



Allied Engineering

Structural Mechanical Electrical Commissioning

**Chiller Replacement
Bureau of Motor Vehicles
Augusta, ME**

Issued For Bid

AEI 20-051

December 22, 2020
Re-issued with Revisions: March 23, 2021

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

Table of Contents Generated by MasterWorks: 12/22/2020

Division	Section Title
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SPECIFICATIONS GROUP

DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS

001113	NOTICE TO CONTRACTORS
002113	INSTRUCTIONS TO BIDDERS
004113	CONTRACTOR BID FORM
004313	CONTRACTOR BID-BOND SAMPLE
006113.13	CONTRACTOR PERFORMANCE BOND
006113.16	CONTRACTOR PAYMENT BOND
007100	DEFINITIONS
007213	GENERAL CONDITIONS
007346	WAGE DETERMINATION SCHEDULE

General Requirements Subgroup

DIVISION 01 - GENERAL REQUIREMENTS

011000	SUMMARY
012500	SUBSTITUTION PROCEDURES
012600	CONTRACT MODIFICATION PROCEDURES
012900	PAYMENT PROCEDURES
013100	PROJECT MANAGEMENT AND COORDINATION
013300	SUBMITTAL PROCEDURES
015000	TEMPORARY FACILITIES AND CONTROLS
017700	CLOSEOUT PROCEDURES
017823	OPERATION AND MAINTENANCE DATA
017839	PROJECT RECORD DOCUMENTS
017900	DEMONSTRATION AND TRAINING

Facility Services Subgroup

DIVISION 23 - HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)

230500	COMMON WORK RESULTS FOR MECHANICAL
230593	TESTING, ADJUSTING, AND BALANCING FOR HVAC
230900	INSTRUMENTATION AND CONTROL FOR HVAC
230993	SEQUENCE OF OPERATIONS
232113	HYDRONIC HVAC PIPING
232123	HYDRONIC PUMPS
236423.16	WATER-COOLED, SCROLL WATER CHILLERS

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
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DECEMBER 22, 2020

DIVISION 26 – ELECTRICAL

261000 BASIC ELECTRICAL REQUIREMENTS

LIST OF DRAWINGS

G-000	COVER SHEET
SF-100	STRUCTURAL – FRAMING PLAN
M-000	PLUMBING AND HVAC NOTES, LEGEND AND ABBREVIATIONS
MH-100	MECHANICAL PART PLAN
M-500	MECHANICAL DETAILS AND SCHEDULES
E-000	ELETRICAL LEGEND
E-100	ELECTRICAL PART PLAN

END OF TABLE OF CONTENTS

00 11 13
Notice to Contractors

Chiller Replacement at The State of Maine Bureau of Motor Vehicles

3260

Project scope shall replace the existing water cooled chiller, chilled water pumps, and upgrade the controls for chilled water system.

The cost of the work is approximately \$ 490,000. The work to be performed under this contract shall be completed on or before the Final Completion date of *December 17, 2021*.

1. Submit bids on a completed Contractor Bid Form, plus bid security when required, all scanned and included as an attachment to an email with the subject line marked "**Bid for Chiller Replacement at The State of Maine Bureau of Motor Vehicles**" and addressed to the Bid Administrator at: BGS.Architect@Maine.gov, so as to be received no later than **2:00:00 p.m. on April 23, 2021**.

Bid submissions will be opened and read aloud at the time and date noted above at the Bureau of General Services office, accessible as a video conference call. Those who wish to participate in the call must submit a request for access to BGS.Architect@Maine.gov.

Any bid received after the noted time will not be considered a valid bid and will remain unopened. Any bid submitted by any other means will not be considered a valid bid. The Bid Administrator may require the Bidder to surrender a valid paper copy of the bid form or the bid security document in certain circumstances.

Questions on the bid opening process shall be addressed to the Bid Administrator: Joseph H. Ostwald, Director, Division of Planning, Design & Construction, Bureau of General Services, 77 State House Station, Augusta, Maine 04333-0077, BGS.Architect@Maine.gov.

2. The bid shall be submitted on the Contractor Bid Form (section 00 41 13) provided in the Bid Documents. The Owner reserves the right to accept or reject any or all bids as may best serve the interest of the Owner.
3. Bid security *is required* on this project.
If noted above as required, the Bidder shall include a satisfactory Bid Bond (section 00 43 13) or a certified or cashier's check for 5% of the bid amount with the completed bid form submitted to the Owner. The Bid Bond form is available on the BGS website.
4. Performance and Payment Bonds *are required* on this project.
If noted above as required, the selected Contractor shall furnish a 100% contract Performance Bond (section 00 61 13.13) and a 100% contract Payment Bond (section 00 61 13.16) in the contract amount to cover the execution of the Work. Bond forms are available on the BGS website.
5. Filed Sub-bids *are not required* on this project.
6. There *are no* Pre-qualified General Contractors on this project.
If Pre-qualified General Contractors are identified for this project, the name of each company, with their city and state, are listed below.

00 11 13
Notice to Contractors

7. An on-site pre-bid conference *will* be conducted for this project.
If a pre-bid conference is scheduled, it is *mandatory* for General Contractors and optional for Subcontractors and suppliers. Contractors who arrive late or leave early for a mandatory meeting may be prohibited from participating in this meeting and bidding. *The walkthrough will be conducted at the site at 9:00 AM on March 31, 2021.*
8. Property Insurance for this construction contract, described in the Insurance Requirements section of the General Conditions of the contract, shall be *Non-standard project insured by Contractor.*
9. Bid Documents - full sets only - will be available on or about *March 25, 2021* and may be obtained *at no cost* from:
the Bureau of General Services contracts website address below:
<https://www.maine.gov/dafs/brem/business-opportunities#invitationforbid>
10. Bid Documents may be examined at:

<i>AGC Maine</i> <i>188 Whitten Road</i> <i>Augusta, ME 04332</i> <i>Phone 207-622-4741 Fax 207-622-1625</i>	<i>Construction Summary</i> <i>734 Chestnut Street</i> <i>Manchester, NH 03104</i> <i>Phone 603-627-8856 Fax 603-627-4524</i>
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00 21 13
Instructions to Bidders

1. Bidder Requirements

- 1.1 A bidder is a Contractor who is qualified, or has been specifically pre-qualified by the Bureau of General Services, to bid on the proposed project described in the Bid Documents.
- 1.2 Contractors and Subcontractors bidding on projects that utilize Filed Sub-bids shall follow the requirements outlined in these Bid Documents for such projects. See Section 00 22 13 for additional information.
- 1.3 Contractors and Subcontractors are not eligible to bid on the project when their access to project design documents prior to the bid period distribution of documents creates an unfair bidding advantage. Prohibited access includes consultation with the Owner or with design professionals engaged by the Owner regarding cost estimating, constructability review, or project scheduling. This prohibition to bid applies to open, competitive bidding or pre-qualified contractor bidding or Filed Sub-bidding. The Bureau may require additional information to determine if the activities of a Contractor constitute an unfair bidding advantage.
- 1.4 Each bidder is responsible for becoming thoroughly familiar with the Bid Documents prior to submitting a bid. The failure of a bidder to review evident site conditions, to attend available pre-bid conferences, or to receive, examine, or act on addenda to the Bid Documents shall not relieve that bidder from any obligation with respect to their bid or the execution of the work as a Contractor.
- 1.5 Prior to the award of the contract, General Contractor bidders or Filed Sub-bidders may be required to provide documented evidence to the Owner or the Bureau showing compliance with the provisions of this section, their business experience, financial capability, or performance on previous projects.
- 1.6 The selected General Contractor bidder will be required to provide proof of insurance before a contract can be executed.
- 1.7 Contracts developed from this bid shall not be assigned, sublet or transferred without the written consent of the Owner.
- 1.8 By submitting a bid the Contractor attests that it has not been declared ineligible to bid on State of Maine projects. The Director of the Bureau of General Services may disallow award of this contract to any Contractor if there is evidence that the Contractor or any of its Subcontractors, through their own fault, have been terminated, suspended for cause, debarred from bidding, agreed to refrain from bidding as part of a settlement, have defaulted on a contract, or had a contract completed by another party.
- 1.9 The Contractor attests that it is not presently indicted for or otherwise criminally or civilly charged by a Federal, State or local government entity with commission of any of the following offenses and has not within a three-year period preceding this bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction, or contract under a public transaction, violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

00 21 13
Instructions to Bidders

- 1.10 The Contractor shall not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs or State of Maine projects.
2. Authority of Owner
- 2.1 The Owner reserves the right to accept or reject any or all bids as may best serve the interest of the Owner.
- 2.2 Subject to the Owner's stated right to accept or reject any or all bids, the Contractor shall be selected on the basis of the lowest sum of an acceptable Base Bid plus any Alternate Bids the Owner elects to include. An acceptable bid is one from a responsive and responsible bidder.
3. Submitting Bids and Bid Requirements
- 3.1 Each bid shall be submitted on the forms provided in the Bid Documents.
- 3.2 Each bid shall be valid for a period of thirty calendar days following the Project bid closing date and time.
- 3.3 A bid that contains any escalation clause is considered invalid.
- 3.4 Bidders shall include a Bid Bond or other approved bid security with the bid form submitted to the Owner when the bid form indicates such bid security is required. The bond value shall be 5% of the bid amount. The form of bond is shown in section 00 43 13.
- 3.5 Bidders shall include the cost of Performance and Payment Bonds in the bid amount if the bid amount will result in a construction contract value over \$125,000, inclusive of alternate bids that may be awarded in the contract. Pursuant to 14 M.R.S.A., Section 871, Public Works Contractors' Surety Bond Law of 1971, subsection 3, the selected Contractor is required to provide these bonds before a contract can be executed. The form of bonds are shown in section 00 61 13.13 and 00 61 13.16.
- 3.6 Bidders may modify bids in writing, by the same means as the original bid submission, prior to the bid closing time. Such written amendments shall not disclose the amount of the initial bid. If so disclosed, the entire bid is considered invalid.
- 3.7 Bidders shall acknowledge on the bid form all Addenda issued in a timely manner. The Consultant shall not issue Addenda affecting the content of the bid less than 72 hours prior to the bid closing time. Addenda shall be issued to all companies who are registered holders of Bid Documents.
- 3.8 A bid may be withdrawn without penalty if a written request by the bidder is presented to the Owner prior to the bid closing time. Such written withdrawal requests are subject to verification as required by the Bureau. After the bid closing time, such written withdrawal requests may be allowed in consideration of the bid bond or, without utilizing a bid bond, if the Contractor

00 21 13
Instructions to Bidders

provides documented evidence to the satisfaction of the Bureau that factual errors had been made on the bid form.

- 3.9 In the event State of Maine Offices unexpectedly close on the published date of a public bid opening in the location of that bid opening, prior to the time of the scheduled deadline, the new deadline for the public bid opening will be the following business day at the originally scheduled hour of the day, at the original location. Official closings are posted on the State of Maine government website.
- 3.10 The Owner may require, in a Notice of Intent to Award letter to the apparent low bidder, a Schedule of Values, Project Schedule, and List of Subcontractors and Suppliers as both a demonstration of capability of the Bidder and as a condition of award.
- 3.11 Projects which require a State of Maine wage determination will include that schedule as part of the Bid Documents. See section 00 73 46, if such rates are required.
- 3.12 Projects which require compliance with the Davis-Bacon Act are subject to the regulations contained the Code for Federal Regulations and the federal wage determination which is made a part of the Bid Documents. See section 00 73 46, if such rates are required.
- 3.13 The Owner is exempt from the payment of Maine State sales and use taxes as provided in 36 M.R.S. §1760 (1). The Contractor and Subcontractors shall not include taxes on exempt items in the construction contract.

00 41 13
Contractor Bid Form

Chiller Replacement at The State of Maine Bureau of Motor Vehicles

3260

Bid Form submitted by: *email only to email address below*

Bid Administrator:

Joseph H. Ostwald, Director

BGS.Architect@Maine.gov

Bureau of General Services

111 Sewall Street, Cross State Office Building, 4th floor

77 State House Station

Augusta, Maine 04333-0077

Bidder:

Signature: _____

Printed name and
title: _____

Company name: _____

Mailing address: _____

City, state, zip code: _____

Phone number: _____

Email address: _____

State of
incorporation,
if a corporation: _____

List of all partners,
if a partnership: _____

The Bidder agrees, if the Owner offers to award the contract, to provide any and all bonds and certificates of insurance, as well as Schedule of Values, Project Schedule, and List of Subcontractors and Suppliers if required by the Owner, and to sign the designated Construction Contract within twelve calendar days after the date of notification of such acceptance, except if the twelfth day falls on a State of Maine government holiday or other closure day, or a Saturday, or a Sunday, in which case the aforementioned documents must be received before 12:00 noon on the first available business day following the holiday, other closure day, Saturday, or Sunday.

As a guarantee thereof, the Bidder submits, together with this bid, a bid bond or other acceptable instrument as and if required by the Bid Documents.

00 41 13
Contractor Bid Form

1. The Bidder, having carefully examined the form of contract, general conditions, specifications and drawings dated December 22, 2020, with Revisions on March 23, 2021, prepared by Allied Engineering, inc for Chiller Replacement at The State of Maine Bureau of General Services, as well as the premises and conditions relating to the work, proposes to furnish all labor, equipment and materials necessary for and reasonably incidental to the construction and completion of this project for the **Base Bid** amount of:

\$ _____ .00

2. Allowances *are not included* on this project.

<Bid Administrator to select...>

insert brief name of Allowance

\$ 0.00

3. Alternate Bids *are not included* on this project.

<Bid Administrator to select...>

Any dollar amount line below that is left blank by the Bidder shall be read as a bid of **\$0.00**.

1 insert title of Alternate or "not used"

\$ _____ .00

2 insert title of Alternate or "not used"

\$ _____ .00

3 insert title of Alternate or "not used"

\$ _____ .00

4 insert title of Alternate or "not used"

\$ _____ .00

4. The Bidder acknowledges receipt of the following addenda to the specifications and drawings:

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

5. Bid security *is required* on this project.

If noted above as required, the Bidder shall include with this bid form a satisfactory Bid Bond (section 00 43 13) or a certified or cashier's check for 5% of the bid amount with this completed bid form submitted to the Owner.

00 41 13
Contractor Bid Form

6. Filed Sub-bids *are not required* on this project.
If noted above as required, the Bidder shall include with this bid form a list of each Filed Sub-bidder selected by the Bidder on the form provided (section 00 41 13F).

**00 43 13
Contractor Bid Bond**

Bond No.: insert bond number

We, the undersigned, insert company name of Contractor, select type of entity of insert name of municipality in the State of insert name of state as principal, and insert name of surety as Surety, are hereby held and firmly bound unto select title of obligee in the penal sum of five percent of the bid amount, for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns, signed this insert date, i.e.: 8th day of select month, select year, which is the same date as that of the first specified bid due date, or subsequent bid due date revised by addendum.

The condition of the above obligation is such that whereas the principal has submitted to the Owner, or State of Maine, to a certain bid, attached hereto and hereby made a part hereof, to enter into a contract in writing, for the construction of insert name of project as designated in the contract documents

Now therefore:

If said bid shall be rejected, or, in the alternate,

If said bid shall be accepted and the principal shall execute and deliver a contract in the form of contract attached hereto, properly completed in accordance with said bid, and shall furnish a bond for the faithful performance of said contract, and for the payment of all persons performing labor or furnishing material in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said bid, then this obligation shall be void.

Otherwise, the same shall remain in force and effect- it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received hereby stipulates and agrees that the obligation of said Surety and its bonds shall be in no way impaired or affected by any extension of the time within which the Obligee may accept such bid and said Surety does hereby waive notice of any such extension.

00 43 13
Contractor Bid Bond

In witness whereof, the principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set above.

Signed and sealed this *insert date, i.e.: 8th* day of *select month, select year*, which is the first specified bid due date, or subsequent bid due date revised by addendum.

Contractor

(Signature)

insert name and title

insert company name

insert address
insert city state zip code

Surety

(Signature)

insert name and title

insert company name

insert address
insert city state zip code

If Contractor is a partnership, all partners shall execute the bond. A power of attorney document indicating that it still is in full force and effect shall be provided by the person executing this bond.

00 61 13.13
Contractor Performance Bond

Bond No.: insert bond number

We, the undersigned, insert company name of Contractor, select type of entity of insert name of municipality in the State of insert name of state as principal, and insert name of surety as Surety, are hereby held and firmly bound unto select title of obligee in the penal sum of the Contract Price \$ insert the Contract Price in numbers for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

The condition of the above obligation is such that if the principal shall promptly and faithfully perform the contract entered into this insert date, i.e.: 8th day of select month, select year, which is the same date as that of the notice of intent to award letter, or in the absence of such a letter, not later than the date the Owner signs the construction contract, for the construction of insert name of project as designated in the contract documents, then this obligation shall be null and void.

Otherwise, the same shall remain in force and effect- it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received hereby stipulates and agrees that the obligation of said Surety and its bonds shall be in no way impaired or affected by any extension of the time which the Obligee may accept during the performance of the contract and said Surety does hereby waive notice of any such extension.

00 61 13.13
Contractor Performance Bond

In witness whereof, the principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set above.

Signed and sealed this *insert date, i.e.: 8th* day of *select month, select year*, which is the same date as that of the notice of intent to award letter, or in the absence of such a letter, not later than the date the Owner signs the construction contract.

Contractor

(Signature)

insert name and title

insert company name

insert address

insert city state zip code

Surety

(Signature)

insert name and title

insert company name

insert address

insert city state zip code

If Contractor is a partnership, all partners shall execute the bond. A power of attorney document indicating that it still is in full force and effect shall be provided by the person executing this bond.

00 61 13.16
Contractor Payment Bond

Bond No.: insert bond number

We, the undersigned, insert company name of Contractor, select type of entity of insert name of municipality in the State of insert name of state as principal, and insert name of surety as Surety, are hereby held and firmly bound unto select title of obligee in the penal sum of the Contract Price \$ insert the Contract Price in numbers for the use and benefit of claimants, defined as an entity having a contract with the principal or with a subcontractor of the principal for labor, materials, or both labor and materials, used or reasonably required for use in the performance of the contract, for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

The condition of the above obligation is such that if the principal shall promptly satisfy all claims and demands incurred for all labor and materials, used or required by the principal in connection with the work described in the contract entered into this insert date, i.e.: 8th day of select month, select year, which is the same date as that of the notice of intent to award letter, or in the absence of such a letter, not later than the date the Owner signs the construction contract, for the construction of insert name of project as designated in the contract documents, and shall fully reimburse the obligee for all outlay and expense with said obligee may incur in making good any default of said principal, then this obligation shall be null and void.

Otherwise, the same shall remain in force and effect- it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received hereby stipulates and agrees that the obligation of said Surety and its bonds shall be in no way impaired or affected by any extension of the time which the Obligee may accept during the performance of the contract and said Surety does hereby waive notice of any such extension.

00 61 13.16
Contractor Payment Bond

In witness whereof, the principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set above.

Signed and sealed this *insert date, i.e.: 8th* day of *select month, select year*, which is the same date as that of the notice of intent to award letter, or in the absence of such a letter, not later than the date the Owner signs the construction contract.

Contractor

(Signature)

insert name and title

insert company name

insert address

insert city state zip code

Surety

(Signature)

insert name and title

insert company name

insert address

insert city state zip code

If Contractor is a partnership, all partners shall execute the bond. A power of attorney document indicating that it still is in full force and effect shall be provided by the person executing this bond.

00 71 00
Definitions

1. Definitions

- 1.1 *Addendum*: A document issued by the Consultant that amends the Bid Documents. Addenda shall not be issued less than seventy-two hours prior to the specified bid opening time.
- 1.2 *Allowance*: A specified dollar amount for a particular scope of work or service included in the Work that is identified in the Bid Documents and included in each Bidder's Bid. The Contractor shall document expenditures for an Allowance during the Project. Any unused balance shall be credited to the Owner. The Contractor is responsible for notifying the Owner of anticipated expenses greater than the specified amount and the Owner is responsible for those additional expenses.
- 1.3 *Alternate Bid*: The Contractor's written offer of a specified dollar amount, submitted on the Bid Form, for the performance of a particular scope of work described in the Bid Documents. The Owner determines the low bidder based on the sum of the base Bid and any combination of Alternate Bids that the Owner selects.
- 1.4 *Architect*: A Consultant acting as, or supporting, the Professional-of-Record who is responsible for the design of the Project. Equivalent to "Consultant" in State of Maine contract forms.
- 1.5 *Architectural Supplemental Instruction (ASI)*: A written instruction from the Architect for the purpose of clarification of the Contract Documents. An ASI does not alter the Contract Price or Contract Time. ASIs may be responses to RFIs and shall be issued by the Architect in a timely manner to avoid any negative impact on the Schedule of Work.
- 1.6 *Bid*: The Contractor's written offer of a specified dollar amount or amounts, submitted on a form included in the Bid Documents, for the performance of the Work. A Bid may include bonds or other requirements. A base Bid is separate and distinct from Alternate Bids, being the only cost component necessary for the award of the contract, and representing the minimum amount of Work that is essential for the functioning of the Project.
- 1.7 *Bid Bond*: The security designated in the Bid Documents, furnished by Bidders as a guaranty of good faith to enter into a contract with the Owner, should a contract be awarded to that Bidder.
- 1.8 *Bidder*: Any business entity, individual or corporation that submits a bid for the performance of the work described in the Bid Documents, acting directly or through a duly authorized representative. See also *Responsive and Responsible Bidder*.
- 1.9 *Bid Documents*: The drawings, procurement and contracting requirements, general requirements, and the written specifications -including all addenda, that a bidder is required to reference in the submission of a bid.
- 1.10 *Bureau*: The State of Maine Bureau of Real Estate Management (formerly known as Bureau of General Services, or BGS) in the Department of Administrative and Financial Services.
- 1.11 *Calendar days*: Consecutive days, as occurring on a calendar, taking into account each day of the week, month, year, and any religious, national or local holidays. Calendar days are used for changes in Contract Time.

00 71 00
Definitions

- 1.12 *Certificate of Substantial Completion*: A document developed by the Consultant that describes the final status of the Work and establishes the date that the Owner may use the facility for its intended purpose. The Certificate of Substantial Completion may also include a provisional list of items - a "punch list" - remaining to be completed by the Contractor. The Certificate of Substantial Completion identifies the date from which the project warranty period commences.
- 1.13 *Certificate of Occupancy*: A document developed by a local jurisdiction such as the Code Enforcement Officer that grants permission to the Owner to occupy a building.
- 1.14 *Change Order (CO)*: A document that modifies the contract and establishes the basis of a specific adjustment to the Contract Price or the Contract Time, or both. Change Orders may address correction of omissions, errors, and document discrepancies, or additional requirements. Change Orders should include all labor, materials and incidentals required to complete the work described. A Change Order is not valid until signed by the Contractor, Owner and Consultant and approved by the Bureau.
- 1.15 *Change Order Proposal (COP) (see also Proposal)*: Contract change proposed by the Contractor regarding the contract amount, requirements, or time. The Contractor implements the work of a COP after it is accepted by all parties. Accepted COPs are incorporated into the contract by Change Order.
- 1.16 *Clerk of the Works*: The authorized representative of the Consultant on the job site. Clerk of the Works is sometimes called the Architect's representative.
- 1.17 *Construction Change Directive (CCD)*: A written order prepared by the Consultant and signed by the Owner and Consultant, directing a change in the Work prior to final agreement with the Contractor on adjustment, if any, in the Contract Price or Contract Time, or both.
- 1.18 *Contract*: A written agreement between the Owner and the successful bidder which obligates the Contractor to perform the work specified in the Contract Documents and obligates the Owner to compensate the Contractor at the mutually accepted sum, rates or prices.
- 1.19 *Contract Bonds (also known as Payment and Performance Bonds)*: The approved forms of security, furnished by the Contractor and their surety, which guarantee the faithful performance of all the terms of the contract and the payment of all bills for labor, materials and equipment by the Contractor.
- 1.20 *Contract Documents*: The drawings and written specifications (including all addenda), Standard General Conditions, and the contract (including all Change Orders subsequently incorporated in the documents).
- 1.21 *Contract Price*: The dollar amount of the construction contract, also called *Contract Sum*.
- 1.22 *Contract Time*: The designated duration of time to execute the Work of the contract, with a specific date for completion.
- 1.23 *Contractor*: Also called the "General Contractor" or "GC" the individual or entity undertaking the execution of the general contract work under the terms of the contract with the Owner, acting directly or through a duly authorized representative. The Contractor is responsible for the means, methods and materials utilized in the execution and completion of the Work.

00 71 00
Definitions

- 1.24 *Consultant*: The Architect or Engineer acting as Professional-of-Record for the Project. The Consultant is responsible for the design of the Project.
- 1.25 *Drawings*: The graphic and pictorial portion of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams.
- 1.26 *Engineer*: A Consultant acting as, or supporting, the Professional-of-Record who is responsible for the design of the Project. Equivalent to “Consultant” in State of Maine contract forms.
- 1.27 *Filed Sub-bid*: The designated major Subcontractor's (or, in some cases, Contractor's) written offer of a specified dollar amount or amounts, submitted on a form included in the Bid Documents, for the performance of a particular portion of the Work. A Filed Sub-bid may include bonds or other requirements.
- 1.28 *Final Completion*: Project status establishing the date when the Work is fully completed in compliance with the Contract Documents, as certified by the Consultant. Final payment to the Contractor is due upon Final Completion of the Project.
- 1.29 *General Requirements*: The on-site overhead expense items the Contractor provides for the Project, typically including, but not limited to, building permits, construction supervision, Contract Bonds, insurance, field office, temporary utilities, rubbish removal, and site fencing. Overhead expenses of the Contractor's general operation are not included. Sometimes referred to as the Contractor's General Conditions.
- 1.30 *Owner*: The State agency which is represented by duly authorized individuals. The Owner is responsible for defining the scope of the Project and compensation to the Consultant and Contractor.
- 1.31 *Owner's Representative*: The individual or entity contracted by the Owner to be an advisor and information conduit regarding the Project.
- 1.32 *Overhead*: General and administrative expenses of the Contractor's principal and branch offices, including payroll costs and other compensation of Contractor employees, deductibles paid on any insurance policy, charges against the Contractor for delinquent payments, and costs related to the correction of defective work, and the Contractor's capital expenses, including interest on capital used for the work.
- 1.33 *Performance and Payment Bonds (also known as Contract Bonds)*: The approved forms of security, furnished by the Contractor and their surety, which guarantee the faithful performance of all the terms of the contract and the payment of all bills for labor, materials and equipment by the Contractor.
- 1.34 *Post-Bid Addendum*: Document issued by the Consultant that defines a potential Change Order prior to signing of the construction contract. The Post-Bid Addendum allows the Owner to negotiate contract changes with the Bidder submitting the lowest valid bid, only if the negotiated changes to the Bid Documents result in no change or no increase in the bid price.

A Post-Bid Addendum may also be issued after a competitive construction Bid opening to those Bidders who submitted a Bid initially, for the purpose of rebidding the Project work without re-advertising.

00 71 00
Definitions

- 1.35 *Project*: The construction project proposed by the Owner to be constructed according to the Contract Documents. The Project, a public improvement, may be tied logistically to other public improvements and other activities conducted by the Owner or other contractors.
- 1.36 *Proposal (see also Change Order Proposal)*: The Contractor's written offer submitted to the Owner for consideration containing a specified dollar amount or rate, for a specific scope of work, and including a schedule impact, if any. A proposal shall include all costs for overhead and profit. The Contractor implements the work of a Proposal after it is accepted by all parties. Accepted Proposals are incorporated into the contract by Change Order.
- 1.37 *Proposal Request (PR)*: An Owner's written request to the Contractor for a Change Order Proposal.
- 1.38 *Punch List*: A document that identifies the items of work remaining to be done by the Contractor at the Close Out of a Project. The Punch List is created as a result of a final inspection of the work only after the Contractor attests that all of the Work is in its complete and permanent status.
- 1.39 *Request For Information (RFI)*: A Contractor's written request to the Consultant for clarification, definition or description of the Work. RFIs shall be presented by the Contractor in a timely manner to avoid any negative impact on the Schedule of Work.
- 1.40 *Request For Proposal (RFP)*: An Owner's written request to the Contractor for a Change Order Proposal.
- 1.41 *Requisition for Payment*: The document in which the Contractor certifies that the Work described is, to the best of the Contractor's knowledge, information and belief, complete and that all previous payments have been paid by the Contractor to Subcontractors and suppliers, and that the current requested payment is now due. See *Schedule of Values*.
- 1.42 *Responsive and Responsible Bidder*: A bidder who complies, on a given project, with the following *responsive* standards, as required by the bid documents:
- provided specific qualifications to bid the project, if required;
 - attended mandatory pre-bid conferences, if required;
 - provided a bid prior to the close of the bid period;
 - submitted a complete bid form;
 - submitted other materials and information, such as bid security, as required;
- and, meets the following minimums regarding these *responsible* standards:
- sustains a satisfactory record of project performance;
 - maintains a permanent place of business in a known physical location;
 - possesses the financial means for short- and long-term operations;
 - possesses the appropriate technical experience;
 - employs adequate personnel and subcontractor resources;
 - maintains the equipment needed to perform the work;
 - complies with the proposed implementation schedule;
 - complies with the insurance and bonding requirements;
 - can provide post-construction warranty coverage;
 - and other criteria which can be considered relevant to the contract.

00 71 00
Definitions

- 1.43 *Retainage*: The amount, calculated at five percent (5%) of the contract value or a scheduled value, that the Owner shall withhold from the Contractor until the work or portion of work is declared substantially complete or otherwise accepted by the Owner. The Owner may, if requested, reduce the amount withheld if the Owner deems it desirable and prudent to do so. (See Title 5 M.R.S.A., Section 1746.)
- 1.44 *Sample*: A physical example provided by the Contractor which illustrates materials, equipment or workmanship and establishes standards by which the Work will be judged.
- 1.45 *Schedule of the Work*: The document prepared by the Contractor and approved by the Owner that specifies the dates on which the Contractor plans to begin and complete various parts of the Work, including dates on which information and approvals are required from the Owner.
- 1.46 *Schedule of Values*: The document prepared by the Contractor and approved by the Owner before the commencement of the Work that specifies the dollar values of discrete portions of the Work equal in sum to the contract amount. The Schedule of Values is used to document progress payments of the Work in regular (usually monthly) requisitions for payment. See *Requisition for Payment*.
- 1.47 *Shop Drawings*: The drawings, diagrams, schedules and other data specially prepared for the Work by the Contractor or a Subcontractor, manufacturer, supplier or distributor to illustrate some portion of the Work.
- 1.48 *Specifications*: The portion of the Contract Documents consisting of the written requirements of the Work for materials, equipment, systems, standards, workmanship, and performance of related services.
- 1.49 *Subcontractor*: An individual or entity undertaking the execution of any part of the Work by virtue of a written agreement with the Contractor or any other Subcontractor. Also, an individual or entity retained by the Contractor or any other Subcontractor as an independent contractor to provide the labor, materials, equipment or services necessary to complete a specific portion of the Work.
- 1.50 *Substantial Completion*: Project status indicating when the Work or a designated portion of the Work is sufficiently complete in compliance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended purpose without unscheduled disruption. Substantial Completion is documented by the date of the Certificate of Substantial Completion signed by the Owner and the Contractor.
- 1.51 *Superintendent*: The representative of the Contractor on the job site, authorized by the Contractor to receive and fulfill instructions from the Consultant.
- 1.52 *Surety*: The individual or entity that is legally bound with the Contractor and Subcontractor to insure the faithful performance of the contract and for the payment of the bills for labor, materials and equipment by the Contractor and Subcontractors.
- 1.53 *Work*: The construction and services, whether completed or partially completed, including all labor, materials, equipment and services provided or to be provided by the Contractor and Subcontractors to fulfill the requirements of the Project as described in the Contract Documents.

00 72 13
General Conditions

Table of Contents of this General Conditions Section

1. Preconstruction Conference	2
2. Intent and Correlation of Contract Documents.....	2
3. Additional Drawings and Specifications	3
4. Ownership of Contract Documents	3
5. Permits, Laws, and Regulations	3
6. Taxes	4
7. Labor and Wages.....	4
8. Indemnification	5
9. Insurance Requirements	5
10. Contract Bonds.....	7
11. Patents and Royalties	8
12. Surveys, Layout of Work	8
13. Record of Documents.....	8
14. Allowances	8
15. Shop Drawings	9
16. Samples	9
17. Substitutions	9
18. Assignment of Contract.....	10
19. Separate Contracts.....	10
20. Subcontracts	10
21. Contractor-Subcontractor Relationship	11
22. Supervision of the Work.....	12
23. Observation of the Work	12
24. Consultant's Status.....	13
25. Management of the Premises	13
26. Safety and Security of the Premises	13
27. Changes in the Work	15
28. Correction of the Work.....	16
29. Owner's Right to do Work.....	17
30. Termination of Contract and Stop Work Action	17
31. Delays and Extension of Time	18
32. Payments to the Contractor	18
33. Payments Withheld	19
34. Liens	20
35. Workmanship	20
36. Close-out of the Work	21
37. Date of Completion and Liquidated Damages	21
38. Dispute Resolution	22

00 72 13
General Conditions

1. Preconstruction Conference

- 1.1 The Contractor shall, upon acceptance of a contract and prior to commencing work, schedule a preconstruction conference with the Owner and Consultant. The purpose of this conference is as follows.
 - 1.1.1 Introduce all parties who have a significant role in the Project, including:
 - Owner (State agency or other contracting entity)
 - Owner's Representative
 - Consultant (Architect or Engineer)
 - Subconsultants
 - Clerk-of-the-works
 - Contractor (GC)
 - Superintendent
 - Subcontractors
 - Other State agencies
 - Construction testing company
 - Commissioning agent
 - Special Inspections agent
 - Bureau of General Services (BGS);
 - 1.1.2 Review the responsibilities of each party;
 - 1.1.3 Review any previously-identified special provisions of the Project;
 - 1.1.4 Review the Schedule of the Work calendar submitted by the Contractor to be approved by the Owner and Consultant;
 - 1.1.5 Review the Schedule of Values form submitted by the Contractor to be approved by the Owner and Consultant;
 - 1.1.6 Establish routines for Shop Drawing approval, contract changes, requisitions, et cetera;
 - 1.1.7 discuss jobsite issues;
 - 1.1.8 Discuss Project close-out procedures;
 - 1.1.9 Provide an opportunity for clarification of Contract Documents before work begins; and
 - 1.1.10 Schedule regular meetings at appropriate intervals for the review of the progress of the Work.

2. Intent and Correlation of Contract Documents

- 2.1 The intent of the Contract Documents is to describe the complete Project. The Contract Documents consist of various components; each component complements the others. What is shown as a requirement by any one component shall be inferred as a requirement on all corresponding components.
- 2.2 The Contractor shall furnish all labor, equipment and materials, tools, transportation, insurance, services, supplies, operations and methods necessary for, and reasonably incidental to, the construction and completion of the Project. Any work that deviates from the Contract Documents which appears to be required by the exigencies of construction or by inconsistencies in the Contract Documents, will be determined by the Consultant and authorized in writing by the Consultant, Owner and the Bureau prior to execution. The Contractor shall be responsible for requesting clarifying information where the intent of the Contract Documents is uncertain.
- 2.3 The Contractor shall not utilize any apparent error or omission in the Contract Documents to the disadvantage of the Owner. The Contractor shall promptly notify the Consultant in writing of such errors or omissions. The Consultant shall make any corrections or clarifications necessary in such a situation to document the true intent of the Contract Documents.

00 72 13
General Conditions

3. Additional Drawings and Specifications

- 3.1 Upon the written request of the Contractor, the Owner shall provide, at no expense to the Contractor, up to five sets of printed Drawings and Specifications for the execution of the Work.
- 3.2 The Consultant shall promptly furnish to the Contractor revised Drawings and Specifications, for the area of the documents where those revisions apply, when corrections or clarifications are made by the Consultant. All such information shall be consistent with, and reasonably inferred from, the Contract Documents. The Contractor shall do no work without the proper Drawings and Specifications.

4. Ownership of Contract Documents

- 4.1 The designs represented on the Contract Documents are the property of the Consultant. The Drawings and Specifications shall not be used on other work without consent of the Consultant.

5. Permits, Laws, and Regulations

- 5.1 The Owner is responsible for obtaining any zoning approvals or other similar local project approvals necessary to complete the Work, unless otherwise specified in the Contract Documents.
- 5.2 The Owner is responsible for obtaining Maine Department of Environmental Protection, Maine Department of Transportation, or other similar state government project approvals necessary to complete the Work, unless otherwise indicated in the Contract Documents.
- 5.3 The Owner is responsible for obtaining any federal agency project approvals necessary to complete the Work, unless otherwise indicated in the Contract Documents.
- 5.4 The Owner is responsible for obtaining all easements for permanent structures or permanent changes in existing facilities.
- 5.5 The Contractor is responsible for obtaining and paying for all permits and licenses necessary for the implementation of the Work. The Contractor shall notify the Owner of any delays, variance or restrictions that may result from the issuing of permits and licenses.
- 5.6 The Contractor shall comply with all ordinances, laws, rules and regulations and make all required notices bearing on the implementation of the Work. In the event the Contractor observes disagreement between the Drawings and Specifications and any ordinances, laws, rules and regulations, the Contractor shall promptly notify the Consultant in writing. Any necessary changes shall be made as provided in the contract for changes in the work. The Contractor shall not perform any work knowing it to be contrary to such ordinances, laws, rules and regulations.
- 5.7 The Contractor shall comply with local, state and federal regulations regarding construction safety and all other aspects of the Work.
- 5.8 The Contractor shall comply with the Maine Code of Fair Practices and Affirmative Action, 5 M.R.S. §784 (2).

00 72 13
General Conditions

6. Taxes

- 6.1 The Owner is exempt from the payment of Maine State sales and use taxes as provided in 36 M.R.S. §1760 (1). The Contractor and Subcontractors shall not include taxes on exempt items in the construction contract.
- 6.2 Section 1760 further provides in subsection 61 that sales to a construction contractor or its subcontractor of tangible personal property that is to be physically incorporated in, and become a permanent part of, real property for sale to or owned by the Owner, are exempt from Maine State sales and use taxes. Tangible personal property is defined in 36 M.R.S. §1752 (17).
- 6.3 The Contractor may contact Maine Revenue Services, 24 State House Station, Augusta, Maine 04333 for guidance on tax exempt regulations authorized by 36 M.R.S. §1760 and detailed in Rule 302 (18-125 CMR 302).

7. Labor and Wages

- 7.1 The Contractor shall conform to the labor laws of the State of Maine, and all other laws, ordinances, and legal requirements affecting the work in Maine.
- 7.2 The Consultant shall include a wage determination document prepared by the Maine Department of Labor in the Contract Documents for state-funded contracts in excess of \$50,000. The document shows the minimum wages required to be paid to each category of labor employed on the project.
- 7.3 On projects requiring a Maine wage determination, the Contractor shall submit monthly payroll records to the Owner ("the contracting agency") showing the name and occupation of all workers and all independent contractors employed on the project. The monthly submission must also include the Contractor's company name, the title of the project, hours worked, hourly rate or other method of remuneration, and the actual wages or other compensation paid to each person.
- 7.4 The Contractor shall not reveal, in the payroll records submitted to the Owner, personal information regarding workers and independent contractors, other than the information described above. Such information shall not include Social Security number, employee identification number, or employee address or phone number, for example.
- 7.5 The Contractor shall conform to Maine statute (39-A M.R.S. §105-A (6)) by providing to the Workers' Compensation Board a list of all subcontractors and independent contractors on the job site and a record of the entity to whom that subcontractor or independent contractor is directly contracted and by whom that subcontractor or independent contractor is insured for workers' compensation purposes.
- 7.6 The Contractor shall enforce strict discipline and good order among their employees at all times, and shall not employ any person unfit or unskilled to do the work assigned to them.
- 7.7 The Contractor shall promptly pay all employees when their compensation is due, shall promptly pay all others who have billed and are due for materials, supplies and services used in the Work, and shall promptly pay all others who have billed and are due for insurance, workers compensation coverage, federal and state unemployment compensation, and Social Security

00 72 13
General Conditions

charges pertaining to this Project. Before final payments are made, the Contractor shall furnish to the Owner affidavits that all such payments described above have been made.

- 7.8 The Contractor may contact the Maine Department of Labor, 54 State House Station, Augusta, Maine 04333 for guidance on labor issues.
- 7.9 The Contractor may contact the Maine Workers' Compensation Board, 27 State House Station, Augusta, Maine 04333 for guidance on workers' compensation issues.

8. Indemnification

- 8.1 The Contractor shall indemnify and hold harmless the Owner and its officers and employees from and against any and all damages, liabilities, and costs, including reasonable attorney's fees, and defense costs, for any and all injuries to persons or property, including claims for violation of intellectual property rights, to the extent caused by the negligent acts or omissions of the Contractor, its employees, agents, officers or subcontractors in the performance of work under this Agreement. The Contractor shall not be liable for claims to the extent caused by the negligent acts or omissions of the Owner or for actions taken in reasonable reliance on written instructions of the Owner.
- 8.2 The Contractor shall notify the Owner promptly of all claims arising out of the performance of work under this Agreement by the Contractor, its employees or agents, officers or subcontractors.
- 8.3 This indemnity provision shall survive the termination of the Agreement, completion of the project or the expiration of the term of the Agreement.

9. Insurance Requirements

- 9.1 The Contractor shall provide, with each original of the signed Contract, an insurance certificate or certificates acceptable to the Owner and BGS. The Contractor shall submit insurance certificates to the Owner and BGS at the commencement of this Contract and at policy renewal or revision dates. The certificates shall identify the project name and BGS project number, and shall name the Owner as certificate holder and as additional insured for general liability and automobile liability coverages. The submitted forms shall contain a provision that coverage afforded under the insurance policies will not be canceled or materially changed unless at least ten days prior written notice by registered letter has been given to the Owner and BGS.
- 9.2 The Owner does not warrant or represent that the insurance required herein constitutes an insurance portfolio which adequately addresses all risks faced by the Contractor or its Subcontractors. The Contractor is responsible for the existence, extent and adequacy of insurance prior to commencement of work. The Contractor shall not allow any Subcontractor to commence work until all similar insurance required of the Subcontractor has been confirmed by the Contractor.
- 9.3 The Contractor shall procure and maintain primary insurance for the duration of the Project and, if written on a Claims-Made basis, shall also procure and maintain Extended Reporting Period (ERP) insurance for the period of time that any claims could be brought. The Contractor shall ensure that all Subcontractors they engage or employ will procure and maintain similar insurance

00 72 13
General Conditions

in form and amount acceptable to the Owner and BGS. At a minimum, the insurance shall be of the types and limits set forth herein protecting the Contractor from claims which may result from the Contractor's execution of the Work, whether such execution be by the Contractor or by those employed by the Contractor or by those for whose acts they may be liable. All required insurance coverages shall be placed with carriers authorized to conduct business in the State of Maine by the Maine Bureau of Insurance.

- 9.3.1 The Contractor shall have Workers' Compensation insurance for all employees on the Project site in accordance with the requirements of the Workers' Compensation law of the State of Maine.

Minimum acceptable limits for Employer's Liability are:

Bodily Injury by Accident.....	\$500,000
Bodily Injury by Disease.....	\$500,000 Each Employee
Bodily Injury by Disease.....	\$500,000 Policy Limit

- 9.3.2 The Contractor shall have Commercial General Liability insurance providing coverage for bodily injury and property damage liability for all hazards of the Project including premise and operations, products and completed operations, contractual, and personal injury liabilities. The policy shall include collapse and underground coverage as well as explosion coverage if explosion hazards exist. Aggregate limits shall apply on a location or project basis. Minimum acceptable limits are:

General aggregate limit.....	\$2,000,000
Products and completed operations aggregate	\$1,000,000
Each occurrence limit.....	\$1,000,000
Personal injury aggregate	\$1,000,000

- 9.3.3 The Contractor shall have Automobile Liability insurance against claims for bodily injury, death or property damage resulting from the maintenance, ownership or use of all owned, non-owned and hired automobiles, trucks and trailers. Minimum acceptable limit is:

Any one accident or loss	\$500,000
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- 9.3.4 The Contractor shall have Owner's Protective Liability insurance for contract values \$50,000 and above, naming the Owner as the Named Insured. Minimum acceptable limits are:

General aggregate limit.....	\$2,000,000
Each occurrence limit.....	\$1,000,000

- 9.4 The Owner has determined the appropriate coverage for this particular project, verified the coverage with the State of Maine Division of Risk Management, and selected the proper option on the contract form. Property Insurance for this construction contract shall be one of the options described below.

- 9.4.1 Non-standard project insured by the Contractor –
 Projects of this type include, but are not limited to, site improvements such as parking lots, boat launches, utility runs, and free-standing mechanical or electrical equipment, and do not necessarily include buildings. The Contractor shall procure and maintain an appropriate level of property insurance naming the Owner, Contractor and any Subcontractors as insureds as their interest may appear. Covered cause of loss form shall be all Risks of Direct Physical Loss, endorsed to include flood, earthquake, transit and sprinkler leakage where sprinkler coverage is applicable. Unless specifically authorized in writing by the Owner, the limit of insurance shall not be less than the initial contract amount and coverage shall apply during the entire contract period until the Certificate of Substantial Completion is accepted by the Owner.

