

**General Specifications  
Louisiana Military Department  
Louisiana National Guard Project**

**Project Title: Building 4708 Flooring Installation**

**Location of Project:  
Bldg 4708, Camp Cook  
Ball, Louisiana 71405**

**PREPARED BY:  
Project Manager: MSG Joseph Cole  
420 F Street, Camp Beauregard  
Pineville, Louisiana 71360**

**Date: 6 April 2016**

## TECHNICAL SPECIFICATIONS

See Building 4708 Flooring Installation SOW attached dated 6 April 2016.

### GENERAL REQUIREMENTS

#### **01010 Summary of Work**

The Contractor shall provide all materials, labor, supervision, supplies, permits, fees, and equipment necessary to complete the installation of new carpet flooring in Building 4708 at Camp Cook, Ball, Louisiana. Work will be in accordance with the enclosed scope of work and specifications. **See Building 4708 Flooring Installation SOW attached dated 6 April 2016.** Any damage to the site, utilities or buildings will be repaired by the contractor at no additional cost to the State of Louisiana.

Unless specified otherwise all materials shall be new, manufactured items suitable for their intended use, installed according to manufacturer's directions or customary good trade practices, and in all cases materials and workmanship shall comply with all applicable building codes. Workmanship shall be at least as good as normal good trade practices with all lines, elevations, surfaces, finishes, etc. like those shown in the plans and/or contained in specifications.

#### **01015 Contractor Operations on Premises**

- 1) The Contractor shall be subject to all rules, guidance, policies, etc. governing the Louisiana Military property, installation, training lands etc. where the respective project is located including entrance security requirements.
- 2) An Act of Nature event or event beyond the control of the Louisiana Military Department like a hurricane, discovery of Native American artifacts, a suspension in activity on Louisiana Military Department property due to an emergency or escalation in security measures, will not lead to a delay claim by the Contractor.

#### **01041 Project Coordination**

The Project Manager is designated on the title page of this specification and his/her decision shall be final in all interpretations of the plans and these specifications. All communications from the contractor shall be through the Project Manager.

#### **01050 Field Engineering**

The contractor is responsible for all quantities, measurements, and grades. Provide rough and final staking, elevations and benchmarks as required by the Project Manager for approval.

#### **01051 Grades, Lines, and Levels**

All construction shall be plumb, level and true to the lines shown on the plans. All slopes shall be consist and drain as intended. The Inspector shall instruct the contractor on any incidental construction that may be necessary to accomplish a functional project. Slope to drain always.

### **01060 Regulatory Requirements**

- 1) Obtain all permits, pay all fees, record the contract, and comply with all state, federal, and local requirements. All construction shall comply with the International Building Code for State-Owned Buildings. If any provision of these specifications and plans are in conflict with any code, the contractor shall notify the Project Manager before construction or the contractor shall make remedial changes to bring the work into compliance at no additional cost to the state.
- 2) Safety is part of this contract. Abide by OSHA and all other safety regulations and take all other measures necessary (such as barriers, fences, warning signs, protective clothing, etc.) to protect the public and workmen.
- 3) Temporary Scaffolds, Staging, and Safety Devices - The contractor shall provide, erect, maintain and remove, when directed, all scaffolding, staging, platforms, temporary flooring, temporary runways, guards, railing, stairs, and ladders necessary for reaching all portions of the work conveniently and safely and as required by local, federal and state codes or laws for the protection of workmen and the public. The construction, inspection and maintenance of the above items shall comply with all safety codes and regulations, as applicable to the project.
- 4) Fire Protection - Verify availability and location of existing onsite fire protection equipment. Provide additional temporary equipment as required by applicable safety standards.

### **01150 Measurement and Payment**

- 1) Bids - The Contractor's bid shall be lump sum with no qualifications, informalities, or item payments or the bid will be disqualified.
- 2) Add alternates - If add alternates are part of the project, the contractor shall note them and their amount on his bid. The low bid, including any add alternates, will be accepted if that bid is within the construction budget, otherwise the bid will be awarded on the basis of the base bid.
- 3) Partial payments - See Progress Payments and Acceptance in bid documents. If the contractor requests partial payments, they shall be made using the invoice and schedule of values forms supplied in these specifications. The approved schedule of values shall be based upon the divisions of these specifications except that the value of Division One shall be zero or upon the overall project completion schedule and assigned values of work scheduling documents agreed upon by the contractor and project manager. Upon completion of the project (acceptance), payment will be authorized for 90% of the contract amount (10% retainage), less the value of all punch list items which shall be computed at the actual cost of the punch list. No partial payments on the punch list. The Inspector's decision on payment approval shall be final.
- 4) Change orders - All changes in the work involving the contract amount, scope of work, or contract time shall be made only by change orders. Change orders shall be prepared by the contractor as directed by the Project Manager and approved in writing by State Procurement and the Louisiana Military Department's Deputy Director of Contracting and Purchasing prior to the work/change being done.

Change orders shall contain:

- a) An itemized list of material and labor costs for each subcontractor's work including quantities and unit costs for each item of labor and material, labor and material cost need to be shown separately.
  - b) Same as above for contractor's labor and material.
  - c) Overhead and profit.
  - d) Time.
- 5) Quantities - All quantities and dimensions expressed in the plans and these specifications reflect the intent of the project and best knowledge of the Project Manager. They are for the guidance of the Contractor and shall be verified by the Contractor. If discrepancies or errors exist, the inspector shall be notified prior to construction.

