed by the general/prime contractor/construction manager to their Subcontractors for review and sign off and shall become a part of the permanent job records.

Section I – BEHAVIOR and GENERAL LCCC REQUIREMENTS

All persons on campus are bound by the College **Code of Conduct**: <https://www.lorainccc.edu/policies/wp-content/uploads/sites/45/2016/05/335432412.pdf> including the **Sexual Misconduct Policy**: <https://www.lorainccc.edu/policies/sexual-misconduct/>

Unruly, inappropriate conduct or any harassment of any student, visitor or staff member will not be tolerated at any time. Offenders will be subject to immediate removal from the College grounds without exception. Vulgar or inappropriate language will not be tolerated.

The entire College Campus is a **smoking/tobacco/drug/alcohol free area**. Violations will not be tolerated and violators will be removed immediately from College grounds.

The Contractor's workmen may utilize the College cafeteria. However, workmen using the cafeteria must be appropriately dressed and reasonably clean and free of excessive dirt, dust, grime or grease: no torn or tattered clothing, shorts, cut offs or "muscle" tees, offensive or inappropriate wording or symbols on clothing or tattoos will be allowed. If extra cleaning is required in the cafeteria caused by the Contractor's workmen, as determined by the Owner, it must be cleaned immediately by the Contractor. If not, the Owner will take action to clean the area, and the cost will be deducted from the final pay request.

The work is taking place in occupied educational space. Care should be taken to keep noise levels to a minimum as much as possible.

Before work is started, Contractors will furnish to the College Physical Plant Department, all insurance certificates (Liability-Workers' Compensation, etc.), and the Contractor Information Record attached. The Contractor, at his option, may also submit the names of additional persons to be contacted concerning other issues such as injuries, deliveries of material, etc.

The Contractor will secure all permits, fees, and licenses necessary for the execution of the work.

All work is to be completed in a professional, high quality, workman like manner. The College has the authority to reject work that does not conform to the contract documents or is substandard workmanship; the College, and if involved, Architect, shall be the sole judge of workmanship.

If needed, weekly job meetings will be conducted to review job progress and problems encountered. The Contractor shall submit a brief written report to the Owner and Architect at this meeting indicating the status of the project. The time, day and location of these meetings will be determined and a schedule distributed.

If the Contractor or any of the subcontractors wish to work during times other than normal working hours or days, it must be scheduled through the Owner's Representative prior to performing any work. NO EXCEPTIONS. The needs of the College, its students, visitors, staff or operating requirements shall always be the determining factor in granting permission to work "off hours."

Section II – SAFETY

Each Contractor is responsible for the safety and well-being of their workers. All appropriate and required safety protective devices or equipment shall be worn or in place at all times. Full compliance with O.S.H.A. Standards is required. This includes, but is not limited to head, eye, respiratory and hearing protection and fully functional equipment guards. Non-compliance will not be tolerated by the College and if needed, work will be stopped and the appropriate regulatory officials will be contacted to correct the situation.

The College requires all construction supervisors, or those with safety-related responsibilities to be OSHA 30 certified, and ALL workers on site to be OSHA 10 certified.

Without exception, the Contractor must submit to the Director of Physical Plant, material safety data sheets (MSDS) for any chemical, toxic or hazardous substance brought into the College, whether the substance is pure substance or an ingredient of a mixture prior to the start of work.

Contractors will comply with emergency orders of uniformed and other personnel of the College Campus Security Officers, staff, maintenance personnel at all times.

Contractors will safeguard the work site and perform all operations in such a manner as to insure that their employees, College personnel, students, visitors and others who may gain access to the work site will not be endangered. Warning lights, barricades and other safety equipment must be provided and maintained by the Contractor.

Contractors will comply with the applicable safety regulations of the City, State and Federal codes. All normal safety practices as practiced by good construction management shall be complied with as daily routine.

Where the work site involves hazardous conditions presenting danger to the Contractor's personnel such as exposure to pathogenic, radio-active, chemical agents, etc., the Contractor will request instructions through the College's Physical Plant Department as to required protective measures and will abide by such instructions.

Section III – JOB SITE

Contractors will arrange for the delivery of supplies, materials and equipment to the work site or designated storage areas. Deliveries must be made to the College site or designated storage area(s). Deliveries to the College site will be made during regular working hours. (8:00 AM to 4:00 PM). The College will not, under any circumstances, accept responsibility for receiving, unloading, or storing Contractor's materials.