00 72 13
General Conditions

- 9.4.2 New construction insured by the Contractor –
The Contractor shall procure and maintain Builder's Risk insurance naming the Owner, Contractor and any Subcontractors as insureds as their interest may appear. Covered cause of loss form shall be all Risks of Direct Physical Loss, endorsed to include flood, earthquake, transit and sprinkler leakage where sprinkler coverage is applicable. Unless specifically authorized in writing by the Owner, the limit of insurance shall not be less than the initial contract amount and coverage shall apply during the entire contract period until the Certificate of Substantial Completion is accepted by the Owner.
- 9.4.3 Renovations and additions to existing State-owned buildings insured by the Owner (State of Maine Division of Risk Management) –
Builder's Risk insurance will be provided by the State of Maine in accordance with the terms and conditions of the State's property policy. The Owner shall notify Maine Division of Risk Management concerning the project, including the nature and value of the work, planned start and completion date, and the name of the General Contractor. Said insurance coverage shall cover the interests of the Contractor and Subcontractor, as their interests may appear. Exclusions common to commercial property policies may be applicable. A Builder's Risk certificate of insurance will be furnished to the Contractor upon request.
- The \$500 per occurrence deductible is the responsibility of the Contractor. Should the Contractor or Subcontractor desire coverage in excess of that maintained by the State, it must be acquired by the Contractor and at Contractor expense.
- 9.4.4 Renovations and additions to existing buildings not insured by the Owner (State of Maine Division of Risk Management) –
The Contractor shall procure and maintain Builder's Risk insurance naming the Owner, Contractor and all Subcontractors as insureds as their interests may appear. The covered cause of loss form shall be Risks of Direct Physical Loss, endorsed to include flood, earthquake, testing and ensuing loss and shall include coverage for materials in transit and materials stored off site. Coverage shall be on a replacement cost and a completed value basis. Unless specifically authorized by the Owner, the limit of insurance shall not be less than the contract amount and coverage shall apply during the entire contract period until the Certificate of Substantial Completion is accepted by the Owner.

10. Contract Bonds

- 10.1 When noted as required in the Bid Documents, the Contractor shall provide to the Owner a Performance Bond and a Payment Bond, or "contract bonds", upon execution of the contract. Each bond value shall be for the full amount of the contract and issued by a surety company authorized to do business in the State of Maine as approved by the Owner. The bonds shall be executed on the forms furnished in the Bid Documents. The bonds shall allow for any subsequent additions or deductions of the contract.
- 10.2 The contract bonds shall continue in effect for one year after final acceptance of the contract to protect the Owner's interest in connection with the one year guarantee of workmanship and materials and to assure settlement of claims for the payment of all bills for labor, materials and equipment by the Contractor.

00 72 13
General Conditions

11. Patents and Royalties

- 11.1 The Contractor shall, for all time, secure for the Owner the free and undisputed right to the use of any patented articles or methods used in the Work. The expense of defending any suits for infringement or alleged infringement of such patents shall be borne by the Contractor. Awards made regarding patent suits shall be paid by the Contractor. The Contractor shall hold the Owner harmless regarding patent suits that may arise due to installations made by the Contractor, and to any awards made as a result of such suits.
- 11.2 Any royalty payments related to the work done by the Contractor for the Project shall be borne by the Contractor. The Contractor shall hold the Owner harmless regarding any royalty payments that may arise due to installations made by the Contractor.

12. Surveys, Layout of Work

- 12.1 The Owner shall furnish all property surveys unless otherwise specified.
- 12.2 The Contractor is responsible for correctly staking out the Work on the site. The Contractor shall employ a competent surveyor to position all construction on the site. The surveyor shall run the axis lines, establish correct datum points and check each line and point on the site to insure their accuracy. All such lines and points shall be carefully preserved throughout the construction.
- 12.3 The Contractor shall lay out all work from dimensions given on the Drawings. The Contractor shall take measurements and verify dimensions of any existing work that affects the Work or to which the Work is to be fitted. The Contractor is solely responsible for the accuracy of all measurements. The Contractor shall verify all grades, lines, levels, elevations and dimensions shown on the Drawings and report any errors or inconsistencies to the Consultant prior to commencing work.

13. Record of Documents

- 13.1 The Contractor shall maintain one complete set of Contract Documents on the jobsite, in good order and current status, for access by the Owner and Consultant.
- 13.2 The Contractor shall maintain, continuously updated, complete records of Requests for Information, Architectural Supplemental Instructions (or equivalent), Information Bulletins, supplemental sketches, Change Order Proposals, Change Orders, Shop Drawings, testing reports, et cetera, for access by the Owner and Consultant.

14. Allowances

- 14.1 The Contract Price shall include all allowances described in the Contract Documents. The Contractor shall include all overhead and profit necessary to implement each allowance in their Contract Price.
- 14.2 The Contractor shall not be required to employ parties for allowance work against whom the Contractor has a reasonable objection. In such a case, the Contractor shall notify the Owner in writing of their position and shall propose an alternative party to complete the work of the allowance.

00 72 13
General Conditions

15. Shop Drawings

- 15.1 The Contractor shall administer Shop Drawings prepared by the Contractor, Subcontractors, suppliers or others to conform to the approved Schedule of the Work. The Contractor shall verify all field measurements, check and authorize all Shop Drawings and schedules required by the Work. The Contractor is the responsible party and contact for the Contractor's work as well as that of Subcontractors, suppliers or others who provide Shop Drawings.
- 15.2 The Consultant shall review and acknowledge Shop Drawings, with reasonable promptness, for general conformity with the design concept of the project and compliance with the information provided in the Contract Documents.
- 15.3 The Contractor shall provide monthly updated logs containing: requests for information, information bulletins, supplemental instructions, supplemental sketches, change order proposals, change orders, submittals, testing and deficiencies.
- 15.4 The Contractor shall make any corrections required by the Consultant, and shall submit a quantity of corrected copies as may be needed. The acceptance of Shop Drawings or schedules by the Consultant shall not relieve the Contractor from responsibility for deviations from Drawings and Specifications, unless the Contractor has called such deviations to the attention of the Consultant at the time of submission and secured the Consultant's written approval. The acceptance of Shop Drawings or schedules by the Consultant does not relieve the Contractor from responsibility for errors in Shop Drawings or schedules.

16. Samples

- 16.1 The Contractor shall furnish for approval, with reasonable promptness, all samples as directed by the Consultant. The Consultant shall review and approve such samples, with reasonable promptness, for general conformity with the design concept of the project and compliance with the information provided in the Contract Documents. The subsequent work shall be in accord with the approved samples.

17. Substitutions

- 17.1 The Contractor shall furnish items and materials described in the Contract Documents. If the item or material specified describes a proprietary product, or uses the name of a manufacturer, the term "or approved equal" shall be implied, if it is not included in the text. The specific item or material specified establishes a minimum standard for the general design, level of quality, type, function, durability, efficiency, reliability, compatibility, warranty coverage, installation factors and required maintenance. The Drawing or written Specification shall not be construed to exclude other manufacturers products of comparable design, quality, and efficiency.
- 17.2 The Contractor may submit detailed information about a proposed substitution to the Consultant for consideration. Particular models of items and particular materials which the Contractor asserts to be equal to the items and materials identified in the Contract Documents shall be allowed only with written approval by the Consultant. The request for substitution shall include a cost comparison and a reason or reasons for the substitution.
- 17.3 The Consultant may request additional information about the proposed substitution. The approval or rejection of a proposed substitution may be based on timeliness of the request, source

00 72 13
General Conditions

of the information, the considerations of minimum standards described above, or other considerations. The Consultant should briefly state the rationale for the decision. The decision shall be considered final.

- 17.4 The duration of a substitution review process can not be the basis for a claim for delay in the Schedule of the Work.

18. Assignment of Contract

- 18.1 The Contractor shall not assign or sublet the contract as a whole without the written consent of the Owner. The Contractor shall not assign any money due to the Contractor without the written consent of the Owner.

19. Separate Contracts

- 19.1 The Owner reserves the right to create other contracts in connection with this Project using similar General Conditions. The Contractor shall allow the Owner's other contractors reasonable opportunity for the delivery and storage of materials and the execution of their work. The Contractor shall coordinate and properly connect the Work of all contractors.
- 19.2 The Contractor shall promptly report to the Consultant and Owner any apparent deficiencies in work of the Owner's other contractors that impacts the proper execution or results of the Contractor. The Contractor's failure to observe or report any deficiencies constitutes an acceptance of the Owner's other contractors work as suitable for the interface of the Contractor's work, except for latent deficiencies in the Owner's other contractors work.
- 19.3 Similarly, the Contractor shall promptly report to the Consultant and Owner any apparent deficiencies in their own work that would impact the proper execution or results of the Owner's other contractors.
- 19.4 The Contractor shall report to the Consultant and Owner any conflicts or claims for damages with the Owner's other contractors and settle such conflicts or claims for damages by mutual agreement or arbitration, if necessary, at no expense to the Owner.
- 19.5 In the event the Owner's other contractors sue the Owner regarding any damage alleged to have been caused by the Contractor, the Owner shall notify the Contractor, who shall defend such proceedings at the Contractor's expense. The Contractor shall pay or satisfy any judgment that may arise against the Owner, and pay all other costs incurred.

20. Subcontracts

- 20.1 The Contractor shall not subcontract any part of this contract without the written permission of the Owner.
- 20.2 The Contractor shall submit a complete list of named Subcontractors and material suppliers to the Consultant and Owner for approval by the Owner prior to commencing work. The Subcontractors named shall be reputable companies of recognized standing with a record of satisfactory work.

00 72 13
General Conditions

- 20.3 The Contractor shall not employ any Subcontractor or use any material until they have been approved, or where there is reason to believe the resulting work will not comply with the Contract Documents.
- 20.4 The Contractor, not the Owner, is as fully responsible for the acts and omissions of Subcontractors and of persons employed by them, as the Contractor is for the acts and omissions of persons directly or indirectly employed by the Contractor.
- 20.5 Neither the Contract Documents nor any Contractor-Subcontractor contract shall indicate, infer or create any direct contractual relationship between any Subcontractor and the Owner.

21. Contractor-Subcontractor Relationship

- 21.1 The Contractor shall be bound to the Subcontractor by all the obligations in the Contract Documents that bind the Contractor to the Owner.
- 21.2 The Contractor shall pay the Subcontractor, in proportion to the dollar value of the work completed and requisitioned by the Subcontractor, the approved dollar amount allowed to the Contractor no more than seven days after receipt of payment from the Owner.
- 21.3 The Contractor shall pay the Subcontractor accordingly if the Contract Documents or the subcontract provide for earlier or larger payments than described in the provision above.
- 21.4 The Contractor shall pay the Subcontractor for completed and requisitioned subcontract work, less retainage, no more than seven days after receipt of payment from the Owner for the Contractor's approved Requisition for Payment, even if the Consultant fails to certify a portion of the Requisition for Payment for a cause not the fault of the Subcontractor.
- 21.5 The Contractor shall not make a claim for liquidated damages or penalty for delay in any amount in excess of amounts that are specified by the subcontract.
- 21.6 The Contractor shall not make a claim for services rendered or materials furnished by the Subcontractor unless written notice is given by the Contractor to the Subcontractor within ten calendar days of the day in which the claim originated.
- 21.7 The Contractor shall give the Subcontractor an opportunity to present and to submit evidence in any progress conference or disputes involving subcontract work.
- 21.8 The Contractor shall pay the Subcontractor a just share of any fire insurance payment received by the Contractor.
- 21.9 The Subcontractor shall be bound to the Contractor by the terms of the Contract Documents and assumes toward the Contractor all the obligations and responsibilities that the Contractor, by those documents, assumes toward the Owner.
- 21.10 The Subcontractor shall submit applications for payment to the Contractor in such reasonable time as to enable the Contractor to apply for payment as specified.

00 72 13
General Conditions

- 21.11 The Subcontractor shall make any claims for extra cost, extensions of time or damages, to the Contractor in the manner provided in these General Conditions for like claims by the Contractor to the Owner, except that the time for the Subcontractor to make claims for extra cost is seven calendar days after the receipt of Consultant's instructions.

22. Supervision of the Work

- 22.1 During all stages of the Work the Contractor shall have a competent superintendent, with any necessary assistant superintendents, overseeing the project. The superintendent shall not be reassigned without the consent of the Owner unless a superintendent ceases to be employed by the Contractor due to unsatisfactory performance.
- 22.2 The superintendent represents the Contractor on the jobsite. Directives given by the Consultant or Owner to the superintendent shall be as binding as if given directly to the Contractor's main office. All important directives shall be confirmed in writing to the Contractor. The Consultant and Owner are not responsible for the acts or omissions of the superintendent or assistant superintendents.
- 22.3 The Contractor shall provide supervision of the Work equal to the industry's highest standard of care. The superintendent shall carefully study and compare all Contract Documents and promptly report any error, inconsistency or omission discovered to the Consultant. The Contractor may not necessarily be held liable for damages resulting directly from any error, inconsistency or omission in the Contract Documents or other instructions by the Consultant that was not revealed by the superintendent in a timely way.

23. Observation of the Work

- 23.1 The Contractor shall allow the Owner, the Consultant and the Bureau continuous access to the site for the purpose of observation of the progress of the work. All necessary safeguards and accommodations for such observations shall be provided by the Contractor.
- 23.2 The Contractor shall coordinate all required testing, approval or demonstration of the Work. The Contractor shall give sufficient notice to the appropriate parties of readiness for testing, inspection or examination.
- 23.3 The Contractor shall schedule inspections and obtain all required certificates of inspection for inspections by a party other than the Consultant.
- 23.4 The Consultant shall make all scheduled observations promptly, prior to the work being concealed or buried by the Contractor. If approval of the Work is required of the Consultant, the Contractor shall notify the Consultant of the construction schedule in this regard. Work concealed or buried prior to the Consultant's approval may need to be uncovered at the Contractor's expense.
- 23.5 The Consultant may order reexamination of questioned work, and, if so ordered, the work must be uncovered by the Contractor. If the work is found to conform to the Contract Documents, the Owner shall pay the expense of the reexamination and remedial work. If the work is found to not conform to the Contract Documents, the Contractor shall pay the expense, unless the defect in the

00 72 13
General Conditions

work was caused by the Owner's Contractor, whose responsibility the reexamination expense becomes.

- 23.6 The Bureau shall periodically observe the Work during the course of construction and make recommendations to the Contractor or Consultant as necessary. Such recommendations shall be considered and implemented through the usual means for changes to the Work.

24. Consultant's Status

- 24.1 The Consultant represents the Owner during the construction period, and observes the work in progress on behalf of the Owner. The Consultant has authority to act on behalf of the Owner only to the extent expressly provided by the Contract Documents or otherwise demonstrated to the Contractor. The Consultant has authority to stop the work whenever such an action is necessary, in the Consultant's reasonable opinion, to ensure the proper execution of the contract.
- 24.2 The Consultant is the interpreter of the conditions of the contract and the judge of its performance. The Consultant shall favor neither the Owner nor the Contractor, but shall use the Consultant's powers under the contract to enforce faithful performance by both parties.
- 24.3 In the event of the termination of the Consultant's employment on the project prior to completion of the work, the Owner shall appoint a capable and reputable replacement. The status of the new Consultant relative to this contract shall be that of the former Consultant.

25. Management of the Premises

- 25.1 The Contractor shall place equipment and materials, and conduct activities on the premises in a manner that does not unreasonably hinder site circulation, environmental stability, or any long term effect. Likewise, the Consultant's directions shall not cause the use of premises to be impeded for the Contractor or Owner.
- 25.2 The Contractor shall not use the premises for any purpose other than that which is directly related to the scope of work. The Owner shall not use the premises for any purpose incompatible with the proposed work simultaneous to the work of the Contractor.
- 25.3 The Contractor shall enforce the Consultant's instructions regarding information posted on the premises such as signage and advertisements, as well as activities conducted on the premises such as fires, and smoking.
- 25.4 The Owner may occupy any part of the Project that is completed with the written consent of the Contractor, and without prejudice to any of the rights of the Owner or Contractor. Such use or occupancy shall not, in and of itself, be construed as a final acceptance of any work or materials.

26. Safety and Security of the Premises

- 26.1 The Contractor shall designate, and make known to the Consultant and the Owner, a safety officer whose duty is the prevention of accidents on the site.

00 72 13
General Conditions

- 26.2 The Contractor shall continuously maintain security on the premises and protect from unreasonable occasion of injury all people authorized to be on the job site. The Contractor shall also effectively protect the property and adjacent properties from damage or loss.
- 26.3 The Contractor shall take all necessary precautions to ensure the safety of workers and others on and adjacent to the site, abiding by applicable local, state and federal safety regulations. The Contractor shall erect and continuously maintain safeguards for the protection of workers and others, and shall post signs and other warnings regarding hazards associated with the construction process, such as protruding fasteners, moving equipment, trenches and holes, scaffolding, window, door or stair openings, and falling materials.
- 26.4 The Contractor shall restore the premises to conditions that existed prior to the start of the project at areas not intended to be altered according to the Contract Documents.
- 26.5 The Contractor shall protect existing utilities and exercise care working in the vicinity of utilities shown in the Drawings and Specifications or otherwise located by the Contractor.
- 26.6 The Contractor shall protect from damage existing trees and other significant plantings and landscape features of the site which will remain a permanent part of the site. If necessary or indicated in the Contract Documents, tree trunks shall be boxed and barriers erected to prevent damage to tree branches or roots.
- 26.7 The Contractor shall repair or replace damage to the Work caused by the Contractor's or Subcontractor's forces, including that which is reasonably protected, at the expense of the responsible party.
- 26.8 The Contractor shall not load, or allow to be loaded, any part of the Project with a force which imperils personal or structural safety. The Consultant may consult with the Contractor on such means and methods of construction, however, the ultimate responsibility lies with the Contractor.
- 26.9 The Contractor shall not jeopardize any work in place with subsequent construction activities such as blasting, drilling, excavating, cutting, patching or altering work. The Consultant must approve altering any structural components of the project. The Contractor shall supervise all construction activities carried out by others on site to ensure that the work is neatly done and in a manner that will not endanger the structure or the component parts.
- 26.10 The Contractor may act with their sole discretion in emergency situations that potentially effect health, life or serious damage to the premises or adjacent properties, to prevent such potential loss or injury. The Contractor may negotiate with the Owner for compensation for expenses due to such emergency work.
- 26.11 The Contractor and Subcontractors shall have no responsibility for the identification, discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the project site. The Contractor shall avoid disruption of any hazardous materials or toxic substances at the project site and promptly notify the Owner in writing on the occasion of such a discovery.

00 72 13
General Conditions

26.12 The Contractor shall keep the premises free of any unsafe accumulation of waste materials caused by the work. The Contractor shall regularly keep the spaces "broom clean". See the Close-out of the Work provisions of this section regarding cleaning at the completion of the project.

27. Changes in the Work

27.1 The Contractor shall not proceed with extra work without an approved Change Order or Construction Change Directive. A Change Order which has been properly signed by all parties shall become a part of the contract.

27.2 A Change Order is the usual document for directing changes in the Work. In certain circumstances, however, the Owner may utilize a Construction Change Directive to direct the Contractor to perform changes in the Work that are generally consistent with the scope of the project. The Owner shall use a Construction Change Directive only when the normal process for approving changes to the Work has failed to the detriment of the Project, or when agreement on the terms of a Change Order cannot be met, or when an urgent situation requires, in the Owner's judgment, prompt action by the Contractor.

27.3 The Consultant shall prepare the Construction Change Directive representing a complete scope of work, with proposed Contract Price and Contract Time revisions, if any, clearly stated.

27.4 The Contractor shall promptly carry out a Construction Change Directive which has been signed by the Owner and the Consultant. Work thus completed by the Contractor constitutes the basis for a Change Order. Changes in the Contract Price and Contract Time shall be as defined in the Construction Change Directive unless subsequently negotiated with some other terms.

27.5 The method of determining the dollar value of extra work shall be by:

- .1 an estimate of the Contractor accepted by Owner as a lump sum, or
- .2 unit prices named in the contract or subsequently agreed upon, or
- .3 cost plus a designated percentage, or
- .4 cost plus a fixed fee.

27.6 The Contractor shall determine the dollar value of the extra work for both the lump sum and cost plus designated percentage methods so as not to exceed the following rates. The rates include all overhead and profit expenses.

- .1 Contractor - for any work performed by the Contractor's own forces, up to 20% of the cost;
- .2 Subcontractor - for work performed by Subcontractor's own forces, up to 20% of the cost;
- .3 Contractor - for work performed by Contractor's Subcontractor, up to 10% of the amount due the Subcontractor.

27.7 The Contractor shall keep and provide records as needed or directed for the cost plus designated percentage method. The Consultant shall review and certify the appropriate amount which includes the Contractor's overhead and profit. The Owner shall make payments based on the Consultant's certificate.

27.8 Cost reflected in Change Orders shall be limited to the following: cost of materials, cost of delivery, cost of labor (including Social Security, pension, Workers' Compensation insurance, and unemployment insurance), and cost of rental of power tools and equipment. Labor cost may

00 72 13
General Conditions

include a pro-ratio share of a foreman's time only in the case of an extension of contract time granted due to the Change Order.

- 27.9 Overhead reflected in Change Orders shall be limited to the following: bond premium, supervision, wages of clerks, time keepers, and watchmen, small tools, incidental expenses, general office expenses, and all other overhead expenses directly related to the Change Order.
- 27.10 The Contractor shall provide credit to the Owner for labor, materials, equipment and other costs but not overhead and profit expenses for those Change Order items that result in a net value of credit to the contract.
- 27.11 The Owner may change the scope of work of the Project without invalidating the contract. The Owner shall notify the Contractor of a change of the scope of work for the Owner's Contractors, which may affect the work of this Contractor, without invalidating the contract. Change Orders for extension of the time caused by such changes shall be developed at the time of directing the change in scope of work.
- 27.12 The Consultant may order minor changes in the Work, not involving extra cost, which is consistent with the intent of the design or project.
- 27.13 The Contractor shall immediately give written notification to the Consultant of latent conditions discovered at the site which materially differ from those represented in the Drawings or Specifications, and which may eventually result in a change in the scope of work. The Contractor shall suspend work until receiving direction from the Consultant. The Consultant shall promptly investigate the conditions and respond to the Contractor's notice with direction that avoids any unnecessary delay of the Work. The Consultant shall determine if the discovered conditions warrant a Change Order.
- 27.14 The Contractor shall, within ten calendar days of receipt of the information, give written notification to the Consultant if the Contractor claims that instructions by the Consultant will constitute extra cost not accounted for by Change Order or otherwise under the contract. The Consultant shall promptly respond to the Contractor's notice with direction that avoids any unnecessary delay of the Work. The Consultant shall determine if the Contractor's claim warrants a Change Order.

28. Correction of the Work

- 28.1 The Contractor shall promptly remove from the premises all work the Consultant declares is non-conforming to the contract. The Contractor shall replace the work properly at no expense to the Owner. The Contractor is also responsible for the expenses of others whose work was damaged or destroyed by such remedial work.
- 28.2 The Owner may elect to remove non-conforming work if it is not removed by the Contractor within a reasonable time, that time defined in a written notice from the Consultant. The Owner may elect to store removed non-conforming work not removed by the Contractor at the Contractor's expense. The Owner may, with ten days written notice, dispose of materials which the Contractor does not remove. The Owner may sell the materials and apply the net proceeds, after deducting all expenses, to the costs that should have been borne by the Contractor.

00 72 13
General Conditions

28.3 The Contractor shall remedy any defects due to faulty materials or workmanship and pay for any related damage to other work which appears within a period of one year from the date of substantial completion, and in accord with the terms of any guarantees provided in the contract. The Owner shall promptly give notice of observed defects to the Contractor and Consultant. The Consultant shall determine the status of all claimed defects. The Contractor shall perform all remedial work without unjustifiable delay in either the initial response or the corrective action.

28.4 The Consultant may authorize, after a reasonable notification to the Contractor, an equitable deduction from the contract amount in lieu of the Contractor correcting non-conforming or defective work.

29. Owner's Right to do Work

29.1 The Owner may, using other contractors, correct deficiencies attributable to the Contractor, or complete unfinished work. Such action shall take place only after giving the Contractor three days written notice, and provided the Consultant approves of the proposed course of action as an appropriate remedy. The Owner may then deduct the cost of the remedial work from the amount due the Contractor.

29.2 The Owner may act with their sole discretion when the Contractor is unable to take action in emergency situations that potentially effect health, life or serious damage to the premises or adjacent properties, to prevent such potential loss or injury. The Owner shall inform the Contractor of the emergency work performed, particularly where it may affect the work of the Contractor.

30. Termination of Contract and Stop Work Action

30.1 The Owner may, owing to a certificate of the Consultant indicating that sufficient cause exists to justify such action, without prejudice to any other right or remedy and after giving the Contractor and the Contractor's surety seven days written notice, terminate the employment of the Contractor. At that time the Owner may take possession of the premises and of all materials, tools and appliances on the premises and finish the work by whatever method the Owner may deem expedient. Cause for such action by the Owner includes:

- .1 the contractor is adjudged bankrupt, or makes a general assignment for the benefit of its creditors, or
- .2 a receiver is appointed due to the Contractor's insolvency, or
- .3 the Contractor persistently or repeatedly refuses or fails to provide enough properly skilled workers or proper materials, or
- .4 the Contractor fails to make prompt payment to Subcontractors or suppliers of materials or labor, or
- .5 the Contractor persistently disregards laws, ordinances or the instructions of the Consultant, or is otherwise found guilty of a substantial violation of a provision of the Contract Documents.

30.2 The Contractor is not entitled, as a consequence of the termination of the employment of the Contractor as described above, to receive any further payment until the Work is finished. If the unpaid balance of the contract amount exceeds the expense of finishing the Work, including compensation for additional architectural, managerial and administrative services, such balance

00 72 13
General Conditions

shall be paid to the Contractor. If the expense of finishing the Work exceeds the unpaid balance, the Contractor shall pay the difference to the Owner. The Consultant shall certify the expense incurred by the Contractor's default. This obligation for payment shall continue to exist after termination of the contract.

30.3 The Contractor may, if the Work is stopped by order of any court or other public authority for a period of thirty consecutive days, and through no act or fault of the Contractor or of anyone employed by the Contractor, with seven days written notice to the Owner and the Consultant, terminate this contract. The Contractor may then recover from the Owner payment for all work executed, any proven loss and reasonable profit and damage.

30.4 The Contractor may, if the Consultant fails to issue a certificate for payment within seven days after the Contractor's formal request for payment, through no fault of the Contractor, or if the Owner fails to pay to the Contractor within 30 days after submission of any sum certified by the Consultant, with seven days written notice to the Owner and the Consultant, stop the Work or terminate this Contract.

31. Delays and Extension of Time

31.1 The completion date of the contract shall be extended if the work is delayed by changes ordered in the work which have approved time extensions, or by an act or neglect of the Owner, the Consultant, or the Owner's Contractor, or by strikes, lockouts, fire, flooding, unusual delay in transportation, unavoidable casualties, or by other causes beyond the Contractor's control. The Consultant shall determine the status of all claimed causes.

31.2 The contract shall not be extended for delay occurring more than seven calendar days before the Contractor's claim made in writing to the Consultant. In case of a continuing cause of delay, only one claim is necessary.

31.3 The contract shall not be extended due to failure of the Consultant to furnish drawings if no schedule or agreement is made between the Contractor and the Consultant indicating the dates which drawings shall be furnished and fourteen calendar days has passed after said date for such drawings.

31.4 This article does not exclude the recovery of damages for delay by either party under other provisions in the Contract Document.

32. Payments to the Contractor

32.1 As noted under *Preconstruction Conference* in this section, the Contractor shall submit a Schedule of Values form, before the first application for payment, for approval by the Owner and Consultant. The Consultant may direct the Contractor to provide evidence that supports the correctness of the form. The approved Schedule of Values shall be used as a basis for payments.

32.2 The Contractor shall submit an application for each payment ("Requisition for Payment") on a form approved by the Owner and Consultant. The Consultant may require receipts or other documents showing the Contractor's payments for materials and labor, including payments to Subcontractors.

00 72 13
General Conditions

- 32.3 The Contractor shall submit Requisitions for Payment as the work progresses not more frequently than once each month, unless the Owner approves a more frequent interval due to unusual circumstances. The Requisition for Payment is based on the proportionate quantities of the various classes of work completed or incorporated in the Work, in agreement with the actual progress of the Work and the dollar value indicated in the Schedule of Values.
- 32.4 The Consultant shall verify and certify each Requisition for Payment which appears to be complete and correct prior to payment being made by the Owner. The Consultant may certify an appropriate amount for materials not incorporated in the Work which have been delivered and suitably stored at the site. The Contractor shall submit bills of sale, insurance certificates, or other such documents that will adequately protect the Owner's interests prior to payments being certified.
- 32.5 In the event any materials delivered but not yet incorporated in the Work have been included in a certified Requisition for Payment with payment made, and said materials thereafter are damaged, deteriorated or destroyed, or for any reason whatsoever become unsuitable or unavailable for use in the Work, the full amount previously allowed shall be deducted from subsequent payments unless the Contractor satisfactorily replaces said material.
- 32.6 The Contractor may request certification of an appropriate dollar amount for materials not incorporated in the Work which have been delivered and suitably stored away from the site. The Contractor shall submit bills of sale, insurance certificates, right-of-entry documents or other such documents that will adequately protect the Owner's interests. The Consultant shall determine if the Contractor's documentation for the materials is complete and specifically designated for the Project. The Owner may allow certification of such payments.
- 32.7 Subcontractors may request, and shall receive from the Consultant, copies of approved Requisitions for Payment showing the amounts certified in the Schedule of Values.
- 32.8 Certified Requisitions for Payment, payments made to the Contractor, or partial or entire occupancy of the project by the Owner shall not constitute an acceptance of any work that does not conform to the Contract Documents. The making and acceptance of the final payment constitutes a waiver of all claims by the Owner, other than those arising from unsettled liens, from faulty work or materials appearing within one year from final payment or from requirements of the Drawings and Specifications, and of all claims by the Contractor, except those previously made and still unsettled.
33. Payments Withheld
- 33.1 The Owner shall retain five percent of each payment due the Contractor as part security for the fulfillment of the contract by the Contractor. The Owner may make payment of a portion of this "retainage" to the Contractor temporarily or permanently during the progress of the Work. The Owner may thereafter withhold further payments until the full amount of the five percent is reestablished. The Contractor may deposit with the Maine State Treasurer certain securities in place of retainage amounts due according to Maine Statute (5 M.R.S. §1746).

00 72 13
General Conditions

- 33.2 The Consultant may withhold or nullify the whole or a portion of any Requisitions for Payment submitted by the Contractor in the amount that may be necessary, in his reasonable opinion, to protect the Owner from loss due to any of the following:
- .1 defective work not remedied;
 - .2 claims filed or reasonable evidence indicating probable filing of claims;
 - .3 failure to make payments properly to Subcontractors or suppliers;
 - .4 a reasonable doubt that the contract can be completed for the balance then unpaid;
 - .5 liability for damage to another contractor.

The Owner shall make payment to the Contractor, in the amount withheld, when the above circumstances are removed.

34. Liens

- 34.1 The Contractor shall deliver to the Owner a complete release of all liens arising out of this contract before the final payment or any part of the retainage payment is released. The Contractor shall provide with the release of liens an affidavit asserting each release includes all labor and materials for which a lien could be filed. Alternately, the Contractor, in the event any Subcontractor or supplier refuses to furnish a release of lien in full, may furnish a bond satisfactory to the Owner, to indemnify the Owner against any lien.
- 34.2 In the event any lien remains unsatisfied after all payments to the Contractor are made by the Owner, the Contractor shall refund to the Owner all money that the latter may be compelled to pay in discharging such lien, including all cost and reasonable attorney's fees.

35. Workmanship

- 35.1 The Contractor shall provide materials, equipment, and installed work equal to or better than the quality specified in the Contract Documents and approved in submittal and sample. The installation methods shall be of the highest standards, and the best obtainable from the respective trades. The Consultant's decision on the quality of work shall be final.
- 35.2 The Contractor shall know local labor conditions for skilled and unskilled labor in order to apply the labor appropriately to the Work. All labor shall be performed by individuals well skilled in their respective trades.
- 35.3 The Contractor shall perform all cutting, fitting, patching and placing of work in such a manner to allow subsequent work to fit properly, whether that be by the Contractor, the Owner's Contractors or others. The Owner and Consultant may advise the Contractor regarding such subsequent work. Notwithstanding the notification or knowledge of such subsequent work, the Contractor may be directed to comply with this standard of compatible construction by the Consultant at the Contractor's expense.
- 35.4 The Contractor shall request clarification or revision of any design work by the Consultant, prior to commencing that work, in a circumstance where the Contractor believes the work cannot feasibly be completed at the highest quality, or as indicated in the Contract Documents. The Consultant shall respond to such requests in a timely way, providing clarifying information, a feasible revision, or instruction allowing a reduced quality of work. The Contractor shall follow the direction of the Consultant regarding the required request for information.

00 72 13
General Conditions

35.5 The Contractor shall guarantee the Work against any defects in workmanship and materials for a period of one year commencing with the date of the Certificate of Substantial Completion, unless specified otherwise for specific elements of the project. The Work may also be subdivided in mutually agreed upon components, each defined by a separate Certificate of Substantial Completion.

36. Close-out of the Work

36.1 The Contractor shall remove from the premises all waste materials caused by the work. The Contractor shall make the spaces "broom clean" unless a more thorough cleaning is specified. The Contractor shall clean all windows and glass immediately prior to the final inspection, unless otherwise directed.

36.2 The Owner may conduct the cleaning of the premises where the Contractor, duly notified by the Consultant, fails to adequately complete the task. The expense of this cleaning may be deducted from the sum due to the Contractor.

36.3 The Contractor shall participate in all final inspections and acknowledge the documentation of unsatisfactory work, customarily called the "punch list", to be corrected by the Contractor. The Consultant shall document the successful completion of the Work in a dated Certificate of Substantial Completion, to be signed by Owner, Consultant, and Contractor.

36.4 The Contractor shall not call for final inspection of any portion of the Work that is not completely and permanently installed. The Contractor may be found liable for the expenses of individuals called to final inspection meetings prematurely.

36.5 The Contractor and all major Subcontractors shall participate in the end-of-warranty-period conference, typically scheduled close to one year after the Substantial Completion date.

37. Date of Completion and Liquidated Damages

37.1 The Contractor may make a written request to the Owner for an extension or reduction of time, if necessary. The request shall include the reasons the Contractor believes justifies the proposed completion date. The Owner may grant the revision of the contract completion date if the Work was delayed due to conditions beyond the control and the responsibility of the Contractor. The Contractor shall not conduct unauthorized accelerated work or file delay claims to recover alleged damages for unauthorized early completion.

37.2 The Contractor shall vigorously pursue the completion of the Work and notify the Owner of any factors that have, may, or will affect the approved Schedule of the Work. The Contractor may be found responsible for expenses of the Owner or Consultant if the Contractor fails to make notification of project delays.

37.3 The Project is planned to be done in an orderly fashion which allows for an iterative submittal review process, construction administration including minor changes in the Work and some bad weather. The Contractor shall not file delay claims to recover alleged damages on work the Consultant determines has followed the expected rate of progress.

00 72 13
General Conditions

- 37.4 The Consultant shall prepare the Certificate of Substantial Completion which, when signed by the Owner and the Contractor, documents the date of Substantial Completion of the Work or a designated portion of the Work. The Owner shall not consider the issuance of a Certificate of Occupancy by an outside authority a prerequisite for Substantial Completion if the Certificate of Occupancy cannot be obtained due to factors beyond the Contractor's control.
- 37.5 Liquidated Damages may be deducted from the sum due to the Contractor for each calendar day that the Work remains uncompleted after the completion date specified in the Contract or an approved amended completion date. The dollar amount per day shall be calculated using the Schedule of Liquidated Damages table shown below.

If the original contract amount is:	The per day Liquidated Damages shall be:
Less than \$100,000	\$250
\$100,000 to less than \$2,000,000	\$750
\$2,000,000 to less than \$10,000,000	\$1,500
\$10,000,000 and greater	\$1,500 plus \$250 for each \$2,000,000 over \$10,000,000

38. Dispute Resolution

38.1 Mediation

- 38.1.1 A dispute between the parties which arises under this Contract which cannot be resolved through informal negotiation, shall be submitted to a neutral mediator jointly selected by the parties.
- 38.1.2 Either party may file suit before or during mediation if the party, in good faith, deems it to be necessary to avoid losing the right to sue due to a statute of limitations. If suit is filed before good faith mediation efforts are completed, the party filing suit shall agree to stay all proceedings in the lawsuit pending completion of the mediation process, provided such stay is without prejudice.
- 38.1.3 In any mediation between the Owner and the Consultant, the Owner has the right to consolidate related claims between Owner and Contractor.

38.2 Arbitration

- 38.2.1 If the dispute is not resolved through mediation, the dispute shall be settled by arbitration. The arbitration shall be conducted before a panel of three arbitrators. Each party shall select one arbitrator; the third arbitrator shall be appointed by the arbitrators selected by the parties. The arbitration shall be conducted in accordance with the Maine Uniform Arbitration Act (MUAA), except as otherwise provided in this section.
- 38.2.2 The decision of the arbitrators shall be final and binding upon all parties. The decision may be entered in court as provided in the MUAA.
- 38.2.3 The costs of the arbitration, including the arbitrators' fees shall be borne equally by the parties to the arbitration, unless the arbitrator orders otherwise.

00 72 13
General Conditions

38.2.4 In any arbitration between the Owner and the Consultant, the Owner has the right to consolidate related claims between Owner and Contractor.

00 73 46
Wage Determination Schedule

PART 1- GENERAL

1.1 Related Documents

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specifications Sections, apply to this Section.

1.2 Summary

- A. This Section includes the wage determination requirements for Contractors as issued by the State of Maine Department of Labor Bureau of Labor Standards or the United States Department of Labor.

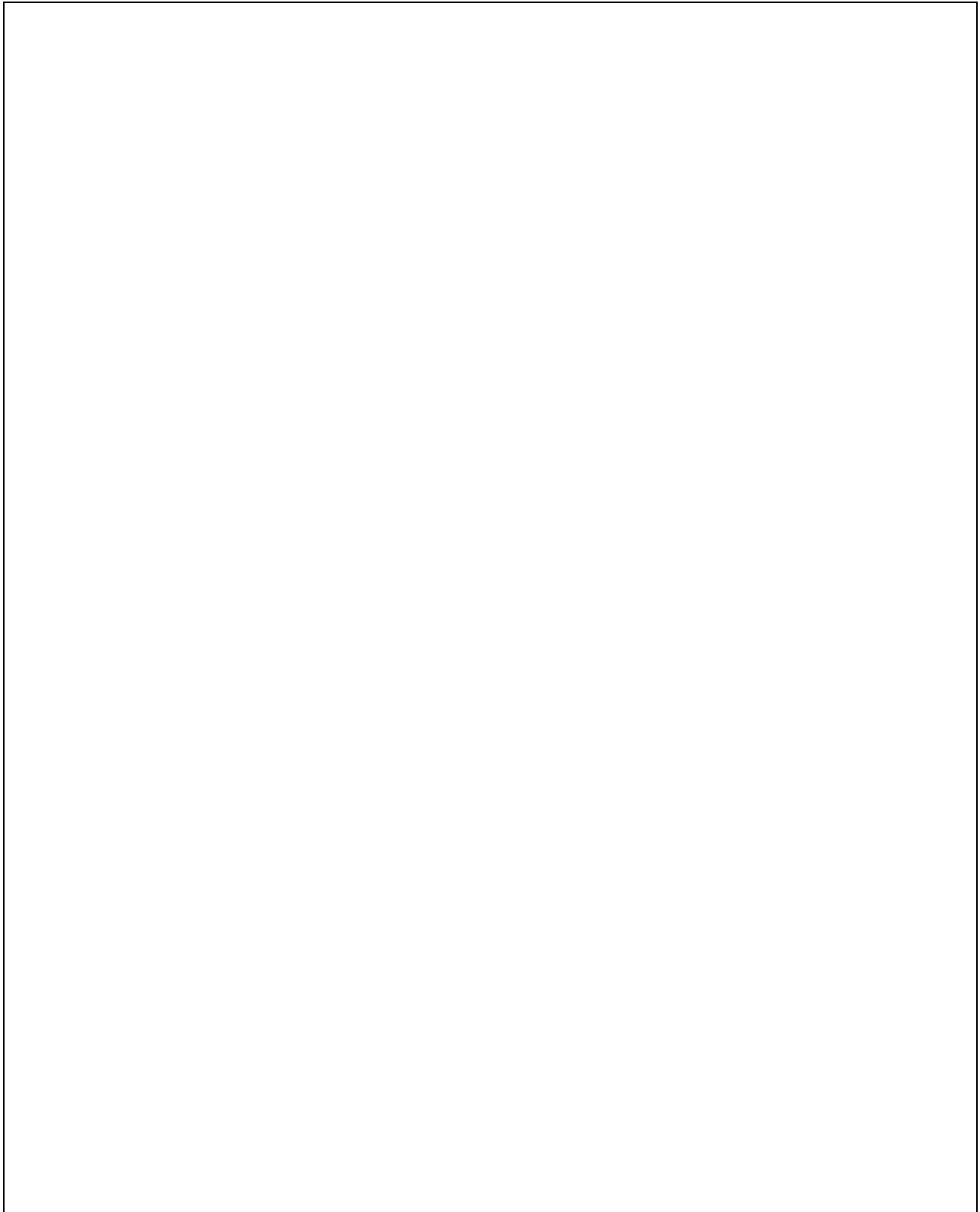
1.3 Requirements

- A. Conform to the wage determination schedule for this project which is shown on the following page.

PART 2 - PRODUCTS (not used)

PART 3 - EXECUTION (not used)

00 73 46
Wage Determination Schedule



End of Section 00 73 46

State of Maine
Department of Labor
Bureau of Labor Standards
Augusta, Maine 04333-0045
Telephone (207) 623-7906

Wage Determination - In accordance with 26 MRS §1301 et. seq., this is a determination by the Bureau of Labor Standards, of the fair minimum wage rate to be paid to laborers and workers employed on the below titled project.

2020 Fair Minimum Wage Rates
Building 2 Kennebec County
(other than 1 or 2 family homes)

<u>Occupation Title</u>	<u>Minimum Wage</u>	<u>Minimum Benefit</u>	<u>Total</u>	<u>Occupation Title</u>	<u>Minimum Wage</u>	<u>Minimum Benefit</u>	<u>Total</u>
Asbestos/Lead Removal Worker	\$24.00	\$2.40	\$26.40	Ironworker - Structural	\$20.00	\$1.96	\$21.96
Boilermaker	\$30.00	\$10.86	\$40.86	Laborers (Helpers & Tenders)	\$16.00	\$0.86	\$16.86
Boom Truck (Truck Crane) Operator	\$25.00	\$4.94	\$29.94	Laborer - Skilled	\$18.88	\$3.76	\$22.64
Bricklayer	\$25.84	\$4.92	\$30.76	Line Erector Power/Cable Splicer	\$31.00	\$3.42	\$34.42
Carpenter	\$24.00	\$3.71	\$27.71	Loader Operator - Front-End	\$20.00	\$3.12	\$23.12
Carpenter - Acoustical	\$19.75	\$1.01	\$20.76	Mechanic- Maintenance	\$20.00	\$1.98	\$21.98
Carpenter - Rough	\$20.00	\$0.00	\$20.00	Mechanic- Refrigeration	\$26.06	\$5.20	\$31.26
Cement Mason/Finisher	\$16.00	\$4.04	\$20.04	Millwright	\$24.00	\$10.37	\$34.37
Communication Equip Installer	\$27.52	\$17.64	\$45.16	Oil/Fuel Burner Servicer/Installer	\$28.50	\$8.01	\$36.51
Crane Operator =>15 Tons)	\$30.00	\$7.76	\$37.76	Painter	\$16.50	\$0.00	\$16.50
Dry-Wall Applicator	\$24.50	\$0.00	\$24.50	Paver Operator	\$20.50	\$0.44	\$20.94
Dry-Wall Taper & Finisher	\$25.01	\$0.00	\$25.01	Pipe/Steam/Sprinkler Fitter	\$25.00	\$3.70	\$28.70
Electrician - Licensed	\$28.00	\$7.33	\$35.33	Plumber (Licensed)	\$27.00	\$4.48	\$31.48
Electrician Helper/Cable Puller	\$17.00	\$1.84	\$18.84	Plumber Helper/Trainee	\$19.00	\$3.02	\$22.02
Elevator Constructor/Installer	\$59.47	\$24.57	\$84.04	Propane & Natural Gas Serv/ Inst	\$27.00	\$3.79	\$30.79
Excavator Operator	\$21.43	\$4.13	\$25.56	Roofer	\$17.60	\$1.67	\$19.27
Fence Setter	\$19.50	\$4.44	\$23.94	Sheet Metal Worker	\$23.28	\$5.01	\$28.29
Flagger	\$13.00	\$0.00	\$13.00	Sider	\$18.00	\$0.46	\$18.46
Floor Layer	\$20.00	\$0.03	\$20.03	Tile Setter	\$22.00	\$1.36	\$23.36
Glazier	\$18.00	\$0.96	\$18.96	Truck Driver - Light	\$16.00	\$0.44	\$16.44
Heating (HVAC)	\$27.00	\$3.81	\$30.81	Truck Driver - Medium	\$19.00	\$1.97	\$20.97
Industrial Truck (Forklift) Operator	\$27.42	\$6.26	\$33.68	Truck Driver - Heavy	\$18.63	\$0.98	\$19.61
Insulation Installer	\$20.50	\$2.89	\$23.39	Truck Driver - Tractor Trailer	\$17.50	\$0.94	\$18.44
Ironworker - Ornamental	\$26.00	\$22.37	\$48.37	Truck Driver – (Cement)	\$17.25	\$2.26	\$19.51
Ironworker - Reinforcing	\$29.45	\$23.49	\$52.94				

The Laborer classifications include a wide range of work duties. Therefore, if any specific occupation to be employed on this project is not listed in this determination, call the Bureau of Labor Standards at the above number for further clarification.