### **01200 Project Meetings**

Jobsite visits will be coordinated through the project manager. Prospective bidders are expected to be familiar with site conditions and bid procedures. Project Manager contact information will be noted on the solicitation for bids from the Office of State Procurement. After the contract is let, a pre-construction conference must be held before commencing work. Progress meetings shall be held at least monthly to review the progress and quality of the work and to review requests for partial payment. At the completion of work, a Final Inspection shall be held after at least a **three (3) day notice** by the Contractor to prepare a punch list (if necessary) of items to be addressed before acceptance.

### **01300 Submittals**

- 1) As equal determinations- Manufacturer's brand names, colors and model numbers are used for the sole purpose of obtaining competitive bids. Substitutions of products of other manufactures equal to or superior to those listed may be acceptable if approved by the Project Manager prior to bidding. Otherwise, the Contractor's substitution may be rejected. For a substitution to be pre-approved by the Project Manager, the Contractor may submit, ten (10) days before bid date, samples, brochures, and technical data sufficient for the Project Manager to make a decision.
- 2) Packaging -The Contractor shall retain all packaging and supplier's invoices in neat, clean, dry, legible condition for the Project Manager to determine compliance with these specifications.
- 3) Shop drawings - Submit shop drawings wherever required by the plans, these specifications or when required by the Project Manager. Such drawings shall be drafted, dimensioned, and scaled drawings clearly showing the contractor's intended plan, materials and the like.

### **01510 Temporary Utilities**

Provide all temporary utilities, portable toilets, trashcans/trash receptacles drinking water as needed at no additional cost to the State. Contractor is responsible for connecting all new facilities to permanent power. Contractor shall be responsible for contacting and providing the electric company with all necessary permits, surveys, flood elevation certificates, etc. in order to make the arrangements to connect the new facility to permanent power.

### **01700 Contract Closeout**

See bidding and contract requirements regarding Final Payments and project meetings regarding acceptance, punch list, and final inspection. After completion, the Contractor shall remove all scraps, forms, packaging, debris, spatters, dust, dirt, etc., and leave the work in a neat and clean condition with

all facilities ready for use by the Louisiana Military Department. Salvageable materials remain the property of the State and shall be delivered to the Project Manager. Materials deemed waste by the Project Manager shall be removed from the park by the Contractor.

Contractor shall provide the project inspector with a Project Manual. This project manual shall include the following information:

- Contact information for both the general contractor and all subcontractors.
- Copies of inspection certificates from authorities having jurisdiction, particularly, the Office of the State Fire Marshal.
- Copy of all cut sheets
- Maintenance schedule for all equipment.
- Care instructions for equipment and finishes.
- Chemical safety instructions if chemicals or chemical equipment is part of the project.
- Provide all equipment operating manuals, training and warranties.

The contractor shall provide the project inspector with two copies of the project manual. All information shall be provided in binders. The project manual must be submitted with or prior to the retainage pay request. If not submitted the pay request shall be held until the manuals are submitted to the Project Manager.

## **01710 Cleaning**

### **GENERAL**

#### **A. Work Included:**

Throughout the construction/contract period, maintain the building and the site in a standard of cleanliness as described in this section. Conduct daily inspection, and more often if necessary, to verify that requirements of cleanliness are being met.

### **MATERIALS**

Provide all required personnel, equipment and materials needed to maintain specified standard of cleanliness. Use only the cleaning materials and equipment which are compatible with the surface being cleaned, as recommended by the manufacturer of the material or as approved by the Project Manager.

### **EXECUTION**

#### **Progress Cleaning:**

- A. Retain all stored items in an orderly arrangement allowing maximum access, not impeding drainage or traffic, and providing the required protection of materials. Do not allow the accumulation of scrap, debris, waste material and other items not required for the construction of the work.
- B. Provide daily cleanup of areas adjacent to work area.
- C. At the end of each working day, store tools, small equipment (able to be carried by two – persons), building materials, and debris.

- D. At the end of each working day, remove from the site all scrap, debris, and waste material. Provide adequate storage for all items awaiting removal from the site, observing all requirements for fire protection and protection of the ecology.

Structures:

- A. At the end of each working day, sweep interior spaces clean. “Clean” for the purpose of this sub-paragraph, shall be interpreted as meaning (free from dust a other material capable of being removed by use of reasonable effort of a hand-held broom).
- B. As required preparatory to installation of succeeding materials, clean the structures or pertinent portions thereof to the degree of cleanliness recommended by the manufacturer of the succeeding material, using all materials and equipment required achieving the required cleanliness.
- C. Clean the finish floor daily as required while work is being performed in the space in which finish materials have been installed. “Clean” for the purpose of this sub-paragraph, shall be interpreted as meaning free from any foreign material, which in the opinion of the Project Inspector may be injurious to the finish floor material.
- D. Carefully protect from damage or staining all installed finish material, equipment and fixtures without consideration of when they were installed. Damage of stained parts will be repaired or replaced by the contractor at no additional cost to the owner.

Final Cleaning:

- A. “Cleaning” for the purpose of this article shall be interpreted as meaning the level of cleanliness generally provided by skilled cleaners using commercial quality building maintenance equipment and materials.
- B. Visually inspect all interior surfaces and remove all traces of soil, waste material, smudges, and other foreign matter. Remove all traces of splashed materials from adjacent surfaces. Remove all paint droppings, spots, stains, and dirt from finished surfaces. Use only materials and equipment recommended by the manufacturer of the finish material.
- C. Clean all glass and frames inside and out. To all surfaces requiring the routine application of buffed polish, apply the polish recommended by the manufacturer of the material being polished or buffed.
- D. Schedule final cleaning as approved by the Project Inspector to enable the owner to accept a completely clean project.

**01740 Warranties and Bonds**

All materials and workmanship shall be warranted for a minimum period of one (1) year. Additional warranty periods may apply from manufacturer or as specified in the scope of work.

END OF SECTION