Contractor's workmen will not be permitted in College buildings other than the work site and public areas. In general, the College services are not available to contractors on any favored basis.

Contractors, at all times, will keep the premises free from accumulation of waste materials or rubbish caused by their operations. Contractor will leave work area in a clean, satisfactory condition as determined by the College.

During and upon completion of the work, Contractor will be responsible for removal of all waste materials and rubbish from the project area and away from College property, as well as tools, construction equipment, machinery and surplus materials.

Contractors may not use Passenger elevators for moving materials and equipment in buildings occupied by College personnel except as approved by the Director of Physical Plant.

Deliveries of any type are not permitted before 8:00 AM. Trucks may be parked in fire lanes only while the delivery is being made and may not be left unattended at any time. College staff will not accept or sign for any delivery at any time.

The area of work and adjoining public areas shall be kept clean and neat at all times. Great care shall be taken to protect existing finishes including carpeting, wall covering or painted surfaces, computer, equipment and systems including area not immediately adjacent to the work area. Care must be taken to prevent the migration of dirt, dust and debris throughout. If the Owner determines that damage or excessive dirt or soiling of existing surfaces has been caused by the Contractor or his agents, the Owner will contact the Contractor, and the Contractor will be given the opportunity to correct the situation immediately. If the Contractor or his agents do not rectify the problem, then the Owner will take whatever action is needed and deduct the amount of the corrective action from the final pay request.

If work is being done in occupied College buildings, utility tie-ins must be scheduled at least 14 days in advance. Exceptions may be made on a case by case basis. It may be necessary, due to building operating requirements, to perform utility shutdowns or tie-ins during hours other than normal working hours.

Section IV – FIRE PREVENTION/UTILITIES

Emergencies must be reported immediately to College Campus Security at ext. 4444 and 911. If fire is involved, activate the nearest fire alarm pull station and call 4444.

The Contractor is responsible for fire prevention on the job site. The Contractor will also comply with the following: the Contractor will obtain, as far in advance as possible, a Hot Work Policy and Permit from the Director of Physical Plant, before using welding torches or cutting torches, on the job site. In every case the Contractor will notify the Physical Plant Department prior to the start of any procedures which may produce smoke or unusual odors. Contractors will provide fire extinguishers, temporary fire protection devices, fire watch personnel, as required by O.S.H.A. and the NFPA.

When "Hot Work" is involved the LCCC "Hot Work" Policy and permit system will be followed. No exceptions. Sample attached.

Accumulation of combustible waste materials and rubbish on the work site is prohibited. Such construction waste will be removed by the Contractor at his own expense on a daily basis. Burning of combustible waste materials and improper disposal rubbish will not be permitted.

When alterations to existing buildings are involved, flame-cutting of sanitary waste lines will not be permitted.

Contractors will not make connections to fire hydrant, fire warning system, or any alarm system without prior approval of the Director of Physical Plant.

Temporary construction partitions shall be constructed of non-combustible materials at all times. Temporary construction partitions shall be constructed and sealed so as to not permit movement of smoke or dust from the construction area. Sheet plastic "visqueen" or tarps of any kind are not permitted unless documented as being flame retardant.

If the College fire protection equipment is to be moved as part of contract requirements, prior approval and specific locations must be obtained from the Director of Physical Plant. The Contractor will request arrangements for such changes at least 14 days in advance and if required, implement Interim Life Safety Measures to maintain Life Safety features.

At the College, the uninterrupted operation of major services is a primary requirement for proper operation and services. Therefore, Contractors will not open or close valves, or switch electrical loads on or off, without prior notification and coordination with the Director of Physical Plant or Physical Plant Department. Connections involving service shutdowns shall be coordinated well in advance (minimum of 14 days) with the Physical Plant Department.

Portable or construction sheds on the premises shall not be erected prior to the approval of location and approval of heating and lighting by the Physical Plant Department.

Contractors will be responsible for security of their own property and material from theft and vandalism.

Contractors will be responsible for controlling personnel access to their work sites and for excluding all but authorized persons from those sites.

Contractors and their employees will report immediately to the College's Campus Security Department at 440-366-4053 any known violations of laws or regulations, or the discovery of unaccountable property either privately or College owned.