Welders are classified in the trade to which the welding is incidental.

Apprentices – The minimum wage rate for registered apprentices are those set forth in the standards and policies of the Maine State Apprenticeship and Training Council for approved apprenticeship programs.

Title 26 §1310 requires that a clearly legible statement of all fair minimum wage and benefits rates to be paid the several classes of laborers, workers and mechanics employed on the construction on the public work must be kept posted in a prominent and easily accessible place at the site by each contractor and subcontractor subject to sections 1304 to 1313.

Appeal – Any person affected by the determination of these rates may appeal to the Commissioner of Labor by filing a written notice with the Commissioner stating the specific grounds of the objection within ten (10) days from the filing of these rates.

A true copy

Attest: 
Scott R. Cotnoir
Wage & Hour Director
Bureau of Labor Standards

Expiration Date: 12-31-2020

SECTION 01 10 00 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Access to site.
4. Coordination with occupants.
5. Work restrictions.
6. Specification and Drawing conventions.
7. Miscellaneous provisions.

B. Related Requirements:

1. Section 01 50 00 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 PROJECT INFORMATION

- A. Project Identification: Chiller Replacement at the State of Maine Bureau of Motor Vehicles Facility in Augusta, Maine.

1. Project Location: Bureau of Motor Vehicles, Augusta, Maine.

- B. Owner: Bureau of General Services.

- C. Owner's Representative: Jill Instasi

BGS Senior Project Manager
111 Sewall Street, 77 State House Station
Burton M. Cross Building, 4th Floor
Augusta, ME 04333-0077

- D. Engineer: Allied Engineering, Inc, 160 Veranda Street, Portland, Maine 04103.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents and consists of the following:
 - 1. Replace the existing water cooled chiller with a modular water chiller, replace the existing chilled water pumps, replace chilled water piping, and upgrade the controls for the chilled water system.
- B. Type of Contract:
 - 1. Project will be constructed under a single prime contract.

1.5 ACCESS TO SITE

- A. Use of Site: Limit use of Project site to Work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 - 1. Limits: Confine construction operations to the Penthouse Area as outlined in the contract drawings.
 - 2. Driveways, Walkways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- B. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.
- C. Condition of Existing Grounds: Maintain portions of existing grounds, landscaping, and hardscaping affected by construction operations throughout construction period. Repair damage caused by construction operations.

1.6 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and existing building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day 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

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
REVISED FOR BIDDING
MARCH 23, 2021

facilities without written permission from Owner and approval of authorities having jurisdiction.

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

1.7 WORK RESTRICTIONS

A. Work Restrictions, General: Comply with restrictions on construction operations.

1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
2. In the event that the contractor wish to shut down any portion of the public street or in any way impede access to adjacent facilities to facilitate rigging of equipment to the roof, the contractor shall strictly schedule this work with the City, the Owner, and Authorities Having Jurisdiction. It is preferable that such work, if required, be performed outside of normal working hours.
3. For access to facility parking areas for the purpose of rigging, coordinate these activities strictly with the owner.

B. On-Site Work Hours: It is the intent that work in most areas of the project may be conducted during normal business hours, of 8:00 a.m. to 5:00 p.m., Monday through Friday, unless otherwise indicated below. These areas include corridors, mechanical spaces, attic, and Administrative Areas. **It is the intent that the on-site work initiate subsequent to the cooling season, with an anticipated start date of September 27, 2021.**

C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing 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.

D. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.

1. Notify Owner not less than two days in advance of proposed disruptive operations.
2. Obtain Owner's written permission before proceeding with disruptive operations.
3. Schedule such activities to occur outside of normal working hours.

E. Dust Control: Erect temporary partitions and plastic sheeting as required to prevent the migration of dust and construction debris to occupied areas of the facility during construction.

F. Restricted Substances: Use of tobacco products and other controlled substances on Project site is not permitted.

G. Employee Screening: Comply with Owner's requirements for drug and background screening of Contractor personnel working on Project site.

1. Maintain list of approved screened personnel with Owner's representative.

1.8 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 2. Abbreviations: Materials and products are identified by abbreviations published as part of the U.S. National CAD Standard and scheduled on Drawings.
 3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 10 00

SECTION 01 25 00 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.

1.3 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
 - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
 - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

1.4 ACTION SUBMITTALS

- A. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Substitution Request Form: Use facsimile of form provided in Project Manual.
 - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product or fabrication or installation method cannot be provided, if applicable.
 - b. Coordination of information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitutions with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes, such as performance, weight, size,

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.

- d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. Certificates and qualification data, where applicable or requested.
 - g. List of similar installations for completed projects, with project names and addresses as well as names and addresses of architects and owners.
 - h. Material test reports from a qualified testing agency, indicating and interpreting test results for compliance with requirements indicated.
 - i. Detailed comparison of Contractor's construction schedule using proposed substitutions with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
 - j. Cost information, including a proposal of change, if any, in the Contract Sum.
 - k. Contractor's certification that proposed substitution complies with requirements in the Contract Documents, except as indicated in substitution request, is compatible with related materials and is appropriate for applications indicated.
 - l. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
 - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

1.5 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

1.6 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

1.7 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
- a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Substitution request is fully documented and properly submitted.
 - c. Requested substitution will not adversely affect Contractor's construction schedule.
 - d. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - e. Requested substitution is compatible with other portions of the Work.
 - f. Requested substitution has been coordinated with other portions of the Work.
 - g. Requested substitution provides specified warranty.
 - h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
- B. Substitutions for Convenience: Not allowed.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 25 00

SECTION 01 26 00 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Requirements:
 - 1. Section 01 25 00 "Substitution Procedures" for administrative procedures for handling requests for substitutions made after the Contract award.

1.3 MINOR CHANGES IN THE WORK

- A. Architect will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on State of Maine Construction Contract Change Order Form 00 63 63.

1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect 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 Architect are not instructions either to stop work in progress or to execute the proposed change.
 - 2. Within 20 days, when not otherwise specified, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 - e. Quotation Form: Use forms acceptable to Architect.
- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect.
 - 1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
 - 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - 4. Include costs of labor and supervision directly attributable to the change.
 - 5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 - 6. Comply with requirements in Section 01 25 00 "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.
 - 7. Proposal Request Form: Use form acceptable to Architect.

1.5 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Work Change Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on State of Maine Construction Contract Change Order Form 00 63 63.

1.6 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Architect may issue a Construction Change Directive on State of Maine Construction Contract Change Order Form 00 63 63. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
 - 1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

1.7 WORK CHANGE DIRECTIVE

- A. Work Change Directive: Architect may issue a Work Change Directive on State of Maine Construction Contract Change Order Form 00 63 63. Work Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
 1. Work Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Work Change Directive.
 1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 26 00

SECTION 01 29 00 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Requirements:
 - 1. Section 01 26 00 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
 - 2. Section 01 32 00 "Construction Progress Documentation" for administrative requirements governing the preparation and submittal of the Contractor's construction schedule.

1.3 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
 - 1. Coordinate line items in the schedule of values with items required to be indicated as separate activities in Contractor's construction schedule.
 - 2. Submit the schedule of values to Architect at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

1. Identification: Include the following Project identification on the schedule of values:
 - a. Project name and location.
 - b. Name of Architect.
 - c. Architect's Project number.
 - d. Contractor's name and address.
 - e. Date of submittal.
2. Arrange schedule of values consistent with format of AIA Document G703.
3. Arrange the schedule of values in tabular form, with separate columns to indicate the following for each item listed:
 - a. Related Specification Section or Division.
 - b. Description of the Work.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier.
 - f. Change Orders (numbers) that affect value.
 - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent. Round dollar amounts to whole dollars, with total equal to Contract Sum.
 - 1) Labor.
 - 2) Materials.
 - 3) Equipment.
4. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
5. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off-site.
6. Overhead Costs: Include total cost and proportionate share of general overhead and profit for each line item.
7. Overhead Costs: Show cost of temporary facilities and other major cost items that are not direct cost of actual work-in-place as separate line items.
8. Closeout Costs. Include separate line items under Contractor and principal subcontracts for Project closeout requirements in an amount totaling five percent of the Contract Sum and subcontract amount.
9. Schedule of Values Revisions: Revise the schedule of values when Change Orders or Construction Change Directives result in a change in the Contract Sum. Include at least one separate line item for each Change Order and Construction Change Directive.

1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.
- C. Application for Payment Forms: State of Maine Construction Contract Application for Payment Form 00 62 76 and State of Maine Construction Contract Requisition for Payment Form as forms for Applications for Payment.
 - 1. Other Application for Payment forms proposed by the Contractor shall be acceptable to Architect and Owner. Submit forms for approval with initial submittal of schedule of values.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
 - 1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
 - 2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
 - 3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
 - 4. Indicate separate amounts for work being carried out under Owner-requested project acceleration.
- E. Stored Materials: Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site.
 - 1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment for stored materials.
 - 2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
 - 3. Provide summary documentation for stored materials indicating the following:
 - a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
 - b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.
 - c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- F. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- G. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.
1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
 2. When an application shows completion of an item, submit conditional final or full waivers.
 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 4. Submit final Application for Payment with or preceded by conditional final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
 5. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.
- H. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
 2. Schedule of values.
 3. Contractor's construction schedule (preliminary if not final).
 4. Products list (preliminary if not final).
 5. Sustainable design action plans, including preliminary project materials cost data.
 6. Schedule of unit prices.
 7. Submittal schedule (preliminary if not final).
 8. List of Contractor's staff assignments.
 9. List of Contractor's principal consultants.
 10. Copies of building permits.
 11. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 12. Initial progress report.
 13. Report of preconstruction conference.
 14. Certificates of insurance and insurance policies.
 15. Performance and payment bonds.
 16. Data needed to acquire Owner's insurance.
- I. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- J. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
 1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. Release of Liens Forms
 5. Evidence that claims have been settled.
 6. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
 7. Final liquidated damages settlement statement.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 29 00

SECTION 01 31 00 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. General coordination procedures.
 - 2. Coordination drawings.
 - 3. RFIs.
 - 4. Digital project management procedures.
 - 5. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.

1.3 DEFINITIONS

- A. BIM: Building Information Modeling.
- B. RFI: Request for Information. Request from Owner, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

1.4 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
 - 1. Name, address, telephone number, and email address of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.
- B. Key Personnel Names: Within 15 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

site. Identify individuals and their duties and responsibilities; list addresses and cellular telephone numbers and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.

1. Post copies of list in project meeting room. Keep list current at all times.

1.5 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations included in different Sections that depend on each other for proper installation, connection, and operation.
 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Coordination: Each contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Each contractor shall coordinate its own operations with operations included in different Sections that depend on each other for proper installation, connection, and operation.
 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 2. Coordinate installation of different components with other contractors to ensure maximum performance and accessibility for required maintenance, service, and repair.
 3. Make adequate provisions to accommodate items scheduled for later installation.
- C. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
 1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- D. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 1. Preparation of Contractor's construction schedule.
 2. Preparation of the schedule of values.
 3. Installation and removal of temporary facilities and controls.
 4. Delivery and processing of submittals.
 5. Progress meetings.

6. Preinstallation conferences.
7. Project closeout activities.
8. Startup and adjustment of systems.

1.6 COORDINATION DRAWINGS

A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely indicated on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.

1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
 - a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
 - b. Coordinate the addition of trade-specific information to coordination drawings by multiple contractors in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.
 - c. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
 - d. Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.
 - e. Show location and size of access doors required for access to concealed dampers, valves, and other controls.
 - f. Indicate required installation sequences.
 - g. Indicate dimensions shown on Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternative sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.

B. Coordination Drawing Organization: Organize coordination drawings as follows:

1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
2. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
3. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
4. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.

5. Mechanical and Plumbing Work: Show the following:
 - a. Sizes and bottom elevations of ductwork, piping, and conduit runs, including insulation, bracing, flanges, and support systems.
 - b. Dimensions of major components, such as dampers, valves, diffusers, access doors, cleanouts and electrical distribution equipment.
 - c. Fire-rated enclosures around ductwork.
 6. Electrical Work: Show the following:
 - a. Runs of vertical and horizontal conduit 1-1/4 inches (32 mm) in diameter and larger.
 - b. Light fixture, exit light, emergency battery pack, smoke detector, and other fire-alarm locations.
 - c. Panel board, switch board, switchgear, transformer, busway, generator, and motor-control center locations.
 - d. Location of pull boxes and junction boxes, dimensioned from column center lines.
 7. Review: Architect will review coordination drawings to confirm that in general the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Architect determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Architect will so inform Contractor, who shall make suitable modifications and resubmit.
 8. Coordination Drawing Prints: Prepare coordination drawing prints according to requirements in Section 01 33 00 "Submittal Procedures."
- C. Coordination Digital Data Files: Prepare coordination digital data files according to the following requirements:
1. File Preparation Format: Same digital data software program, version, and operating system as original Drawings.
 2. File Preparation Format: DWG, operating in Microsoft Windows operating system.
 3. File Submittal Format: Submit or post coordination drawing files using PDF format.
 4. Architect will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files.
 - a. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Drawings.

1.7 REQUEST FOR INFORMATION (RFI)

- A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

1. Architect will return without response those RFIs submitted to Architect by other entities controlled by Contractor.
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
1. Project name.
 2. Project number.
 3. Date.
 4. Name of Contractor.
 5. Name of Architect.
 6. RFI number, numbered sequentially.
 7. RFI subject.
 8. Specification Section number and title and related paragraphs, as appropriate.
 9. Drawing number and detail references, as appropriate.
 10. Field dimensions and conditions, as appropriate.
 11. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 12. Contractor's signature.
 13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
 - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: AIA Document G716.
1. Attachments shall be electronic files in PDF format.
- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
1. The following Contractor-generated RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for approval of Contractor's means and methods.
 - d. Requests for coordination information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Architect's actions on submittals.
 - g. Incomplete RFIs or inaccurately prepared RFIs.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt by Architect of additional information.
 3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 01 26 00 "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 10 days of receipt of the RFI response.
- E. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven days if Contractor disagrees with response.

1.8 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times a minimum of 10 working days prior to meeting.
 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within three days of the meeting.
- B. Preconstruction Conference: Architect will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement.
1. Attendees: Authorized representatives of Owner Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Responsibilities and personnel assignments.
 - b. Tentative construction schedule.
 - c. Phasing.
 - d. Critical work sequencing and long lead items.
 - e. Designation of key personnel and their duties.
 - f. Lines of communications.
 - g. Use of web-based Project software.
 - h. Procedures for processing field decisions and Change Orders.
 - i. Procedures for RFIs.
 - j. Procedures for testing and inspecting.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- k. Procedures for processing Applications for Payment.
 - l. Distribution of the Contract Documents.
 - m. Submittal procedures.
 - n. Sustainable design requirements.
 - o. Preparation of Record Documents.
 - p. Use of the premises and existing building.
 - q. Work restrictions.
 - r. Working hours.
 - s. Owner's occupancy requirements.
 - t. Responsibility for temporary facilities and controls.
 - u. Procedures for moisture and mold control.
 - v. Procedures for disruptions and shutdowns.
 - w. Construction waste management and recycling.
 - x. Parking availability.
 - y. Office, work, and storage areas.
 - z. Equipment deliveries and priorities.
 - aa. First aid.
 - bb. Security.
 - cc. Progress cleaning.
3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Progress Meetings: Conduct progress meetings at monthly intervals.
- 1. Coordinate dates of meetings with preparation of payment requests.
 - 2. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 - 3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Resolution of BIM component conflicts.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- 4) Status of submittals.
 - 5) Status of sustainable design documentation.
 - 6) Deliveries.
 - 7) Off-site fabrication.
 - 8) Access.
 - 9) Site use.
 - 10) Temporary facilities and controls.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Status of correction of deficient items.
 - 14) Field observations.
 - 15) Status of RFIs.
 - 16) Status of Proposal Requests.
 - 17) Pending changes.
 - 18) Status of Change Orders.
 - 19) Pending claims and disputes.
 - 20) Documentation of information for payment requests.
4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
- a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 31 00

SECTION 01 33 00 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes:

- 1. Submittal schedule requirements.
 - 2. Administrative and procedural requirements for submittals.

- B. Related Requirements:

- 1. Section 01 29 00 "Payment Procedures" for submitting Applications for Payment and the schedule of values.
 - 2. Section 01 31 00 "Project Management and Coordination" for submitting coordination drawings and subcontract list and for requirements for web-based Project software.
 - 3. Section 01 77 00 "Closeout Procedures" for project closeout requirements.
 - 4. Section 01 78 23 "Operation and Maintenance Data" for submitting operation and maintenance manuals.
 - 5. Section 01 78 39 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
 - 6. Section 01 79 00 "Demonstration and Training" for submitting video recordings of demonstration of equipment and training of Owner's personnel.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

1.4 SUBMITTAL SCHEDULE

- A. Submittal Schedule: Submit, as an action submittal, a list of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and additional time for handling and reviewing submittals required by those corrections.
1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
 2. Initial Submittal: Submit concurrently with startup construction schedule. Include submittals required during the first 60 days of construction. List those submittals required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
 3. Final Submittal: Submit concurrently with the first complete submittal of Contractor's construction schedule.
 - a. Submit revised submittal schedule to reflect changes in current status and timing for submittals.
 4. Format: Arrange the following information in a tabular format:
 - a. Scheduled date for first submittal.
 - b. Specification Section number and title.
 - c. Submittal Category: Action; informational.
 - d. Name of subcontractor.
 - e. Description of the Work covered.
 - f. Scheduled date for Architect's final release or approval.
 - g. Scheduled dates for purchasing.
 - h. Scheduled date of fabrication.
 - i. Scheduled dates for installation.
 - j. Activity or event number.

1.5 SUBMITTAL FORMATS

- A. Submittal Information: Include the following information in each submittal:
1. Project name.
 2. Date.
 3. Name of Architect.
 4. Name of Construction Manager.
 5. Name of Contractor.
 6. Name of firm or entity that prepared submittal.
 7. Names of subcontractor, manufacturer, and supplier.
 8. Unique submittal number, including revision identifier. Include Specification Section number with sequential alphanumeric identifier; and alphanumeric suffix for resubmittals.
 9. Category and type of submittal.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

10. Submittal purpose and description.
 11. Number and title of Specification Section, with paragraph number and generic name for each of multiple items.
 12. Drawing number and detail references, as appropriate.
 13. Indication of full or partial submittal.
 14. Location(s) where product is to be installed, as appropriate.
 15. Other necessary identification.
 16. Remarks.
 17. Signature of transmitter.
- B. Options: Identify options requiring selection by Architect.
- C. Deviations and Additional Information: On each submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information and revisions, other than those requested by Architect on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.
- D. PDF Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number.

1.6 SUBMITTAL PROCEDURES

- A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
1. Email: Prepare submittals as PDF package, and transmit to Architect by sending via email. Include PDF transmittal form. Include information in email subject line as requested by Architect.
 - a. Architect will return annotated file. Annotate and retain one copy of file as a digital Project Record Document file.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
 4. Coordinate transmittal of submittals for related parts of the Work specified in different Sections so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 - 1. Initial Review: Allow 7 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 - 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 - 3. Resubmittal Review: Allow 7 days for review of each resubmittal.
- D. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
 - 1. Note date and content of previous submittal.
 - 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 - 3. Resubmit submittals until they are marked with approval notation from Architect's action stamp.
- E. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- F. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

1.7 SUBMITTAL REQUIREMENTS

- A. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
 - 1. If information must be specially prepared for submittal because standard published data are unsuitable for use, submit as Shop Drawings, not as Product Data.
 - 2. Mark each copy of each submittal to show which products and options are applicable.
 - 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.
 - f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams that show factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
5. Submit Product Data before Shop Drawings, and before or concurrent with Samples.
- B. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
 1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer if specified.
- C. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
 1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
 2. Manufacturer and product name, and model number if applicable.
 3. Number and name of room or space.
 4. Location within room or space.
- D. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- E. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.
- F. Certificates:
 1. Certificates and Certifications Submittals: Submit a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity. Provide a notarized signature where indicated.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

2. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
3. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
4. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
5. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
6. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.

G. Test and Research Reports:

1. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
2. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
3. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
4. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
5. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
6. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - a. Name of evaluation organization.
 - b. Date of evaluation.
 - c. Time period when report is in effect.
 - d. Product and manufacturers' names.
 - e. Description of product.
 - f. Test procedures and results.
 - g. Limitations of use.

1.8 CONTRACTOR'S REVIEW

- A. Action Submittals and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Contractor's Approval: Indicate Contractor's approval for each submittal with a uniform approval stamp. Include name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.
 - 1. Architect will not review submittals received from Contractor that do not have Contractor's review and approval.

1.9 ARCHITECT'S REVIEW

- A. Action Submittals: Architect will review each submittal, indicate corrections or revisions required, and return it.
 - 1. PDF Submittals: Architect will indicate, via markup on each submittal, the appropriate action.
- B. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Architect will return without review submittals received from sources other than Contractor.
- F. Submittals not required by the Contract Documents will be returned by Architect without action.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 33 00

SECTION 01 50 00 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.
- B. Related Requirements:
 - 1. Section 01 10 00 "Summary" for work restrictions and limitations on utility interruptions.

1.3 USE CHARGES

- A. General: Installation and removal of and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities engaged in the Project to use temporary services and facilities without cost, including, but not limited to, Owner's construction forces, Architect, occupants of Project, testing agencies, and authorities having jurisdiction.
- B. Sewer Service: Owner will pay sewer-service use charges for sewer usage by all entities for construction operations.
- C. Water Service: Owner will pay water-service use charges for water used by all entities for construction operations.
- D. Electric Power Service: Owner will pay electric-power-service use charges for electricity used by all entities for construction operations.
- E. 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.
- F. 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.

1.4 INFORMATIONAL SUBMITTALS

- A. Site Utilization Plan: Show temporary facilities, temporary utility lines and connections, staging areas, construction site entrances, vehicle circulation, and parking areas for construction personnel.
- B. Project Identification and Temporary Signs: Show fabrication and installation details, including plans, elevations, details, layouts, typestyles, graphic elements, and message content.
- C. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire-prevention program.
- D. Moisture- and Mold-Protection Plan: Describe procedures and controls for protecting materials and construction from water absorption and damage and mold.
- E. Dust- and HVAC-Control Plan: Submit coordination drawing and narrative that indicates the dust- and HVAC-control measures proposed for use, proposed locations, and proposed time frame for their operation. Include the following:
 - 1. Locations of dust-control partitions at each phase of work.
 - 2. HVAC system isolation schematic drawing.
 - 3. Location of proposed air-filtration system discharge.
 - 4. Waste-handling procedures.
 - 5. Other dust-control measures.

1.5 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

1.6 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Engage Installer of each permanent service to assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Polyethylene Sheet: Reinforced, fire-resistive sheet, **10-mil (0.25-mm)** minimum thickness, with flame-spread rating of 15 or less per ASTM E 84 and passing NFPA 701 Test Method 2.
- B. Dust-Control Adhesive-Surface Walk-Off Mats: Provide mats minimum **36 by 60 inches (914 by 1524 mm)**.
- C. Insulation: Unfaced mineral-fiber blanket, manufactured from glass, slag wool, or rock wool; with maximum flame-spread and smoke-developed indexes of 25 and 50, respectively.

2.2 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.
- B. Air-Filtration Units: Primary and secondary HEPA-filter-equipped portable units with four-stage filtration. Provide single switch for emergency shutoff. Configure to run continuously.

PART 3 - EXECUTION

3.1 TEMPORARY FACILITIES, GENERAL

- A. Conservation: Coordinate construction and use of temporary facilities with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.
 - 1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. See other Sections for disposition of salvaged materials that are designated as Owner's property.

3.2 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
 - 1. Locate facilities to limit site disturbance as specified in Section 01 10 00 "Summary."
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.3 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
 - 1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Water Service: Connect to Owner's existing water service facilities. Clean and maintain water service facilities in a condition acceptable to Owner. At Substantial Completion, restore these facilities to condition existing before initial use.
- C. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
 - 1. Toilets: Use of Owner's existing toilet facilities will be permitted, as long as facilities are cleaned and maintained in a condition acceptable to Owner. At Substantial Completion, restore these facilities to condition existing before initial use.
- D. Isolation of Work Areas in Occupied Facilities: Prevent dust, fumes, and odors from entering occupied areas.
 - 1. Prior to commencing work, isolate the HVAC system in area where work is to be performed.
 - a. Disconnect supply and return ductwork in work area from HVAC systems servicing occupied areas.
 - b. Maintain negative air pressure within work area using HEPA-equipped air-filtration units, starting with commencement of temporary partition construction, and continuing until removal of temporary partitions is complete.
 - 2. Maintain dust partitions during the Work. Use vacuum collection attachments on dust-producing equipment. Isolate limited work within occupied areas using portable dust-containment devices.
 - 3. Perform daily construction cleanup and final cleanup using approved, HEPA-filter-equipped vacuum equipment.
- E. Electric Power Service: Connect to Owner's existing electric power service. Maintain equipment in a condition acceptable to Owner.
- F. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
 - 1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.

3.4 SUPPORT FACILITIES INSTALLATION

- A. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.
 - 1. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.
- B. Existing Elevator Use: Use of Owner's existing elevators will be permitted, provided elevators are cleaned and maintained in a condition acceptable to Owner. At Substantial Completion, restore elevators to condition existing before initial use, including replacing worn cables, guide shoes, and similar items of limited life.
 - 1. Do not load elevators beyond their rated weight capacity.
 - 2. Provide protective coverings, barriers, devices, signs, or other procedures to protect elevator car and entrance doors and frame. If, despite such protection, elevators become damaged, engage elevator Installer to restore damaged work so no evidence remains of correction work. Return items that cannot be refinished in field to the shop, make required repairs and refinish entire unit, or provide new units as required.
- C. Existing Stair Usage: Use of Owner's existing stairs will be permitted, provided stairs are cleaned and maintained in a condition acceptable to Owner. At Substantial Completion, restore stairs to condition existing before initial use.
 - 1. Provide protective coverings, barriers, devices, signs, or other procedures to protect stairs and to maintain means of egress. If stairs become damaged, restore damaged areas so no evidence remains of correction work.

3.5 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.
 - 1. Where access to adjacent properties is required in order to affect protection of existing facilities, obtain written permission from adjacent property owner to access property for that purpose.
- B. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
 - 1. Comply with work restrictions specified in Section 01 10 00 "Summary."
- C. Temporary Partitions: Provide floor-to-ceiling dustproof partitions to limit dust and dirt migration and to separate areas occupied by Owner from fumes and noise.
 - 1. Construct dustproof partitions with gypsum wallboard with joints taped on occupied side, and fire-retardant-treated plywood on construction operations side.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

2. Construct dustproof partitions with two layers of 6-mil (0.14-mm) polyethylene sheet on each side. Cover floor with two layers of 6-mil (0.14-mm) polyethylene sheet, extending sheets 18 inches (460 mm) up the sidewalls. Overlap and tape full length of joints. Cover floor with fire-retardant-treated plywood.
 - a. Construct vestibule and airlock at each entrance through temporary partition with not less than 48 inches (1219 mm) between doors. Maintain water-dampened foot mats in vestibule.
 3. Where fire-resistance-rated temporary partitions are indicated or are required by authorities having jurisdiction, construct partitions according to the rated assemblies.
 4. Insulate partitions to control noise transmission to occupied areas.
 5. Seal joints and perimeter. Equip partitions with gasketed dustproof doors and security locks where openings are required.
 6. Protect air-handling equipment.
 7. Provide walk-off mats at each entrance through temporary partition.
- D. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire-prevention program.
1. Prohibit smoking in construction areas. Comply with additional limits on smoking specified in other Sections.
 2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition according to requirements of authorities having jurisdiction.
 3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.
 4. Provide temporary standpipes and hoses for fire protection. Hang hoses with a warning sign stating that hoses are for fire-protection purposes only and are not to be removed. Match hose size with outlet size and equip with suitable nozzles.

3.6 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
- C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.

1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
2. Remove temporary roads and paved areas not intended for or acceptable for integration into permanent construction. Where area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at temporary entrances, as required by authorities having jurisdiction.
3. At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 01 77 00 "Closeout Procedures."

END OF SECTION 01 50 00

SECTION 01 77 00 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for Contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
- B. Related Requirements:
 - 1. Section 01 29 00 "Payment Procedures" for requirements for Applications for Payment for Substantial Completion and Final Completion.
 - 2. Section 01 78 23 "Operation and Maintenance Data" for additional operation and maintenance manual requirements.
 - 3. Section 01 78 39 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
 - 4. Section 01 79 00 "Demonstration and Training" for requirements to train the Owner's maintenance personnel to adjust, operate, and maintain products, equipment, and systems.

1.3 DEFINITIONS

- A. List of Incomplete Items: Contractor-prepared list of items to be completed or corrected, prepared for the Architect's use prior to Architect's inspection, to determine if the Work is substantially complete.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of cleaning agent.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at Final Completion.

1.5 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.
- C. Field Report: For pest-control inspection.

1.6 MAINTENANCE MATERIAL SUBMITTALS

- A. Schedule of Maintenance Material Items: For maintenance material submittal items required by other Sections.

1.7 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's "punch list"), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of five (5) days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction, permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 2. Submit closeout submittals specified in other Division 01 Sections, including Project Record Documents, operation and maintenance manuals, damage or settlement surveys, property surveys, and similar final record information.
 - 3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number.
 - a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Owner's signature for receipt of submittals.
 - 5. Submit testing, adjusting, and balancing records.
 - 6. Submit sustainable design submittals not previously submitted.
 - 7. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- C. Procedures Prior to Substantial Completion: Complete the following a minimum of five (5) days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. Advise Owner of pending insurance changeover requirements.
 2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 3. Complete startup and testing of systems and equipment.
 4. Perform preventive maintenance on equipment used prior to Substantial Completion.
 5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 01 79 00 "Demonstration and Training."
 6. Advise Owner of changeover in utility services.
 7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
 8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 9. Complete final cleaning requirements.
 10. Touch up paint and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of ten (10) days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
1. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
 2. Results of completed inspection will form the basis of requirements for Final Completion.

1.8 FINAL COMPLETION PROCEDURES

- A. Submittals Prior to Final Completion: Before requesting final inspection for determining Final Completion, complete the following:
1. Submit a final Application for Payment in accordance with Section 01 29 00 "Payment Procedures."
 2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

4. Submit pest-control final inspection report.
5. Submit Final Completion photographic documentation.

B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.9 LIST OF INCOMPLETE ITEMS

A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.

1. Organize list of spaces in sequential order, listed by room or space number.
2. Organize items applying to each space by major element, including categories for ceilings, individual walls, floors, equipment, and building systems.
3. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Page number.
4. Submit list of incomplete items in the following format:
 - a. PDF Electronic File: Architect will return annotated file.

1.10 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where warranties are indicated to commence on dates other than date of Substantial Completion, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
- C. Warranty Electronic File: Provide warranties and bonds in PDF format. Assemble complete warranty and bond submittal package into a single electronic PDF file with bookmarks enabling navigation to each item. Provide bookmarked table of contents at beginning of document.

1. Submit on digital media acceptable to Architect by email to Architect.
- D. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
 1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
 - a. Clean Project site of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Rake grounds that are not planted, mulched, or paved to a smooth, even-textured surface.
 - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - e. Remove snow and ice to provide safe access to building.
 - f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - g. Remove debris and surface dust from limited-access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- h. Clean flooring, removing debris, dirt, and staining; clean according to manufacturer's recommendations.
 - i. Vacuum and mop concrete.
 - j. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
 - k. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - l. Remove labels that are not permanent.
 - m. Wipe surfaces of mechanical and electrical equipment[, **elevator equipment**,] and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - n. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - o. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - p. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.
 - 1) Clean HVAC system in compliance with NADCA ACR. Provide written report on completion of cleaning.
 - q. Clean luminaires, lamps, globes, and reflectors to function with full efficiency.
 - r. Clean strainers.
 - s. Leave Project clean and ready for occupancy.
- C. Pest Control: Comply with pest control requirements in Section 01 50 00 "Temporary Facilities and Controls." Prepare written report.
- D. Construction Waste Disposal: Comply with waste-disposal requirements in Section 01 50 00 "Temporary Facilities and Controls."

3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations required by Section 01 73 00 "Execution" before requesting inspection for determination of Substantial Completion.

END OF SECTION 01 77 00

SECTION 01 78 23 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Operation and maintenance documentation directory manuals.
 - 2. Emergency manuals.
 - 3. Systems and equipment operation manuals.
 - 4. Systems and equipment maintenance manuals.
 - 5. Product maintenance manuals.
- B. Related Requirements:
 - 1. Section 01 33 00 "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.

1.3 DEFINITIONS

- A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.
- B. Subsystem: A portion of a system with characteristics similar to a system.

1.4 CLOSEOUT SUBMITTALS

- A. Submit operation and maintenance manuals indicated. Provide content for each manual as specified in individual Specification Sections, and as reviewed and approved at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.
 - 1. Architect will comment on whether content of operation and maintenance submittals is acceptable.
 - 2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- B. Format: Submit operation and maintenance manuals in the following format:
 - 1. Submit by uploading to web-based project software site. Enable reviewer comments on draft submittals.
- C. Initial Manual Submittal: Submit draft copy of each manual at least 30 days before commencing demonstration and training. Architect will comment on whether general scope and content of manual are acceptable.
- D. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training. Architect will return copy with comments.
 - 1. Correct or revise each manual to comply with Architect's comments. Submit copies of each corrected manual within 15 days of receipt of Architect's comments and prior to commencing demonstration and training.
- E. Comply with Section 01 77 00 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

1.5 FORMAT OF OPERATION AND MAINTENANCE MANUALS

- A. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.
 - 1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
 - 2. File Names and Bookmarks: Bookmark individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.

1.6 SYSTEMS AND EQUIPMENT OPERATION MANUALS

- A. Systems and Equipment Operation Manual: Assemble a complete set of data indicating operation of each system, subsystem, and piece of equipment not part of a system. Include information required for daily operation and management, operating standards, and routine and special operating procedures.
 - 1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- B. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
1. System, subsystem, and equipment descriptions. Use designations for systems and equipment indicated on Contract Documents.
 2. Performance and design criteria if Contractor has delegated design responsibility.
 3. Operating standards.
 4. Operating procedures.
 5. Operating logs.
 6. Wiring diagrams.
 7. Control diagrams.
 8. Piped system diagrams.
 9. Precautions against improper use.
 10. License requirements including inspection and renewal dates.
- C. Descriptions: Include the following:
1. Product name and model number. Use designations for products indicated on Contract Documents.
 2. Manufacturer's name.
 3. Equipment identification with serial number of each component.
 4. Equipment function.
 5. Operating characteristics.
 6. Limiting conditions.
 7. Performance curves.
 8. Engineering data and tests.
 9. Complete nomenclature and number of replacement parts.
- D. Operating Procedures: Include the following, as applicable:
1. Startup procedures.
 2. Equipment or system break-in procedures.
 3. Routine and normal operating instructions.
 4. Regulation and control procedures.
 5. Instructions on stopping.
 6. Normal shutdown instructions.
 7. Seasonal and weekend operating instructions.
 8. Required sequences for electric or electronic systems.
 9. Special operating instructions and procedures.
- E. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
- F. Piped Systems: Diagram piping as installed, and identify color coding where required for identification.

1.7 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

- A. Systems and Equipment Maintenance Manuals: Assemble a complete set of data indicating maintenance of each system, subsystem, and piece of equipment not part of a system. Include manufacturers' maintenance documentation, preventive maintenance procedures and frequency, repair procedures, wiring and systems diagrams, lists of spare parts, and warranty information.
 - 1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
 - 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- B. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranties and bonds as described below.
- C. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- D. Manufacturers' Maintenance Documentation: Include the following information for each component part or piece of equipment:
 - 1. Standard maintenance instructions and bulletins; include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
 - a. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
 - 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
 - 3. Identification and nomenclature of parts and components.
 - 4. List of items recommended to be stocked as spare parts.
- E. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
 - 1. Test and inspection instructions.
 - 2. Troubleshooting guide.
 - 3. Precautions against improper maintenance.
 - 4. Disassembly; component removal, repair, and replacement; and reassembly instructions.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

5. Aligning, adjusting, and checking instructions.
 6. Demonstration and training video recording, if available.
- F. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
 2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.
- G. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- H. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- I. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
1. Include procedures to follow and required notifications for warranty claims.
- J. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.
1. Do not use original project record documents as part of maintenance manuals.
- 1.8 PRODUCT MAINTENANCE MANUALS
- A. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- B. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- C. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- D. Product Information: Include the following, as applicable:
1. Product name and model number.
 2. Manufacturer's name.
 3. Color, pattern, and texture.
 4. Material and chemical composition.
 5. Reordering information for specially manufactured products.
- E. Maintenance Procedures: Include manufacturer's written recommendations and the following:
1. Inspection procedures.
 2. Types of cleaning agents to be used and methods of cleaning.
 3. List of cleaning agents and methods of cleaning detrimental to product.
 4. Schedule for routine cleaning and maintenance.
 5. Repair instructions.
- F. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- G. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
1. Include procedures to follow and required notifications for warranty claims.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 78 23

SECTION 01 78 39 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for project record documents, including the following:
 - 1. Record Drawings.
 - 2. Record Specifications.
 - 3. Record Product Data.
 - 4. Miscellaneous record submittals.
- B. Related Requirements:
 - 1. Section 01 77 00 "Closeout Procedures" for general closeout procedures.
 - 2. Section 01 78 23 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.3 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
 - 1. Number of Copies: Submit one set(s) of marked-up record prints.
 - 2. Number of Copies: Submit copies of record Drawings as follows:
 - a. Initial Submittal:
 - 1) Submit PDF electronic files of scanned record prints and one of file prints.
 - 2) Architect will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.
 - b. Final Submittal:
 - 1) Submit record digital data file.
 - 2) Plot each drawing file, whether or not changes and additional information were recorded.

1.4 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.
1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
 - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - b. Accurately record information in an acceptable drawing technique.
 - c. Record data as soon as possible after obtaining it.
 - d. Record and check the markup before enclosing concealed installations.
 - e. Cross-reference record prints to corresponding photographic documentation.
 2. Content: Types of items requiring marking include, but are not limited to, the following:
 - a. Dimensional changes to Drawings.
 - b. Revisions to details shown on Drawings.
 - c. Depths of foundations.
 - d. Locations and depths of underground utilities.
 - e. Revisions to routing of piping and conduits.
 - f. Revisions to electrical circuitry.
 - g. Actual equipment locations.
 - h. Duct size and routing.
 - i. Locations of concealed internal utilities.
 - j. Changes made by Change Order or Construction Change Directive.
 - k. Changes made following Architect's written orders.
 - l. Details not on the original Contract Drawings.
 - m. Field records for variable and concealed conditions.
 - n. Record information on the Work that is shown only schematically.
 3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
 4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
 5. Mark important additional information that was either shown schematically or omitted from original Drawings.
 6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Architect. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

1. Format: Same digital data software program, version, and operating system as the original Contract Drawings.
 2. Format: Annotated PDF electronic file with comment function enabled.
 3. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
 4. Refer instances of uncertainty to Architect for resolution.
 5. Architect will furnish Contractor with one set of digital data files of the Contract Drawings for use in recording information.
 - a. See Section 01 31 00 "Project Management and Coordination" for requirements related to use of Architect's digital data files.
 - b. Architect will provide data file layer information. Record markups in separate layers.
- C. Format: Identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Record Prints: Organize record prints into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
 2. Format: Annotated PDF electronic file with comment function enabled.
 3. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
 4. Identification: As follows:
 - a. Project name.
 - b. Date.
 - c. Designation "PROJECT RECORD DRAWINGS."
 - d. Name of Architect.
 - e. Name of Contractor.

PART 2 - PRODUCTS

PART 3 - EXECUTION

END OF SECTION 01 78 39

SECTION 01 79 00 - DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for instructing Owner's personnel, including the following:
 - 1. Instruction in operation and maintenance of systems, subsystems, and equipment.

1.3 INFORMATIONAL SUBMITTALS

- A. Instruction Program: Submit outline of instructional program for demonstration and training, including a list of training modules and a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module.
 - 1. Indicate proposed training modules using manufacturer-produced demonstration and training video recordings for systems, equipment, and products in lieu of video recording of live instructional module.
- B. Attendance Record: For each training module, submit list of participants and length of instruction time.
- C. Evaluations: For each participant and for each training module, submit results and documentation of performance-based test.

1.4 CLOSEOUT SUBMITTALS

- 1. Transcript: Prepared and bound in format matching operation and maintenance manuals. Mark appropriate identification on front and spine of each binder. Include a cover sheet with same label information as the corresponding video recording. Include name of Project and date of video recording on each page.
- 2. Transcript: Prepared in PDF electronic format. Include a cover sheet with same label information as the corresponding video recording and a table of contents with links to corresponding training components. Include name of Project and date of video recording on each page.

3. At completion of training, submit complete training manual(s) for Owner's use prepared in same PDF file format required for operation and maintenance manuals specified in Section 01 78 23 "Operation and Maintenance Data."

1.5 QUALITY ASSURANCE

- A. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this Project, and whose work has resulted in training or education with a record of successful learning performance.

1.6 COORDINATION

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel.
- B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
- C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data have been reviewed and approved by Architect.

1.7 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections.
- B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following as applicable to the system, equipment, or component:
 1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
 - a. System, subsystem, and equipment descriptions.
 - b. Performance and design criteria if Contractor is delegated design responsibility.
 - c. Operating standards.
 - d. Regulatory requirements.
 - e. Equipment function.
 - f. Operating characteristics.
 - g. Limiting conditions.
 - h. Performance curves.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

2. Documentation: Review the following items in detail:
 - a. Emergency manuals.
 - b. Systems and equipment operation manuals.
 - c. Systems and equipment maintenance manuals.
 - d. Product maintenance manuals.
 - e. Project Record Documents.
 - f. Identification systems.
 - g. Warranties and bonds.
 - h. Maintenance service agreements and similar continuing commitments.
3. Emergencies: Include the following, as applicable:
 - a. Instructions on meaning of warnings, trouble indications, and error messages.
 - b. Instructions on stopping.
 - c. Shutdown instructions for each type of emergency.
 - d. Operating instructions for conditions outside of normal operating limits.
 - e. Sequences for electric or electronic systems.
 - f. Special operating instructions and procedures.
4. Operations: Include the following, as applicable:
 - a. Startup procedures.
 - b. Equipment or system break-in procedures.
 - c. Routine and normal operating instructions.
 - d. Regulation and control procedures.
 - e. Control sequences.
 - f. Safety procedures.
 - g. Instructions on stopping.
 - h. Normal shutdown instructions.
 - i. Operating procedures for emergencies.
 - j. Operating procedures for system, subsystem, or equipment failure.
 - k. Seasonal and weekend operating instructions.
 - l. Required sequences for electric or electronic systems.
 - m. Special operating instructions and procedures.
5. Adjustments: Include the following:
 - a. Alignments.
 - b. Checking adjustments.
 - c. Noise and vibration adjustments.
 - d. Economy and efficiency adjustments.
6. Troubleshooting: Include the following:
 - a. Diagnostic instructions.
 - b. Test and inspection procedures.

7. Maintenance: Include the following:
 - a. Inspection procedures.
 - b. Types of cleaning agents to be used and methods of cleaning.
 - c. List of cleaning agents and methods of cleaning detrimental to product.
 - d. Procedures for routine cleaning.
 - e. Procedures for preventive maintenance.
 - f. Procedures for routine maintenance.
 - g. Instruction on use of special tools.
8. Repairs: Include the following:
 - a. Diagnosis instructions.
 - b. Repair instructions.
 - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - d. Instructions for identifying parts and components.
 - e. Review of spare parts needed for operation and maintenance.

1.8 PREPARATION

- A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a training manual organized in coordination with requirements in Section 01 78 23 "Operation and Maintenance Data."
- B. Set up instructional equipment at instruction location.

1.9 INSTRUCTION

- A. Facilitator: Engage a qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and Owner for number of participants, instruction times, and location.
- B. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
 1. Architect will furnish an instructor to describe basis of system design, operational requirements, criteria, and regulatory requirements.
 2. Owner will furnish an instructor to describe Owner's operational philosophy.
 3. Owner will furnish Contractor with names and positions of participants.
- C. Scheduling: Provide instruction at mutually agreed-on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.
 1. Schedule training with Owner with at least seven days' advance notice.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- D. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.
- E. Evaluation: At conclusion of each training module, assess and document each participant's mastery of module by use of a demonstration performance-based test.
- F. Cleanup: Collect used and leftover educational materials and remove from Project site. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

PART 2 - PRODUCTS

PART 3 - EXECUTION

END OF SECTION 01 79 00

SECTION 23 05 00 – COMMON WORK RESULTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.
- B. This section applies to Plumbing Division 22 & and HVAC Division 23 sections.

1.2 GENERAL

- A. This Section includes mechanical items common to all of this division specification sections.
- B. Provide services, skilled and common labor, and all apparatus and materials required for the complete installation as shown and within the intent of the contract documents, field conditions, and code requirements.
- C. The intention of these Contract Documents is to call for finished work, fully tested and ready for operation. Any components or labor not mentioned in the Contract Documents but required for functioning systems shall be provided. Should there appear to be any discrepancies or questions of intent, the Contractor shall refer the matter to the Architect/Engineer for decision before start of any related work.
- D. Consistency and Completeness: The contract documents are intended to include all components; however, the contract documents may not be perfect. Repetitive, common components (such as volume dampers, thermostats, condensate drains, trap primers, vent pipes, valves, etc.) are shown throughout. If a common component is missing in from the drawings, provide as similar per other areas. There will be no change orders for missing such components, the contractor shall provide consistent, complete, functioning systems.
- E. This contractor will be responsible to carry out the commissioning requirements specified. Refer to Division 1 for additional requirements.

1.3 MANUFACTURERS INSTRUCTIONS

- A. Provide equipment and components to comply with manufacturer's written installation instructions and published drawings.
- B. Follow manufacturer's instructions for inspection, start-up, calibration, and testing.

1.4 DEFINITIONS

- A. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- B. "Provide": Furnish and install, complete and ready for the intended use.
- C. "Shall": The word shall is used to indicate mandatory requirements strictly to be followed in order to conform to the standard and procedures and from which no deviation is permitted.
- D. Finished Spaces: Spaces other than mechanical and electrical equipment rooms, furred spaces, pipe and duct shafts, unheated spaces immediately below roof, spaces above ceilings, unexcavated spaces, crawlspace, and attics.
- E. Exposed, Interior Installations: Exposed to view indoors. Examples include finished occupied spaces and mechanical equipment rooms.
- F. Exposed, Exterior Installations: Exposed to view outdoors or subject to outdoor ambient temperatures and weather conditions. Examples include rooftop locations.
- G. Concealed, Interior Installations: Concealed from view and protected from physical contact by building occupants. Examples include above ceilings and in duct shafts.
- H. Concealed, Exterior Installations: Concealed from view and protected from weather conditions and physical contact by building occupants but subject to outdoor ambient temperatures. Examples include installations within unheated shelters.
- I. Terminal: A point where the controlled medium, such as fluid or energy, enters or leaves the distribution system.

1.5 SUBMITTALS

- A. Provide in accordance with Division 1 of the specifications.

1.6 SUBSTITUTIONS

- A. Provide in accordance with Division 1 of the specifications.
- B. Engineer will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Engineer will return requests without action, except to record noncompliance with these requirements:
 - 1. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Engineer for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

2. Requested substitution does not require revisions to the Contract Documents.
3. Requested substitution is consistent with the Contract Documents and will produce indicated results.
4. Substitution request is fully documented and properly submitted.
5. Requested substitution will not adversely affect Contractor's Construction Schedule.
6. Requested substitution has received necessary approvals of authorities having jurisdiction.
7. Requested substitution is compatible with other portions of the Work and shall be acceptable to all contractors involved.
8. Equipment electrical characteristics different than scheduled may be furnished provided such proposed equipment is approved in writing and connecting electrical services, circuit breakers, and conduit sizes are appropriately modified at no additional cost.
9. If minimum energy ratings or efficiencies are specified, equipment shall comply with requirements.
10. Requested substitution has been coordinated with other portions of the Work.
11. Requested substitution provides specified warranty.

1.7 QUALITY ASSURANCE

- A. All work, materials, and equipment shall comply with the rules and regulations of all codes and ordinances of the local, state, and federal authorities. Such codes, when more restrictive, shall take precedence over these plans and specifications.
- B. Multiple Units: When two or more units of materials or equipment of the same type or class are required, these units shall be products of one manufacturer.
- C. Installer Qualifications: Work shall be done by skilled mechanics shall have successfully completed an apprenticeship program or another craft training program.
- D. The Contractor shall hold a license to perform the work as issued by the local jurisdiction.
- E. Plumbing: General layout shown, provide piping as required by the local plumbing code. A licensed master plumber shall perform or supervise the work and provide layouts, piping, and fittings as required by code.

1.8 COORDINATION

- A. Coordinate use of project space and sequence of installation of work, which is indicated diagrammatically on drawings. Follow routings shown, as closely as practicable, with due allowance for available physical space; make runs parallel with lines of building. Utilize space efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- B. Coordinate use of project space and sequence of installation of work.
- C. Arrange for pipe spaces, chases, slots, and openings in building structure during progress of construction, to allow for installations. Coordinate installation of required supporting devices

and set sleeves in poured-in-place concrete and other structural components as they are constructed.

1.9 TEST ADJUST AND BALANCE READINESS

- A. The Contractor shall provide and coordinate the services of qualified, responsible sub-contractors, suppliers and personnel as required to correct, repair, and/or replace any and all deficient items or conditions found during the course of this project, including the testing, adjusting, and balancing period.
- B. In order that all systems may be properly tested, balanced, and adjusted as required herein by these Specifications, the Contractor shall operate the systems at his expense for the length of time necessary to properly verify their completion and readiness for TAB. Project Contract completion schedules shall allow for sufficient time to permit the completion of TAB services prior to Owner occupancy. The Contractor shall allow adequate time for the testing and balancing activities of the Owner provided services, during the construction period, and prior to Substantial Completion as defined in the Uniform General Conditions of this Construction Document.
- C. The Drawings and Specifications indicate adjustment devices for the purpose of adjustment to obtain optimum operating conditions, and it will be the responsibility of the Contractor to provide these devices in a manner that will leave them accessible and readily adjustable. Should any such device not be readily accessible, the Contractor shall provide access as requested by the TAB Firm. Also, any malfunction encountered by TAB personnel and reported to the Contractor shall be corrected by the Contractor immediately so that the balancing work can proceed with the minimum of delays.
- D. Complete operational readiness of the HVAC systems also requires that the following be accomplished:
 - 1. Distribution Systems:
 - a. Verify installation for conformity to design. Ducts shall be terminated and tested as required by the Specification.
 - b. Dampers shall be properly located and functional. Dampers shall have tight closure and open fully with smooth and free operation.
 - c. RGD'S and terminal devices shall be provided and secured in a fully open position.
 - d. Air handling systems and associated apparatus shall be sealed to eliminate uncontrolled bypass or leakage of air. Final clean filters shall be in place, coils shall be clean with fins straightened, bearings properly greased, and the system shall be completely operational. The Contractor shall verify that all systems are operating within the design pressure limits of the piping and ductwork.
 - e. Under normal operating conditions, check condensate drains for proper connections and functioning. Cooling coil drain pans have a positive slope to drain. Cooling coil condensate drain trap maintains an air seal.
 - f. Fans shall be operating and verified for freedom from vibration, proper fan rotation.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- g. Bearings shall be greased.
- h. Terminal units shall be provided and functional (i.e. controls functioning).

2. Water Circulating Systems:

- a. Verify installation for conformity to design. Hydronic systems are pressure tested, flushed, filled, and properly vented; valves are fully open. Examine HVAC system and equipment installations to verify that indicated balancing devices are properly provided, and that their locations are accessible and appropriate for effective balancing and for efficient system and equipment operation
- b. Valves shall be set to their fully open position. After the system is flushed and checked for proper operation, strainers shall be removed and cleaned. The Contractor shall repeat the operation until circulating water is clean and then the start-up strainers shall be discarded.
- c. Record motor amperage on each phase and voltage after reaching rated speed. Readings shall not exceed nameplate rating. Thermal overload protection is in place.
- d. In preparation of TAB, water circulating systems shall be full and free of air, expansion tanks shall be set for proper water level, and all air vents shall be provided at high points of systems and operating freely. Chemicals shall be added to closed systems to treat piping and inhibit corrosion. The system static pressure shall be adequate to completely fill the system without operating the pumps.
- e. Check and set operating parameters of the heat transfer and control devices to the design requirements.
- f. Proper balancing devices shall be in place and located correctly. Heat transfer coils shall be checked for correct piping connections.

3. Building Automation System (BAS)

- a. The BAS Contractor shall verify that all control components are provided in accordance with project requirements and are functional.
- b. The BAS Contractor shall verify that all controlling instruments are calibrated and set for design operating conditions with the exception of components that require input from the TAB Agency, but a default shall be set. The Control Contractor shall cooperate with the TAB Agency and provide all software and interfaces to communicate with the system.
- c. The BAS Contractor shall thoroughly check all controls, sensors, operators, sequences, etc. before notifying the TAB Agency that the BAS is operational. The BAS Contractor shall provide technical support (technicians and necessary computers) to the TAB Agency for a complete check of these systems.
- d. Prior to occupancy, each ventilation system shall be tested to ensure that OA dampers operate properly in accordance with system design.
- e. Fire Alarm: Division 26 shall thoroughly check all detection devices, sequences, inter-locks, etc. before notifying the TAB Agency that the system is operational. Division 26 shall certify that the systems are totally operational to the Contractor prior to the TAB beginning.

1.10 RENOVATION PROJECTS

- A. The Contractor shall cooperate with the Owner to minimize conflicts with the Owner's operations.
- B. The Contractor shall study all drawings and specifications, visit the site, and get acquainted with the existing conditions and the requirements of the plans and specifications. No claim will be recognized for extra compensation due to the failure of the Contractor to be familiarized with the conditions and extent of the proposed work. The Contractor shall execute all alterations, additions, removals, relocations or new work, etc., as indicated or required to provide a complete installation in accordance with the intent of the drawing and specifications.
- C. Use of Site: Limit use of premises to work in areas indicated. Do not disturb portions of site beyond areas in which the Work is indicated. Keep driveways and entrances serving premises clear and available to Owner. Schedule deliveries to minimize use of driveways and entrances and minimize space and time requirements for storage of materials and equipment on-site.
- D. Follow the recommended procedures of the SMACNA IAQ Guidelines for Occupied Buildings under Construction.
 - 1. Dust partitions and depressurization of the work are performed under Division 1.
 - 2. Duct system openings shall be sealed with plastic.
 - 3. If approved by Owner, and the system needs to be operational during construction, temporary filters shall be added to return grilles. All filters must receive frequent periodic maintenance and be replaced at end of project. The heaviest work areas shall be dampered off or otherwise blocked if temporary imbalance of the return air system does not create a greater problem.
- E. Continuity of Services: The building will be in use during construction operations. Maintain existing systems in operation within all rooms of building at all times. Schedules for various phases of contract work shall be coordinated with all other trades and with Owner's Representative. Provide, as part of contract, temporary plumbing and mechanical and electrical connections and relocations as required to accomplish the above. 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. Notify Owner at least two days in advance of proposed utility interruptions. Identify extent and duration of utility interruptions. Indicate method of providing temporary utilities. Do not proceed with utility interruptions without Owner's written permission.
- F. Cutting And Patching: Provide temporary support of Work to be cut. 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. Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
 - 1. Where existing services/systems are required to be removed relocated, or abandoned, bypass such services/systems before cutting to prevent interruption to occupied areas.
 - 2. Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay. Cut in-place

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.

3. Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original installer; comply with original installer's written recommendations.
4. 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 possible. Provide materials and comply with installation requirements specified in other Sections. Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing. Clean piping, conduit, and similar features before applying paint or other finishing materials. Restore damaged pipe covering to its original condition.
5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition.
6. Cleaning: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.

PART 2 - PRODUCT

2.1 GENERAL

- A. Work shall be conducted, installed, and completed in a neat and professional manner reflecting a minimum level of competent workmanship.

2.2 PRODUCT CRITERIA

- A. Standard Products: Material and equipment shall be the standard products of a manufacturer regularly engaged in the manufacture of the products for at least 3 years. See other specification sections for any exceptions.
- B. Equipment Service: Products shall be supported by a service organization that maintains a complete inventory of repair parts and is located reasonably close to the site.
- C. Multiple Units: When two or more units of materials or equipment of the same type or class are required, these units shall be products of one manufacturer.
- D. Assembled Units: Manufacturers of equipment assemblies, which use components made by others, assume complete responsibility for the final assembled product.
- E. Nameplates: Nameplate bearing manufacturer's name or identifiable trademark shall be securely affixed in a conspicuous place on equipment, or name or trademark cast integrally with equipment, stamped or otherwise permanently marked on each item of equipment.
- F. Asbestos products or equipment or materials containing asbestos shall not be used.

2.3 IDENTIFICATION

A. Equipment:

1. Terminology: Match schedules as closely as possible.
2. Tag and description: Example: "EF-1 - Bathroom Exhaust"
3. Equipment Markers: Custom Vinyl Decals with a clear polyester overlamine to endure outdoor conditions and are UV and scuff resistant. Decals shall be made of flexible vinyl with a permanent pressure-sensitive adhesive backing suitable for curved surfaces. Service temperature range of -40°F to 176°F.]
4. In addition to the equipment tag, equipment located above the ceiling that requires servicing shall be labeled on the ceiling grid using a labeling machine.

B. Piping Identification Devices

1. Manufactured Pipe Markers, General: Seton, Brady, or approved equal; preprinted, color-coded, with lettering indicating service, and showing direction of flow.
2. ASME Compliance: Comply with ASME A13.1, "Scheme for the Identification of Piping Systems," for letter size, length of color field, colors, and viewing angles of identification devices for piping. Lettering: Use piping system terms indicated and abbreviate only as necessary for each application length. Size of letters and length of color field per ASME A13.1.
3. Pipes with OD, Including Insulation; Full-band snap-around pipe markers extending 360 degrees around pipe at each location. Arrows: Integral with piping system service lettering to accommodate both directions; or as separate unit on each pipe marker to indicate direction of flow. Length of color field and size of letters shall be proportional to pipe OD.
4. Types: Self-adhesive type: Seton Opti-Code; Snap-around type: Seton Setmark; Wrap-around type: Seton Ultra-mark; PVF over-laminated polyester construction seals in and protects graphics; suitable for outdoor or harsh environments.

C. Valve Tags & Schedules

1. Valve Tags: Stamped or engraved 1-1/2" round with 1/4-inch letters for piping system legend and 1/2-inch black-filled numbers, with numbering scheme; 3/16" hole for fastener; Material: 19-gauge brass; Valve-Tag Fasteners: Brass wire-link or beaded chain; or S-hook.
2. Valve Schedules: For each piping system, on standard-size bond paper. Tabulate valve number, piping system, system abbreviation (as shown on valve tag), location of valve (room or space), normal-operating position (open, closed, or modulating), and variations for identification. Mark valves for emergency shutoff and similar special uses. Valve-Schedule Frames: Glazed display frame for removable mounting on masonry walls for each page of valve schedule. Include mounting screws. Frame: aluminum. Glazing: ASTM C 1036, Type I, Class 1, Glazing Quality B, 2.5-mm, single-thickness glass.

D. Warning Tags: Preprinted or partially preprinted, accident-prevention tags; of plasticized card stock with matte finish suitable for writing. Size: 3 by 5-1/4 inches minimum. Large-size primary caption such as "DANGER". Color: Yellow background with black lettering.

2.4 PIPE JOINING MATERIALS

- A. Provide per local code.
- B. Pipe Threads: ASME B1.20.1 for factory-threaded pipe and pipe fittings.
- C. Pipe-Flange Gasket Materials: Suitable for chemical and thermal conditions of piping system contents. ASME B16.21, nonmetallic, flat, asbestos-free, **1/8-inch** maximum thickness unless thickness or specific material is indicated. Full-Face Type: For flat-face, Class 125, cast-iron and cast-bronze flanges. Narrow-Face Type: For raised-face, Class 250, cast-iron and steel flanges. AWWA C110, rubber, flat face, **1/8 inch** thick, unless otherwise indicated; and full-face or ring type, unless otherwise indicated. Flange Bolts and Nuts: ASME B18.2.1, carbon steel, unless otherwise indicated.
- D. Press Connections
 - 1. Basis-of-Design Product: Subject to compliance with requirements, provide Viega LLC; ProPress, Apollo, or approved equal.
 - 2. Press ends shall have Viega Smart Connect, Apollo Leak Before Press, or similar technology designed into the fitting itself, allowing identification of an un-pressed fitting during pressure testing. The function of this feature is to provide the installer quick and easy identification of connections which have not been pressed prior to putting the system into operation.
 - 3. Copper and copper alloy press fittings shall conform to material requirements of ASME B16.18 or ASME B16.22 and performance criteria of ASME B16.51 and IAPMO PS 117. Sealing elements for press fittings shall be EPDM. Sealing elements shall be factory installed or an alternative supplied by fitting manufacturer.
 - 4. Steel: Cold Press Mechanical Joint Fitting shall conform to material requirements of ASTM A420 or ASME B16.3 and performance criteria ANSI/CSA LC4. Sealing elements for press fittings shall be HNBR. Sealing elements shall be factory installed or an alternative supplied by fitting manufacturer. Piping and fittings shall comply with CSA LC-4 and local codes.
- E. Mechanical Coupling Gasket Materials: Suitable for the chemical and thermal conditions of the piping system contents and exterior environment. Gasket design shall be such that the entire coupling housing is isolated from the system contents to prevent galvanic action and inhibit galvanic corrosion.
- F. Plastic, Pipe-Flange Gasket, Bolts, and Nuts: Type and material recommended by piping system manufacturer, unless otherwise indicated.
- G. Solder Filler Metals: ASTM B 32, lead-free alloys. Include water-flushable flux according to ASTM B 813.
- H. Brazing Filler Metals: AWS A5.8, BCuP Series, copper-phosphorus alloys for general-duty brazing, unless otherwise indicated; and AWS A5.8, BAg1, silver alloy for refrigerant piping, unless otherwise indicated.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- I. Welding Filler Metals: Comply with AWS D10.12 for welding materials appropriate for wall thickness and chemical analysis of steel pipe being welded.
- J. Solvent Cements for Joining Plastic Piping: CPVC Piping: ASTM F 493. PVC Piping: ASTM D 2564. Include primer according to ASTM F 656.
- K. Plastic-to-Metal Transition Fittings: one-piece fitting with manufacturer's Schedule 80 equivalent dimensions; one end with threaded brass insert, and one solvent-cement-joint end.
- L. PE Piping Heat-Fusion Joints: Clean and dry joining surfaces by wiping with clean cloth or paper towels. Join according to ASTM D 2657. Plain-End Pipe and Fittings: Use butt fusion. Plain-End Pipe and Socket Fittings: Use socket fusion.
- M. Dielectric fittings: Threaded dielectric union, ANSI B16.39. Watts Series LF3000 (lead free) or approved equal. Flange union with dielectric gasket and bolt sleeves, ANSI B16.42. Dielectric flange fittings: Watts Series LF3100.

2.5 SLEEVES & ESCUTCHEONS

- A. Cast-Iron Wall Pipes: Cast or fabricated of cast or ductile iron and equivalent to ductile-iron pressure pipe, with plain ends and integral water-stop unless otherwise indicated.
- B. Galvanized-Steel Wall Pipes: ASTM A 53/A 53M, Schedule 40, with plain ends and welded steel collar; zinc coated.
- C. Galvanized-Steel-Pipe Sleeves: ASTM A 53/A 53M, Type E, Grade B, Schedule 40, zinc coated, with plain ends.
- D. Galvanized-Steel-Sheet Sleeves: 0.0239-inch minimum thickness; round tube closed with welded longitudinal joint.
- E. Molded-PE or -PP Sleeves: Removable, tapered-cup shaped, and smooth outer surface with nailing flange for attaching to wooden forms.
- F. Provide wall penetration system where service pipes penetrate through foundation wall or floor. Make installation watertight. Mechanical Sleeve Seals: Modular sealing element unit, designed for field assembly, to fill annular space between pipe and sleeve; Thunderline Link-Seal, or approved equal.
 - 1. Sealing Elements: EPDM interlocking links shaped to fit surface of pipe. Include type and number required for pipe material and size of pipe.
 - 2. Pressure Plates: Glass-reinforced nylon.
 - 3. Connecting Bolts and Nuts: Stainless steel, of length required to secure pressure plates to sealing elements.
- G. Escutcheons shall be manufactured from nonferrous metals and shall be chrome-plated. Metals and finish shall conform to ASME A112.19.2. Escutcheons shall be one-piece type where mounted on chrome-plated pipe or tubing, and one-piece of split-pattern type elsewhere. ID

shall closely fit around pipe, tube, and insulation of insulated piping and an OD that completely cover the opening. All escutcheons shall have setscrews for maintaining a fixed position against a surface.

2.6 HANGERS AND SUPPORTS FOR PIPING AND EQUIPMENT

- A. Provide in accordance with MSS SP69 - Manufacturers Standardization Society: Pipe Hangers and Supports- Selection and Application. Steel pipe hangers and supports shall have the manufacturer's name, part number, and applicable size stamped in the part itself for identification.
- B. The materials of all pipe hanging and supporting elements shall be in accordance with MSS SP-58. Welding: Qualify processes and operators according to ASME Boiler and Pressure Vessel Code: Section IX, "Welding and Brazing Qualifications."
- C. Steel Support Welding: Qualify processes and operators according to AWS D1.1, "Structural Welding Code--Steel." Steel Pipe Welding: Qualify processes and operators according to ASME Boiler and Pressure Vessel Code: Section IX, "Welding and Brazing Qualifications." Comply with provisions in ASME B31 Series, "Code for Pressure Piping." Certify that each welder has passed AWS qualification tests for welding processes involved and that certification is current.
- D. Delegated-Design Submittal: For hangers indicated to comply with performance requirements and design criteria, including analysis data signed and sealed by the qualified professional engineer responsible for their preparation. Show fabrication and installation details and include calculations for the following; include Product Data for components: Trapeze pipe hangers, Metal framing systems, Pipe stands, Equipment supports.
- E. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. B-Line Systems, Inc.
 - 2. Carpenter & Patterson, Inc.
 - 3. Grinnell Corp.
 - 4. Hubbard Enterprises/Holdrite
 - 5. National Pipe Hanger Corp.
 - 6. Piping Technology & Products, Inc.
 - 7. Unistrut
 - 8. Anvil International, Inc.
 - 9. Empire
- F. Hangers:
 - 1. Uninsulated pipes 2 inch and smaller: Adjustable steel swivel ring (band type) hanger, Type 10, B-Line B3170; Adjustable steel swivel J-hanger, Type 5, B-Line B3690; Malleable iron ring hanger, Type 12, B-Line B3198R or hinged ring hanger, B3198H. Adjustable steel clevis hanger, Type 1, B-Line B3100.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

2. Uninsulated pipes 2-1/2 inch and larger: Adjustable steel clevis hanger, Type 1, B-Line B3100.
 3. Insulated pipe- Hot piping: 2 inch and smaller pipes: use adjustable steel clevis with galvanized sheet metal shield. Type 1, B-Line B3100 with Type 40, B-Line B3151 series insulation protection shield. 2-1/2 inch and larger pipes: Type 41 or Type 43 with Type 39A/39B, B3160-B3165 series pipe covering protection saddle.
 4. Insulated pipe- Cold piping: use adjustable steel clevis with galvanized sheet metal shield. Type 1, B-Line B3100 with Type 40, B-Line B3151 series insulation protection shield.
- G. Pipe Clamps: When flexibility in the hanger assembly is required due to horizontal movement, use pipe clamps with weldless eye nuts, Type 4, B-Line B3140. For insulated lines use double bolted pipe clamps, Type 3, B-Line B3144.
- H. Multiple or Trapeze Hanger: Trapeze hangers shall be constructed from 12-gauge roll formed ASTM A1011 SS Grade 33 structural steel channel, 1-5/8 inch by 1-5/8-inch minimum, B-Line B22 strut or stronger as required. Mount pipes to trapeze with 2-piece pipe straps sized for outside diameter of pipe, B-Line B2000 Series.
- I. Wall Supports: Pipes 4 inch and smaller: Carbon steel J-hanger, B-Line B3690. Pipes larger than 4 inch: Welded strut bracket and pipe straps, Type 31 light welded steel bracket, B-Line B3064. Provide Type 32 or Type 33 for heavier loads.
- J. Floor Supports: Hot piping under 6 inch and all cold piping: Carbon steel adjustable pipe saddle and nipple attached to steel base stand sized for pipe elevation. Type 38 adjustable pipe saddle, B-Line B3093 and B3088T base stand; or Type 39, B3090 and B3088 base stand. Pipe saddle shall be screwed or welded to appropriate base stand. Hot piping 6 inch and larger: Adjustable Roller stand with base plate, Type 46, B3118SL. Adjustable roller support and steel support sized for elevation, B-Line B3124.
- K. Vertical Supports: Steel riser clamp sized to fit OD of pipe, Type 8, B-Line B3373.
- L. Copper Tubing Supports Hangers shall be sized to fit copper tubing outside diameters. Adjustable steel swivel ring (band type) hanger, Type 10, B-Line B3170CT. Malleable iron ring hanger, Type 12, B-Line B3198RCT or hinged ring hanger B3198HCT. Adjustable steel clevis hanger, Type 1, B-Line B3104CT. For supporting copper tube to strut use plastic inserted vibration isolation clamps, B-Line BVT series.
- M. Plastic Pipe Supports: V-Bottom clevis hanger with galvanized 18-gauge continuous support channel, Type 1, B-Line B3106 and B3106V plastic pipe support channel, to form a continuous support system for plastic pipe or flexible tubing.
- N. Supplementary Structural Supports: Design and fabricate supports using structural quality steel bolted framing materials as manufactured by Cooper B-Line. Channels shall be roll formed, 12 gauge ASTM A1011 SS Grade 33 steel, 1-5/8 inch by 1-5/8 inch or greater as required by loading conditions. Submit designs for pipe tunnels, pipe galleries, etc., to engineer for approval. Use clamps and fittings designed for use with the strut system.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- O. Beam Clamps shall be used where piping is to be suspended from building steel. Clamp type shall be selected on the basis of load to be supported, and load configuration. C-Clamps shall have locknuts and cup point set screws, Type 23, B-Line B351L. Refer to manufacturer's recommendation for setscrew torque. Retaining straps shall be used to maintain the clamps position on the beam where required.
- P. Concrete Inserts: Cast in place spot concrete inserts shall be used where applicable; either steel or malleable iron body, Type 18, B-Line B2500 or B3014. Spot inserts shall allow for lateral adjustment and have means for attachment to forms. Select inserts to suit threaded hanger rod sizes, B-Line N2500 or B3014N series. Continuous concrete inserts shall be used where applicable. Channels shall be 12 gauge, ASTM A1011 SS Grade 33 structural quality carbon steel, complete with Styrofoam inserts and end caps with nail holes for attachment to forms. The continuous concrete insert shall have a load rating of 2,000 lbs./ft. in concrete, B-Line B22I, 32I, or 52I. Select channel nuts suitable for strut and rod sizes.
- Q. For air conditioning and other vibrating system applications, use a clamp that has a vibration dampening insert and a nylon inserted locknut. For copper and steel tubing use B-Line BVT-Series Vibraclamps. For larger tubing or piping subjected to vibration, use neoprene or spring hangers as required. For base mounted equipment use vibration pads, molded neoprene mounts, or spring mounts as required.
- R. Accessories
1. Hanger Rods shall be threaded both ends, or continuous threaded rods of circular cross section. Use adjusting locknuts at upper attachments and hangers. No wire, chain, or perforated straps are allowed.
 2. Shields shall be 180 degree galvanized sheet metal, 12 inch minimum length, 18 gauge minimum thickness, designed to match outside diameter of the insulated pipe, B-Line B3151.
 3. Pipe protection saddles shall be formed from carbon steel, 1/8 inch minimum thickness, sized for insulation thickness. Saddles for pipe sizes greater than 12 inch shall have a center support rib.
- S. Indoor Finishes: Hangers and clamps for support of bare copper piping shall be coated with copper colored epoxy paint, B-Line Dura-Copper®. Additional PVC coating of the epoxy painted hanger shall be used where necessary. Hangers for other than bare copper pipe shall be zinc plated in accordance with ASTM B633; or shall have an electro-deposited green epoxy finish, B-Line Dura-Green®. Strut channels shall be pre-galvanized in accordance with ASTM A653 SS Grade 33 G90 OR have an electro-deposited green epoxy finish, B-Line Dura-Green®.
- T. Outdoor Finishes: Hangers and strut located outdoors shall be hot dip galvanized after fabrication in accordance with ASTM A123. All hanger hardware shall be hot dip galvanized or stainless steel. Zinc plated hardware is not acceptable for outdoor or corrosive use.
- U. Unistrut (MFMA) Manufacturer Metal Framing System:
1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- a. Unistrut Corporation
 - b. Cooper B-Line, Inc.
 - c. Flex-Strut Inc.
 - d. Thomas & Betts Corporation.
2. Description: Shop- or field-fabricated pipe-support assembly for supporting multiple parallel pipes. Standard: MFMA-4.
 3. Channels: Continuous slotted steel channel with in-turned lips. Channel Nuts: Formed or stamped steel nuts or other devices designed to fit into channel slot and, when tightened, prevent slipping along channel.
 4. Hanger Rods: Continuous-thread rod, nuts, and washer made of carbon steel.
 5. Coating: Unistrut Perma-green or similar.

2.7 THERMOMETERS AND PRESSURE GAUGES

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 1. Ashcroft
 2. Weksler
 3. Ernst Gauge Co.
 4. Terice: H. O. Terice Co.
 5. Weiss Instruments, Inc.
- B. Liquid-In-Glass Industrial Thermometers: shall be a blue reading (Fill Type Spirit: Blue colored, organic) liquid-in-glass adjustable angle type, 9" scale, cast aluminum case with cured polyester powder coating, clear acrylic window and brass separable thermowell. Thermometers will be Terice BX9 Series or approved equal. The proper range will be selected so that the operating temperature of the material being measured will fall approximately in the middle of the scale.
- C. Thermowells: Provide fitting with protective socket for installation in threaded pipe fitting to hold fixed thermometer stem. Material shall be compatible with the piping. Where insulation thickness exceeds 2", a longer stem thermometer will be used with an extension neck brass separable thermowell. The extension neck will be at least 2" long. Cap: Threaded, with chain permanently fastened to socket.
- D. Pressure gauges shall be 3½" dial size with a flangeless cast aluminum case, stainless steel friction ring and glass window. Movement will be brass with a bronze bourdon tube and brass socket. Dial face will be white with black figures; pointer will be friction adjustable type. Accuracy shall be ±1% of scale range, ASME B40.1 Grade 1A. Pressure gauges will be Terice No. 600CB approved equal.
 1. Connector: Brass, **NPT 1/4**.
 2. Units of Measure: PSI
 3. Provide silicone-damped movement.
 4. Range: The proper range shall be selected so that the average operating pressure falls approximately in the middle of the scale selected.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

5. Provide pressure-gauge needle valve and snubber (Terice No. 872 pressure snubbers) in piping to pressure gauges; ASME B40.5, **NPS 1/4** brass bushing with corrosion-resistant porous-metal disc of material suitable for system fluid and working pressure.
6. Needle Valves: Terice 735 Series; **NPS 1/4** brass or 316 stainless steel needle type.
7. Scale Range: The proper range will be selected so that the operating pressure of the material being measured will fall approximately in the middle of the scale.

2.8 INSULATION

A. General

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Certainteed
 - b. Knauf
 - c. Owens-Corning
 - d. Manson
 - e. John Mansville
 - f. Armstrong
 - g. Aeroflex USA
 - h. Nomaco K-Flex
 - i. Pabco.
2. Surface-Burning Characteristics: For insulation and related materials, as determined by testing identical products according to ASTM E 84, by a testing agency acceptable to authorities having jurisdiction. Factory label insulation and jacket materials and adhesive, mastic, tapes, and cement material containers, with appropriate markings of applicable testing agency.
3. Indoors: Materials shall have a flame spread index of less than 25 and a smoke developed index of less than 50 when tested in accordance with ASTM E 84, latest revision.
4. Outdoors: Flame-spread index of 75 or less, and smoke-developed index of 150 or less.
5. Provide accessory materials as part of insulation work under this section shall include closure materials, adhesives, mastics, and support materials; shall be as recommended by insulation material manufacturer.

B. Piping Insulation Materials

1. Glass Fiber:
 - a. Knauf 1000° Pipe Insulation with ECOSE Technology meeting ASTM C547 Type IV Grade A, ASTM C585, and ASTM C795; rigid, molded, noncombustible per ASTM E136; k value: ASTM C335, 0.23 at 75°F mean temperature. Maximum Service Temperature: 1000°F, or Johns Manville's Micro-Lok® *HP* meeting ASTM C547, Type I, maximum service temperature of 850°F meeting the other requirements. Vapor Retarder Jacket: ASJ/SSL conforming to ASTM C1136 Type I, secured with self-sealing longitudinal laps and butt strips.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- b. PVC Fitting Covers: The Proto Fitting Cover System or Johns Manville Zeston® polyvinyl chloride (PVC) parts shall consist of one piece and two piece pre-molded high impact UV-resistant PVC fitting covers with fiberglass inserts and accessories, which include elbows, tee/valves, end caps, mechanical line couplings, and specialty fittings. Fittings shall be made of Zeston® or LoSMOKE® grade PVC, 25/50 rated per ASTM E-84. Thermal Value of fiberglass insert: K value of 0.26 at 75°F; resistance to fungi and bacteria. (ASTM G 21, ASTM G 22): does not promote growth of fungi or bacteria.
- 2. Flexible Elastomeric Insulation: Closed-cell, sponge- or expanded-rubber materials. Comply with ASTM C 534, Type I for tubular materials.
 - a. For indoor applications, adhesive shall have a VOC content of 50 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
 - b. Adhesive shall comply with the testing and product requirements of the California Department of Health Services' "Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers."
 - c. Materials shall have a maximum thermal conductivity of 0.27 Btu-in/h-ft²- °F at a 75°F mean temperature when tested in accordance with ASTM C 177 or ASTM C 518, latest revisions.
 - d. Materials shall have a maximum water vapor transmission of 0.08 perm-inches when tested in accordance with ASTM E 96, Procedure-A, latest revision.
 - e. Provide Armaflex WB finish for outdoor exposed piping.
- 3. Closed Cell Pipe Insulation: Pittsburgh Corning Foamglas, or approved equal; a lightweight, rigid insulating material composed of millions of completely sealed glass cells, each an insulating space. ASTM C 552-00 "Specification for Cellular Glass Thermal Insulation" operating temperatures from -450°F to +900°F; water permeability 0.00 perm-inch.

2.9 MISCELLANEOUS

- A. Roofing
 - 1. Coordinate roofing with Division 7.
 - 2. Do not locate mechanical equipment within 10 feet of the roof edge.
- B. Grout: ASTM C 1107, Grade B, non-shrink and nonmetallic, dry hydraulic-cement grout. Characteristics: Post-hardening, volume adjusting, non-staining, non-corrosive, nongaseous, and recommended for interior and exterior applications. Design Mix: **5000-psi**, 28-day compressive strength. Packaging: Premixed and factory packaged.
- C. All equipment shall be vibration isolated to prevent vibration transmission to the building structure.

PART 3 - EXECUTION

3.1 DEMOLITION AND REMOVALS

- A. Refer to Division 1 for general demolition requirements and procedures.
- B. Disconnect, demolish, and remove plumbing and mechanical systems, equipment, and components indicated to be removed.
 - 1. Piping to Be Removed: Remove portion of piping indicated to be removed and cap or plug remaining piping with same or compatible piping material.
 - 2. Piping to Be Abandoned in Place: Drain piping and cap or plug piping with same or compatible piping material.
 - 3. Ducts to Be Removed: Remove portion of ducts indicated to be removed and cap and seal remaining ducts with same or compatible ductwork material.
 - 4. Ducts to Be Abandoned in Place: Cap and seal ducts with same or compatible ductwork material.
 - 5. Equipment to be Removed: Disconnect and cap services and remove equipment.
 - 6. Equipment to be Removed and Reinstalled: Disconnect and cap services and remove, clean, and store equipment; when appropriate, reinstall, reconnect, and make equipment operational.
 - 7. Equipment to Be Removed and Salvaged: Disconnect and cap services and remove equipment and deliver to Owner.
- C. If pipe, insulation, or equipment to remain is damaged in appearance or is unserviceable, remove damaged or unserviceable portions and replace with new products of equal capacity and quality.

3.2 COMMON REQUIREMENTS

- A. The drawings show the general arrangement of systems and equipment but do not show all required fittings and offsets that may be necessary to connect pipes and ductwork to equipment, and to coordinate with other trades. Provide all necessary fittings, offsets and runs based on field measurements and at no additional cost. Coordinate with other trades for space available and relative location of equipment and accessories. Pipe and duct location on the drawings shall be altered by contractor where necessary to avoid interferences and clearance difficulties.
- B. Fabricate based on field measurements.
- C. Corrections or comments made on the shop or coordination drawings during the review do not relieve Contractor from compliance with requirements of the drawings and specifications. The Contractor is responsible for: confirming and correcting all quantities; checking electrical characteristics and dimensions; selecting fabrication processes and techniques of construction; coordinating his work with that of all other trades; and performing work in a safe and satisfactory manner.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- D. Protection and Cleaning: Equipment and materials shall be carefully handled, properly stored, and adequately protected to prevent damage before and during installation, in accordance with the manufacturer's recommendations. Damaged or defective items shall be replaced. Protect all finished parts of equipment. Close duct and pipe openings with caps or plugs during installation. Tightly cover and protect fixtures and equipment against dirt, water, chemical, or mechanical injury. At completion of all work thoroughly clean fixtures, exposed materials and equipment.
- E. Provide piping, ductwork, and equipment to allow maximum possible headroom unless specific mounting heights are indicated. Provide equipment level and plumb, parallel and perpendicular to other building systems and components in exposed interior spaces, unless otherwise indicated.
- F. Provide equipment to facilitate service, maintenance, and repair or replacement of components. Connect equipment for ease of disconnecting, with minimum interference to other installations. Extend grease fittings to accessible locations.
- G. Coordinate location of piping, ductwork, sleeves, inserts, hangers, and equipment. Locate to clear other construction, services, and utilities.
- H. Any structural member weakened or impaired by cutting, notching, or otherwise shall be reinforced, repaired, or replaced so as to be left in safe structural condition in accordance with the local building code requirements.
- I. Provide piping and ductwork in concealed locations, unless otherwise indicated and except in equipment rooms and service areas.
- J. Provide systems above accessible ceilings to allow sufficient space for ceiling panel removal.
- K. Verify final equipment locations for roughing-in.
- L. All systems: Do not enclose, cover, or put into operation until inspected and approved by authorities having jurisdiction.
- M. The contract documents indicate required valves, fittings, and accessories. If additional materials are required by code or manufacturer's instructions, they shall be provided at no cost to the owner.

3.3 PIPING INSTALLATIONS

- A. Provide piping indicated to be exposed and piping in equipment rooms and service areas at right angles or parallel to building walls. Diagonal runs are prohibited unless specifically indicated otherwise.
 - 1. Provide piping to permit valve servicing.
 - 2. Provide equipment and other components to allow right of way for piping installed at required slope.
 - 3. Provide free of sags and bends.
 - 4. Provide unions or flanges at connections to equipment.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

5. Provide fittings for changes in direction and branch connections.
 6. Make allowances for application of insulation.
- B. Provide piping adjacent to equipment and machines to allow service and maintenance.
- C. Use transition fitting to join dissimilar piping materials. Connect piping in sizes indicated, but not smaller than sizes of unit connections.
- D. Select system components with pressure rating equal to or greater than system operating pressure.
- E. Plastic piping: Piping shall be installed to avoid damage from adjacent light fixtures. In certain construction situations, these plastic pipes may be installed near recessed light fixtures in ceilings. Light fixtures may have exterior temperatures as high as 194°F.

3.4 PIPING JOINT CONSTRUCTION

- A. Pipe and tube required by the applicable standard to be cleaned and capped shall be delivered to the job site with factory-applied end-caps. Maintain end-caps through shipping, storage, and handling to prevent pipe-end damage and prevent entrance of dirt, debris, and moisture. Protect stored pipe and tube from moisture and dirt. Elevate above grade. When stored inside, do not exceed the structural capacity of the floor. Protect fittings, flanges, and piping specialties from moisture and dirt. Store plastic pipes protected from direct sunlight. Support to prevent sagging and bending.
- B. Joints shall be fabricated, joined, and tested per the piping and fitting manufacturer's instructions. Joint preparation, setting and alignment, joining process, timing, hanger spacing, and working pressure shall be in accordance with the pipe and fitting manufacturer's specifications.
- C. Join pipe and fittings according to the following requirements and the relevant specification section specifying piping systems.
- D. Ream ends of pipes and tubes and remove burrs. Remove scale, slag, dirt, and debris from inside and outside of pipe and fittings before assembly.
- E. Installer Qualifications
1. Pipe fitters shall be qualified to the procedure used to perform the pipe joining.
 2. The contractor is responsible for documenting all qualification and training records of each pipe fitter. Pipe fitters shall have current, formal training on the pipe joining method.
 3. Contractor must submit documentation that lists personnel assigned to this project prior to beginning construction who have successfully completed formal training conducted by an authorized manufacturer's representative. The Contractor Training documentation shall be specific to the manufacturer of the pipe and fittings.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

4. Personnel's training documentation must be current and have been updated within the past two (2) years. Training received more than two years prior to operation with no evidence of activity within the past 6 months shall not be considered current.
 5. Piping Warranty: Contractor shall provide and document required training and required by the piping system manufacturer in order to maintain the piping manufacturer's warranty.
- F. Provide dielectric fittings at connection between copper and ferrous metal. Use transition fitting to join dissimilar piping materials.
- G. Soldered Joints: Apply ASTM B 813, water-flushable flux, unless otherwise indicated, to tube end. Construct joints according to ASTM B 828 or CDA's "Copper Tube Handbook," using lead-free solder alloy complying with ASTM B 32.
- H. Brazed Joints: Construct joints according to AWS's "Brazing Handbook," "Pipe and Tube" Chapter, using copper-phosphorus brazing filler metal complying with AWS A5.8/A5.8M.
- I. Threaded Joints:
1. Thread pipe with tapered pipe threads complying with ASME B1.20.1.
 2. Cut threads full and clean using sharp dies.
 3. Ream threaded pipe ends to remove burrs and restore full inside diameter of pipe.
 4. Apply appropriate tape or thread compound to external pipe threads unless dry-seal threading is specified.
 5. Damaged Threads: Do not use pipe or pipe fittings with threads that are corroded or damaged. Do not use pipe sections that have cracked or open welds.
- J. Press connections:
1. The joints shall be pressed using the tools approved by the manufacturer.
 2. Always examine the pipe to ensure it is fully inserted into the fitting prior to pressing the joint.
 3. Pipe ends shall be cut on a right angle (square) to the pipe.
 4. Copper: The tubing shall be fully inserted into the fitting and the tubing marked at the shoulder of the fitting. The fitting alignment shall be checked against the mark on the tubing to assure the tubing is fully engaged (inserted) in the fitting. The joints shall be pressed using the tools approved by the manufacturer.
 5. Steel: Pipe ends shall be reamed chamfered and all paint, lacquer, grease, oil or dirt shall be removed from the pipe end with an abrasive cloth, or with the Rigid MegaPress pipe end prep tool. Sealing elements shall be verified for the intended use. Visually examine the fitting sealing element to ensure there is no damage. Utilizing a Viega insertion depth inspection gauge mark the tube wall, with a felt tip pen, at the appropriate location, or insert the pipe fully into the fitting and mark the pipe wall at the face of the fitting.
- K. Grooved Joints: Assemble joints with coupling and gasket, lubricant, and bolts. Cut or roll grooves in ends of pipe based on pipe and coupling manufacturer's written instructions for pipe wall thickness. Use grooved-end fittings and rigid or flexible, where required, grooved-end-pipe couplings. The gasket style and elastomeric material (grade) shall be verified as suitable for the intended service as specified. Gaskets shall be molded and produced by the grooved

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

coupling manufacturer. Grooved end shall be clean and free from indentations, projections, and roll marks in the area from pipe end to groove. A Victaulic factory trained field representative shall provide on-site training for contractor's field personnel in the use of grooving tools, application of groove, and installation of grooved piping products. Factory trained representative shall periodically review the product installation. Contractor shall remove and replace any improperly installed products.

- L. Welded Joints: Construct joints according to AWS D10.12/D10.12M, using qualified processes and welding operators. Bevel plain ends of steel pipe. Patch factory-applied protective coating as recommended by manufacturer at field welds and where damage to coating occurs during construction.
- M. Flanged Joints: Provide appropriate gasket material, size, type, and thickness for service application. Provide gasket concentrically positioned. Use suitable lubricants on bolt threads.
- N. Joint Construction for Solvent-Cemented Plastic Piping: Clean and dry joining surfaces. Comply with ASTM F 402 for safe-handling practice of cleaners, primers, and solvent cements. Apply primer. CPVC Piping: Join according to ASTM D 2846/D 2846M Appendix. PVC Piping: Join according to ASTM D 2855.

3.5 PIPE PENETRATIONS, SLEEVES, & ESCUTCHEONS

- A. Provide sealants for all pipe penetrations. All pipe penetrations shall be sealed.
- B. Provide allowance for thermal expansion and contraction of copper tubing passing through a wall, floor, ceiling or partition by wrapping with an approved tape or pipe insulation or by installing through an appropriately sized sleeve.
- C. Sleeve Clearance: Sleeve through floors, walls, partitions, and beams shall be one inch greater in diameter than external diameter of pipe. Sleeve for pipe with insulation shall be large enough to accommodate the insulation.
- D. Provide sleeves for pipes passing through concrete and masonry construction. Galvanized-Steel Sheet: 0.0239-inch minimum thickness; round tube closed with welded longitudinal joint. Cut sleeves to length for mounting flush with both surfaces. Provide sleeves in new walls and slabs as new walls and slabs are constructed. Provide steel pipe sleeves that are large enough to provide 1/4-inch annular clear space between sleeve and pipe or pipe insulation. Piping through concrete or masonry shall not be subject to any load from the building construction.
 - 1. Sleeves are not required in drywall construction.
 - 2. Sleeves are not required for core-drilled holes.
- E. To prevent accidental liquid spills from passing to a lower level, provide the following:
 - 1. For sleeves: Extend sleeve 1-1/2 inch above finished floor and provide sealant for watertight joint.
 - 2. For blocked out floor openings: Provide 1-1/2 inch angle set in silicone adhesive around opening.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

3. For drilled penetrations: Provide 1-1/2 inch angle ring or square set in silicone adhesive around penetration.

F. Escutcheons:

1. Provide escutcheons at wall, floor, and ceiling penetrations in exposed finished locations and within cabinets and millwork.
2. Provide escutcheons with ID to closely fit around pipe, tube, and insulation of piping and with OD that completely covers opening.
3. Use deep-pattern escutcheons if required to conceal protruding pipe fittings.