Section V – MOTOR VEHICLE AND PARKING REGULATIONS

All persons driving motor vehicles on the College's premises in connection with Contractor business, including the driving of employees' personal vehicles, will abide by the official College motor vehicle and parking regulations as a condition of being permitted to enter the premises and as a part of the contract requirements. Employees of contractors are not permitted to park in the general parking areas of the College except as approved by the Director of Physical Plant or Director of Security. Contractors will provide or arrange for parking facilities for their employees. In general, there will be no parking preference for Contractors or their employees due to the overcrowded parking at the College. All contractor personnel are required to comply with College motor vehicle regulations and signage at all times. Persistent violators will be removed from College grounds.

Contractors and subcontractors will use only designated truck routes for the delivery of material and other contract operations. Designation of such truck routes shall be required and approved before the start of construction. Contractors will be responsible for notifying all suppliers to make deliveries by the designated routes and for posting approved signs where necessary.

Vehicles operated on College property in connection with contract work will be loaded in such a manner as to minimize spillage of dirt, gravel, and other debris. Contractor will remove inadvertent spillage of nails, construction materials, and/or scrap, immediately. Dirt and gravel spillages or accumulations of mud on any roadway will be removed as soon as possible, but in every case they shall be removed no later than the end of each work day. Where dust becomes a problem to College operations, the Contractor will be required to keep the area controlled by sprinkling/watering or other methods approved by the Physical Plant Department.

The drivers of any vehicle involved in an accident on the college premises will be reported as soon as possible in person, or by telephone, to the College's Campus Security office. Drivers of vehicles involved will remain until released and will furnish such reports of the accidents as required. Parking will be permitted only in the area designated by the Owner. Contractor parking will not interfere with any student, visitor or staff parking. See attached site map.

Section VI – SANITATION/INFECTION CONTROL

Contractors are required to use special care in maintaining their working areas free from dirt, dust, debris and trash. Contractors will provide covered trash containers and shall be responsible for the sanitary collection and prompt removal of trash from College grounds on a daily basis. No contractor or sub-contractor may use any College compactor or dumpster without prior approval.

A pre-construction risk assessment survey must be completed by the general/prime contractor and /or subcontractors in conjunction with the Owner's representative. The level of risk determined by the evaluation will determine the control procedures required to prevent damage from construction such as but not limited to dirt and dust, damages to the existing structures or any systems or equipment. Great care must be taken at all times to prevent the spread of dirt, dust or other contaminants from the job site.

Section VII – FLAMMABLE LIQUID STORAGE

All flammable liquids and/or gases are to be stored and used in accordance with applicable state and local safety codes. Generally, no flammable liquids or gases shall be stored in College facilities without prior permission from the Director of Physical Plant. Special requirements may be imposed by the College as part of these requirements.

Section VIII – CODE & AGENCY REGULATORY REQUIREMENTS

All codes must conform to local, state and federal Building Codes, and in cases of a code interpretation on dispute, the Contractor agrees to arbitration by the local or state agency having jurisdiction. This includes but is not limited to O.S.H.A. requirements for P.P.E., Confined Space Entry and Lock Out Tag Out as examples.

Section IX – CONTRACTOR LOG

An organized listing of all Contractors and sub-contractors is required for Emergency contacts. Both a primary and alternate contact is required. Provide: work, home, pager and cell phone numbers. Primary or an alternate must be available 24 hours per day, 7 days per week including holidays.

This list is required to be completed and turned in to the Owner prior to starting work. It will kept on file the Security Office, Job Site and in the Physical Plant Office.

13.3 Lorain County Community College Physical Plant Services Fire Stopping of Fire and Smoke Barriers

13.3.1 It is the requirement of Lorain County Community College to maintain the integrity of all rated fire and smoke barriers (walls, floors, ceilings, etc.) Therefore, it is necessary to establish minimum standards of construction practice for penetrations in fire and smoke barriers. All plumbing, mechanical, electrical and communications services which penetrate any rated smoke/fire barrier shall be properly fire stopped in accordance with all applicable codes and this requirement.