- G. Plastic and copper piping penetrating framing members, and within one-inch of the framing, shall be protected with 10-gauge steel nailing plates. The steel plate shall extend along the framing member a minimum of 1.5" beyond the OD of the pipe or tubing.

3.6 PIPE HANGER AND SUPPORT INSTALLATION

- A. Metal Pipe-Hanger Installation: Comply with MSS SP-69 and MSS SP-89. Provide hangers, supports, clamps, and attachments as required to properly support piping from the building structure.
- B. Metal Trapeze Pipe-Hanger Installation: Comply with MSS SP-69 and MSS SP-89. Arrange for grouping of parallel runs of horizontal piping, and support together on field-fabricated trapeze pipe hangers. Pipes of Various Sizes: Support together and space trapezes for smallest pipe size or provide intermediate supports for smaller diameter pipes as specified for individual pipe hangers. Field fabricate from ASTM A 36/A 36M, carbon-steel shapes selected for loads being supported. Weld steel according to AWS D1.1/D1.1M.
- C. Metal Framing System Installation: Provide per manufactures recommendations and calculations.
- D. Thermal-Hanger Shield Installation: Provide in pipe hanger or shield for insulated piping.
- E. Fastener System Installation: Provide powder-actuated fasteners for use in lightweight concrete or concrete slabs less than 4 inches thick in concrete after concrete is placed and completely cured. Use operators that are licensed by powder-actuated tool manufacturer. Provide fasteners according to powder-actuated tool manufacturer's operating manual. Provide mechanical-expansion anchors in concrete after concrete is placed and completely cured. Provide fasteners according to manufacturer's written instructions.
- F. Roof Pipe Stand Installation: Provide per manufactures recommendations and calculations. Pipe Stand Types except Curb-Mounted Type: Assemble components and mount on smooth roof surface. Do not penetrate roof membrane. Curb-Mounted-Type Pipe Stands: Assemble components or fabricate pipe stand and mount on permanent, stationary roof curb.
- G. Provide hangers and supports complete with necessary attachments, inserts, bolts, rods, nuts, washers, and other accessories.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- H. Equipment Support Installation: Fabricate from welded-structural-steel shapes.
- I. Provide hangers and supports to allow controlled thermal or seismic movement of piping systems, to permit freedom of movement between pipe anchors, and to facilitate action of expansion joints, expansion loops, expansion bends, and similar units.
- J. Provide lateral bracing with pipe hangers and supports to prevent swaying.
- K. Provide building attachments within concrete slabs or attach to structural steel. Provide additional attachments at concentrated loads, including valves, flanges, and strainers, NPS 2-1/2 and larger and at changes in direction of piping. Provide concrete inserts before concrete is placed; fasten inserts to forms and provide reinforcing bars through openings at top of inserts.
- L. Provide allowances must be made for expansion and contraction of the piping system. Since changes in direction in the system are usually sufficient to allow for expansion and contraction, hangers must be placed so as not to restrict this movement
- M. Pipe Slopes: Provide hangers and supports to provide indicated pipe slopes and to not exceed maximum pipe deflections allowed by plumbing code and ASME B31.9 for building services piping. Piping shall be supported in such a manner as to maintain its alignment and prevent sagging.
- N. Insulated Piping: Attach clamps and spacers to piping.
 - 1. Piping Operating above Ambient Air Temperature: Clamp may project through insulation.
 - 2. Piping Operating below Ambient Air Temperature: Use thermal-hanger shield insert with clamp sized to match OD of insert.
- O. Equipment Supports: Fabricate structural-steel stands to suspend equipment from structure overhead or to support equipment above floor. Grouting: Place grout under supports for equipment and make bearing surface smooth. Provide lateral bracing, to prevent swaying, for equipment supports.
- P. Metal Fabrications: Cut, drill, and fit miscellaneous metal fabrications for trapeze pipe hangers and equipment supports. Fit exposed connections together to form hairline joints. Field weld connections that cannot be shop welded because of shipping size limitations. Field Welding: Comply with AWS D1.1/D1.1M procedures for shielded, metal arc welding; appearance and quality of welds; and methods used in correcting welding work. Use materials and methods that minimize distortion and develop strength and corrosion resistance of base metals. Obtain fusion without undercut or overlap. Remove welding flux immediately. Finish welds at exposed connections so no roughness shows after finishing and so contours of welded surfaces match adjacent contours.
- Q. Hanger Adjustments: Adjust hangers to distribute loads equally on attachments and to achieve indicated slope of pipe. Trim excess length of continuous-thread hanger and support rods to 1-1/2 inches.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

R. Hanger and Support Schedule

1. Comply with MSS SP-69 for pipe-hanger selections and applications that are not specified in piping system Sections.
2. Comply with MSS SP-69 for trapeze pipe-hanger selections and applications that are not specified in piping system Sections.
3. Comply with MFMA-103 for metal framing system selections and applications that are not specified in piping system Sections.

S. Hanger Spacing

1. Support piping and tubing not listed below according to MSS SP-69 and manufacturer's written instructions.
2. Load Distribution: Provide hangers and supports so that piping live and dead loads and stresses from movement will not be transmitted to connected equipment. Space hangers according to pipe manufacturer's written instructions for service conditions. Avoid point loading.
3. Space and provide hangers with the fewest practical rigid anchor points.
4. Piping shall be supported at intervals sufficiently close to maintain correct pipe alignment and to prevent sagging or grade reversal.
5. Pipe shall be supported at all branch ends and at all changes of direction.
6. Provide hangers for copper piping with the following maximum horizontal spacing and minimum rod sizes:
 - a. NPS ½ and ¾: Maximum span, 5 feet; minimum rod size, 1/4 inch.
 - b. **NPS 1: Maximum span, 6 feet; minimum rod size, 1/4 inch.**
 - c. **NPS 1-1/4: Maximum span, 7 feet; minimum rod size, 3/8 inch.**
 - d. **NPS 1-1/2 to 2: Maximum span, 8 feet; minimum rod size, 3/8 inch.**
 - e. NPS 2-1/2: Maximum span, 9 feet; minimum rod size, 3/8 inch.
 - f. NPS 3: Maximum span, 10 feet; minimum rod size, 3/8 inch.
 - g. NPS 4: Maximum span, 10 feet; minimum rod size, 1/2 inch.
 - h. Maximum vertical steel and copper pipe attachment spacing: 10 feet.
7. Piping Hangers for Plastic Piping:
 - a. Hangers shall not compress, distort, cut or abrade the piping.
 - b. Hangers shall be placed next to the pipe joint not more than 18" from the point joint.
 - c. Maximum horizontal spacing and minimum rod diameters (pipe temperature 100°F or lower).
 - d. Solvent cemented PVC
 - 1) NPS 2 and smaller: 48" with 3/8-inch rod.
 - 2) NPS 2-1/2: 48" with 1/2-inch rod.
 - 3) NPS 3: 48" with 1/2-inch rod.
 - 4) NPS 4: 48" with 5/8-inch rod.
 - 5) NPS 6: 48" with 3/4-inch rod.
 - 6) NPS 8: 48" with 7/8-inch rod.

- 7) NPS 10: 48" with 7/8-inch rod.
- 8) NPS 12: 48" with 7/8-inch rod.

e. Solvent cemented CPVC

- 1) NPS 1 and smaller: 36" with 3/8-inch rod.
- 2) NPS 1-1/4 to NPS 3: 60" with 3/8-inch rod.
- 3) NPS 3: 60" with 1/2-inch rod.
- 4) NPS 4: 60" with 5/8-inch rod.
- 5) NPS 6 and 8: 60" with 3/4-inch rod.

- T. Support vertical piping independently of connected horizontal piping. Support vertical pipes at base and at every floor. Wherever possible, locate riser clamps directly below pipe couplings or shear lugs.
- U. Place a hanger within 12 inches of each horizontal elbow.

3.7 VALVE INSTALLATION

- A. Valves shall be installed in accordance with the manufacturer's recommendations.
- B. Provide valves with unions or flanges at each piece of equipment arranged to allow service, maintenance, and equipment removal without system shutdown. Locate valves for easy access and provide separate support where necessary.
- C. Provide valves in horizontal piping with stem at or above center of pipe.
- D. Provide valves in position to allow full stem movement.
- E. Provide strainers on supply side of each control valve and elsewhere as indicated or recommended by component manufacturer to have strainer protection. Provide valved drain and hose connection on strainer blow down connection.
 - 1. Provide with provisions for service clearance.
 - 2. Remove and clean strainer after 24 hours of operation and after 30 days of operation.
- F. Control valves shall be installed so that they are accessible and serviceable and so that actuators may be serviced and removed without interference from structure or other pipes and/or equipment.
- G. Isolation valves shall be installed so that the control valve body may be serviced without draining the supply/return side piping system. Unions shall be installed at all connections to screw-type control valves.
- H. Provide check valves at each pump discharge and elsewhere as required to control flow direction.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- I. Provide hose end drain valves for equipment, at base of each water riser, at low points in horizontal piping, and where required to drain water piping.

3.8 IDENTIFICATION

- A. Provide equipment markers on each item of scheduled equipment. Data required for markers may be included on signs, and markers may be omitted if both are indicated. Locate markers where accessible and visible. Equipment located above the ceiling that requires servicing shall be labeled on the ceiling using a labeling machine.
 - 1. Letters shall be ¼" high, black.
 - 2. Label equipment above ceiling that requires servicing or access. Locate labels on the ceiling grid, adjacent to the ceiling tile that provides the best access to the valve or item that requires servicing.
- B. Piping Identification:
 - 1. Locate pipe labels where piping is exposed or above accessible ceilings in finished spaces; mechanical rooms; accessible maintenance spaces such as shafts and plenums; and exterior exposed locations as follows:
 - a. Near each valve and control device.
 - b. Near each branch connection, excluding short takeoffs for fixtures and terminal units. Where flow pattern is not obvious, mark each pipe at branch.
 - c. Near penetrations and on both sides of through walls, floors, ceilings, and inaccessible enclosures.
 - d. At access doors and similar access points that permit view of concealed piping.
 - e. Near major equipment items and other points of origination and termination.
 - f. Spaced at maximum intervals of 50 feet along each run. Reduce intervals to **25 feet** in areas of congested piping and equipment.
 - g. On piping above removable acoustical ceilings. Omit intermediately spaced labels.
 - 2. Directional Flow Arrows: Arrows shall be provided to indicate direction of flow in pipes, including pipes where flow is allowed in both directions.
 - 3. Apply "Electric Traced" labels to the outside of heat-traced insulation.
- C. Provide tags on valves and control devices in piping systems, except check valves; valves within factory-fabricated equipment units; plumbing fixture supply stops; shutoff valves; faucets; and HVAC terminal devices and similar roughing-in connections of end-use fixtures and units. List tagged valves in a valve schedule. Mount valve schedule on wall in accessible location in each major equipment room. Provide (2) copies of valve schedules burned to a DVD or memory stick; Word or Excel format.
- D. Relocate mechanical identification materials and devices that have become visually blocked by other work. Clean faces of mechanical identification devices.

3.9 THERMOMETERS AND PRESSURE GAUGES

- A. Provide thermometers and adjust vertical and tilted positions. Provide thermowells with extension on insulated piping. Provide separable sockets in vertical position in piping tees.
- B. Provide pressure gauges in piping tees with pressure-gauge valve located on pipe at most readable position. Provide valve and snubber in piping for each pressure gage for fluids.
- C. Calibrate according to manufacturer's written instructions, after installation.
- D. Adjust faces to proper angle for best visibility. Clean windows and clean factory-finished surfaces. Replace cracked and broken windows, and repair scratched and marred surfaces with manufacturer's touchup paint.

3.10 INSULATION INSTALLATION

A. General Application Requirements

- 1. Ship insulation materials in containers marked by manufacturer with appropriate ASTM specification designation, type and grade, and maximum use temperature. All of the insulation materials and accessories covered by this specification shall be delivered to the job site and stored in a safe, dry place with appropriate labels and/or other product identification. Store tapes, adhesives, mastics, cements, and insulation materials in ambient conditions in accordance with the recommendations of the manufacturer. Follow manufacturer's recommended handling practices. The contractor shall use whatever means are necessary to protect the insulation materials and accessories before, during, and after installation. No insulation material shall be installed that has become damaged in any way. The contractor shall also use all means necessary to protect work and materials installed by other trades. Contractor shall take precaution to protect insulation. Any fiber glass insulation that becomes wet or torn should be replaced at no additional cost. Air handling insulation used in the air stream must be discarded if exposed to water
- 2. Examine substrates and conditions for compliance with requirements for installation tolerances and other conditions affecting performance of insulation application. Verify that systems to be insulated have been tested and are free of defects. Verify that surfaces to be insulated are clean and dry. Proceed with installation only after unsatisfactory conditions have been corrected. Before starting work under this section, carefully inspect the site and installed work of other trades and verify that such work is complete to the point where installation of materials and accessories under this section can begin. Ensure that all pipe and fitting surfaces over which insulation is to be installed are clean and dry. Ensure that insulation is clean, dry, and in good mechanical condition with all factory-applied vapor or weather barriers intact and undamaged. Wet, dirty, or damaged insulation shall not be acceptable for installation. Ensure that pressure testing of piping and fittings has been completed prior to installing insulation.
- 3. Installer Qualifications: Skilled mechanics shall have successfully completed an apprenticeship program or another craft training program.
- 4. Provide insulation materials, accessories, and finishes according to the manufacturer's written instructions; with smooth, straight, and even surfaces; free of voids throughout,

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- including the length of ducts and fittings, valves, and specialties. Provide per "National Commercial & Industrial Insulation Standards" – MICA Manual.
5. Provide insulation materials, vapor barriers or retarders, jackets, and thicknesses required for each system as specified in insulation system schedules.
 6. Provide accessories compatible with insulation materials and suitable for the service.
 7. Provide insulation with longitudinal seams at top and bottom of horizontal pipe runs and equipment. Provide multiple layers of insulation with longitudinal and end seams staggered.
 8. There shall be no glass fibers exposed to the air. Bond seams and joints with adhesive recommended by the insulation material manufacturer.
 9. Do not weld brackets, clips, or other attachment devices to piping, fittings, and specialties.
 10. Seal joints and seams with vapor-retarder mastic on insulation indicated to receive a vapor retarder.
 11. Keep insulation materials dry during application and finishing.
 12. Provide insulation over fittings, valves, and specialties, with continuous thermal and least number of joints practical.
 13. Provide removable insulation covers at fittings and equipment that require servicing and locations with service requirements.
 14. Locate seams in the least visible location.
 15. All cold surfaces that may "sweat" must be insulated. Vapor barrier must be maintained, insulation shall be applied with a continuous, unbroken moisture and vapor seal. All hangers, supports, anchors, or other projections that are secured to cold surfaces shall be insulated and vapor sealed to prevent condensation.
 16. Where vapor barrier is indicated, seal joints, seams, and penetrations in insulation at hangers, supports, anchors, and other projections with vapor-barrier mastic. Provide insulation continuously through hangers and specialties around anchor attachments. Extend insulation on anchor legs from point of attachment to supported item to point of attachment to structure. Taper and seal ends at attachment to structure with vapor-barrier mastic. Provide insert materials and provide insulation to tightly join the insert. Seal insulation to insulation inserts with adhesive or sealing compound recommended by insulation material manufacturer.
 17. For above-ambient services, do not install insulation to the following: testing agency labels and stamps, nameplates, and cleanouts.
 18. Insulation thicknesses and installations shall meet or exceed the requirements of the local energy code, or thicknesses indicated, whichever is of superior insulating performance. If piping type is omitted from list below, provide insulation per energy code or as per similar duty.
 19. Apply adhesives, mastics, and sealants at manufacturer's recommended coverage rate and wet and dry film thicknesses.
 20. Provide insulation with factory-applied jackets as follows:
 - a. Draw jacket tight and smooth.
 - b. Cover circumferential joints with **3-inch-** wide strips, of same material as insulation jacket. Secure strips with adhesive and outward clinching staples along both edges of strip, spaced **4 inches** o.c.
 - c. Overlap jacket longitudinal seams at least **1-1/2 inches**. Clean and dry surface to receive self-sealing lap. Staple laps with outward clinching staples along edge at **2 inches** o.c. For below ambient services, apply vapor-barrier mastic over staples.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- d. Cover joints and seams with tape, according to insulation material manufacturer's written instructions, to maintain vapor seal.
 - e. Where vapor barriers are indicated, apply vapor-barrier mastic on seams and joints and at ends adjacent to duct flanges and fittings.
 - 21. Cut insulation in a manner to avoid compressing insulation more than 75 percent of its nominal thickness.
 - 22. Insulate instrument connections for specialties (examples: thermometers, sensors, etc.) on insulated pipes. Shape insulation at these connections by tapering it to and around the connection with insulating cement and finish with finishing cement, mastic, and flashing sealant.
 - 23. Finish installation with systems at operating conditions. Repair joint separations and cracking due to thermal movement.
 - 24. Repair damaged insulation facings by applying same facing material over damaged areas. Extend patches at least **4 inches** beyond damaged areas. Adhere, staple, and seal patches similar to butt joints.
- B. Insulation Installation at Interior Wall and Partition Penetrations (That Are Not Fire Rated): Provide insulation continuously through walls and partitions.
- C. Jackets And Finishes
- 1. Where PVC jackets are indicated, provide with **1-inch** overlap at longitudinal seams and end joints; for horizontal applications. Seal with manufacturers recommended adhesive. Apply two continuous beads of adhesive to seams and joints, one bead under lap and the finish bead along seam and joint edge.
 - 2. Where metal jackets are indicated, provide with **2-inch** overlap at longitudinal seams and end joints. Overlap longitudinal seams arranged to shed water. Seal end joints with weatherproof sealant recommended by insulation manufacturer. Secure jacket with stainless-steel bands **12 inches** o.c. and at end joints.
 - 3. Flexible Elastomeric: After adhesive has fully cured, apply two coats of insulation manufacturer's recommended protective coating. Prior to applying the finish, the insulation shall be wiped clean with denatured alcohol. The finish shall not be tinted. To insure good adhesion, the temperature should be above 50°F during application and drying.
 - 4. Outdoor exposed piping shall be painted with two coats of Armaflex WB Finish. Prior to applying the Finish, the insulation shall be wiped clean with denatured alcohol. The Finish shall not be tinted. Outdoor exposed piping shall have the seams located on the lower half of the pipe.
 - 5. Pipe Insulation with ASJ, Glass-Cloth, or other paintable jacket material: Paint jacket with paint system identified below and as specified in Division 9.
 - 6. Color: Final color as selected by Architect. Vary first and second coats to allow visual inspection of the completed Work.
- D. Installation Of Piping Insulation
- 1. Metal shields shall be provided between hangers or supports and the piping insulation.
 - 2. Insulation Installation on Fittings, Valves, Strainers, Flanges, and Unions:

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- a. Provide insulation over fittings, valves, strainers, flanges, unions, and other specialties with continuous thermal and vapor-retarder integrity unless otherwise indicated.
 - b. Insulate pipe elbows using preformed fitting insulation or mitered fittings made from same material and density as adjacent pipe insulation. Each piece shall be butted tightly against adjoining piece and bonded with adhesive. Fill joints, seams, voids, and irregular surfaces with insulating cement finished to a smooth, hard, and uniform contour that is uniform with adjoining pipe insulation.
 - c. Insulate tee fittings with preformed fitting insulation or sectional pipe insulation of same material and thickness as used for adjacent pipe. Cut sectional pipe insulation to fit. Butt each section closely to the next and hold in place with tie wire. Bond pieces with adhesive.
 - d. Insulate valves using preformed fitting insulation or sectional pipe insulation of same material, density, and thickness as used for adjacent pipe. Overlap adjoining pipe insulation by not less than two times the thickness of pipe insulation, or one pipe diameter, whichever is thicker. For valves, insulate up to and including the bonnets, valve stuffing-box studs, bolts, and nuts. Fill joints, seams, and irregular surfaces with insulating cement.
 - e. Insulate strainers using preformed fitting insulation or sectional pipe insulation of same material, density, and thickness as used for adjacent pipe. Overlap adjoining pipe insulation by not less than two times the thickness of pipe insulation, or one pipe diameter, whichever is thicker. Fill joints, seams, and irregular surfaces with insulating cement. Insulate strainers so strainer basket flange or plug can be easily removed and replaced without damaging the insulation and jacket. Provide a removable reusable insulation cover. For below-ambient services, provide a design that maintains vapor barrier.
 - f. Insulate flanges and unions using a section of oversized preformed pipe insulation. Overlap adjoining pipe insulation by not less than two times the thickness of pipe insulation, or one pipe diameter, whichever is thicker.
 - g. Cover segmented insulated surfaces with a layer of finishing cement and coat with a mastic. Provide vapor-barrier mastic for below-ambient services and a breather mastic for above-ambient services. Reinforce the mastic with fabric-reinforcing mesh. Trowel the mastic to a smooth and well-shaped contour.
 - h. For services not specified to receive a field-applied jacket except for flexible elastomeric, provide fitted PVC cover over elbows, tees, strainers, valves, flanges, and unions. Terminate ends with PVC end caps. Tape PVC covers to adjoining insulation facing using PVC tape.
3. Flexible Elastomeric Insulation
- a. Seal longitudinal seams and end joints with manufacturers recommended adhesive to eliminate openings in insulation that allow passage of air to surface being insulated.
 - b. Insulation Installation on Pipe Flanges: Provide pipe insulation to outer diameter of pipe flange. Make width of insulation section same as overall width of flange and bolts, plus twice the thickness of pipe insulation. Fill voids between inner circumference of flange insulation and outer circumference of adjacent straight pipe segments with cut sections of sheet insulation of same thickness as pipe insulation. Secure insulation to flanges and seal seams with manufacturers

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- recommended adhesive to eliminate openings in insulation that allow passage of air to surface being insulated.
- c. Insulation Installation on Pipe Fittings and Elbows: Provide mitered sections of pipe insulation. Secure insulation materials and seal seams with manufacturer's recommended adhesive to eliminate openings in insulation that allow passage of air to surface being insulated.
 - d. Insulation Installation on Valves and Pipe Specialties: Provide preformed valve covers manufactured of same material as pipe insulation when available. When preformed valve covers are not available, provide cut sections of pipe and sheet insulation to valve body. Arrange insulation to permit access to packing and to allow valve operation without disturbing insulation. Provide insulation to flanges as specified for flange insulation application. Secure insulation to valves and specialties and seal seams with manufacturer's recommended adhesive to eliminate openings in insulation that allow passage of air to surface being insulated.
- 4. Application schedules identify piping system and indicate pipe size ranges and material, thickness, and jacket requirements. For piping systems not indicated, insulate to with a similar thickness and type as those specified.
 - 5. Chilled Water:
 - a. Pipe size 1" to 6": Glass Fiber, 1" thickness.
 - 6. Condenser water piping: insulate same as chilled water piping.
- E. Installation of Equipment/ Tank Insulation
- 1. For equipment not indicated, insulate to with a similar thickness and type as those specified.
 - 2. Provide insulation over entire surface of tanks and vessels. Apply 100 percent coverage of adhesive to surface with manufacturer's recommended adhesive. Seal longitudinal seams and end joints.
 - 3. For Equipment insulation exposed in mechanical rooms or subject to mechanical abuse, finish with minimum 0.020 inch thick PVC jacketing or metal or laminated self-adhesive water and weather seals. All other insulation shall be finished as appropriate for the location and service or as specified on the drawings.
 - 4. For below ambient services, provide a vapor barrier at seams, joints, and penetrations. Seal between flanges with replaceable gasket material to form a vapor barrier.
 - 5. Fiber Glass: Apply insulation to the equipment surface with joints firmly butted and as close as possible to the equipment surface. Insulation shall be secured as required with mechanical fasteners or banding material. Fasteners shall be located a maximum of 3" from each edge and spaced no greater than 12" on center. For below ambient systems, vapor retarder jacketing shall overlap a minimum of 2" at all seams and be sealed with appropriate pressure-sensitive tape or mastic. All penetrations and facing damage shall be covered with a minimum 2" overlap of tape or mastic.
 - 6. Flexible Elastomeric: Provide insulation over entire surface of tanks and vessels. Apply 100 percent coverage of adhesive to surface with manufacturer's recommended adhesive. Seal longitudinal seams and end joints.
 - 7. Insulation Installation on Pumps: Insulate chilled water pumps by forming a box around the pump housing. The box shall be constructed by forming the bottom and sides using

joints that do not leave raw ends of insulation exposed. Bottom and sides shall be banded to form a rigid housing that does not rest on the pump. Joints between top cover and sides shall fit tightly. The top cover shall have a joint forming a female shiplap joint on the side pieces and a male joint on the top cover, making the top cover removable. Two coats of Class I adhesive shall be applied over insulation, including removable sections, with a layer of glass cloth embedded between the coats. A parting line shall be provided between the box and the removable sections allowing the removable sections to be removed without disturbing the insulation coating. The total dry thickness of the finish shall be 1/16 inch. Caulking shall be applied to parting line of the removable sections and penetrations.

8. Omit insulation from the following, except for cold surfaces, which shall be provided with removable covers:
 - a. Hot water expansion tanks
 - b. Hot water pumps
 - c. Vibration-control devices.
 - d. Testing agency labels and stamps.
 - e. Nameplates and data plates.
 - f. Manholes, hand holes, or cleanouts.
9. Removable Covers for Maintenance Access: Construct insulation on parts of equipment such as chilled water pumps; or other equipment which must be opened periodically for maintenance or repair, so insulation can be removed and replaced without damage. Use ¾" flexible elastomeric insulation.
10. Cooling & heating air separators, low loss headers, chemical feed tanks, buffer tanks and similar equipment: same as water piping.
11. Hot equipment not factory insulated: Heating hot-water heat exchangers; steam-to-water converters; flash tanks, etc.; Insulation Material: Calcium Silicate or Pipe & Tank Insulation, 2" thickness.

3.11 ERECTION OF SUPPORTS AND ANCHORAGES

- A. Fasten wall-hanging items securely to supports attached to building substrate if supports are specified and to building wall construction if no support is indicated. Fasten recessed-type items to reinforcement built into walls.
- B. Wood: Cut, fit, and place wood grounds, nailers, blocking, and anchorages to support, and anchor materials and equipment. Select fastener sizes that will not penetrate members if opposite side will be exposed to view or will receive finish materials. Tighten connections between members. Provide fasteners without splitting wood members. Attach to substrates as required to support applied loads.
- C. Metal: Provide in accordance with Division 5. Cut, fit, and place miscellaneous metal supports accurately in location, alignment, and elevation to support and anchor materials and equipment. Field Welding: Comply with AWS D1.1.
- D. Grouting: Provide in accordance with Division 3. Mix and provide grout for equipment base bearing surfaces, pump and other equipment base plates, and anchors. Clean surfaces that will

come into contact with grout. Provide forms as required for placement of grout. Avoid air entrapment during placement of grout. Place grout, completely filling equipment bases. Place grout on concrete bases and provide smooth bearing surface for equipment. Place grout around anchors. Cure placed grout.

3.12 PAINTING

- A. Damage and Touchup: Repair marred and damaged factory-painted finishes with materials and procedures to match original factory finish.

3.13 CONCRETE HOUSEKEEPING PADS

- A. Provide in accordance with Division 3.
- B. Coordinate size, thickness, doweling, and reinforcing of concrete equipment housekeeping pads and piers with equipment manufacturer to ensure adequate space, embedment and prevent edge breakout failures.
- C. Construct concrete bases not less than 4 inches larger in both directions than supported unit.
- D. Housekeeping Pads must be adequately reinforced and adequately sized for proper installation of equipment anchors. [Refer to seismic restraint manufacturer's written instructions.]
- E. Provide 4" high (+/-) housekeeping pads for the following:
 - 1. Modular Chiller
 - 2. Buffer Tank

3.14 ROOFING

- A. Refer to Division 7.
- B. Coordinate installation of roof curbs, equipment supports, and roof penetrations.

3.15 PROJECT CLOSEOUT

- A. Starting and Adjusting
 - 1. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
 - 2. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.
 - 3. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- B. Provide Demonstration and Training in accordance Division 1.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- C. Provide Project Record Documents in accordance with Division 1.
- D. Follow Closeout procedures as per Division 1.
- E. Provide Operation and Maintenance information in accordance with Division 1. In addition, provide the following.
 - 1. An O&M manual describing basic data relating to the operation and maintenance of systems and equipment as provided.
 - 2. HVAC control information consisting of diagrams, schedules, control sequence narratives, and maintenance and/or calibration information.
 - 3. TAB report
 - 4. Construction drawings of record, control drawings and final design drawings.

END OF SECTION 23 05 00

SECTION 23 05 93 - TESTING, ADJUSTING, AND BALANCING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. Related Sections include the following:
 - 1. Division Section: "Common Work Results"

1.2 SUMMARY

- A. Section includes Testing, Adjusting, and Balancing.

1.3 INFORMATIONAL SUBMITTALS

- A. Qualification Data: Within 30 days of Contractor's Notice to Proceed, submit documentation that the TAB specialist and this Project's TAB team members meet the qualifications specified in "Quality Assurance" Article.
- B. TAB reports.
- C. Sample report forms.
- D. Instrument calibration reports.

1.4 QUALITY ASSURANCE

- A. Instrumentation Type, Quantity, Accuracy, and Calibration: Comply with requirements in ASHRAE 111, Section 4, "Instrumentation."
- B. ASHRAE Compliance: Applicable requirements in ASHRAE 62.1, Section 7.2.2 - "Air Balancing."
- C. ASHRAE/IESNA Compliance: Applicable requirements in ASHRAE/IESNA 90.1, Section 6.7.2.3 - "System Balancing."

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine the Contract Documents to become familiar with Project requirements and to discover conditions in systems designs that may preclude proper TAB of systems and equipment.
- B. Examine installed systems for balancing devices, such as test ports, gauge cocks, thermometer wells, flow-control devices, balancing valves and fittings, and manual volume dampers. Verify that locations of these balancing devices are applicable for intended purpose and are accessible.
- C. Examine the approved submittals for HVAC systems and equipment.
- D. Examine design data, including HVAC system descriptions, statements of design assumptions for environmental conditions and systems output, and statements of philosophies and assumptions about HVAC system and equipment controls.
- E. Examine equipment performance data, including fan and pump curves.
 - 1. Relate performance data to Project conditions and requirements, including system effects that can create undesired or unpredicted conditions that cause reduced capacities in all or part of a system.
 - 2. Calculate system-effect factors to reduce performance ratings of HVAC equipment when installed under conditions different from the conditions used to rate equipment performance. To calculate system effects for air systems, use tables and charts found in AMCA 201, "Fans and Systems," or in SMACNA's "HVAC Systems - Duct Design." Compare results with the design data and installed conditions.
- F. Examine system and equipment installations and verify that field quality-control testing, cleaning, and adjusting specified in individual Sections have been performed.
- G. Examine test reports specified in individual system and equipment Sections.
- H. Examine HVAC equipment and verify that bearings are greased, filters are clean, and equipment with functioning controls is ready for operation.
- I. Examine terminal units, such as variable-air-volume boxes, and verify that they are accessible and their controls are connected and functioning.
- J. Examine control valves for proper installation for their intended function of isolating, throttling, diverting, or mixing fluid flows.
- K. Examine heat-transfer coils for correct piping connections and for clean and straight fins.
- L. Examine system pumps to ensure absence of entrained air in the suction piping.

- M. Examine operating safety interlocks and controls on HVAC equipment.
- N. Examine control dampers for proper installation for their intended function of isolating, throttling, diverting, or mixing air flows.
- O. Report deficiencies discovered before and during performance of TAB procedures. Observe and record system reactions to changes in conditions. Record default set points if different from indicated values.

3.2 PREPARATION

- A. Prepare a TAB plan that includes the following:
 - 1. Equipment and systems to be tested.
 - 2. Strategies and step-by-step procedures for balancing the systems.
 - 3. Instrumentation to be used.
 - 4. Sample forms with specific identification for all equipment.
- B. Perform system-readiness checks of HVAC systems and equipment to verify system readiness for TAB work. Include, at a minimum, the following:
 - 1. Hydronics:
 - a. Verify leakage and pressure tests on water distribution systems have been satisfactorily completed.
 - b. Piping is complete with terminals installed.
 - c. Water treatment is complete.
 - d. Systems are flushed, filled, and air purged.
 - e. Strainers are pulled and cleaned.
 - f. Control valves are functioning in accordance with the sequence of operation.
 - g. Shutoff and balance valves have been verified to be 100 percent open.
 - h. Pumps are started and proper rotation is verified.
 - i. Pump gauge connections are installed directly at pump inlet and outlet flanges or in discharge and suction pipe prior to valves or strainers.
 - j. Variable-frequency controllers' startup is complete and safeties are verified.
 - k. Suitable access to balancing devices and equipment is provided.

3.3 GENERAL PROCEDURES FOR TESTING AND BALANCING

- A. Perform testing and balancing procedures on each system in accordance with the procedures contained in AABC's "National Standards for Total System Balance" and in this Section.
- B. Cut insulation, ducts, pipes, and equipment casings for installation of test probes to the minimum extent necessary for TAB procedures.
 - 1. After testing and balancing, patch probe holes in ducts with same material and thickness as used to construct ducts.

2. Where holes for probes are required in piping or hydronic equipment, install pressure and temperature test plugs to seal systems.
 3. Install and join new insulation that matches removed materials. Restore insulation, coverings, vapor barrier, and finish in accordance with Section 23 05 00 "Common Work Results".
- C. Mark equipment and balancing devices, damper-control positions, and similar controls and devices, with paint or other suitable, permanent identification material to show final settings.

3.4 TESTING, ADJUSTING, AND BALANCING OF EQUIPMENT

- A. Test, adjust, and balance HVAC equipment.

3.5 GENERAL PROCEDURES FOR HYDRONIC SYSTEMS

- A. Prepare test reports for pumps, coils, and other equipment. Obtain approved submittals and manufacturer-recommended testing procedures. Crosscheck the summation of required coil and equipment flow rates with pump design flow rate.
- B. Prepare schematic diagrams of systems' Record drawings piping layouts.
- C. In addition to requirements in "Preparation" Article, prepare hydronic systems for testing and balancing as follows:
1. Check expansion tank for proper setting.
 2. Check highest vent for adequate pressure.
 3. Check flow-control valves for proper position.
 4. Locate start-stop and disconnect switches, electrical interlocks, and motor controllers.
 5. Verify that motor controllers are equipped with properly sized thermal protection.
 6. Check that air has been purged from the system.
- D. Measure and record upstream and downstream pressure of each piece of equipment.
- E. Measure and record upstream and downstream pressure of pressure-reducing valves.
- F. Check settings and operation of automatic temperature-control valves. Record final settings.
- G. Check settings and operation of each safety valve. Record settings.

3.6 PROCEDURES FOR CONSTANT-FLOW WATER SYSTEMS

- A. This applies to constant flow water systems including hydronic.
- B. Adjust pumps to deliver total design flow.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

1. Measure total water flow.
 - a. Position valves for full flow through coils.
 - b. Measure flow by main flow meter, if installed.
 - c. If main flow meter is not installed, determine flow by pump TDH or known equipment pressure drop.
 2. Measure pump TDH as follows:
 - a. Measure discharge pressure directly at the pump outlet flange or in discharge pipe prior to any valves.
 - b. Measure inlet pressure directly at the pump inlet flange or in suction pipe prior to any valves or strainers.
 - c. Convert pressure to head and correct for differences in gauge heights.
 - d. Verify pump impeller size by measuring the TDH with the discharge valve closed. Note the point on manufacturer's pump curve at zero flow, and verify that the pump has the intended impeller size.
 - e. With valves open, read pump TDH. Adjust pump discharge valve until design water flow is achieved. If excessive throttling is required to achieve desired flow, recommend pump impellers be trimmed to reduce excess throttling.
 3. Monitor motor performance during procedures, and do not operate motor in an overloaded condition.
- C. Adjust flow-measuring devices installed in mains and branches to design water flows.
1. Measure flow in main and branch pipes.
 2. Adjust main and branch balance valves for design flow.
 3. Re-measure each main and branch after all have been adjusted.
- D. Adjust flow-measuring devices installed at terminals for each space to design water flows.
1. Measure flow at terminals.
 2. Adjust each terminal to design flow.
 3. Re-measure each terminal after it is adjusted.
 4. Position control valves to bypass the coil, and adjust the bypass valve to maintain design flow.
 5. Perform temperature tests after flows have been balanced.
- E. Verify final system conditions as follows:
1. Re-measure and confirm that total water flow is within design.
 2. Re-measure final pumps' operating data, TDH, volts, amps, and static profile.
 3. Mark final settings.
- F. Verify that memory stops have been set.

3.7 PROCEDURES FOR VARIABLE-FLOW HYDRONIC SYSTEMS

- A. Balance systems with automatic two- and three-way control valves by setting systems at maximum flow through heat-exchange terminals, and proceed as specified above for hydronic systems.
- B. Adjust the variable-flow hydronic system as follows:
 - 1. Verify that the pressure-differential sensor(s) is located as indicated.
 - 2. Determine whether there is diversity in the system.
- C. For systems with no flow diversity:
 - 1. Adjust pumps to deliver total design flow.
 - a. Measure total water flow.
 - 1) Position valves for full flow through coils.
 - 2) Measure flow by main flow meter, if installed.
 - 3) If main flow meter is not installed, determine flow by pump TDH or known equipment pressure drop.
 - b. Measure pump TDH as follows:
 - 1) Measure discharge pressure directly at the pump outlet flange or in discharge pipe prior to any valves.
 - 2) Measure inlet pressure directly at the pump inlet flange or in suction pipe prior to any valves or strainers.
 - 3) Convert pressure to head and correct for differences in gauge heights.
 - 4) Verify pump impeller size by measuring the TDH with the discharge valve closed. Note the point on manufacturer's pump curve at zero flow, and verify that the pump has the intended impeller size.
 - 5) With valves open, read pump TDH. Adjust pump discharge valve or speed until design water flow is achieved. If excessive throttling is required to achieve desired flow, recommend pump impellers be trimmed to reduce excess throttling.
 - c. Monitor motor performance during procedures, and do not operate motor in an overloaded condition.
 - 2. Adjust flow-measuring devices installed in mains and branches to design water flows.
 - a. Measure flow in main and branch pipes.
 - b. Adjust main and branch balance valves for design flow.
 - c. Re-measure each main and branch after all have been adjusted.
 - 3. Adjust flow-measuring devices installed at terminals for each space to design water flows.

- a. Measure flow at terminals.
 - b. Adjust each terminal to design flow.
 - c. Re-measure each terminal after it is adjusted.
 - d. Position control valves to bypass the coil, and adjust the bypass valve to maintain design flow.
 - e. Perform temperature tests after flows have been balanced.
4. Prior to verifying final system conditions, determine the system pressure-differential set point(s).
 5. If the pump discharge valve was used to set total system flow with variable-frequency controller at 60 Hz, at completion, open discharge valve 100 percent, and allow variable-frequency controller to control system differential-pressure set point. Record pump data under both conditions.
 6. Mark final settings and verify that all memory stops have been set.
 7. Verify final system conditions as follows:
 - a. Re-measure and confirm that total flow is within design.
 - b. Re-measure final pumps' operating data, TDH, volts, amps, speed, and static profile.
 - c. Mark final settings.

3.8 PROCEDURES FOR WATER CHILLERS

- A. Balance water flow through each evaporator and condenser to within specified tolerances of indicated flow, with all pumps operating. With only one chiller operating in a multiple-chiller installation, do not exceed the flow for the maximum tube velocity recommended by the chiller manufacturer. Measure and record the following data with each chiller operating at design conditions:
 1. Water entering and leaving temperatures, pressure drop, and water flow.
 2. Kilowatt input if factory-installed instrumentation is furnished for measuring kilowatts.
 3. Verify condenser-fan rotation and record fan and motor data, including number of fans and entering- and leaving-air temperatures.

3.9 PROCEDURES FOR COOLING TOWERS

- A. Closed-Circuit Cooling Towers: Balance total condenser-water flows to towers and cells. Measure and record the following data:
 1. Condenser-water flow to each cell of the cooling tower.
 2. Pressure drop through each cell.
 3. Condenser-water flow rate recirculating through the cooling tower.
 4. Cooling-tower spray pump discharge pressure.
 5. Condenser-water flow through bypass.
 6. Fan, motor, and motor controller operating data.
 7. Cooling-tower spray pump and motor operating data.
 8. Heater operating data.

- B. Open-Circuit Cooling Towers: Balance total condenser-water flows to towers and cells. Measure and record the following data:

1. Condenser-water flow to each cell of the cooling tower.
2. Pressure at each inlet connection.
3. Fan, motor, and motor controller operating data.
4. Heater operating data.

3.10 HVAC CONTROLS VERIFICATION

- A. In conjunction with system balancing, perform the following:

1. Verify HVAC control system is operating within the design limitations.
2. Confirm that the sequences of operation are in compliance with Contract Documents.
3. Verify that controllers are calibrated and function as intended.
4. Verify that controller set points are as indicated.
5. Verify the operation of lockout or interlock systems.
6. Verify the operation of valve and damper actuators.
7. Verify that controlled devices are properly installed and connected to correct controller.
8. Verify that controlled devices travel freely and are in position indicated by controller: open, closed, or modulating.
9. Verify location and installation of sensors to ensure that they sense only intended temperature, humidity, or pressure.

- B. Reporting: Include a summary of verifications performed, remaining deficiencies, and variations from indicated conditions.

3.11 TOLERANCES

- A. Set system's airflow rates and water flow rates within the following tolerances:

1. Water Flow Rate: +/- 10 percent. If design value is less than 10 GPM, within 10 percent.

- B. Maintaining pressure relationships as designed shall have priority over the tolerances specified above.

3.12 FINAL REPORT

- A. General: Prepare a certified written report; tabulate and divide the report into separate sections for tested systems and balanced systems.

1. Include a certification sheet at the front of the report's binder, signed and sealed by the certified testing and balancing engineer.
2. Include a list of instruments used for procedures, along with proof of calibration.
3. Certify validity and accuracy of field data.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- B. Final Report Contents: In addition to certified field-report data, include the following:
1. Pump curves.
 2. Fan curves.
 3. Manufacturers' test data.
 4. Field test reports prepared by system and equipment installers.
 5. Other information relative to equipment performance; do not include Shop Drawings and Product Data.
- C. General Report Data: In addition to form titles and entries, include the following data:
1. Title page.
 2. Name and address of the TAB specialist.
 3. Project name.
 4. Project location.
 5. Architect's name and address.
 6. Engineer's name and address.
 7. Contractor's name and address.
 8. Report date.
 9. Signature of TAB supervisor who certifies the report.
 10. Table of Contents with the total number of pages defined for each section of the report.
Number each page in the report.
 11. Summary of contents, including the following:
 - a. Indicated versus final performance.
 - b. Notable characteristics of systems.
 - c. Description of system operation sequence if it varies from the Contract Documents.
 12. Nomenclature sheets for each item of equipment.
 13. Data for terminal units, including manufacturer's name, type, size, and fittings.
 14. Notes to explain why certain final data in the body of reports vary from indicated values.
 15. Test conditions for fans performance forms, including the following:
 - a. Settings for outdoor-, return-, and exhaust-air dampers.
 - b. Conditions of filters.
 - c. Variable-frequency controller settings for variable-air-volume systems.
 - d. Settings for pressure controllers.
 - e. Other system operating conditions that affect performance.
 16. Test conditions for pump performance forms, including the following:
 - a. Variable-frequency controller settings for variable-flow hydronic systems.
 - b. Settings for pressure controller(s).
 - c. Other system operating conditions that affect performance.
- D. System Diagrams: Include schematic layouts of air and hydronic distribution systems. Present each system with single-line diagram and include the following:

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

1. Quantities of outdoor, supply, return, and exhaust airflows.
 2. Water and steam flow rates.
 3. Duct, outlet, and inlet sizes.
 4. Pipe and valve sizes and locations.
 5. Terminal units.
 6. Balancing stations.
 7. Position of balancing devices.
- E. Test, Adjust, & Balance Data: Provide test data for specific systems and equipment as required by the most recent edition of the "AABC National Standards."

END OF SECTION 23 05 93

SECTION 23 09 00 – DIRECT DIGITAL CONTROL (DDC) SYSTEM

PART 1 - GENERAL

1.1 SUMMARY

- A. General: The project scope shall provide alterations and extensions to the existing Honeywell EBI building automation system for control of the new chilled water system as specified herein. The control system shall consist of a high-speed, peer-to-peer network of DDC controllers, a control system server, and a web-based operator interface. The project scope shall include but not necessarily be limited to the following:
 - 1. Add variable speed control to the existing condenser water pumps
 - 2. Add variable speed control for the chilled water system via integration with new pumps that include integral VFD's.
 - 3. Integration to the new modular chiller control module via Bacnet communication protocol for start/stop, status alarm, and CHW temperature monitoring and setpoint adjustment.
 - 4. Control for chilled water bypass valve.
- B. Project scope shall include all hardware, software, and programming for operation as specified.
- C. Project scope shall further include updates to the existing graphics at the Honeywell head-end for all newly added components under this project. Standard graphics at a minimum will be 5 Star showing equipment layout per location.
- D. System software shall be based on a server/thin client architecture, designed around the open standards of web technology. The control system server shall be accessed using a Web browser over the control system network, the owner's local area network, and (at the owner's discretion) over the Internet. The intent of the thin-client architecture is to provide operators complete access to the control system via a Web browser. No special software other than a web browser shall be required to access graphics, point displays, and trends, configure trends, configure points and controllers, or to download programming into the controllers.
- E. System shall use the BACnet protocol for communication to the operator workstation or web server and for communication between control modules. I/O points, schedules, setpoints, trends and alarms shall be BACnet objects.
- F. The Controls Contractor's work shall consist of the provision of all labor, materials, special tools, equipment, enclosures, power supplies, software, software licenses, project-specific software configurations and database entries, interfaces, wiring, tubing, installation, labeling, engineering, calibration, documentation, submittals, testing, verification, training services, permits and licenses, transportation, shipping, handling, administration, supervision, management, insurance, warranty, specified services and items required by the Contract that are required for the functional turn-key operation of the complete and fully functional Controls Systems. Documents are diagrammatic only. Equipment and labor not specifically referred to

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

herein or on the plans, which are required to meet the functional intent, shall be provided without additional cost to the Owner.

- G. Provide all labor, materials, equipment, and service necessary for an extension of the existing/addition to the existing building automation system.
- H. Related Sections include the following:
 - 1. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.
 - 2. Division 23 Section "Common Work Results"
 - 3. Division 23 Sections with controller interfaces shall be integrated with the work of this Section.
 - 4. Division 23 Section "Testing, Adjusting, and Balancing"
 - 5. Division 26

1.2 SUBMITTALS

- A. Product Data and Shop Drawings: Meet requirements of Division 1. In addition, the contractor shall provide shop drawings or other submittals on hardware, software, and equipment to be installed or provided. No work may begin on any segment of this project until submittals have been approved for conformity with design intent. Provide drawings as AutoCAD compatible files on magnetic or optical disk (file format: .DWG or .DXF) and three 11" x 17" prints of each drawing. When manufacturer's cutsheets apply to a product series rather than a specific product, the data specifically applicable to the project shall be highlighted or clearly indicated by other means. Each submitted piece of literature and drawing shall clearly reference the specification and/or drawing that the submittal is to cover. General catalogs shall not be accepted as cutsheets to fulfill submittal requirements. Select and show submittal quantities appropriate to scope of work. Submittal approval does not relieve Contractor of responsibility to supply sufficient quantities to complete work. Submittals shall include:

- 1. DDC System Hardware
 - a. A complete bill of materials to be used indicating quantity, manufacturer, model number, and relevant technical data of equipment to be used.
 - b. Manufacturer's description and technical data such as performance curves, product specifications, and installation and maintenance instructions for items listed below and for relevant items not listed below:
 - 1) Direct digital controllers (controller panels)
 - 2) Transducers and transmitters
 - 3) Sensors (including accuracy data)
 - 4) Actuators
 - 5) Valves
 - 6) Relays and switches
 - 7) Control panels
 - 8) Power supplies
 - 9) Batteries

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- 10) Operator interface equipment
 - 11) Wiring
 - c. Wiring diagrams and layouts for each control panel. Show termination numbers.
 - d. Schematic diagrams for all field sensors and controllers. Provide floor plans of all sensor locations and control hardware. Riser diagrams showing control network layout, communication protocol, and wire types.
2. Central System Hardware and Software
- a. A complete bill of material of equipment used indicating quantity, manufacturer, model number, and relevant technical.
 - b. Manufacturer's description and technical data such as product specifications and installation and maintenance instructions for items listed below and for relevant items furnished under this contract not listed below:
 - 1) Power supplies
 - 2) Battery backups
 - 3) Interface equipment between CPU or server and control panels
 - 4) Operating System software
 - 5) Operator interface software
 - 6) Color graphic software
 - 7) Third-party software
 - c. Schematic diagrams for all control, communication, and power wiring. Provide a schematic drawing of the central system installation. Label all cables and ports with computer manufacturers' model numbers and functions. Show interface wiring to control system.
 - d. Network riser diagrams of wiring between central control unit and control panels.
3. Controlled Systems
- a. Riser diagrams showing control network layout, communication protocol, and wire types.
 - b. A schematic diagram of each controlled system. The schematics shall have all control points labeled with point names shown or listed. The schematics shall graphically show the location of all control elements in the system.
 - c. A schematic wiring diagram of each controlled system. Label control elements and terminals. Where a control element is also shown on control system schematic, use the same name.
 - d. An instrumentation list (Bill of Materials) for each controlled system. List each control system element in a table. Show element name, type of device, manufacturer, model number, and product data sheet number.
 - e. A mounting, wiring, and routing plan-view drawing. The design shall take into account HVAC, electrical, and other systems' design and elevation requirements. The drawing shall show the specific location of all concrete pads and bases and any special wall bracing for panels to accommodate this work.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- f. A complete description of the operation of the control system, including sequences of operation. The description shall include and reference a schematic diagram of the controlled system.
 - g. A point list for each control system. List I/O points and software points specified in Section 23 09 93. Indicate alarmed and trended points.
- 4. Quantities of items submitted shall be reviewed but are the responsibility of the Contractor.
- 5. A description of the proposed process along with all report formats and checklists to be used in Section 23 09 23 Article 3.16 (Control System Demonstration and Acceptance).
- 6. BACnet Protocol Implementation Conformance Statement (PICS) for each submitted type of controller and operator interface.

B. Schedules

- 1. Within one month of contract award, provide a schedule of the work indicating the following:
 - a. Intended sequence of work items
 - b. Start date of each work item
 - c. Duration of each work item
 - d. Planned delivery dates for ordered material and equipment and expected lead times
 - e. Milestones indicating possible restraints on work by other trades or situations
- 2. Monthly written status reports indicating work completed and revisions to expected delivery dates. Include updated schedule of work.

C. Project Record Documents. Upon completion of installation, submit three copies of record (as-built) documents. The documents shall be submitted for approval prior to final completion and shall include:

- 1. Project Record Drawings. As-built versions of submittal shop drawings provided as AutoCAD compatible files on magnetic or optical media (file format: .DWG, .DXF, .VSD, or comparable) and as 11" x 17" prints.
- 2. Testing and Commissioning Reports and Checklists. Completed versions of reports, checklists, and trend logs used to meet requirements of Section 23 09 23 Article 3.16 (Control System Demonstration and Acceptance).
- 3. Operation and Maintenance (O&M) Manual.
- 4. As-built versions of submittal product data.
- 5. Names, addresses, and telephone numbers of installing contractors and service representatives for equipment and control systems.
- 6. Operator's manual with procedures for operating control systems: logging on and off, handling alarms, producing point reports, trending data, overriding computer control, and changing setpoints and variables.
- 7. Programming manual or set of manuals with description of programming language and syntax, of statements for algorithms and calculations used, of point database creation and modification, of program creation and modification, and of editor use.
- 8. Engineering, installation, and maintenance manual or set of manuals that explains how to design and install new points, panels, and other hardware; how to perform preventive

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

maintenance and calibration; how to debug hardware problems; and how to repair or replace hardware.

9. Documentation of programs created using custom programming language including setpoints, tuning parameters, and object database. Electronic copies of programs shall meet this requirement if control logic, setpoints, tuning parameters, and objects can be viewed using furnished programming tools.
10. Graphic files, programs, and database on magnetic or optical media.
11. List of recommended spare parts with part numbers and suppliers.
12. Complete original-issue documentation, installation, and maintenance information for furnished third-party hardware including computer equipment and sensors.
13. Complete original-issue copies of furnished software, including operating systems, custom programming language, operator workstation or web server software, and graphics software.
14. Licenses, guarantees, and warranty documents for equipment and systems.
15. Recommended preventive maintenance procedures for system components, including schedule of tasks such as inspection, cleaning, and calibration; time between tasks; and task descriptions.

- 1.3 Training Materials: Provide course outline and materials for each class at least six weeks before first class. Training shall be furnished via instructor-led sessions, computer-based training, or web-based training. Engineer will modify course outlines and materials if necessary to meet Owner's needs. Engineer will review and approve course outlines and materials at least three weeks before first class..

1.4 QUALITY ASSURANCE

- A. All products used in this project installation shall be new and currently under manufacture and shall have been applied in similar installations for a minimum of two years. This installation shall not be used as a test site for any new products unless explicitly approved by the owner's representative in writing. Spare parts shall be available for at least five years after completion of this contract.
- B. All work described in this section shall be installed, wired, circuit tested and calibrated by factory certified technicians qualified for this work and in the regular employment of the temperature control system manufacturer. Use only employees who are qualified, skilled, experienced, manufacturer trained and familiar with the specific equipment, software and configurations to be provided for this Project.
 1. Installer shall have an established working relationship with Control System Manufacturer.
 2. Installer shall have successfully completed Control System Manufacturer's control system training. Upon request, Installer shall present record of completed training including course outlines.
- C. Provide a complete, neat and workmanlike installation.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- D. All work, materials, and equipment shall comply with the rules and regulations of all codes and ordinances of the local, state, and federal authorities. Such codes, when more restrictive, shall take precedence over these plans and specifications.
- E. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- F. Comply with NFPA 90A, "Installation of Air Conditioning and Ventilation Systems."
- G. Comply with ASHRAE 135 for DDC system control components.
- H. The contractor shall protect all work and material from damage by his/her work or employees. The contractor shall be responsible for his/her work and equipment until finally inspected, tested, and accepted. The contractor shall protect any material that is not immediately installed. The contractor shall close all open ends of work with temporary covers or plugs during storage and construction to prevent entry of foreign objects.

1.5 CONTRACTOR QUALIFICATIONS

- A. Qualified Bidders: System shall be as manufactured, installed and serviced by:
 - 1. Honeywell
- B. Installer Qualifications: Automatic control system manufacturer's authorized representative who is trained and approved for installation of system components required for this Project.
- C. The above list of manufacturers applies to operator workstation software, controller software, the custom application programming language, and controllers. All other products specified herein (e.g., sensors, valves, dampers, and actuators) need not be manufactured by the above manufacturers.
- D. Longevity: The Facilities Management System contractor shall have a minimum of ten years experience installing, and servicing computerized Building Automation Systems (BAS). All subcontractors utilized by the BAS contractor shall have a minimum of five-year experience within their appropriate trades.
- E. Past Projects: The BAS contractor shall have completed a minimum of ten projects within the last five years that are at least equal in dollar value and scope to this project. A list of similar projects, dollar volume, scope, contact name and contact number shall be provided by the BAS contractor if asked for by the owner.
- F. Personnel, Coverage and Response Capabilities: The BAS contractor shall have a minimum of ten full time electronic service personnel within a 120 mile radius of the project location. One of the five full time electronic service personnel must work within a 60-mile radius of the project location.
- G. The BAS contractor shall have an established 24-hour emergency service organization. A dedicated telephone number shall be provided to the owner for requesting emergency service.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

A maximum of four hour, electronic service technician on sight, response time shall be guaranteed by the BAS contractor.

- H. Parts Stocking: The BAS contractor shall have an independently verifiable inventory of electronic service parts. This electronic service parts inventory must have a worth of at least \$100,000 per year over the last five years.

1.6 COORDINATION

- A. Where the mechanical work will be installed in close proximity to, or will interfere with, work of other trades, the contractor shall assist in working out space conditions to make a satisfactory adjustment. If the contractor installs his/her work before coordinating with other trades, so as to cause any interference with work of other trades, the contractor shall make the necessary changes in his/her work to correct the condition.
- B. Coordinate details of telephone line, internet service provider, and associated requirements.
- C. Coordinate and schedule work with all other work in the same area, or with work that is dependent upon other work, to facilitate mutual progress.
- D. Coordinate location of thermostats and other exposed control sensors with plans and room details before installation.
- E. Coordination with controls specified in other sections or divisions. Other sections and/or divisions of this specification include controls and control devices that are to be part of or interfaced to the controls system specified in this section. These controls shall be integrated into the system and coordinated by the contractor.
- F. Factory-Mounted Components: Where control devices specified in this Section are indicated to be factory mounted on equipment, arrange for shipping of control devices to unit manufacturer.
- G. HVAC Contractor:
 - 1. Installation of immersion wells and sockets, along with associated shut-off cocks.
 - 2. Installation of pipe-mounted control devices.
- H. Testing and Balancing Contractor:
 - 1. The contractor shall furnish a single set of all tools necessary to interface to the control system for test and balance purposes.
 - 2. The contractor shall provide training in the use of these tools. This training will be planned for a minimum of 4 hours.
 - 3. In addition, the contractor shall provide a qualified technician to assist in the test and balance process, until the first 20 terminal units are balanced.
 - 4. The tools used during the test and balance process shall be returned at the completion of the testing and balancing.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- I. Electrical Subcontractor: Complying with the principle of "unit responsibility" all electrical work for automatic controls, except as otherwise specified, or shown on the electrical drawings shall be included in Division 23. Electrical work shall, in general, comply with the following, unless otherwise directed by Division 26:
 - 1. Power wiring.
 - 2. All control wiring shown on electric plans such as unit heater line-voltage room thermostats.
 - 3. Duct smoke detectors required for air handler shutdown are supplied under Division 26. Coordinate required length of sampling tube, for full span of ductwork. The contractor shall connect the DDC system to the auxiliary contacts provided on the smoke detector for system safeties and to provide alarms to the DDC system.
 - 4. All electrical work shall comply with the N.E.C. and local electrical codes.
 - 5. All safety devices shall be wired through both hand and auto positions of motor starting device to insure 100% safety shut-off.
 - 6. The motor starter supplier shall provide auxiliary contacts as required for interlock by BAS Contractor; the supplier shall estimate an allowance of at least one auxiliary contract per starter.
- J. Coordinate with controls specified in other sections of divisions. Other sections and/or divisions of this specification include controls and control devices that are to be part of or interfaced to the control system specified in this section. These controls shall be integrated into the system and coordinated by the BAS contractor as follows:
 - 1. All communication media and equipment shall be provided as specified hereinafter.
 - 2. Each supplier of a control product is responsible for the configuration, programming, start-up, and testing of that product to meet the sequences of operation described in this section.
 - 3. The BAS contractor shall coordinate and resolve any incompatibility issues that arise between the control products provided under this section and those provided under other sections or divisions of this specification.
 - 4. The BAS contractor is responsible for providing all controls described in the contract documents regardless of where within the contract documents these controls are described.
 - 5. The contractor is responsible for the interface of control products provided by multiple suppliers regardless of where this interface is described within the contract documents.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Factory-Mounted Components: Where control devices specified in this Section are indicated to be factory mounted on equipment, arrange for shipping of control devices to equipment manufacturer.
- B. System Software: Update to latest version of software at Project completion.

1.8 WARRANTY

- A. Refer to Division 1 Requirements.
- B. At the end of the final start-up, testing, and commissioning phase, if equipment and systems are operating satisfactorily to the engineer, the engineer shall sign certificates certifying that the control system's operation has been tested and accepted in accordance with the terms of this specification. The date of acceptance shall be the start of warranty. All work shall have a single warranty date, even when the owner has received beneficial use due to an early system start-up.
- C. All components, system software, and parts supplied by the BAS contractor shall be guaranteed against defects in materials and workmanship for one year from acceptance date. The BAS contractor at no charge shall furnish Labor to repair, reprogram, or replace components during the warranty period. All corrective software modifications made during warranty periods shall be updated on all user documentation and on user and manufacturer archived software disks. The Contractor shall respond to the owner's request for warranty service within 24 hours during normal business hours.
- D. Provide remote service diagnostic monitoring from the nearest service location. At the request of the owner, a service diagnostic call will be made to troubleshoot and resolve (if possible) any reported system complaints. The owner will provide a dedicated telephone line for connection to the system.
- E. Operator workstation software, project-specific software, graphic software, database software, and firmware updates that resolve known software deficiencies as identified by the contractor shall be provided at no charge during the warranty period. Any upgrades or functional enhancements associated with the above-mentioned items also can be provided during the warranty period for an additional charge to the owner by purchasing an in-warranty service agreement from the contractor. Written authorization by the owner must, however, be granted prior to the installation of any of the above-mentioned items.

PART 2 - PRODUCTS

2.1 DDC EQUIPMENT

- A. Control Units: Modular, comprising processor board with programmable, nonvolatile, random-access memory; local operator access and display panel; integral interface equipment; and backup power source.
 - 1. Units monitor or control each I/O point; process information; execute commands from other control units, devices, and operator stations; and download from or upload to operator workstation or diagnostic terminal unit.
 - 2. Stand-alone mode control functions operate regardless of network status. Functions include the following:
 - a. Global communications.
 - b. Discrete/digital, analog, and pulse I/O.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- c. Monitoring, controlling, or addressing data points.
 - d. Software applications, scheduling, and alarm processing.
 - e. Testing and developing control algorithms without disrupting field hardware and controlled environment.
3. Standard Application Programs:
- a. Electric Control Programs: Demand limiting, duty cycling, automatic time scheduling, start/stop time optimization, night setback/setup, on-off control with differential sequencing, staggered start, antishort cycling, PID control, DDC with fine tuning, and trend logging.
 - b. HVAC Control Programs: Optimal run time, supply-air reset, and enthalpy switchover.
 - c. Chiller Control Programs: Control function of condenser-water reset, chilled-water reset, and equipment sequencing.
 - d. Programming Application Features: Include trend point; alarm processing and messaging; weekly, monthly, and annual scheduling; energy calculations; run-time totalization; and security access.
 - e. Remote communications.
 - f. Maintenance management.
 - g. Units of Measure: Inch-pound and SI (metric).
4. Local operator interface provides for download from or upload to operator workstation or diagnostic terminal unit.
5. ASHRAE 135 Compliance: Control units shall use ASHRAE 135 protocol and communicate using ISO 8802-3 (Ethernet) datalink/physical layer protocol.
6. LonWorks Compliance: Control units shall use LonTalk protocol and communicate using EIA/CEA 709.1 datalink/physical layer protocol.
- B. Local Control Units: Modular, comprising processor board with electronically programmable, nonvolatile, read-only memory; and backup power source.
- 1. Units monitor or control each I/O point, process information, and download from or upload to operator workstation or diagnostic terminal unit.
 - 2. Stand-alone mode control functions operate regardless of network status. Functions include the following:
 - a. Global communications.
 - b. Discrete/digital, analog, and pulse I/O.
 - c. Monitoring, controlling, or addressing data points.
 - 3. Local operator interface provides for download from or upload to operator workstation or diagnostic terminal unit.
 - 4. ASHRAE 135 Compliance: Control units shall use ASHRAE 135 protocol and communicate using ISO 8802-3 (Ethernet) datalink/physical layer protocol.
 - 5. LonWorks Compliance: Control units shall use LonTalk protocol and communicate using EIA/CEA 709.1 datalink/physical layer protocol.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- C. I/O Interface: Hardwired inputs and outputs may tie into system through controllers. Protect points so that shorting will cause no damage to controllers.
1. Binary Inputs: Allow monitoring of on-off signals without external power.
 2. Pulse Accumulation Inputs: Accept up to 10 pulses per second.
 3. Analog Inputs: Allow monitoring of low-voltage (0- to 10-V dc), current (4 to 20 mA), or resistance signals.
 4. Binary Outputs: Provide on-off or pulsed low-voltage signal, selectable for normally open or normally closed operation.
 5. Analog Outputs: Provide modulating signal, either low voltage (0- to 10-V dc) or current (4 to 20 mA).
 6. Tri-State Outputs: Provide two coordinated binary outputs for control of three-point, floating-type electronic actuators.
 7. Universal I/Os: Provide software selectable binary or analog outputs.
- D. Power Supplies: Transformers with Class 2 current-limiting type or overcurrent protection; limit connected loads to 80 percent of rated capacity. DC power supply shall match output current and voltage requirements and be full-wave rectifier type with the following:
1. Output ripple of 5.0 mV maximum peak to peak.
 2. Combined 1 percent line and load regulation with 100-mic.sec. response time for 50 percent load changes.
 3. Built-in overvoltage and overcurrent protection and be able to withstand 150 percent overload for at least 3 seconds without failure.
- E. Power Line Filtering: Internal or external transient voltage and surge suppression for workstations or controllers with the following:
1. Minimum dielectric strength of 1000 V.
 2. Maximum response time of 10 nanoseconds.
 3. Minimum transverse-mode noise attenuation of 65 dB.
 4. Minimum common-mode noise attenuation of 150 dB at 40 to 100 Hz.

2.2 UNITARY CONTROLLERS

- A. Unitized, capable of stand-alone operation with sufficient memory to support its operating system, database, and programming requirements, and with sufficient I/O capacity for the application.
1. Configuration: Local keypad and display; diagnostic LEDs for power, communication, and processor; wiring termination to terminal strip or card connected with ribbon cable; memory with bios; and 72-hour battery backup.
 2. Operating System: Manage I/O communication to allow distributed controllers to share real and virtual object information and allow central monitoring and alarms. Perform scheduling with real-time clock. Perform automatic system diagnostics; monitor system and report failures.
 3. ASHRAE 135 Compliance: Communicate using read (execute and initiate) and write (execute and initiate) property services defined in ASHRAE 135. Reside on network

using MS/TP datalink/physical layer protocol and have service communication port for connection to diagnostic terminal unit.

4. Enclosure: Dustproof rated for operation at 32 to 120 deg F.

2.3 SENSING DEVICES

- A. Where feasible, provide the same sensor type throughout the project. Avoid using transmitters unless absolutely necessary.
- B. Transmitters: Provide transmitters with 4 to 20 mA or 0 to 10 VDC linear output scaled to the sensed input. Transmitters shall be matched to the respective sensor, factory calibrated, and sealed. Size transmitters for an output near 50 percent of its full-scale range at normal operating conditions. The total transmitter error shall not exceed 0.1 percent at any point across the measured span. Supply voltage shall be 12 to 24 volts AC or DC. Transmitters shall have non-interactive offset and span adjustments. For temperature sensing, transmitter drift shall not exceed 0.03 degrees F a year.
- C. Current Transducers: Provide current transducers to monitor motor amperage, unless current switches are shown on design drawings or point tables.
- D. Pressure Transmitters/Transducers:
 1. Manufacturers:
 - a. BEC Controls Corporation.
 - b. General Eastern Instruments.
 - c. MAMAC Systems, Inc.
 - d. ROTRONIC Instrument Corp.
 - e. TCS/Basys Controls.
 - f. Vaisala.
 - g. Kele
 2. Water Pressure Transducers: Stainless-steel diaphragm construction, suitable for service; minimum 150-psig operating pressure; linear output 4 to 20 mA.
 3. Water Differential-Pressure Transducers: Stainless-steel diaphragm construction, suitable for service; minimum 150-psig operating pressure and tested to 300-psig; linear output 4 to 20 mA.
- E. Hydronic Remote Differential Pressure Transmitters: Bell & Gossett ST Series; Setra, or approved equal. Transmitter shall provide an isolated linear 4-20 mA dc output. The unit shall be accurate to $\pm 0.07\%$ of full span, and shall withstand over ranges up to a static pressure of 2300 psi with negligible change in output. It shall have stainless steel wetted parts with 1/4" NPT process connection. Unit shall be protected against radio frequency interference and shall have a water tight (NEMA Type 6/6P) electrical enclosure with 1/2" NPT conduit connection.

2.4 OUTPUT HARDWARE

- A. Electronic damper/valve actuation shall be provided.
1. Manufactured, brand labeled or distributed by BELIMO, or approved equal.
 2. Size for torque required for damper seal at load conditions.
 3. Coupling: V-bolt dual nut clamp with a V-shaped, toothed cradle.
 4. Mounting: Actuators shall be capable of being mechanically and electrically paralleled to increase torque if required.
 5. Overload protected electronically throughout rotation.
 6. Fail-Safe Operation: Mechanical, spring-return mechanism.
 7. Proportional Actuators shall be fully programmable through an EEPROM without the use of actuator mounted switches.
 8. Proportional actuators shall have an external, built-in switch to allow the reversing of direction of rotation.
 9. Proportional actuators shall accept a 0 to 10 VDC or 0 to 20 mA control signal and provide a 2 to 10 VDC or 4 to 20 mA operating range. An actuator capable of accepting a pulse width modulating control signal and providing full proportional operation of the damper is acceptable. All actuators shall provide a 2 to 10 VDC position feedback signal.
 10. Temperature Rating: -22 to +122°F -30 to +50°C [-58 to +122°F -50 to +50°C]
 11. Housing: Minimum requirement NEMA type 2 mounted in any orientation. .
 12. Agency Listings: ISO 9001, cULus, CE or CSA
 13. The manufacturer shall warrant all components for a period of 5 years from the date of production, with the first two years unconditional.
- B. Control Valves: Control valves shall be two-way or three-way type for two-position or modulating service as shown.
1. Close-off (differential) Pressure Rating: Valve actuator and trim shall be furnished to provide the following minimum close-off pressure ratings:
 - a. Two-way: 150% of total system (pump) head.
 - b. Three-way: 300% of pressure differential between ports A and B at design flow or 100% of total system (pump) head.
 - c. Steam Valves: 150% of operating (inlet) pressure.
 2. Water Valves: Body and trim style and materials shall be in accordance with manufacturer's recommendations for design conditions and service shown, with equal percentage ports for modulating service.
 - a. Sizing Criteria:
 - 1) Two-position service: Line size.
 - 2) Two-way modulating service: Pressure drop shall be equal to twice the pressure drop through heat exchanger (load), 50% of the pressure difference between supply and return mains, or 5 psi, which ever is greater.
 - 3) Three-way modulating service: Pressure drop equal to twice the pressure drop through the coil exchanger (load), 5 psi maximum.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

b. Application:

- 1) VAV-reheat coils: two-way floating control, non spring return.
- 2) CUH and Convectors: two-way two position, spring open 100%.
- 3) AHU main heating coils: two-way modulating control, spring open 100%.
- 4) Fintube radiation: zone valves. Zone valves shall have brass bodies with female NPT or sweat ends and a stainless steel stem. Normally open zone valve actuators shall on/off and shall be available in 24VAC or 120VAC. Zone valves shall have push button for quick removal of actuator. Zone valves shall have a leakage rate of 0.1% or lower.

- c. Valves ½ in. through 2 in. shall be bronze body or cast brass ANSI Class 250, spring-loaded, PTFE packing, quick opening for two-position service. Two-way valves to have replaceable composition disc or stainless steel ball.
- d. Valves 2½ in. and larger shall be cast iron ANSI Class 125 with guided plug and PTFE packing.
- e. Water valves shall fail normally open or closed, as specified.

- C. Output Switches: Control Relays; Field installed and DDC panel relays shall be double pole, double throw, UL864 listed, with contacts rated for the intended application, indicator light, and dust proof enclosure. The indicator light shall be lit when the coil is energized and off when coil is not energized. Relays shall be the socket type, plug into a fixed base, and replaceable without tools or removing wiring. Encapsulated "PAM" type relays may be used for terminal control applications.

2.5 STATUS SENSORS

- A. Status Inputs for Electric Motors: Veris Hawkeye 908 Series, or approved equal; split-core adjustable current sensors designed to provide accurate, reliable and maintenance-free fan and pump status indication. Comply with ISA 50.00.01, current-sensing split-core transformers with self-powered transmitter, adjustable and suitable for 175 percent of rated motor current.
- B. Current Switches: Self-powered, solid-state with adjustable trip current, selected to match current and system output requirements.
- C. Electronic Valve/Damper Position Indicator: Visual scale indicating percent of travel and 2- to 10-V dc, feedback signal.
- D. Water-Flow Switches: Bellows-actuated mercury or snap-acting type with pilot-duty rating, stainless-steel or bronze paddle, with appropriate range and differential adjustment, in NEMA 250, Type 1 enclosure.

2.6 ELECTRICAL POWER AND DISTRIBUTION

- A. Transformers: Transformers shall conform to UL 506. For control power other than terminal level equipment, provide a fuse or circuit breaker on the secondary side of each transformer.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

B. Surge and Transient Protection

1. Provide each digital controller with surge and transient power protection. Surge and transient protection shall consist of the following devices, installed externally to the controllers.
2. Power Line Surge Protection: Provide surge suppressors on the incoming power at each controller or grouped terminal controllers. Surge suppressors shall be rated in accordance with UL 1449, have a fault indicating light, and conform to the following:
 - a. The device shall be a transient voltage surge suppressor, hard-wire type individual equipment protector for 120 VAC/1 phase/2 wire plus ground.
 - b. The device shall react within 5 nanoseconds and automatically reset.
 - c. The voltage protection threshold, line to neutral, shall be no more than 211 volts.
 - d. The device shall have an independent secondary stage equal to or greater than the primary stage joule rating.
 - e. The primary suppression system components shall be pure silicon avalanche diodes.
 - f. The secondary suppression system components shall be silicon avalanche diodes or metal oxide varistors.
 - g. The device shall have an indication light to indicate the protection components are functioning.
 - h. All system functions of the transient suppression system shall be individually fused and not short circuit the AC power line at any time.
 - i. The device shall have an EMI/RFI noise filter with a minimum attenuation of 13 dB at 10 kHz to 300 MHz.
 - j. The device shall comply with IEEE C62.41.1 and IEEE C62.41.2, Class "B" requirements and be tested according to IEEE C62.45.
 - k. The device shall be capable of operating between -20 degrees F and 122 degrees F.
3. Telephone and Communication Line Surge Protection: Provide surge and transient protection for DDC controllers and DDC network related devices connected to phone and network communication lines. The device shall provide continuous, non-interrupting protection, and shall automatically reset after safely eliminating transient surges. The protection shall react within 5 nanoseconds using only solid-state silicon avalanche technology. The device shall be installed at the distance recommended by its manufacturer.
4. Controller Input/Output Protection: Provide controller inputs and outputs with surge protection via optical isolation, metal oxide varistors (MOV), or silicon avalanche devices. Fuses are not permitted for surge protection.

- C. Wiring: Provide complete electrical wiring for the DDC System, coordinate line of demarcation with Division 26. Unless indicated otherwise, provide all normally visible or otherwise exposed wiring in conduit. Where conduit is required, control circuit wiring shall not run in the same conduit as power wiring over 100 volts. Circuits operating at more than 100 volts shall be in accordance with Division 26. Run all circuits over 100 volts in conduit, metallic tubing, covered metal raceways, or armored cable. Use plenum-rated cable for circuits under 100 volts in enclosed spaces. Examples of these spaces include HVAC plenums, within walls, attics, or above suspended ceilings.

- D. Power Wiring: The following requirements are for field-installed wiring:
1. Wiring for 24 V circuits shall be insulated copper 18 AWG minimum and rated for 300 VAC service.
 2. Wiring for 120 V circuits shall be insulated copper 14 AWG minimum and rated for 600 VAC service.
- E. Analog Signal Wiring: Field-installed analog signal wiring shall be 18 AWG single or multiple twisted pair. Each cable shall be 100 percent shielded and have a 20 AWG drain wire. Each wire shall have insulation rated for 300 VAC service. Cables shall have an overall aluminum-polyester or tinned-copper cable-shield tape.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. The project plans shall be thoroughly examined for control device and equipment locations. Any discrepancies, conflicts, or omissions shall be reported to the architect/engineer for resolution before rough-in work is started.
- B. The contractor shall inspect the site to verify that equipment may be installed as shown. Any discrepancies, conflicts, or omissions shall be reported to the engineer for resolution before rough-in work is started. Verify that duct-, pipe-, and equipment-mounted devices and wiring are installed before proceeding with installation.
- C. The contractor shall examine the drawings and specifications for other parts of the work. If head room or space conditions appear inadequate—or if any discrepancies occur between the plans and the contractor's work or others—the contractor shall report these discrepancies to the engineer and shall obtain written instructions for any changes necessary to accommodate the contractor's work with the work of others. Any changes in the work covered by this specification made necessary by the failure or neglect of the contractor to report such discrepancies shall be made by—and the expense of—this contractor.

3.2 INSTALLATION

- A. Provide software in control units and operator workstation(s). Implement all features of programs to specified requirements and as appropriate to sequence of operation. Connect and configure equipment and software to achieve sequence of operation specified.
- B. Provide all components in accordance with the manufacturer's recommendations. Perform the installation under the supervision of competent technicians regularly employed in the installation of DDC systems.
- C. Provide equipment, piping, and wiring/raceway parallel to building lines (i.e., horizontal, vertical, and parallel to walls) wherever possible.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- D. Provide sufficient slack and flexible connections to allow for vibration of piping and equipment.
- E. All equipment, installation, and wiring shall comply with acceptable industry specifications and standards for performance, reliability, and compatibility and be executed in strict adherence to local codes and standard practices. Contractor shall continually monitor the field installation for code compliance and quality of workmanship. Contractor shall have work inspected by local and/or state authorities having jurisdiction over the work.
- F. Temperature Sensors: Provide temperature sensors in locations that are accessible and provide a good representation of sensed media. Installations in dead spaces are not acceptable. Calibrate sensors according to manufacturer's instructions. Do not use sensors designed for one application in a different application.
- G. Provide labels and nameplates to identify control components according to Section 23 05 53 "Identification for HVAC Piping and Equipment."
- H. Provide hydronic instrument wells, valves, and other accessories according to Section 23 21 16 "Hydronic Piping Specialties." Provide thermowells for sensors measuring piping, tank, or pressure vessel temperatures. Locate wells to sense continuous flow conditions. Do not install wells using extension couplings. Where piping diameters are smaller than the length of the wells, provide wells in piping at elbows to sense flow across entire area of well. Wells shall not restrict flow area to less than 70 percent of pipe area. Increase piping size as required to avoid restriction. Provide thermal conductivity material within the well to fully coat the inserted sensor.

3.3 WIRING

- A. All control and interlock wiring shall comply with national and local electrical codes, and Division 26 of this specification. Where the requirements of this section differ from Division 26, the requirements of this section shall take precedence.
- B. NEC Class 1 (line voltage) wiring shall be UL listed in approved raceway according to NEC and Division 26 requirements. Low-voltage wiring shall meet NEC Class 2 requirements. Low-voltage power circuits shall be sub-fused when required to meet Class 2 current limit.
- C. Where NEC Class 2 (current-limited) wires are in concealed and accessible locations, including ceiling return air plenums, approved cables not in raceway may be used provided that cables are UL listed for the intended application.
- D. Do not install Class 2 wiring in raceways containing Class 1 wiring. Boxes and panels containing high-voltage wiring and equipment may not be used for low-voltage wiring except for the purpose of interfacing the two (e.g. relays and transformers).
- E. Where Class 2 wiring is run exposed, wiring is to be run parallel along a surface or perpendicular to it and neatly tied at 10 ft intervals.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- F. Where plenum cables are used without raceway, they shall be supported from or anchored to structural members. Cables shall not be supported by or anchored to ductwork, electrical raceways, piping, or ceiling suspension systems.
- G. All wire-to-device connections shall be made at a terminal block or terminal strip. All wire-to-wire connections shall be at a terminal block.
- H. All wiring within enclosures shall be neatly bundled and anchored to permit access and prevent restriction to devices and terminals.
- I. Maximum allowable voltage for control wiring shall be 120 V. If only higher voltages are available, the contractor shall provide step-down transformers.
- J. All wiring shall be installed as continuous lengths, with no splices permitted between termination points.
- K. Install plenum wiring in sleeves where it passes through walls and floors. Maintain fire rating at all penetrations.
- L. Size of raceway and size and type of wire type shall be the responsibility of the contractor in keeping with the manufacturer's recommendations and NEC requirements, except as noted elsewhere.
- M. Include one pull string in each raceway 2.5 cm (1 in.) or larger.
- N. Use color-coded conductors throughout with conductors of different colors.
- O. Control and status relays are to be located in designated enclosures only. These enclosures include packaged equipment control panel enclosures unless they also contain Class 1 starters.
- P. Conceal all raceways except within mechanical, electrical, or service rooms.
- Q. Secure raceways with raceway clamps fastened to the structure and spaced according to code requirements. Raceways and pull boxes may not be hung on flexible duct strap or tie rods. Raceways may not be run on or attached to ductwork.
- R. Adhere to this specification's Division 26 requirements where raceway crosses building expansion joints.
- S. Install insulated bushings on all raceway ends and openings to enclosures. Seal top end of vertical raceways.
- T. The contractor shall terminate all control and/or interlock wiring and shall maintain updated (as-built) wiring diagrams with terminations identified at the job site.
- U. Flexible metal raceways and liquid-tight flexible metal raceways shall not exceed 1 m (3 ft) in length and shall be supported at each end. Flexible metal raceway less than ½ in. electrical trade size shall not be used. In areas exposed to moisture, including chiller and boiler rooms, liquid-tight, flexible metal raceways shall be used.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- V. Raceway must be rigidly installed, adequately supported, properly reamed at both ends, and left clean and free of obstructions. Raceway sections shall be joined with couplings (according to code). Terminations must be made with fittings at boxes, and ends not terminating in boxes shall have bushings installed.

3.4 COMMUNICATION WIRING

- A. The contractor shall adhere to the items listed in the "Wiring" article in Part 3 of the specification. All cabling shall be installed in a neat and workmanlike manner. Follow manufacturer's installation recommendations for all communication cabling
- B. Do not install communication wiring in raceways and enclosures containing Class 1 or other Class 2 wiring.
- C. Maximum pulling, tension, and bend radius for the cable installation, as specified by the cable manufacturer, shall not be exceeded during installation.
- D. Contractor shall verify the integrity of the entire network following cable installation. Use appropriate test measures for each particular cable.
- E. When a cable enters or exits a building, a lightning arrestor must be installed between the lines and ground. The lightning arrestor shall be installed according to manufacturer's instructions.
- F. All runs of communication wiring shall be unspliced length when that length is commercially available.
- G. All communication wiring shall be labeled to indicate origination and destination data.
- H. Grounding of coaxial cable shall be in accordance with NEC regulations article on "Communications Circuits, Cable, and Protector Grounding."
- I. BACnet MS/TP communications wiring shall be installed in accordance with ASHRAE/ANSI Standard 135. This includes but is not limited to:
 - 1. The network shall use shielded, twisted-pair cable with characteristic impedance between 100 and 120 ohms. Distributed capacitance between conductors shall be less than 100 pF per meter (30 pF per foot.)
 - 2. The maximum length of an MS/TP segment is 1200 meters (4000 ft) with AWG 18 cable. The use of greater distances and/or different wire gauges shall comply with the electrical specifications of EIA-485.
 - 3. The maximum number of nodes per segment shall be 32, as specified in the EIA 485 standard. Additional nodes may be accommodated by the use of repeaters.
 - 4. An MS/TP EIA-485 network shall have no T connections.
- J. Fiber Optic Cable: Maximum pulling tensions as specified by the cable manufacturer shall not be exceeded during installation. Post-installation residual cable tension shall be within cable manufacturer's specifications. All cabling and associated components shall be installed in

accordance with manufacturers' instructions. Minimum cable and unjacketed fiber bend radii, as specified by cable manufacturer, shall be maintained.

3.5 FIELD QUALITY CONTROL

- A. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect, test, and adjust field-assembled components and equipment installation, including connections. Report results in writing.
1. Operational Test: After electrical circuitry has been energized, start units to confirm proper unit operation. Remove and replace malfunctioning units and retest.
 2. Test and adjust controls and safeties.
 3. Test calibration of controllers by disconnecting input sensors and stimulating operation with compatible signal generator.
 4. Test each point through its full operating range to verify that safety and operating control set points are as required.
 5. Test each control loop to verify stable mode of operation and compliance with sequence of operation. Adjust PID actions.
 6. Test each system for compliance with sequence of operation.
 7. Test software and hardware interlocks.
- B. DDC Verification:
1. Verify that instruments are installed before calibration, testing, and loop or leak checks.
 2. Check instruments for proper location and accessibility.
 3. Check instrument installation for direction of flow, elevation, orientation, insertion depth, and other applicable considerations.
 4. Check instrument tubing for proper fittings, slope, material, and support.
 5. Check installation of air supply for each instrument.
 6. Check flow instruments. Inspect tag number and line and bore size, and verify that inlet side is identified and that meters are installed correctly.
 7. Check pressure instruments, piping slope, installation of valve manifold, and self-contained pressure regulators.
 8. Check temperature instruments and material and length of sensing elements.
 9. Check control valves. Verify that they are in correct direction.
 10. Check air-operated dampers. Verify that pressure gages are provided and that proper blade alignment, either parallel or opposed, has been provided.
 11. Check DDC system as follows:
 - a. Verify that DDC controller power supply is from emergency power supply, if applicable.
 - b. Verify that wires at control panels are tagged with their service designation and approved tagging system.
 - c. Verify that spare I/O capacity has been provided.
 - d. Verify that DDC controllers are protected from power supply surges.
- C. Replace damaged or malfunctioning controls and equipment and repeat testing procedures.

3.6 ADJUSTING

A. Calibrating and Adjusting:

1. Calibrate instruments.
2. Make three-point calibration test for both linearity and accuracy for each analog instrument.
3. Calibrate equipment and procedures using manufacturer's written recommendations and instruction manuals. Use test equipment with accuracy at least double that of instrument being calibrated.
4. Control System Inputs and Outputs:
 - a. Check analog inputs at 0, 50, and 100 percent of span.
 - b. Check analog outputs using milliamper meter at 0, 50, and 100 percent output.
 - c. Check digital inputs using jumper wire.
 - d. Check digital outputs using ohmmeter to test for contact making or breaking.
 - e. Check resistance temperature inputs at 0, 50, and 100 percent of span using a precision-resistant source.
5. Flow:
 - a. Set differential pressure flow transmitters for 0 and 100 percent values with 3-point calibration accomplished at 50, 90, and 100 percent of span.
 - b. Manually operate flow switches to verify that they make or break contact.
6. Pressure:
 - a. Calibrate pressure transmitters at 0, 50, and 100 percent of span.
 - b. Calibrate pressure switches to make or break contacts, with adjustable differential set at minimum.
7. Temperature:
 - a. Calibrate resistance temperature transmitters at 0, 50, and 100 percent of span using a precision-resistance source.
 - b. Calibrate temperature switches to make or break contacts.
8. Stroke and adjust control valves and dampers without positioners, following the manufacturer's recommended procedure, so that valve or damper is 100 percent open and closed.
9. Stroke and adjust control valves and dampers with positioners, following manufacturer's recommended procedure, so that valve and damper is 0, 50, and 100 percent closed.
10. Provide diagnostic and test instruments for calibration and adjustment of system.
11. Provide written description of procedures and equipment for calibrating each type of instrument. Submit procedures review and approval before initiating startup procedures.

- B. Adjust initial temperature and humidity set points.
- C. Occupancy Adjustments: When requested within 12 months of date of Substantial Completion, provide on-site assistance in adjusting system to suit actual occupied conditions. Provide up to three visits to Project during other than normal occupancy hours for this purpose.

3.7 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain HVAC instrumentation and controls. Refer to Section 01 79 00 "Demonstration and Training."
- B. Provide a qualified instructor (or instructors) with five years minimum field experience with the installation and programming of similar BACnet DDC systems. Orient training to the specific systems installed. Coordinate training times with the Owner. Training shall take place at the job site.
- C. This training shall last 8 hours and shall be conducted at the DDC system workstation, at a notebook computer connected to the DDC system in the field, and at other site locations as necessary. Upon completion of the Training, each trainee should fully understand the project's DDC system operation. The training session shall include the following:
 - D. Provide basic control system fundamentals training.
 - 1. This project's list of control system components
 - 2. This project's list of points and objects
 - 3. This project's device and network communication architecture
 - 4. This project's sequences of control, and:
 - 5. Alarm capabilities
 - 6. Trending capabilities
 - 7. Troubleshooting communication errors
 - 8. Troubleshooting hardware errors
- E. Provide additional project-specific training:
 - 1. A walk-through tour of the mechanical system and the installed DDC components (controllers, valves, dampers, surge protection, switches, thermostats, sensors, etc.)
 - 2. A discussion of the components and functions at each DDC panel
 - 3. Logging-in and navigating at each operator interface type
 - 4. Using each operator interface to find, read, and write to specific controllers and objects
 - 5. Modifying and downloading control program changes
 - 6. Modifying setpoints
 - 7. Creating, editing, and viewing trends
 - 8. Creating, editing, and viewing alarms
 - 9. Creating, editing, and viewing operating schedules and schedule objects
 - 10. Backing-up and restoring programming and data bases
 - 11. Modifying graphic text, backgrounds, dynamic data displays, and links to other graphics
 - 12. Creating new graphics and adding new dynamic data displays and links

13. Alarm and Event management
14. Adding and removing network devices

3.8 TEST AND BALANCE SUPPORT

- A. The controls contractor shall coordinate with and provide on-site support to the test and balance (TAB) personnel. This support shall include:
 1. On-site operation and manipulation of control systems during the testing and balancing.
 2. Control setpoint adjustments for balancing all relevant mechanical systems.
 3. Tuning control loops with setpoints and adjustments determined by TAB personnel.