PROCEDURES:

1. This requirement shall be given to each contractor before work is contracted.
2. Any individual or company entering the facility for any plumbing, mechanical, electrical or communications services must sign in, obtain a permit from the Physical Plant Services office or department contracting the work (**PRIOR TO BEGINNING ANY WORK**)
3. If the service work involves running any plumbing, mechanical or communication lines, cables or ducts, the work permit must include the type of service penetrating the barrier, contractor to submit a drawing showing locations of proposed location of all penetrations. The route to be taken for the cabling shall be indicated on the furnished plans.
4. After the work is completed the company representative must return to the Physical Plant Department and request a post penetration inspection. The department requesting the work will accompany the contractor to inspect the site(s). The inspection will be rated on a pass/fail basis.

FIRE STOPPING TECHNIQUES:

1. All smoke/fire penetrations shall be sleeved with a 6 inch conduit extension on both sides of penetrated wall or floor.
2. **The conduit fill shall be less than 60% full of conductors.**

3. Product label application instructions must be followed.
4. 3M Fire Protection Products or a pre-approved equal is the only acceptable brand of fire stopping. Submit product information to the Owner **prior** to performing any work for approval.
5. **Re-enterable 3M putty shall be used in lieu of tube caulking products.**
6. Proper fire stopping methods are described in the 3M Fire Protection Products Application and Specifiers Guide.
7. The sealing system(s) being used must be specified on the permit.
8. For low voltage wiring, only plenum rated cabling is to be used, regardless of the type of ceiling or HVAC Air Return system.
9. **Low voltage cabling must be properly supported-never on fire protection equipment, duct work, piping or electrical conduits. No exceptions permitted.**
10. All work performed must comply with all applicable Federal, State and County codes.
11. All penetrations must be sealed and ceiling tiles replaced by the end of each workday.
12. Absolutely no "foam building insulation" may be used as fire or smoke stopping.
13. Failure to abide by the policy terms will result in rejection of work and unacceptable work will be required to be re-done. Unapproved materials if used, will have to be removed and replaced with approved materials at no added costs to the Owner.

Complete this permit form for each penetration

LORAIN COUNTY COMMUNITY COLLEGE PHYSICAL PLANT SERVICES FIRE AND SMOKE BARRIER PENETRATION PERMIT	
Date Issued:	Permit Number:
Location of Barrier To Be Penetrated:	
Permit Issued To:	Department & Telephone Number:
Reason For Penetration:	
<ul style="list-style-type: none">• Display this permit in a conspicuous location at the job site.• The person requesting the permit is responsible for repair of penetration, which must be completed in the least amount of time possible.• Request final inspection from the Physical Plant Services Office when repairs are complete and the integrity of barrier is restored.	
Estimated Project Completion Date:	
Approved By:	

13.4 Lorain County Community College Physical Plant Services Hot Work Information and Permit

For
RENOVATIONS and REMODELS

DATE ISSUED VALID UNTIL

BUILDING BUILDING # LCCC PROJECT #

LOCATION OF WORK

REQUESTOR'S NAME

REQUESTOR'S PHONE #

The location where this work will take place will be examined before the start of cutting/welding operations and all the appropriate precautions (including any that exceed those outlined below) will be taken.

Signed Director of Physical Plant or Job Superintendent (at issue of permit)

Date

FIRE SAFETY PRECAUTIONS

BEFORE THE WORK - All of the following precautions must be taken:

- Cutting and/or welding equipment must be thoroughly inspected and found to be in good repair, free of damage or defects.
A multi-purpose dry chemical, portable fire extinguisher must be located such that it is immediately available to the work and is fully charged and ready for use. (Supplied by contractor)
At least one fire alarm pull station or means of contacting the fire department (i.e. site telephone) must be available and accessible to person(s) conducting the cutting/welding operation.
Floor areas under and at least 35 feet around the cutting/welding operation must be swept clean of combustible and flammable materials.
All construction equipment fueling activities and fuel storage must be relocated at least 35 feet away from the cutting/welding operation.

Where applicable, the following precautions will also be taken before the work begins:

- Fire resistant shields (fire retardant plywood, flameproof tarpaulin, metal, etc.), must cover combustible floors.
Spark/slag catchers (fire retardant plywood, flameproof tarpaulins, metal, etc.) must be suspended below any elevated cutting/welding operation.
All floor and wall openings must be covered to prevent smoke, sparks/slag from traveling to other, unprotected areas. Use a smoke removal exhaust fan at all time. Vent directly to the outside.
Containers in or on which cutting/welding will take place must be purged of flammable vapors.

DURING / AFTER THE WORK - The following precautions will be taken:

- ❑ Person(s) must be assigned to a fire watch during and for at least 60 minutes after all cutting/welding ceases.
- ❑ Fire watch person(s) are to be supplied with multi-purpose dry chemical, portable fire extinguisher and trained in its use. They are not to be performing other duties while hot work is being performed or during the 60-minute waiting period.
- ❑ A means of immediately contacting the fire department without delay (i.e. cell or site telephone) must be available and accessible to fire watch person(s) at all times.
- ❑ When performing roof work using torches, the work must be completed at least one hour prior to quitting time and the fire watch remain in place during this time.

The location where this work will take place has been **examined before the start** of cutting/welding operations and all the appropriate precautions have been taken. *Responsible party to sign under Signature 1 for each date.*

The work area and all adjacent areas to which sparks and heat might have spread (including floor levels above and below and on opposite side of walls) were **inspected 60 minutes after** the cutting and or welding operations ceased for the day and were found to be fire safe. *Responsible party to sign under Signature 2 for each date.*

Signature 1

Signature 2

Date _____ Before _____ After _____

Date _____ Before _____ After _____

Date _____ Before _____ After _____

For
NEW CONSTRUCTION

DATE ISSUED _____ VALID UNTIL _____

BUILDING _____ BUILDING # _____ LCCC PROJECT # _____

LOCATION OF WORK _____

REQUESTOR'S NAME _____

REQUESTOR'S PHONE # _____

The location where this work will take place will be examined before the start of cutting/welding operations and all the appropriate precautions (**including any that exceed those outlined below**) will be taken.

Signed Director of Physical Plant or Job Superintendent (at issue of permit)

_____ Date _____

FIRE SAFETY PRECAUTIONS

BEFORE THE WORK - All of the following precautions must be taken:

- Cutting and/or welding equipment must be thoroughly inspected and found to be in good repair, free of damage or defects.
- A multi-purpose dry chemical, portable fire extinguisher must be located such that it is immediately available to the work and is fully charged and ready for use. (Supplied by contractor)
- A means of contacting the fire department (i.e. cell phone, site telephone) must be available and accessible to person(s) conducting the cutting/welding operation. Emergencies must be reported immediately without delay.
- Floor areas under and at least 35 feet around the cutting/welding operation must be swept clean of combustible and flammable materials.
- All construction equipment fueling activities and fuel storage must be relocated at least 35 feet away from the cutting/welding operation.

Where applicable, the following precautions will also be taken before the work begins:

- Fire resistant shields (fire retardant plywood, flameproof tarpaulin, metal, etc.), must cover combustible floors.
- Spark/slag catchers (fire retardant plywood, flameproof tarpaulins, metal, etc.) must be suspended below any elevated cutting/welding operation.
- All floor and wall openings must be covered to prevent smoke, sparks/slag from traveling to other, unprotected areas.
- Containers in or on which cutting/welding will take place must be purged of flammable vapors.

DURING / AFTER THE WORK - The following precautions will be taken:

- ❑ Person(s) must be assigned to a fire watch during and for at least 60 minutes after all cutting/welding ceases.
- ❑ Fire watch person(s) are to be supplied with multi-purpose dry chemical, portable fire extinguisher and trained in its use. This person is not to be performing other work during hot work operations or during the 60 minute waiting period.
- ❑ A fire alarm pull station or means of contacting the fire department (i.e. cell or site telephone) must remain available and accessible to fire watch person(s).

The location where this work will take place has been examined before the start of cutting/welding operations and all the appropriate precautions have been taken. *Responsible party to sign under Signature 1 for each date.*

The work area and all adjacent areas to which sparks and heat might have spread (including floor levels above and below and on opposite side of walls) were inspected 60 minutes after the cutting and or welding operations ceased for the day and were found to be fire safe. *Responsible party to sign under Signature 2 for each date.*

Signature 1

Signature 2

Date _____	Before _____	After _____
Date _____	Before _____	After _____
Date _____	Before _____	After _____
Date _____	Before _____	After _____
Date _____	Before _____	After _____
Date _____	Before _____	After _____

END OF DOCUMENT