3.9 CONTROLS SYSTEM OPERATORS MANUALS

- A. Provide three electronic and printed copies of a Controls System Operators Manual. The manual shall be specific to the project, written to actual project conditions, and provide a complete and concise depiction of the installed work. Provide information in detail to clearly explain all operation requirements for the control system.
- B. Provide with each manual: CDs of the project's control system drawings, control programs, data bases, graphics, and all items listed below. Include gateway back-up data and configuration tools where applicable. Provide CDs in jewel case with printed and dated project-specific labels on both the CD and the case. For text and drawings, use Adobe Acrobat or MS Office file types. When approved by the Owner, AutoCAD and Visio files are allowed. Give files descriptive English names and organize in folders.
- C. Provide printed manuals in sturdy 3-ring binders with a title sheet on the outside of each binder indicating the project title, project location, contract number, and the controls contractor name, address, and telephone number. Each binder shall include a table of contents and tabbed dividers, with all material neatly organized. Manuals shall include the following:
 1. A copy of the as-built control system (shop) drawings set, with all items specified under the paragraph "Submittals." Indicate all field changes and modifications.
 2. A copy of the project's mechanical design drawings, including any official modifications and revisions.
 3. A copy of the project's approved Product Data submittals provided under the paragraph "Submittals."
 4. A copy of the project's approved Performance Verification Testing Plan and Report.
 5. A copy of the project's approved final TAB Report.
 6. Printouts of all control system programs, including controller setup pages if used. Include plain-English narratives of application programs, flowcharts, and source code.
 7. Printouts of all physical input and output object properties, including tuning values, alarm limits, calibration factors, and set points.
 8. A table entitled "AC Power Table" listing the electrical power source for each controller. Include the building electrical panel number, panel location, and circuit breaker number.
 9. The DDC manufacturer's hardware and software manuals in both print and CD format with printed project-specific labels. Include installation and technical manuals for all

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

controller hardware, operator manuals for all controllers, programming manuals for all controllers, operator manuals for all workstation software, installation and technical manuals for the workstation and notebook, and programming manuals for the workstation and notebook software.

10. A list of qualified control system service organizations for the work provided under this contract. Include their addresses and telephone numbers.
11. A written statement entitled "Software Upgrades" stating software and firmware patches and updates will be provided upon request at no additional cost to the Owner for a minimum of two years from contract acceptance. Include a table of all DDC system software and firmware provided under this contract, listing the original release dates, version numbers, part numbers, and serial numbers.

3.10 CLEANING

- A. The contractor shall clean up all debris resulting from his/her activities daily. The contractor shall remove all cartons, containers, crates, etc., under his/her control as soon as their contents have been removed. Waste shall be collected and placed in a designated location.
- B. At the completion of work in any area, the contractor shall clean all work, equipment, etc., keeping it free from dust, dirt, and debris, etc.
- C. At the completion of work, all equipment furnished under this section shall be checked for paint damage, and any factory-finished paint that has been damaged shall be required to match the adjacent areas. Any cabinet or enclosure that has been deformed shall be replaced with new material and repainted to match the adjacent areas.

END OF SECTION 23 09 00

SECTION 23 09 93 - SEQUENCE OF OPERATIONS FOR HVAC CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.
- B. Related Sections include the following:
 - 1. Division 23 Section "Common Work Results"
 - 2. Section 23 09 00 – Instrumentation and Control for HVAC for control equipment and devices and submittal requirements.
 - 3. Division 23 Sections – Equipment with built in DDC controllers
 - 4. Division 23 Section "Testing, Adjusting, and Balancing"
 - 5. Division 26

1.2 GENERAL

- A. This Section includes control sequences for HVAC systems, subsystems, and equipment. Provide control devices, control software and control wiring as required for automatic operation of each sequence specified. The system is BAS controlled using electric actuation.
 - 1. Provide automatic control for system operation as described herein, although word "automatic" or "automatically", is not used.
 - 2. Manual operation is limited only where specifically described; however, provide manual override for each automatic operation.
 - 3. Where manual start-up is called for, also provide scheduled automatic start-stop capabilities.
- B. These sequences are intended to be performance based. Implementations that provide the same functional result using different underlying detailed logic will be acceptable.
- C. Unless otherwise indicated, control loops shall be enabled and disabled based on the status of the system being controlled to prevent windup. When a control loop is enabled or re-enabled, it and all its constituents (such as the proportional and integral terms) shall be set initially to a Neutral value. A control loop in Neutral shall correspond to a condition that applies the minimum control effect, i.e., valves/dampers closed, VFDs at minimum speed, etc.
- D. The term "proven" (i.e., "proven on"/ "proven off") shall mean that the equipment's DI status point (where provided, e.g. current switch, DP switch, or VFD status) matches the state set by the equipment's DO command point.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- E. The term “software point” shall mean an analog variable, and “software switch” shall mean a digital (binary) variable, that are not associated with real I/O points. They shall be read/write capable (e.g., BACnet analog variable and binary variable).
- F. Functions called for in sequence of operations are minimum requirements and not to limit additional BAS system capabilities. Determine, through operation of the system, proportional bands, interval time, integral periods, adjustment rates, and any other input information required to provide stable operation of the control programs.
- G. To avoid abrupt changes in equipment operation, the output of every control loop shall be capable of being limited by a user adjustable maximum rate of change, with a default of 25% per minute.
- H. Setpoints, timers, deadbands, PID gains, etc., listed in sequences shall be adjustable by the user with appropriate access level whether indicated as adjustable in sequences or not. Software points shall be used for these variables. Fixed scalar numbers shall not be embedded in programs except for physical constants and conversion factors.
- I. Values for all points, including real (hardware) points used in control sequences shall be capable of being overridden by the user with appropriate access level (e.g., for testing and commissioning). If hardware design prevents this for hardware points, they shall be equated to a software point and the software point shall be used in all sequences.
- J. For each item of equipment, provide following functions which are not specifically mentioned in each Sequence of Operation:
 - 1. Start-Stop, manual, and scheduled
 - 2. On-Off status of each piece of equipment
 - 3. Run-time
 - 4. Alarm
- K. Provide Sequenced starting of HVAC equipment, whether or not specifically mentioned in each Sequence of Operation: At initial start-up; for automatic starting on emergency power, or after power blackout.
- L. Setback Controls:
 - 1. Heating systems shall be equipped with controls configured to automatically restart and temporarily operate the system as required to maintain zone temperatures above an adjustable heating setpoint at least 10°F below the occupied heating setpoint.
 - 2. Cooling systems shall be equipped with controls configured to automatically restart and temporarily operate the mechanical cooling system as required to maintain zone temperatures below an adjustable cooling setpoint at least 5°F above the occupied cooling setpoint or to prevent high space humidity levels.
 - 3. Optimum Start Controls. Individual heating and cooling systems with setback controls shall have optimum start controls. The control algorithm shall, as a minimum, be a function of the difference between space temperature and occupied setpoint, the outdoor temperature, and the amount of time prior to scheduled occupancy.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

4. Radiant heating systems configured with a setback heating setpoint at least 4°F below the occupied heating setpoint. These systems shall incorporate floor temperature into the optimum start algorithm.
- M. All setpoints shall be monitored and adjustable. Setpoints listed herein are approximate. It is the responsibility of the BAS contractor to calibrate the system and all setpoints to actual working conditions once the system is on line.
- N. Variable Frequency Drives
1. To avoid operator confusion, the speed command point (and speed feedback point, if used) for VFDs should be configured so that a speed of 0% corresponds to 0 Hz and 100% corresponds to maximum speed set in the VFD, not necessarily 60 Hz. The maximum speed may be limited below 60 Hz to protect equipment or it may be above 60 Hz for direct drive equipment. Many times, drives are configured such that a 0% speed signal corresponds to the minimum speed programmed into the VFD, but that causes the speed AO value and the actual speed to deviate from one another.
 2. For each piece of equipment, the minimum speed shall be stored in a single software point. This value shall be written to the VFD's minimum speed setpoint via the drive's network interface; in the case of a hard-wired VFD interface, the minimum speed shall be the lowest speed command sent to the drive by the BAS.
 3. Current VFD status and operating conditions shall be monitored through its communications interface port. The interface shall monitor the following software points: Motor RPM, motor amps, motor runtime, VFD status, "In fault condition", and "In bypass".
 4. System Dampers:
 - a. Damper control typically consists of a requirement to open a damper (such as an outdoor air damper, smoke damper, isolation damper, etc.) before the motor is to operate in any mode (drive or bypass). This means that a "start" or "run" command can come from the BAS, an operator at the VFD provides a local "start" command at the VFD keypad, or the command can come from the serial communication connection.
 - b. After a run command is received, but before the VFD actually runs the motor, the VFD shall close a relay contact to actuate the damper. When the damper is fully open, an end switch from the damper will close and then the VFD will be allowed to operate the motor. The damper end-switches shall be mounted such that they can be adjusted during start-up so the open indication is only provided when the damper is in the fully open position.
 - c. Ensure that the VFD has an input that when activated, will stop the motor in any VFD operating mode as well as bypass.
 - d. Where dampers operate in conjunction with fan operation, the damper open signal shall precede the fan start signal by 10-23 seconds. The damper close signal shall be delayed 10-23 seconds after the fan stop signal.
- O. Alarms
1. All alarms shall include a Time/Date Stamp using the standalone control module time and date.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

2. Each alarm can be configured in terms of criticality (Critical/Not Critical), operator acknowledgement (Requires Acknowledgement/Does Not Require Acknowledgement), and conditions required for an alarm to clear automatically (Requires Acknowledgement of a Return to Normal/Does Not Require Acknowledgement of a Return to Normal).
3. An operator shall be able to sort alarms based on level, time/date, and current status.
4. Alarms should be reported with the following information:
 - a. Date and time of the alarm
 - b. Level of the alarm
 - c. Description of the alarm
 - d. Equipment tags for the units in alarm
 - e. Possible causes of the alarm, if provided by the fault detection routines
 - f. The source that serves the equipment in alarm
5. There shall be 5 levels of alarm
 - a. Level 1: Critical/life safety
 - b. Level 2: Significant equipment failure
 - c. Level 3: Non-critical equipment failure/operation
 - d. Level 4: Energy conservation monitor
 - e. Level 5: Maintenance indication, notification
 - f. 19.
6. Hierarchical Alarm Suppression: For each piece of equipment or space controlled by the BAS, define its relationship (if any) to other equipment in terms of “source,” “load,” or “system.”
 - a. Source: A component is a “source” if it provides resources to a downstream component, such as a chiller providing chilled water to an AHU.
 - b. Load: A component is a “load” if it receives resources from an upstream component, such as an AHU that receives chilled water from a chiller.
 - c. The same component may be both a load (receiving resources from an upstream source) and a source (providing resources to a downstream load).
 - d. System: A set of components is a “system” if they share a load in common (i.e., collectively act as a source to downstream equipment, such as a set of chillers in a lead/lag relationship serving air handlers).
 - 1) If a single component acts as a source for downstream loads (e.g., an AHU as a source for its VAV boxes), then that single source component shall be defined as a “system” of one element.
 - 2) For equipment with associated pumps (chillers, boilers, cooling towers):
 - a) If the pumps are in a one-to-one relationship with equipment they serve, the pumps shall be treated as part of the system to which they are associated (i.e., they are not considered loads) since a pump failure will necessarily disable its associated equipment.
 - b) If the pumps are headered to the equipment they serve, then the pumps may be treated as a system, which is a load relative to the

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

upstream equipment (e.g., chillers) and a source relative to downstream equipment (e.g., air handlers).

- e. For each system as defined above, there shall be a SystemOK flag, which is either true or false.
 - f. SystemOK shall be true when all of the following are true:
 - 1) The system is proven on.
 - 2) The system is achieving its temperature and/or pressure setpoint(s) for at least five minutes
 - 3) The system is ready and able to serve its load
 - g. SystemOK shall be false while the system is starting up (i.e., before reaching setpoint) or when enough of the system's components are unavailable (in alarm, disabled, or turned off) to disrupt the ability of the system to serve its load. This threshold shall be defined by the design engineer for each system.
 - 1) By default, Level 1 through Level 3 component alarms (indicating equipment failure) shall inhibit SystemOK. Level 4 and Level 5 component alarms (maintenance and energy efficiency alarms) shall not affect SystemOK.
 - 2) The operator shall have the ability to individually determine which component alarms may or may not inhibit SystemOK.
 - h. The BAS shall selectively suppress (i.e., fail to announce; alarms may still be logged to a database) alarms for load components if SystemOK is false for the source system that serves that load.
 - 1) If SystemOK is false for a cooling water system (i.e., chiller, cooling tower, or associated pump) then only high temperature alarms from the loads shall be suppressed.
 - 2) If SystemOK is false for a heating water system (i.e., boiler or associated pump) then only low temperature alarms from the loads shall be suppressed.
 - 3) If SystemOK is false for an airside system (air handler, fan coil, VAV box, etc.), then all alarms from the loads shall be suppressed.
 - i. This hierarchical suppression shall cascade through multiple levels of load-source relationship, such that alarms at downstream loads shall also be suppressed.
 - j. The following types of alarms will never be suppressed by this logic:
 - 1) Life/safety and Level 1 alarms
 - 2) Failure-to-start alarms (i.e., equipment is commanded on, but status point shows equipment to be off)
 - 3) Failure-to-stop/hand alarms (i.e., equipment is commanded off, but status point shows equipment to be on)
- P. Time-Based Suppression Block: This block is used to suppress reset requests and alarms after a change in setpoint. This includes automatic changes in setpoint, e.g., due to a change in occupancy sensor status, as well as changes made by occupants. This block shall calculate a

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

time delay period after any change in setpoint based on the difference between the controlled variable (e.g., zone temperature) at the time of the change and the new setpoint. The default time delay period shall be:

1. For thermal zone temperature alarms: 10 minutes per °F of difference, but no longer than 120 minutes
2. For thermal zone temperature cooling requests: 5 minutes per °F of difference, but no longer than 30 minutes
3. For thermal zone heating requests: 5 minutes per °F of difference, but no longer than 30 minutes

Q. Normal positions for controlled devices:

1. Unless noted, the following valves and dampers shall fail closed:
 - a. Outside air dampers
 - b. Relief air dampers
 - c. Exhaust air closure dampers
 - d. Steam valves at convertors
 - e. Cooling coil valves for coils located indoors shall close to the coil.
 - f. Domestic hot water heat source.
 - g. Humidifier valves.
2. Unless noted, the following valves and dampers shall fail open:
 - a. Heating coils.
 - b. Cooling coil valves for coils located outdoors shall open to the coil.

1.3 GRAPHICAL USER INTERFACE

- A. All points shown in the points list or described in the sequence shall be shown on the graphics.
- B. All setpoints including setpoints internal to control algorithms shall be adjustable from all BAS operator interfaces. All commands shall be overridable from all BAS operator interfaces. All control points shall be adjustable or overridable from the same graphic page that displays the points.
- C. All points required by the sequence of operation including, but not limited to, the points listed in the sequences of operation below, as well as all of the points' associated values, shall be connected to the BAS and available to the BAS operators on all operator workstations and all operator interface devices as part of a graphical display that depicts the mechanical system controlled.

PART 2 - SEQUENCES

2.1 CHILLER PLANT

A. Input points from chiller panels to BAS system

1. Remote mode ready to start contact – dry contact on the chiller panel to the BAS system that indicates the chiller is ready for remote start
2. Cycling shutdown – dry contact on the chiller panel indicating to the BAS system that chiller is not allowed to start due to an internal sequence cycle device
3. Safety shutdown contact – dry contact on the chiller panel indicating to the BAS system that the chiller has shutdown or can't start due to a safety circuit
4. Run Contacts – dry contact on the chiller panel indicating to the BAS system that the chiller is running
5. Chiller amps – current sensor provided and installed by the BAS contractor to monitor amps on one phase of the chiller power feed. To be used for chiller capacity calculation.

B. Output points from BAS system to chiller panels

1. Start/Stop – NO start contact and NC stop contact from the BAS system to the chiller panel. A single DPDT output relay is used for these contacts to start and stop the chiller from the BAS system.
2. Chilled water temperature setpoint – The chiller shall include a remote chilled water reset card that shall accept a 0-10VDC signal from the BAS system. This BAS output shall be used to reset chilled water temperature setpoint.
3. Current limit setpoint – The chiller shall include a remote current limit setpoint card that shall accept a 0-10VDC signal from the BAS system. This BAS output shall be used to reset chiller capacity during multi-unit start-up sequence.

C. Alarms

1. All alarm messages generated at the operator's station shall consist of descriptive English language text indicating the time, date and exact nature of the alarm condition.
2. A high and low limit shall be programmed into all temperature, status, flow, and pressure sensors. If alarm levels are exceeded an alarm shall be generated and logged by the BAS system at the workstations.
3. The pump status will be monitored by the BAS controller through current sensors and VFD status inputs as shown on point summary. If the commanded status at the output differs from the measured status on the status input an alarm shall be generated by the BAS system at the operator's workstation.
4. Upon chiller failure, pump failure, high or low chilled water temperature or high or low condenser water temperature a detailed alarm message shall be sent to all workstations.

D. Chilled Water/Condenser Water Pump Control

1. When outside air temperature rises above 55°F (adjustable) and the AHU chilled water valve position is greater than 30% open (adjustable) the chiller module isolation valves shall open and, after the valves are proven open via end switch, the lead chilled water

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

pump and lead condenser water pump shall be started and shall run continuously. Upon proof of chilled water flow to the lead chiller, as sensed by factory installed flow switches at each module, the chiller shall be enabled to start by the BAS system.

2. Once enabled, the chiller modules and individual module isolation valves shall modulate under their manufacturer controls to maintain discharge chilled water setpoint subject to a 0-10VDC setpoint control signal and 0-10VDC capacity control signal from the BAS System.
3. Lead and lag condenser and chilled water pumps shall be rotated to maintain equal runtime. Lead/lag selection shall be changed only when all pumps and chillers are shut down.
4. Chilled water pump speed modulates to maintain system differential pressure, as measured at the supply and return mains, at setpoint as determined by the Tab technician.
5. Condenser water pump speed modulates to maintain differential pressure setpoint at condenser, as determined by the TAB technician, to insure minimum flow is maintained through the condenser.
6. The bypass valve modulates based upon input from the differential pressure transmitter at the evaporator, to insure minimum flow through the evaporator.

E. Chilled Water Setpoint Control

1. The BAS system shall monitor chilled water discharge temperature at the chiller, common primary discharge chilled water temperature. Chiller setpoint shall be reset by the BAS system between 44°F and 54°F based on the position of the AHU chilled water valves. When average chilled water valve position is less than 40% open the chilled water setpoint shall be reset up one degree. When average chilled water valve position is greater than 60% open the chilled water setpoint shall be reset down one degree.
2. Upon a failure in any chiller or pump detected by the BAS chiller alarm inputs or chilled water or condenser water flow sensors the chiller shall be shutdown and the next lag chiller and pump(s) shall be sequenced on in its place.

F. Operator Station Display: Indicate the following on operator workstation display terminal:

1. System graphic.
2. Pump on-off indication, typical for all pumps.
3. Chilled-water pump on-off switch.
4. Chiller on-off indication.
5. Chiller chilled-water supply and return temperature.
6. Condenser-water control-point adjustment.
7. Condenser -water pump on-off switch.
8. Condenser on-off indication.
9. Condenser -water supply and return temperature.
10. Condenser -water control-point adjustment.
11. Bypass valve command and position
12. Chilled water DP setpoint and actual
13. Evaporator DP setpoint and actual
14. Condenser DP setpoint and actual
15. Common chilled-water control-point adjustment.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- 16. VFD fault-all VFD's
- 17. VFD Hz.-all VFD's

END OF SECTION 23 09 93

SECTION 23 21 13 – HYDRONIC HVAC PIPING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.
- B. Related Sections include the following:
 - 1. Division 23 Section "Common Work Results"
 - 2. Division 23 Section "Hydronic Pumps" for pumps, motors, and accessories.
 - 3. Division 23 controls section for temperature-control valves and sensors.

1.2 SUMMARY

- A. This Section includes piping and specialties for hydronic HVAC piping.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of the following:
 - 1. Piping
 - 2. Hydronic specialties
 - 3. Chemical treatment.
- B. Delegated-Design Submittal: Braided Expansion Loops
 - 1. Design calculations and detailed fabrication and assembly of pipe anchors and alignment guides, hangers and supports for multiple pipes, expansion joints and loops, and attachments of the same to the building structure.
 - 2. Locations of pipe anchors and alignment guides and expansion joints and loops.

1.4 INFORMATIONAL SUBMITTALS

- A. Water Analysis: Submit a copy of the water analysis to illustrate water quality available at Project site.

1.5 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For air-control devices, hydronic specialties, and special-duty valves to include in emergency, operation, and maintenance manuals.

1.6 QUALITY ASSURANCE

- A. Welding: Qualify processes and operators according to the ASME Boiler and Pressure Vessel Code: Section IX, "Welding and Brazing Qualifications."
- B. Qualify soldering processes, procedures, and solderers for copper and copper alloy pipe and tube in accordance with ASTM B 828.
- C. Qualify brazing processes for copper and copper alloy pipe and tube according to ANSI/AWS C3.4.
- D. ASME Compliance: Comply with ASME B31.9, "Building Services Piping," for materials, products, and installation. Safety valves and pressure vessels shall bear the appropriate ASME label. Fabricate and stamp air separators and expansion tanks to comply with the ASME Boiler and Pressure Vessel Code, Section VIII, Division 1.
- E. HVAC Water-Treatment Service Provider Qualifications: An experienced HVAC water-treatment service provider capable of analyzing water qualities, installing water-treatment equipment, and applying water treatment as specified in this Section.

1.7 COORDINATION

- A. Drawings show the general layout of piping and accessories but do not show all required fittings and offsets that may be necessary to connect piping to equipment and to coordinate with other trades. Fabricate piping based on field measurements. Provide all necessary fittings and offsets.
- B. Coordinate layout and installation of hydronic piping and suspension system components with other construction.
- C. Coordinate pipe sleeve installations and penetrations with other trades.
- D. Coordinate pipe fitting pressure classes with products specified in related Sections.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Grooved Mechanical-Joint Fittings and Couplings:
 - a. Victaulic Company of America.
 - b. Anvil
 - c. Grinnell Corporation.

2. Expansion Tanks, Air Separators, and Hydronic Specialties:

- a. Amtrol, Inc.
- b. Woods
- c. ITT Bell & Gossett
- d. Taco, Inc.
- e. Caleffi
- f. Watts Industries Inc.
- g. Wessels
- h. Patterson
- i. Thrush
- j. Armstrong

3. Air Vents and Vacuum Breakers:

- a. Armstrong International, Inc.
- b. Barnes & Jones, Inc.
- c. ITT Hoffman
- d. Caleffi
- e. Spirotherm
- f. Spirax Sarco, Inc.

2.2 PIPING MATERIALS

- A. General: Refer to Part 3 "Piping Applications" Article for applications of pipe and fitting materials.

2.3 COPPER TUBE AND FITTINGS

- A. Drawn-Temper Copper Tubing: ASTM B 88, Type L.
- B. DWV Copper Tubing: ASTM B 306, Type DWV.
- C. Fitting Standard: Copper fittings shall conform to ASME B16.18, ASME B16.22 or ASME B16.26.
- D. Press Fitting: Viega Pro Press - Copper and copper alloy press fittings shall conform to material requirements of ASME B16.18 or ASME B16.22 and performance criteria of IAPMO PS 117. Sealing elements for press fittings shall be EPDM. Sealing elements shall be factory installed or an alternative supplied by fitting manufacturer. Press ends shall have SC (Smart Connect) feature design (leakage path). Provide a smart connect feature to assure leakage of liquids and/or gases from inside the system past the sealing element of an un-pressed connection. The function of this feature shall be to provide the installer quick and easy identification of connections which have not been pressed prior to putting the system into operation.
- E. Wrought-Copper Unions: ASME B16.22.

- F. Solder Filler Metals: ASTM B 32, 95-5 tin antimony.
- G. Brazing Filler Metals: AWS A5.8, Classification BAg-1 (silver).

2.4 PLASTIC PIPE AND FITTINGS

- A. CPVC Plastic Pipe: ASTM F 441/F 441M, Schedule 80.
- B. CPVC Plastic Pipe Fittings: Socket-type pipe fittings, ASTM F 439 for Schedule 80 pipe.
- C. Solvent Cements for CPVC Piping: ASTM F 493.

2.5 PLASTIC PIPE AND FITTINGS

- A. Industrial Schedule 80 PVC pipe shall be manufactured from a Type I, Grade I Polyvinyl Chloride (PVC) compound with a Cell Classification of 12454 per ASTM D1784. All compound components shall be listed with NSF® and meet the requirements of NSF/ANSI Standard 61-G as suitable for Potable Water and is considered Lead Free. The pipe shall be manufactured in strict compliance to ASTM D1785, consistently meeting the Quality Assurance test requirements of this standard with regard to material, workmanship, burst pressure, flattening, and extrusion quality. Any pipe bells shall meet the requirements of ASTM D2672.
- B. PVC Plastic Pipe Fittings: Socket-type pipe fittings, ASTM D 2467.
- C. Solvent Cements for PVC Piping: ASTM D 2564. Include primer according to ASTM F 656.

2.6 STEEL PIPE AND FITTINGS

- A. Steel Pipe, NPS 2 and Smaller: ASTM A-53, Type S (seamless) or Type F (furnace-butt welded), Grade B, Schedule 40 and 80, black steel, plain ends.
- B. Steel Pipe, NPS 2-1/2 and larger: ASTM A-53, Type E (electric-resistance welded), Grade B, Schedule 40 and 80, black steel, plain ends.
- C. Malleable-Iron Threaded Fittings: ASME B16.3, Classes 150 and 300.
- D. Malleable-Iron Unions: ASME B16.39; Classes 150, 250, and 300.
- E. Cast-Iron Pipe Flanges and Flanged Fittings: ASME B16.1, Classes 25, 125, and 250; raised ground face, and bolt holes spot faced.
- F. Wrought-Steel Fittings: ASTM A-234/A 234M, wall thickness to match adjoining pipe.
- G. Wrought Cast- and Forged-Steel Flanges and Flanged Fittings: ASME B16.5, including bolts, nuts, and gaskets of the following material group, end connections, and facings: Material Group: 1.1. End Connections: Butt-welding. Facings: Raised face.

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STATE OF MAINE BUREAU OF MOTOR VEHICLES
100% REVIEW SUBMISSION
DECEMBER 11, 2020

- H. Viega, MegaPress Fittings: ½-inch through 2-inch shall conform to IAPMO PS117 or ICC LC1002, FM, and UL. MegaPress fittings with zinc/nickel coating for use with IPS schedule 5 thru schedule 40 carbon steel pipe conforming to ASTM A53, ASTM A106, ASTM A135, or ASTM A795. Fittings shall have an EPDM sealing element, 420 stainless steel grip ring, 304 stainless steel separator ring, and Smart Connect (SC) feature that guarantees detection of an un-pressed fitting. Installation must be in accordance to manufacturer's instructions and specifications utilizing manufacturers approved tooling. All installers shall be trained by manufacturer.
- I. Grooved Mechanical-Joint Fittings and Couplings:
1. Manufacturers: Subject to compliance with requirements, provide products by one of the following: Victaulic or approved equal.
 2. Grooved Joint Fittings: ASTM A 536, Grade 65-45-12 ductile iron, ASTM A 53/A 53M, Type F, E, or S, Grade B fabricated steel; or ASTM A 234, Grade WPB forged steel fittings with grooves or shoulders constructed to accept Victaulic grooved-end couplings; with nuts, bolts, locking pin, locking toggle, or lugs to secure grooved pipe and fittings.
 3. Couplings: Ductile-iron housing and synthetic rubber gasket of central cavity pressure-responsive design (Grade "E" EPDM for water services -30°F to 230°F or Grade "EHP" EPDM for water services rated -30°F to 250°F); with nuts, bolts, locking pin, locking toggle, or lugs to secure grooved pipe and fittings.
 - a. Rigid Type: Housings shall be cast with offsetting, angle-pattern bolt pads to provide system rigidity and support and hanging in accordance with ASME B31.1 and B31.9; Victaulic Style 07 (Zero-Flex®) or Style 107 Quick-Vic® Installation-Ready design.
 - b. Flexible Type: Use in locations where vibration attenuation and stress relief are required. Victaulic Style 75 or 77.
 - c. Flange Adapters: Ductile iron housing, flat face, for use with grooved end pipe and fittings, for mating directly with ANSI Class 125, 150, and 300 flanges. Victaulic Style 741 or 743.
- J. Mechanically formed copper or steel tee connections are not acceptable.
- K. Welded Branch and Tap Connections: Forged steel weldolets, or branchlets and threadolets may be used for branch connections up to one pipe size smaller than the main. Forged steel half-couplings, ANSI B16.11 may be used for drain, vent and gage connections.
- L. Welding Materials: Comply with Section II, Part C, of the ASME Boiler and Pressure Vessel Code for welding materials appropriate for wall thickness and for chemical analysis of pipe being welded.
- M. Gasket Material: Thickness, material, and type suitable for fluid to be handled; and design temperatures and pressures.

2.7 HYDRONIC VALVES

A. Gate Valves

1. Threaded Ends 2" and Smaller: Class 125, bronze body, union bonnet, rising-stem, solid wedge: Hammond IB617, Nibco T-124/134, Stockham B105, Milwaukee 1152 or equal.
2. Flanged Ends 2-1/2" and Larger: Class 125, iron body, bronze mounted, bolted bonnet, rising stem, OS&Y, solid wedge: Hammond IR1140, Nibco F617-0, Stockham G623, Milwaukee F2885 or equal.
3. Solder Ends 2" and Smaller: Class 125, bronze body, union bonnet, rising-stem, solid wedge: Hammond IB648, Nibco S134, Stockham B115, Milwaukee 1169 or equal.
4. Comply with the following standards: Cast Iron Valves: MSS SP – 70; Bronze Valves: MSS SP – 80.

B. Ball Valves

1. Threaded Ends 4" and Smaller: 150 psi WP and 600psi non-shock CWP, forged brass full-port or cast bronze two piece body, hard chrome plated forged brass ball, true adjustable packing nut ("O"-ring only type stem seal not acceptable), blow-out proof stem: Watts FBV-3C series/B6080 series, Hammond 8501, Nibco T-585-70, Milwaukee BA100, Apollo 70-Series, or approved equal.
2. Soldered Ends 3" and Smaller: 150 psi WP and 600psi non-shock CWP, full-port cast bronze or forged brass two piece body, hard chrome plated forged brass ball, true adjustable packing nut ("O"-ring only type stem seal not acceptable), blow-out proof stem: Watts FBVS-3C series/B6081 series, Hammond 8511, Nibco S-585-70, Milwaukee BA150, Apollo 70-Series, approved or equal.
3. Comply with MSS SP-110.

C. Butterfly Valves

1. Basis of Design: Center Line Series 200; Lug Type, cast iron, drilled and tapped lug body, ductile iron disc, 416SS shaft, bronze bushing, EPDM seat.
2. Valve bodies shall have extended necks to provide for 2-1/4" insulation as needed.
3. Comply with MSS SP-67.
4. Compatible with ANSI 125/150 flanges. Dead-end capacity to 200 psi.
5. Operators: 6" and smaller: handle with infinite adjustment; 8" and larger: gear w/balance-stop hand wheel. Valves located 7 feet or higher: provide gear/chain wheel.
6. Approved Manufacturers: Watts, Hammond, Nibco, Milwaukee, or approved equal.

D. Bronze Globe Valves, Class 125:

1. Description:
 - a. Standard: MSS SP-80, Type 1.
 - b. CWP Rating: 200 psig.
 - c. Body Material: ASTM B 62, bronze with integral seat and screw-in bonnet.
 - d. Ends: Threaded or solder joint.
 - e. Stem and Disc: Bronze.

- f. Packing: Asbestos free.
- g. Handwheel: Malleable iron.

E. Bronze Globe Valves, Class 150:

1. Description:

- a. Standard: MSS SP-80, Type 2.
- b. CWP Rating: 300 psig.
- c. Body Material: ASTM B 62, bronze with integral seat and union-ring bonnet.
- d. Ends: Threaded.
- e. Stem: Bronze.
- f. Disc: Bronze.
- g. Packing: Asbestos free.
- h. Handwheel: Malleable iron.

F. Iron Globe Valves, Class 125:

1. Description:

- a. Standard: MSS SP-85, Type I.
- b. CWP Rating: 200 psig.
- c. Body Material: ASTM A 126, gray iron with bolted bonnet.
- d. Ends: Flanged.
- e. Trim: Bronze.
- f. Packing and Gasket: Asbestos free.
- g. Operator: Handwheel or chainwheel.

G. Iron Globe Valves, Class 250:

1. Description:

- a. Standard: MSS SP-85, Type I.
- b. CWP Rating: 500 psig.
- c. Body Material: ASTM A 126, gray iron with bolted bonnet.
- d. Ends: Flanged.
- e. Trim: Bronze.
- f. Packing and Gasket: Asbestos free.
- g. Operator: Handwheel or chainwheel.

H. Wafer Check valves: Provide wafer style, butterfly type, spring actuated check valves designed to be installed with gaskets between two standard Class 125 flanges. Construct iron body valves with pressure containing parts of valves with materials conforming to ANSI/ASTM A 126, Grade B. Support hanger pin by removable side plug; Class 125, cast iron body, stainless steel trim, bronze disc, Buna-N seal., Watts BF/DBF series, Metraflex 700 Series, Nibco W920-W, Stockham WG970, Hammond 9253, Milwaukee 1400, or approved or equal.

I. Swing check valves:

1. Construct pressure containing parts of Valves as follows: Bronze Valves: 125 or 150 psi: ANSI/ASTM B 62; Iron Body Valves: ANSI/ASTM A-126, Grade B. Comply with the following standards for design, workmanship, material and testing: Bronze Valves: MSS SP – 80; Cast Iron Valves: MSS SP – 71.
2. Construct valves of pressure casting free of any impregnating materials. Construct disc and hanger as one piece. Support hanger pins by removable side plug.
3. Threaded Ends 2" and Smaller: Class 125, bronze body, screwed cap, Teflon disc: Hammond IB904, Nibco T-413Y, Stockham B320T, Milwaukee 509 or approved equal.
4. Soldered Ends 2" and Smaller: Class 125, bronze body, screwed cap, Teflon disc: Hammond IB912, Nibco S-413-Y, Stockham B310T, Milwaukee 511 or approved equal.
5. Flanged Ends 2-1/2" and Larger: Class 125, iron body, bronze mounted, horizontal swing, cast-iron disc: Hammond IR1124, Nibco F918-B, Stockham G931, Milwaukee F2974 or approved equal.

J. Pressure-Reducing Valves: Diaphragm-operated, bronze or brass body with low inlet pressure check valve, inlet strainer removable without system shutdown, and non-corrosive valve seat and stem. Select valve size, capacity, and operating pressure to suit system. Valve shall be factory set at operating pressure and have capability for field adjustment.

K. ASME Safety Relief Valves: Bell & Gossett A-434D, or equal; diaphragm-operated, bronze or brass body with brass and rubber, wetted, internal working parts; shall suit system pressure and heat capacity and shall comply with the ASME Boiler and Pressure Vessel Code, Section IV. The fluid shall not discharge into the spring chamber. The valve shall have a low blow-down differential. The valve seat and all moving parts exposed to the fluid shall be of non-ferrous material.

2.8 HYDRONIC SPECIALTIES

A. Manual Air Vent: Bronze body and nonferrous internal parts; 150-psig working pressure; 225 deg F operating temperature; manually operated with screwdriver or thumbscrew; with NPS 1/8 discharge connection and NPS 1/2 inlet connection.

B. Expansion Tanks: Taco Model CA, or approved equal. Construction: Welded steel, designed, tested and stamped in accordance with ASME (BPV code sec VIII, div 1); supplied with National Board Form U-1, rated for working pressure of (125/150 psi), with flexible heavy duty butyl rubber bladder. Bladder shall be able to accept the full volume of the expansion tank and shall be removable and replaceable. Bladder shall be NSF 61 rated for potable water service and shall be manufactured with FDA approved materials.

C. Expansion tank isolation valves: Provide valve lockouts: shall meet OSHA requirements to ensure ball valves are locked securely and effectively; for use on 1/4-turn valves to prevent tampering; polypropylene material resists chemicals, solvents, cracking & rust; provide padlock locking mechanism. Seton, Brady, or approved equal.

D. Air and Dirt Separator

1. Provide air and dirt removal devices of the size and type as shown on the plans. Air and dirt separation devices shall be Taco 4900 Series or approved equal by Spirovent or Bell & Gossett.
2. Air and dirt removal device shall be constructed of steel designed and fabricated per Section VIII Division 1 of the ASME Boiler and Pressure Vessel Code with a maximum working pressure rating of 125 psi at 270°F.
3. Each air & dirt separator shall be equipped with a brass conical shaped air venting chamber designed to minimize system fluid from fouling the venting assembly. Air vent shall be furnished with a closeable port to prevent vent clogging during system fill. A brass flushing cock shall be located on the side of each separator to facilitate system fast-fill and the removal of floating impurities from the air / system fluid interface within the separator. A blowdown valve shall be provided by the unit manufacturer on the bottom of each air and dirt separator to allow cleaning as required.
4. The air & dirt separator shall employ the use of high surface area, stainless steel pall rings to achieve optimal separation of air & dirt from the system fluid. Screens made of 304-stainless steel are provided on the inlet and outlet of each separator to isolate the internals from the system. Units installed in open systems shall be provided with a removable top head for removal and cleaning of the internal coalescence media.
5. The supplier of the air & dirt separator shall furnish to the design engineer the results of independent air & dirt testing of a representative unit from the suppliers' standard product offering. Suppliers not providing these independent performance test results will not be accepted.

E. Chilled water buffer tanks shall be as manufactured by Cemline Corporation or approved equal. Tanks shall be ASME Code constructed and stamped in accordance with Section VIII of the ASME Code. Tank shall be registered with the National Board of Boiler and Pressure Vessel Inspectors and a certificate of shop inspection shall be furnished. ASME working pressure shall be 125 psi. Material of construction shall be Carbon Steel. Tank shall be furnished with an air vent, a 1/2" flexible, elastomeric thermal insulation black in color, and internal baffle to water flow. Tank shall be supplied with four (4) angle legs welded 6" on the shell of the pressure vessel. Legs shall meet seismic zone 4 requirements. Tank shall be Model CWB. 42" diameter x 90" length 500 Gallon Capacity with NPT or flanged connections (size of system piping).

F. Y-Pattern Strainers: Strainers shall be Y-type with removable basket. Body shall have cast-in arrows to indicate direction of flow. Strainer screens shall have finished ends fitted to machined screen chamber surfaces to preclude bypass flow. Strainer element material shall be AISI Type 304 corrosion-resistant steel. Provide fine-mesh start-up strainers. In sizes 4 and larger, strainers shall have flanged ends; Hammond 3030, or approved equal. Body material shall be cast iron conforming to ASTM A126 Class B. Strainer bodies fitted with bolted-on screen retainers shall have offset blowdown holes. **Strainers upstream of the evaporator and condenser barrels at the chiller shall incorporate 30 mesh screens, maximum per chiller manufacturer's requirements, as noted on the contract drawings, Eaton Model 85Y or equal.**

2.9 WATER TREATMENT FOR CLOSED LOOP HYDRONIC SYSTEMS

A. Manufacturers: Subject to compliance with requirements, provide products by the following:

1. Sentinel
2. Anderson Chemical Company.
3. Aqua-Chem, Inc.
4. Barclay Water Management, Inc.
5. General Electric Company; GE Water & Process Technologies.
6. H-O-H Water Technology, Inc.
7. Metro Group, Inc. (The); Metropolitan Refining Div.
8. Nalco; an Ecolab company.
9. Watcon, Inc.

B. Performance Requirements

1. Provide water treatment for closed-loop hydronic systems.
2. Water quality for hydronic systems shall minimize corrosion, scale buildup, and biological growth for optimum efficiency of hydronic equipment without creating a hazard to operating personnel or the environment.
3. Base HVAC water treatment on quality of water available at Project site, hydronic system equipment material characteristics and functional performance characteristics, operating personnel capabilities, and requirements and guidelines of authorities having jurisdiction.
4. Closed hydronic systems, including shall have the following water qualities:
 - a. pH: Maintain a value within 8.2 to 9.5.
 - b. "P" Alkalinity: Maintain a value within 100 to 500 ppm.
 - c. Total Hardness : <150 ppm as CaCO_3 .
 - d. Chemical Oxygen Demand: Maintain a maximum value of 100 ppm.
 - e. Soluble Copper: Maintain a maximum value of 0.20 ppm.
 - f. TSS: Maintain a maximum value of 10 ppm.
 - g. Ammonia: Maintain a maximum value of 20 ppm.
 - h. Free Caustic Alkalinity: Maintain a maximum value of 20 ppm.
 - i. Microbiological Limits:
 - 1) Total Aerobic Plate Count: Maintain a maximum value of 1000 organisms/mL.
 - 2) Total Anaerobic Plate Count: Maintain a maximum value of 100 organisms/mL.
 - 3) Nitrate Reducers: Maintain a maximum value of 100 organisms/mL.
 - 4) Sulfate Reducers: Maintain a maximum value of zero organisms/mL.
 - 5) Iron Bacteria: Maintain a maximum value of zero organisms/mL.

C. Chemicals: Specially formulated, based on analysis of makeup water, to prevent accumulation of scale and corrosion in piping and connected equipment.

PART 3 - EXECUTION

3.1 HYDRONIC PIPING APPLICATIONS – ABOVE GROUND

- A. Chilled Water, NPS 4 and Larger: Schedule 40 steel pipe with welded or flanged joints, or grooved mechanical-joint couplings.
- B. Makeup water piping: Type L copper.
- C. Condenser Water, NPS 4 and Larger: Schedule 80 CPVC or Schedule 40 steel pipe with welded, flanged, or grooved mechanical-joint couplings.
- D. Chemical Feed Piping for Condenser Water Treatment: Chlorinated polyvinyl chloride (CPVC), Schedule 80, ASTM F441.

3.2 VALVE APPLICATIONS

- A. Hydronic Valve Applications: Shutoff Duty: Ball and butterfly valves. Throttling Duty: Globe, ball, and butterfly valves.
- B. Provide shutoff duty valves at each branch connection to supply mains, at supply connection to each piece of equipment, unless only one piece of equipment is connected in the branch line.
- C. Provide calibrated balancing valves in the return water line of terminal units, as indicated, and as required to facilitate system balancing.
- D. Provide pressure-reducing valves on hot-water generators and elsewhere as required to regulate system pressure.

3.3 HYDRONIC PIPING INSTALLATIONS

- A. Refer to Division 23 Section "Common Work Results" for installation of:
 - 1. Basic piping requirements.
 - 2. Joint construction requirements.
 - 3. Hanger, support, and anchor devices.
 - 4. Firestopping
 - 5. Sleeves and Escutcheons
 - 6. Dielectric fittings
 - 7. Valves
 - 8. Mechanical Identification
- B. Hydronic piping systems shall be provided to permit the system to be drained. Provide drains, consisting of a tee fitting, NPS 3/4 ball valve, and hose-end fitting with cap, at low points in piping system mains and elsewhere as required for system drainage.

- C. Provide piping at a uniform grade of 0.2 percent upward in direction of flow. Pipe size at connections to equipment shall be distribution main size, not connection size. Reduce pipe sizes using eccentric reducer fitting installed with level side up. Unless otherwise indicated, install branch connections to mains using tee fittings in main pipe, with the takeoff coming out the bottom of the main pipe. For up-feed risers, install the takeoff coming out the top of the main pipe.
- D. Provide safety valves on hot-water generators and elsewhere as required by the ASME Boiler and Pressure Vessel Code. Provide safety-valve discharge piping, without valves, to floor. Comply with the ASME Boiler and Pressure Vessel Code, Section VIII, Division 1, for installation requirements. Check the settings and operation of each safety valve, including valves furnished by heater manufacturer. Record settings.
- E. Swing Connections for Expansion: Connect risers and branch connections to mains with at least five pipe fittings, including tee in main. Connect mains and branch connections to terminal units with flexible hoses at least four pipe fittings, including tee in main.
- F. Terminal Equipment Connections
 - 1. Size for supply and return piping connections shall be same as for equipment connections.
 - 2. Provide control valves in accessible locations close to connected equipment.
 - 3. Arrange piping with offsets to allow for expansion, as well as terminal unit removal.

3.4 HYDRONIC SPECIALTIES INSTALLATION

- A. Provide manual air vents at high points in piping, at heat-transfer coils, and elsewhere as required for system air venting. For automatic air vents in ceiling spaces or other concealed locations, provide vent tubing to nearest drain.
- B. Air separator and expansion tank to be provided on the suction side of the system pumps. Expansion tank to be tied into system piping in close proximity to air separator and system fill line. Provide piping to compression tank with a 2 percent upward slope toward tank.
- C. Expansion tanks: Vent and purge air from hydronic system, and ensure tank is properly charged with air to suit system design requirements.

3.5 CONTROL VALVE INSTALLATION

- A. Perform the following as directed by the BAS contractor:
 - 1. Provide modulating control valves with minimum of 10 pipe diameters straight pipe at inlet and 5 pipe diameters straight pipe at outlet.
 - 2. Installation of immersion wells and pressure tapplings, along with associated shut-off cocks.
 - 3. Installation of flow switches.
 - 4. Setting of automatic control valves or other control devices.

- B. Valve submittals shall be coordinated for type, quantity, size, and piping configuration to ensure compatibility with pipe design.
- C. Slip-stem control valves shall be installed so that the stem position is not more than 60 degrees from the vertical up position. Ball type control valves shall be installed with the stem in the horizontal position.

3.6 CHEMICAL TREATMENT

- A. Perform an analysis of makeup water to determine type and quantities of chemical treatment needed to keep system free of scale, corrosion, and fouling, and to sustain the water characteristics described in Part 2.
- B. Provide bypass chemical feeders in each hydronic system.
 - 1. Provide in upright position with top of funnel not more than 48 inches above the floor.
 - 2. Provide feeder in minimum NPS 3/4 bypass line, from main with full-size, full-port, ball valve in the main between bypass connections.
 - 3. Provide NPS 3/4 pipe from chemical feeder drain to nearest equipment drain and include a full-size, full-port, ball valve.
- C. Initial flushing: Remove loose dirt, mill scale, metal chips, weld beads, rust, and like deleterious substances without damage to any system component. Provide temporary piping or hose to bypass coils, control valves, exchangers and other factory cleaned equipment unless acceptable means of protection are provided and subsequent inspection of hide-out areas takes place. Isolate or protect clean system components, including pumps and pressure vessels, and remove any component which may be damaged. Open all valves, drains, vents and strainers at all system levels. Remove plugs, caps, spool pieces, and components to facilitate early debris discharge from system. Sectionalize system to obtain debris carrying velocity of 6 feet per second, if possible. Connect dead-end supply and return headers as necessary. Flush bottoms of risers. Provide temporary strainers where necessary to protect down-stream equipment. Supply and remove flushing water and drainage by various type hose, temporary and permanent piping and Contractor's booster pumps. Flush until clean as approved by the commissioning agent.
- D. Fill system with fresh water and add liquid alkaline compound with emulsifying agents and detergents to remove grease and petroleum products from piping. Circulate solution for a minimum of 24 hours, drain, clean strainer screens, and refill with fresh water. Circulate systems at normal temperature to remove adherent organic soil, hydrocarbons, flux, pipe mill varnish, pipe joint compounds, iron oxide, and like deleterious substances not removed by flushing, without chemical or mechanical damage to any system component. Removal of tightly adherent mill scale is not required. Keep isolated equipment which is "clean" and where dead-end debris accumulation cannot occur. Sectionalize system if possible, to circulate at velocities not less than 6 feet per second. Circulate each section for not less than four hours. Blow-down all strainers, or remove and clean as frequently as necessary. Drain and prepare for final flushing.
- E. Final Flushing: Return systems to conditions required by initial flushing after all cleaning solution has been displaced by clean make-up. Flush all dead ends and isolated clean

equipment. Gently operate all valves to dislodge any debris in valve body by throttling velocity. Flush for not less than one hour.

- F. Close and fill system as soon as possible after final flushing to minimize corrosion. Add initial chemical treatment and maintain water quality in ranges noted above for the first year of operation.
- G. Fill systems that glycol solutions to the concentrations indicated in the equipment schedules.

3.7 FIELD QUALITY CONTROL

- A. Prepare hydronic piping according to ASME B31.9 and as follows:
 - 1. Leave joints, including welds, uninsulated and exposed for examination during test.
 - 2. Provide temporary restraints for expansion joints that cannot sustain reactions due to test pressure. If temporary restraints are impractical, isolate expansion joints from testing.
 - 3. Flush hydronic piping systems with clean water; then remove and clean or replace strainer screens.
 - 4. Isolate equipment from piping. If a valve is used to isolate equipment, its closure shall be capable of sealing against test pressure without damage to valve. Provide blinds in flanged joints to isolate equipment.
 - 5. Provide safety valve, set at a pressure no more than one-third higher than test pressure, to protect against damage by expanding liquid or other source of overpressure during test.
- B. Perform the following tests on hydronic piping:
 - 1. Use ambient temperature water as a testing medium unless there is risk of damage due to freezing. Another liquid that is safe for workers and compatible with piping may be used.
 - 2. While filling system, use vents installed at high points of system to release air. Use drains installed at low points for complete draining of test liquid.
 - 3. Isolate expansion tanks and determine that hydronic system is full of water.
 - 4. Subject piping system to hydrostatic test pressure that is not less than 1.5 times the system's working pressure. Test pressure shall not exceed maximum pressure for any vessel, pump, valve, or other component in system under test. Verify that stress due to pressure at bottom of vertical runs does not exceed 90 percent of specified minimum yield strength or 1.7 times the "SE" value in Appendix A in ASME B31.9, "Building Services Piping."
 - 5. After hydrostatic test pressure has been applied for at least 10 minutes, examine piping, joints, and connections for leakage. Eliminate leaks by tightening, repairing, or replacing components, and repeat hydrostatic test until there are no leaks.
 - 6. After MegaPress fittings have been installed a "two step test" shall be followed. Pressurize the system with application appropriate test medium, water between 15 and 85 psi, or air/dry nitrogen between .5 and 45 psi. Check the pressure gauge for pressure loss. If the system does not hold pressure, walk the system and check for un-pressed fittings. Should you identify an un-pressed fitting/s ensure the pipe is fully inserted into the fitting, and properly marked, prior to pressing the joint. After appropriate repairs have been made, retest the system per local code, or specification requirements, not to exceed 600 psig with water or 200 psig when using air.

7. Prepare written report of testing.
- C. Perform the following before operating the system:
1. Open manual valves fully.
 2. Inspect pumps for proper rotation.
 3. Set makeup pressure-reducing valves for required system pressure.
 4. Inspect air vents at high points of system and determine if all are installed and operating freely (automatic type), or bleed air completely (manual type).
 5. Set temperature controls so all coils are calling for full flow.
 6. Inspect and set operating temperatures of hydronic equipment to specified values.
 7. Verify lubrication of motors and bearings.

END OF SECTION 23 21 13

SECTION 23 21 23 - HYDRONIC PUMPS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.
- B. Related Sections include the following:
 - 1. Division Section: "Common Work Results"

1.2 SUMMARY

- A. This Section includes hydronic pumps and accessories.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of pump. Include certified performance curves and rated capacities, operating characteristics, furnished specialties, final impeller dimensions, and accessories for each type of product indicated. Indicate pump's operating point on curves.
- B. Wiring Diagrams: Detail wiring for power, signal, and control systems and differentiate between manufacturer-installed and field-installed wiring.

1.4 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For pumps to include in emergency, operation, and maintenance manuals.

1.5 QUALITY ASSURANCE

- A. UL Compliance: Fabricate and label pumps to comply with UL 778, "Motor-Operated Water Pumps," for construction requirements.
- B. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Manufacturer's Preparation for Shipping: Clean flanges and exposed machined metal surfaces and treat with anticorrosion compound after assembly and testing. Protect flanges, pipe openings, and nozzles with wooden flange covers or with screwed-in plugs.
- B. Store pumps in dry location.
- C. Retain protective covers for flanges and protective coatings during storage.
- D. Protect bearings and couplings against damage from sand, grit, and other foreign matter.
- E. Comply with pump manufacturer's written rigging instructions.

1.7 COORDINATION

- A. Coordinate electrical power with Division 26.
- B. Concrete Bases: Refer to Section 23 05 00.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Grundfos
 - 2. Taco
 - 3. Armstrong
 - 4. Bell & Gossett ITT
 - 5. PACO
 - 6. Patterson
 - 7. Wilo

2.2 GENERAL PUMP REQUIREMENTS

- A. Pump Units: Factory assembled and tested.
- B. Motors: Include built-in, thermal-overload protection and grease-lubricated ball bearings. Select each motor to be non-overloading over full range of pump performance curve. Comply with NEMA MG 1 requirements for thermally protected motors.
- C. Motors Indicated to be premium efficiency, and shall meet or exceed all NEMA Standards Publication MG1 requirements and comply with NEMA premium efficiency levels Class B temperature rise; Class F insulation.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- D. Motors used with VFD's: Ratings, characteristics, and features coordinated with and approved by controller manufacturer.
1. Provide AEGIS® Shaft Grounding Ring (SGR) on either DE or NDE of motor to divert current away from the bearings and protect bearings in attached equipment.
 2. Windings: Copper magnet wire with moisture-resistant insulation varnish, designed and tested to resist transient spikes, high frequencies, and short time rise pulses produced by pulse-width modulated inverters.
 3. Inverter-Duty Motors: Class F temperature rise; Class H insulation.

2.3 SPLIT COUPLED INLINE PUMPS – GRUNDFOS VSLE

- A. The pump, integrated VFD motor, coupling, and coupling guard shall be factory assembled at the pump manufacturer's facility. The pump manufacturer shall have complete unit responsibility.
- B. The pumps shall be split coupled, single stage, in-line design, cast iron bronze fitted construction.
- C. The pumps shall have the following features:
1. All pumps shall be of the back-pull-out design so that the rotating element can be removed from the casing without disconnecting the suction or discharge piping. The casing material shall be close-grained cast iron ASTM A48 - Class 30 with a minimum tensile strength of 30,000 P.S.I. Volute shall have integrally cast suction and discharge connections, gauge ports at nozzles, and vent and drain ports. Pumps suction and discharge shall be of same size. Pumps with 3" and above suction/discharge sizes shall have double volute casing and shall have suction splitter to reduce pre-rotation and improve efficiency. Casings shall be designed for scheduled working pressure and can withstand hydrostatic test at 150% of the maximum working pressure under which the pump could operate at design speed.
 2. Pumps shall be fitted with bronze renewable case wear rings.
 3. Suction and discharge flanges shall be drilled to ANSI Class 125# standards and be machined flat face.
 4. The pump shaft shall be of solid stainless steel AISI 303.
 5. The pump manufacturer shall recommend the proper inside mechanical seal based on the pressure, temperature and liquid outlined on the equipment schedule. Mechanical seals, at a minimum, shall have ceramic stationary seats, carbon rotating rings, Buna elastomers and stainless-steel hardware. Application of a mechanical seal shall be internally flushed type, without requiring external flushing lines. Seals shall be capable of being inspected and easily replaced without removing the piping or volute.
 6. Recirculation line of nylon tubing with brass fitting shall be provided to vent the mechanical seal.
 7. Impeller shall be of the enclosed Francis vane type, single suction design, made of silicon bronze, ASTM B584 C87600, both hydraulically and dynamically balanced to ISO 1940-1:2003 balance grade G6.3 and keyed to the shaft. The impeller shall be trimmed to meet the specific hydraulic requirements.
 8. Pump Construction. The standard material of construction for the pump shall be as below. Special material shall be available as option to suit the liquid pumped.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- a. Volute: Cast Iron ASTM A48 - Class 30 or Ductile Iron ASTM A536- Class 65
 - b. Case Wear ring: Tin Bronze ASTM B584-90500
 - c. Impeller: Silicon Bronze ASTM B584 C87600
 - d. Shaft: Stainless Steel AISI 303
 - e. Coupling: Ductile Iron ASTM 536- Class 65
 - f. Motor Bracket: Cast Iron ASTM A48- Class 30
 - g. Mechanical Seals: Carbon – Ceramic with Buna Elastomers and Stainless-Steel hardware
 - h. Recirculation Line: Nylon Tubing with Brass Fittings
9. Pump rotation shall be clockwise as viewed from the motor end.
 10. Pump shall be connected to the drive motor with integrated VFD by a rigid, ductile iron, radially split coupling capable of withstanding all torsional, radial and axial loads. The coupling design shall facilitate alignment of the motor and pump shaft. The coupling design shall also permit replacement of mechanical seal without requiring removal of the drive motor.
 11. The pump manufacturer shall provide an OSHA approved coupling guard, which shall be mounted between the pump and motor.
 12. Pump shall be mounted on a heavy-duty cast-iron support stand or on steel flange supports for floor mounting.
 13. Pump shall be of a maintainable design for ease of maintenance and should use machine fit parts that are easily disassembled.
 14. Each pump shall be painted with one coat of high-quality factory approved paint and name-plated before shipment from the factory.
 15. Pumps shall be manufactured and assembled in an ISO-9001 certified facility.

D. Integrated Variable Frequency Drive Motor

1. Each motor shall be of the Integrated Variable Frequency Drive design consisting of a motor and a Variable Frequency Drive (VFD) with a built-in pump system controller. The complete VFD/motor assembly shall be built and tested as one unit by the same manufacturer.
2. The VFD/motor shall have an IP55 (TEFC) enclosure rating as a complete assembly. The motor shall have a standard NEMA C-Face, Class F insulation with a Class B temperature rise.
3. The VFD shall be of the PWM (Pulse Width Modulation) design using up to date IGBT (Insulated Gate Bipolar Transistor) technology.
4. The VFD shall convert incoming fixed frequency three-phase AC power into a variable frequency and voltage for controlling the speed of the motor. The motor current shall closely approximate a sine wave. Motor voltage shall be varied with frequency to maintain desired motor magnetization current suitable for centrifugal pump control and to eliminate the need for motor de-rating.
5. The VFD shall have, as a standard component, an RFI filter (Radio Frequency Interference) to minimize electrical noise disturbances between the power electronics and the power supply. The VFD/motor shall meet all requirements of the EMC directive concerning residential and light industry equipment (EN 61800-3).
6. The VFD shall have a minimum of two skip frequency bands which can be field adjustable.
7. The VFD shall have internal solid-state overload protection designed to trip within the range of 125-150% of rated current.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

8. The VFD/motor shall include protection against input transients, loss of AC line phase, over-voltage, under-voltage, VFD over-temperature, and motor over-temperature. The motor over-temperature protection shall consist of three series connected PTC thermistors, one for each motor phase.
9. The VFD/motor shall provide full nameplate output capacity (horsepower and speed) within a balanced voltage range.
10. Automatic De-Rate Function: The VFD/motor shall reduce speed during periods of overload allowing for reduced capacity pump operation without complete shut-down of the system. Detection of overload shall be based on continuous monitoring of current, voltage and temperature within the VFD/motor assembly.
11. The VFD/motor shall have, as a minimum, the following input/output capabilities:
 - a. Speed Reference Signal: 0-10 VDC, 4-20mA
 - b. Digital remote on/off
 - c. Fault Signal Relay (NC or NO)
 - d. Fieldbus communication port (RS485)
12. Motor drive end bearings shall be adequately sized so that the minimum L10 bearing life is 17,500 hours at the minimum allowable continuous flow rate for the pump at full rated speed.

E. Pump System Controller And User Interface

1. The pump system controller (Proportional-Integral) shall be an optional component of the integrated variable frequency drive motor developed and supported by the pump manufacturer.
2. The pump system controller shall have an easy to use interface mounted on the VFD/motor enclosure. Pump system start/stop and set-point adjustment shall be possible through the use of two push buttons located on the drive enclosure.
3. The VFD/motor shall be capable of receiving a remote analog set-point (4-20mA or 0-10 VDC) as well as a remote on/off (digital) signal.
4. Pump status and alarm state shall be indicated via two LED lights located on the VFD/motor enclosure.
5. Advanced programming and troubleshooting shall be possible via an infra-red hand held programmer or a field connected personal computer. Pump system programming (field adjustable) shall include as a minimum the following:
 - a. System Pressure set-point, psig
 - b. System start pressure, psig
 - c. System Stop pressure, psig
 - d. Minimum Pump Speed, %
 - e. Pressure Transducer supply/range
 - f. Maximum Pump Speed, %
 - g. System Time (Proportional Gain) Integral Action Time
6. The infra-red programmer shall be capable of displaying the following status readings:
 - a. Pump Status (on, off, min., max.)
 - b. System Set-point, psig

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- c. Actual system pressure, psig
 - d. Remote set-point, %
 - e. Pump speed, rpm
 - f. VFD/Motor input power, kW
 - g. VFD/Motor total cumulative kWh
 - h. VFD/Motor total operating hours
7. The infra-red programmer shall also be capable of displaying the following alarms, with the last five alarms stored in memory:
- a. Loss of sensor signal
 - b. Loss of external set-point signal
 - c. Under-voltage & Over-voltage
 - d. Motor overload (blocked pump)
 - e. Motor over-temperature
 - f. Drive over-temperature
 - g. Drive Over-current
- F. Sequence Of Operation: A pressure transducer shall be factory installed on the pump head. Pressure transducers shall be made of 316 stainless steel. Transducer accuracy shall be +/- 1.0% full scale with hysteresis and repeatability of no greater than 0.1% full scale. The output signal shall be 4-20 mA with a supply voltage range of 9-32 VDC. The system controller shall receive an analog signal (4-20Ma) from the factory installed differential pressure transducer indicating the actual inlet and outlet pressures. When a flow demand is detected (system pressure drops below the start pressure) the VFD/motor shall start and increase speed until the actual system pressure matches the system set-point. As flow demand changes (increases or decreases), the speed of the pump shall be adjusted to maintain the calculated system set-point pressure and flow.
- 1. Plug-and-pump solution speeds installation, commissioning and startup due to integrated components
 - 2. Factory mounted and with a pre-configured differential pressure sensor, system arrives optimized and ready for installation and operation
 - 3. Proportional pressure control logic shall be employed to adjust the setpoint to simulate operation of remote sensor, delivering maximum energy optimization via the factory installed sensor reducing labor, installation time and cost
 - 4. The pump features “closed loop control” including proportional differential pressure and constant differential pressure; and “open loop control” from control signal in order for you to optimize your HVAC pumping application.
 - 5. Proportional differential pressure control saves energy by adjusting the setpoint pressure based on flow rate - lower setpoint at lower flows and higher setpoint at higher flows. This control adjust pump performance based on how friction head affects the head requirement needed from the pump. Proportional differential pressure control gives you the ability to simulate a remote mounted DP sensor.

2.4 PUMP SPECIALTY FITTINGS

- A. Pump Suction Diffuser: Taco RSP; full length straightening vane assembly ensures uniform flow to the suction inlet of the pump; oversized body cylinder ensures minimal pressure drop; metering

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

port allows for the monitoring of system conditions; disposable fine mesh start-up strainer promotes cleaner, more trouble-free system; removable cover plate and reusable "O" ring allows for easy access and maintenance of permanent strainer; blow down port allows for routine maintenance and removal of sediment and debris; ductile iron body; provide the optional magnetic insert to trap small metallic particles; Class 125 flanges or grooved connections.

- B. Pumps without VFD's shall be fitted with a discharge multi-purpose balancing valve or other means of providing system balance, isolation, and check feature for reverse flow. The valve shall be straight or angle pattern and shall be field convertible between the two. The valve shall be ductile iron and rated for 250 psi working pressure. The valve flanges shall be matched to suit the working pressure of the piping components on the job; with either ANSI class 125 psi flanges or ANSI class 250 flanges. The valve shall include the following components; non-slam check valve with spring-loaded bronze disc and seat, stainless steel stem, and calibrated adjustment permitting flow regulation. Valve shall be serviceable under full system pressure. The valve shall be a Taco model MPV-Plus Two multi-purpose valve or equivalent.
- C. Pumps with VFD's shall have a check valve and shutoff valve instead of the multi-purpose valve.
- D. Base mounted pumps and inline pumps 5HP and larger: Provide the Flex-Hose Co.'s Flexzorber NND molded double arch spherical connector/expansion joints at the pump suction and discharge. The molded spherical body shall be manufactured using multiple plies of nylon tire cord fabric bonded within the neoprene elastomer (to avoid exposure to atmosphere or media) and must be reinforced with a spring steel wire. Floating/rotatable flanges shall be zinc-coated plate steel and must have drilled bolt holes in accordance with ANSI 150# standard. Exterior galvanized ductile iron reinforcing ring between sphere arches to maintain double profile. The rated design pressure of the molded body must have a minimum 3:1 safety factor (burst to operating pressure) based on a maximum operating temperature of 220°F, and must also be capable of 26" Hg vacuum.
- E. Any pump used on an open cooling tower system shall be furnished with a seal flush line and a U.S. Seal Mfg. Co., or approved equal, Model KY-1 abrasive separator. Connected to the discharge side of the pump, the separator shall take the abrasive-laden fluid and removes foreign bodies completely. The clean fluid shall then be injected into the gland housing over the seal faces.
 - 1. Provide shut-off isolation valve installed in the seal flushing line.
 - 2. Material: Nylon
 - 3. Temperature Range: 0°F to +240°F

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine equipment foundations for compliance with requirements for installation. Examine roughing-in for piping systems to verify actual locations of piping connections before pump installation. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PUMP INSTALLATION

- A. Pumps and equipment shall be provided per manufacturer's recommendations and according to the standards of the Hydraulics Institute.
- B. Provide pumps to provide access for periodic maintenance, including removing motors, impellers, couplings, and accessories.
- C. Pipe connections to pumps shall be made in such a manner so as not to exert any stress on pump housings. If necessary to meet this requirement, provide additional pipe supports and flex connectors.
- D. Reduction from line size to pump connection size shall be made with eccentric reducers attached to the pump with tops flat to allow continuity of flow and to avoid air pockets.
- E. Provide connector/expansion joints at the pump suction and discharge as indicated.
- F. Pumps shall **NOT** be run dry to check rotation.
- G. Suspend in-line pumps in accordance with manufacturers recommendations.
- H. The pump setup shall be Proportional-pressure control: The pump head is reduced at falling water demand and increased at rising water demand. The pumps have been factory-set to proportional pressure - the head corresponds to 50 % of the maximum pump head. Many systems will operate satisfactorily with the factory setting, but the system shall be optimized by changing this setting per pump manufacturer's instructions.

3.3 BASE-MOUNTED PUMPS

- A. Set base-mounted pumps on concrete base.
- B. The pump shall be secured to a solid foundation by means of bolts through the holes in the flange or baseplate.

3.4 CONNECTIONS

- A. Piping installation requirements are specified in other Division 23 Sections. Drawings indicate general arrangement of piping, fittings, and specialties.
- B. Provide piping adjacent to machine to allow service and maintenance.
- C. Connect piping to pumps. Provide valves that are the same size as piping connected to pumps.
- D. Provide suction and discharge pipe sizes equal to or greater than diameter of pump nozzles. Provide fittings and specialties as detailed on the plans.
- E. Provide a single gage with three-input selector valve; locate at pump suction and discharge tapings, also strainer.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- F. Provide electrical connections for power, controls, and devices. Electrical power and control wiring and connections are specified in Electrical Specification Sections. Ground equipment. Tighten electrical connectors and terminals according to manufacturer's published torque-tightening values. If manufacturer's torque values are not indicated, use those specified in UL 486A and UL 486B.

3.5 COMMISSIONING

- A. Verify that pumps are installed and connected according to the Contract Documents. Verify that electrical wiring installation complies with manufacturer's written instructions and the Contract Documents. Complete installation and startup checks according to manufacturer's written instructions.
- B. Pumps with VFD's or packaged controls: The control package manufacturer's factory trained representative shall provide start-up of the packaged pumping system. This start-up shall include verification of proper installation, system initiation, adjustment and fine tuning. Start-up shall not be considered complete until the sequence of operation, including all alarms, has been sufficiently demonstrated to the Owner or Owner's designated representative. This jobsite visit shall occur only after all hook-ups, tie-ins, and terminations have been completed and signed-off on the manufacturer's start-up request form.
- C. Check piping connections for tightness.
- D. Clean strainers on suction piping.
- E. Perform the following startup checks for each pump before starting:
 - 1. Verify bearing lubrication.
 - 2. Verify that pump is free to rotate by hand and that pump for handling hot liquid is free to rotate with pump hot and cold. If pump is bound or drags, do not operate until cause of trouble is determined and corrected.
 - 3. Verify that pump is rotating in the correct direction.
- F. Prime pump by opening suction valves and closing drains, and prepare pump for operation. Start motor. Open discharge valve slowly.
- G. Refer to Division 23 Section "Testing, Adjusting, and Balancing" for detailed requirements for testing, adjusting, and balancing hydronic systems.

3.6 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain hydronic pumps as specified below:

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

1. Train Owner's maintenance personnel on procedures and schedules for starting and stopping, troubleshooting, servicing, and maintaining pumps.
2. Review data in maintenance manuals.

END OF SECTION 23 21 23

SECTION 23 64 23.16 - WATER-COOLED, MODULAR WATER CHILLERS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes packaged, water-cooled, electric-motor-driven, scroll water chillers.
- B. Related Requirements:

1.3 DEFINITIONS

- A. COP: Coefficient of performance. The ratio of the rate of heat removal to the rate of energy input using consistent units for any given set of rating conditions.
- B. DDC: Direct digital control.
- C. EER: Energy efficiency ratio. The ratio of the cooling capacity given in terms of Btu/h to the total power input given in terms of watts at any given set of rating conditions.
- D. IPLV: Integrated Part-Load Value. A single number part-load efficiency figure of merit for a single chiller calculated per the method defined by AHRI 550/590 and referenced to AHRI standard rating conditions.
- E. kW/Ton: The ratio of total power input of the chiller in kilowatts to the net refrigerating capacity in tons at any given set of rating conditions.
- F. NPLV: Nonstandard Part-Load Value. A single number part-load efficiency figure of merit for a single chiller calculated per the method defined by AHRI 550/590 and intended for operating conditions other than the AHRI standard rating conditions.

1.4 ACTION SUBMITTALS

- A. Product Data: Include refrigerant, rated capacities, operating characteristics, furnished specialties, and accessories.
 - 1. Performance at AHRI standard conditions and at conditions indicated.
 - 2. Performance at AHRI standard unloading conditions.
 - 3. Minimum evaporator and condenser flow rate.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

4. Refrigerant capacity of water chiller.
 5. Oil capacity of water chiller.
 6. Fluid capacity of evaporator.
 7. Fluid capacity of condenser.
 8. Characteristics of safety relief valves.
 9. Minimum entering condenser-water temperature.
 10. Performance at varying capacity with constant design condenser-water temperature. Repeat performance at varying capacity for different condenser-water temperatures from design to minimum in **5 deg F (3 deg C)** increments.
 11. Force and moment capacity of each piping connection.
- B. Shop Drawings: Complete set of manufacturer's prints of water chiller assemblies, control panels, sections and elevations, and unit isolation. Include the following:
1. Assembled unit dimensions.
 2. Weight and load distribution.
 3. Required clearances for maintenance and operation.
 4. Size and location of piping and wiring connections.
 5. Wiring Diagrams: For power, signal, and control wiring.

1.5 INFORMATIONAL SUBMITTALS

- A. Certificates: For certification required in "Quality Assurance" Article.
- B. Seismic Qualification Data: Certificates, for water chillers, accessories, and components, from manufacturer.
1. Basis for Certification: Indicate whether withstand certification is based on actual test of assembled components or on calculation.
 2. Dimensioned Outline Drawings of Equipment Unit: Identify center of gravity and locate and describe mounting and anchorage provisions.
 3. Detailed description of equipment anchorage devices on which the certification is based and their installation requirements.
- C. Source quality-control test reports.
- D. Startup service reports.
- E. Sample Warranty: For special warranty.

1.6 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For each water chiller to include in emergency, operation, and maintenance manuals.
- B. Instructional Videos: Including those that are prerecorded and those that are recorded during training.

1.7 QUALITY ASSURANCE

- A. AHRI Certification: Certify chiller according to AHRI 590 certification program.

1.8 DELIVERY, STORAGE, AND HANDLING

- A. Ship water chillers from the factory fully charged with refrigerant and filled with oil.
- B. Package water chiller for export shipping.

1.9 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of water chillers that fail in materials or workmanship within specified warranty period.
 - 1. Extended warranties include, but are not limited to, the following:
 - a. Complete chiller including refrigerant and oil charge.
 - b. Complete compressor and drive assembly including refrigerant and oil charge.
 - c. Refrigerant and oil charge.
 - 1) Loss of refrigerant charge for any reason due to manufacturer product defect and product installation.
 - d. Parts and Labor, one year from date of substantial completion for entire machine, all components, five year compressor warranty, parts only after one year..

PART 2 - PRODUCTS

2.1 OPERATING CONDITIONS

- A. Provide water-cooled liquid chiller with the capacity as scheduled on drawings.
- B. Chiller shall be designed to operate using R-410a Refrigerant.
- C. Chiller shall be designed for parallel evaporator water flow.
- D. The liquid to be chilled will be water containing corrosion inhibitors.
- E. Chiller shall be designed to operate using 480 volt, 3 phase, 60 Hz electrical power supply.

2.2 WATER-COOLED PACKAGED CHILLER

- A. Basis of design manufacturer is Multistack. Acceptable alternate manufacturers are listed below provided they meet scheduled performance and specifications. Any cost associated with deviation from scheduled performance shall be incurred by the mechanical contractor.
1. Acceptable Manufacturers:
- a. ClimaCool
 - b. Approved Equal
- B. System Description: Chiller shall incorporate Variable Speed Scroll-type compressors. Each refrigerant circuit shall consist of an individual compressor, common dual circuited condenser, dual circuited evaporator, electronic expansion valve, and control system. Each circuit shall be constructed to be independent of other circuits from a refrigeration and electrical stand-point. The multi-circuit chiller must be able to produce chilled water even in the event of a failure of one or more refrigerant circuits.
- C. General
1. Modules shall ship wired and charged with refrigerant. All modules shall be factory run tested prior to shipment on an AHRI certified or 3rd party verified test stand.
2. Compressors, heat exchangers, piping and controls shall be mounted on a heavy gauge, powder coated steel frame. Electrical controls, contactors, and relays for each module shall be mounted within that module.
- D. Sound Reduction Panel Package
1. Each module shall be supplied with a light weight aluminum frame with sound reduction panels. Panels are powder coated 20 gauge steel with 1" of fiberglass insulation to reduce sound levels. Optional sound package will reduce sound pressure levels measured at 1 meter at a minimum of 12 dBA.
- E. Chilled and Condenser Water Mains: Each module shall include supply and return mains for both chilled and condenser water. Module piping will be rated for 150psi working pressure. Cut grooved end connections are provided for interconnection to six inch standard (6.625" outside diameter) piping with grooved type couplings. Rolled grooved shall be unacceptable. Chilled water mains shall be insulated with ¾" closed cell insulation. Water Mains shall be installed such that they are beneath any power or control wiring so as to insure for safe operation in the event of condensation or minor piping leaks.
- F. Evaporators and condensers: Each evaporator and condenser shall be brazed plate heat exchangers constructed of 316 stainless steel; designed, tested, and stamped in accordance with UL 1995 code for 650 psig refrigerant side working. Both the condenser and evaporator heat exchanger shall be mounted below the compressor, to eliminate the effect of migration of refrigerant to the cold evaporator with consequent liquid slugging on start-up.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

G. Variable Flow Operation - Chilled and/or Condenser Water

1. Butterfly type isolation valves shall incorporate appropriate accessories and controls to allow the chiller to operate efficiently in a variable primary flow system. Valve shall be a 2 position valve controlled by a motorized actuator for leaving water temperature control, chiller minimum flow bypass, chiller no load bypass, or head pressure control. Compressor staging based off of return water temperature is not acceptable for temperature control. The motorized actuators shall be modulating NEMA 2, IP-54 with a stroke time of no more than 35 seconds.

H. Total Access Design

1. Isolation valves shall be installed between the heat exchangers and water supply mains for heat exchanger isolation and removal without the requirement to remove a module or shut down the entire chiller allowing for total access to all serviceable components.

I. Compressor: Each module shall contain two variable speed scroll compressors independently circuited and mounted to the module with rubber-in-shear isolators. Each system also includes high discharge pressure and low suction pressure manual reset safety cut-outs. Compressors to be true variable speed and have built in oil management system. Standard scrolls with VFDs applied are not acceptable.

J. Central Control System.

1. Scheduling of the various compressors shall be performed by a microprocessor based control system (Master Controller). A new lead compressor is selected every 24 hours to assure even distribution of compressor run time.
2. The Master Controller shall monitor and report the following on each refrigeration system:
 - a. Discharge Pressure Fault
 - b. Suction Pressure Fault
 - c. Compressor Winding Temperature
 - d. Suction Temperature
 - e. Evaporator Leaving Chilled Water Temp.
3. The Master Controller shall be powered by the chillers single point power connection and shall monitor and report the following system parameters:
 - a. Chilled Water Entering and Leaving Temperature
 - b. Condenser Water Entering and Leaving Temperature
 - c. Chilled Water and Condenser Water Flow
4. An out of tolerance indication from these controls or sensors shall cause a "fault" indication at the Master Controller and shutdown of that compressor with the transfer of load requirements to the next available compressor. In the case of a System Fault the entire chiller will be shut down. When a fault occurs, the Master Controller shall record conditions at the time of the fault and store the data for recall. This information shall be capable of being recalled through the keypad of the Master Controller and displayed on

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- the Master Controller's 2 line by 40 character back-lit LCD. A history of faults shall be maintained including date and time of day of each fault (up to the last 20 occurrences).
5. Individual monitoring of leaving chilled water temperatures from each refrigeration system shall be programmed to protect against freeze-up.
 6. The control system shall monitor entering and leaving chilled water temperatures to determine system load and select the number of compressor circuits required to operate. Response times and set points shall be adjustable. The system shall provide for variable time between compressor sequencing and temperature sensing, so as to fine tune the chiller to different existing building conditions.
 7. **INTEROPERABILITY WEB PORTAL** The Chiller shall be capable of interfacing to the existing Honeywell building automation system. Interface shall be accomplished using an Interoperability Web Portal and shall be capable of communication over BACNet, Modbus or LON.
 8. **Fail to Run Mode (FRM)**
 - a. Chiller shall be capable of operation in the event that the Master Controller has lost communication. FRM provides the ability to switch the chiller into manual mode automatically keeping the chiller online until a replacement Master controller can be provided. FRM includes a power phase monitor per module.
- K. Chiller shall have a single point power connection and external inputs and outputs to be compatible with the building management system. Inputs/Outputs include:
1. Remote Start/Stop
 2. Customer Alarm Relay
 3. Customer Chilled/Load Limit Reset Signal
 4. ECW to Mechanical Cooling Module
 5. LCW from Mechanical Cooling Module
 6. ECHW to Mechanical Cooling Module
 7. LCHW from Mechanical Cooling Module
 8. Power Phase Monitor
 9. Chilled Water Flow Switch Input
 10. Condenser Water Flow Switch Input
 11. Full Load Indicator Relay
 12. Condenser Pump Relay
 13. DDRS Condenser Multiflush Relay
 14. Chilled Water Pump Relay
- L. Each inlet water header shall incorporate a built in 30-mesh (maximum) in-line strainer system to prevent heat exchanger fouling and accommodate 100% flow filtration with a minimum surface area of 475 sq inches per module. Condenser-side strainer system shall incorporate an automatic debris blow-down system for self-cleaning of the strainer system that is controlled and powered by the chiller.
- M. **Single Point Power:** Chiller shall be equipped with a pre-engineered genuine Buss bar / HOFFMAN BOX electrical system for single point at a 25,000 amp SCCR. Where the equipment size exceeds the amp rating of the electrical system, multiple power connections may be applied. Pre-engineered system shall also incorporate individual module isolation circuit breakers for full redundancy and ability of a module to be taken off-line for repair while the rest

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

of the modules continue to operate. Individual power feeds to each module shall be unacceptable.

- N. Factory installed thermal dispersion flow switches per module and for both the evaporator and condenser sections. Integral to each module and powered by the module for individual module proof of flow and flow safety. Modules without independent flow switches per module are not acceptable alternates.

O. LIFTING FRAME

1. In the event the contractor chooses to rig the chiller in one piece, include six (W6X15) inch I-beam painted steel frame with all modules mounted upon it with all water and wiring connections made between the modules at the factory. In the event the contractor chooses to install the chiller in modules, the continuous beam is not required and field assembly shall be strictly overseen by an authorized factory representative. Refer to contractor options noted on the drawing for chiller rigging and installation.

2.3 SAFETIES, CONTROLS AND OPERATION

- A. Chiller safety controls system shall be provided with the unit (minimum) as follows:

1. Low evaporator refrigerant pressure
2. Loss of flow through the evaporator
3. Loss of flow through the condenser
4. High condenser refrigerant pressure
5. High compressor motor temperature
6. Low suction gas temperature
7. Low leaving evaporator water temperature

- B. Failure of chiller to start or chiller shutdown due to any of the above safety cutouts shall be annunciated by display of the appropriate diagnostic description at the unit control panel. This annunciation will be in plain English. Alphanumeric codes shall be unacceptable.

- C. The chiller shall be furnished with a Master Controller as an integral portion of the chiller control circuitry to provide the following functions:

1. Provide automatic chiller shutdown during periods when the load level decreases below the normal operating requirements of the chiller. Upon an increase in load, the chiller shall automatically restart.
2. Provisions for connection to automatically enable the chiller from a remote energy management system.
3. The control panel shall provide alphanumeric display showing all system parameters in the English language with numeric data in English units.
4. Each module shall contain a slave controller that will allow any module to run in the event of a master controller failure or loss of communication with the master controller via an on/off/manual toggle switch.

D. Normal Chiller Operation

1. When chiller is enabled, the factory supplied Master Controller stages the chiller capacity from minimum to maximum as required by building load.
2. The Chiller control system shall respond to Entering Water Temperature (constant primary flow) or to Leaving Water Temperature (variable primary flow) and will have an integral reset based on entering water temperature to provide for efficient operation at part-load conditions.

E. Power Phase Monitor

1. Provide a Power Phase Monitor on the incoming power supply to the chiller. This device shall prevent the chiller from operating during periods when the incoming power is unsuitable for proper operation.
2. The Power Phase Monitor shall provide protection against the following conditions:
 - a. Low Voltage (Brown-Out)
 - b. Phase Rotation
 - c. Loss of Phase
 - d. Phase Imbalance

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Before water chiller installation, examine roughing-in for equipment support, anchor-bolt sizes and locations, piping, controls, and electrical connections to verify actual locations, sizes, and other conditions affecting water chiller performance, maintenance, and operations.
 1. Water chiller locations indicated on Drawings are approximate. Determine exact locations before roughing-in for piping, controls, and electrical connections.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 WATER CHILLER INSTALLATION

- A. Install water chillers on cast-in-place concrete equipment bases. Comply with requirements for equipment bases and foundations specified in Section 03 30 00 "Cast-in-Place Concrete."
- B. Maintain manufacturer's recommended clearances for service and maintenance.
- C. Maintain clearances required by governing code.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- D. Chiller manufacturer's factory-trained service personnel shall charge water chiller with refrigerant if not factory charged and fill with oil if not factory installed.
- E. Install separate devices furnished by manufacturer and not factory installed.
 - 1. Chillers shipped in multiple major assemblies shall be field assembled by chiller manufacturer's factory-trained service personnel.

3.3 PIPING SYSTEM FLUSHING PROCEDURE

- A. Prior to connecting the chiller to the condenser and chilled water loop, the piping loops shall be flushed with a detergent and hot water (110-130° F) mixture to remove previously accumulated dirt and other organics. In old piping systems with heavy encrustation of inorganic materials consult a water treatment specialist for proper passivation and/or removal of these contaminants.
- B. During the flushing, a 30 mesh (max.) Y-strainers (or acceptable Equivalent) shall be in place in the system piping and examined periodically as necessary to remove collected residue. The use of on board chiller strainers shall not be acceptable. The flushing process shall take no less than 6 hours or until the strainers when examined after each flushing are clean. Old systems with heavy encrustation shall be flushed for a minimum of 24 hours and may take as long as 48 hours before the filters run clean. Detergent and acid concentrations shall be used in strict accordance with the respective chemical manufacturer's instructions. After flushing with the detergent and/or dilute acid concentrations the system loop shall be purged with clean water for at least one hour to ensure that all residual cleaning chemicals have been flushed out.
- C. Prior to supplying water to the chiller the Water Treatment Specification shall be consulted for requirements regarding the water quality during chiller operation. The appropriate chiller manufacturer's service literature shall be available to the operator and/or service contractor and consulted for guidelines concerning preventative maintenance and off-season shutdown procedures.

3.4 WATER TREATMENT REQUIREMENTS

- A. Supply water for both the chilled water and condenser water circuits shall be analyzed and treated by a professional water treatment specialist who is familiar with the operating conditions and materials of construction specified for the chiller's heat exchangers, headers and associated piping. Cycles of concentration shall be controlled such that recirculated water quality for modular chillers using 316 stainless steel brazed plate heat exchangers and carbon steel headers is maintained within the following parameters:
 - 1. pH Greater than 7 and less than 9
 - 2. Total Dissolved Solids (TDS) Less than 1,000 ppm
 - 3. Hardness as CaCO₃ 30 -500 ppm
 - 4. Chlorides Less than 200 ppm
 - 5. Sulfates Less than 200 ppm

3.5 WARRANTY AND START-UP

- A. Manufacturer's Warranty: Manufacturer shall provide full parts and labor warranty coverage for entire chiller for a period of one year, excluding refrigerant. All parts shall be warranted against defects in material and workmanship. parts-only coverage shall be provided for the chillers compressors for a period of five years. The warranty period shall commence either on the equipment start-up date or six months after shipment, whichever is earlier.

3.6 CONTROL CONNECTIONS

- A. Install control and electrical power wiring to field-mounted control devices.
- B. Connect control wiring between chillers and other equipment to interlock operation as required for a complete and functioning system.
- C. Connect control wiring between chiller control interface and DDC System for remote monitoring and control of chillers. Refer to Section 230900 for additional requirements.
- D. Install nameplate on face of chiller control panel indicating control equipment designation serving chiller and the I/O point designation for each control connection. Nameplate shall be laminated phenolic layers of black with engraved white letters at least 0.5 inch high.

3.7 STARTUP SERVICE

- A. Engage a factory-authorized service representative to perform startup service.
- B. Inspect field-assembled components, equipment installation, and piping and electrical connections for proper assemblies, installations, and connections.
- C. Complete installation and startup checks according to manufacturer's written instructions and perform the following:
 - 1. Verify that refrigerant charge is sufficient and water chiller has been leak tested.
 - 2. Verify that pumps are installed and functional.
 - 3. Verify that thermometers and gages are installed.
 - 4. Operate water chiller for run-in period.
 - 5. Check bearing lubrication and oil levels.
 - 6. Verify that refrigerant pressure relief device for chillers installed indoors is vented outside.
 - 7. Verify proper motor rotation.
 - 8. Verify static deflection of vibration isolators, including deflection during water chiller startup and shutdown.
 - 9. Verify and record performance of chilled- and condenser-water flow and low-temperature interlocks.
 - 10. Verify and record performance of water chiller protection devices.
 - 11. Test and adjust controls and safeties. Replace damaged or malfunctioning controls and equipment.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- D. Inspect field-assembled components; equipment installation; and piping, controls, and electrical connections for proper assembly, installation, and connection.
- E. Visually inspect chiller for damage before starting. Repair or replace damaged components, including insulation. Do not start chiller until damage that is detrimental to operation has been corrected.
- F. Prepare a written startup report that records results of tests and inspections.

3.8 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain water chillers.
 - 1. Instructor shall be factory trained and certified.
 - 2. Provide not less than four hours of training.
 - 3. Train personnel in operation and maintenance and to obtain maximum efficiency in plant operation.
 - 4. Provide instructional videos showing general operation and maintenance that are coordinated with operation and maintenance manuals.
 - 5. Obtain Owner sign-off that training is complete.
 - 6. Owner training shall be held at Project site.

END OF SECTION 23 64 23.16

SECTION 26 10 00 - BASIC ELECTRICAL REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Alternates: Refer to Division 01 to determine extent of, if any, work of this section that will be affected by any alternates if accepted.
- B. Furnish all materials, equipment, labor, and supplies and perform all operations necessary to complete the electrical work in accordance with the intent of the drawings and these specifications.
- C. Temporary Power and Lighting: Provide separate meter and service for construction area.
 - 1. Power Distribution: Provide weatherproof, grounded circuits with ground-fault interruption features, with proper power characteristics and either permanently wired or plug-in connections as appropriate for intended use. Provide overload-protected disconnect switch for each circuit at distribution panel. Space 4-gang convenience outlets (20 amp circuit) so that every portion of work can be reached with 100' extension cord.
 - 2. Temporary Lighting: Provide lighting of intensity and quality sufficient for proper and safe performance of the work and for access thereto and security thereof. (Consult OSHA requirements.)

1.3 QUALITY ASSURANCE

- A. All wiring shall be in accordance with the latest issue of the National Electrical Code.
- B. The Contractor shall show evidence, upon request, of having successfully completed at least five similar projects. Installation of each system shall be under the supervision of a factory-authorized organization.
- C. The Contractor shall show evidence, upon request, that he maintains a fully equipped service organization capable of furnishing adequate inspection and service to the system. The Contractor must have a service contract program for the maintenance of the system after the guarantee period.
- D. All electrical equipment shall be listed by Underwriters Laboratories, Inc. Each system shall be products of a single manufacturer of established reputation and experience. The Contractor shall

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

have supplied similar apparatus to comparable installations rendering satisfactory service for at least three years.

- E. For each system, the manufacturer shall furnish "gratis" to the Owner a one-year contract effective from the date of installation for maintenance and inspection services of the manufacturer's equipment with a minimum of two inspections during the contract year.
- F. Furnish the services of a competent instructor for not less than one four- hour period for instructing personnel in the operation and maintenance of the closed-circuit television system, on the dates requested by the Owner.

1.4 SUBMITTALS

- A. In accordance with Division 01, furnish the following:
 - 1. Manufacturer's descriptive literature: For each type of product indicated.
 - 2. Submit shop drawings which include engineering drawings of the system with specification sheets covering all component parts of the system and interconnection diagrams.
 - 3. Certification:
 - a. Prior to final inspection, deliver to the Owner's Representative certification that the material is in accordance with the drawings and specifications and has been properly installed.
 - b. Submit certification of system operating test.
 - 4. Manuals: Submit copies of complete set of operating instructions including circuit diagrams and other information of system components.

1.5 PROJECT CONDITIONS

- A. Regulatory Requirements:
 - 1. Conform to the requirements of all laws and regulations applicable to the work.
 - 2. Cooperate with all authorities having jurisdiction.
 - 3. Compliance with laws and regulations governing the work on this project does not relieve the Contractor from compliance with more restrictive requirements contained in these specifications.
 - 4. If the Contract Documents are found to be at variance with any law or regulation, the Contractor shall notify the Architect/Engineer promptly in writing. The Contractor shall assume full responsibility for any work contrary to law or regulation, and shall bear all costs for the corrections thereof.
 - 5. Minimum Requirements: The National Electrical Code (NEC), Underwriters Laboratories, Inc. (UL), the National Fire Codes, and National Fire Protection Association (NFPA) are a minimum requirement for work under this section. Design drawings and other specification sections shall govern in those instances where requirements are greater than those required by code.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

B. Permits, Fees, and Inspections:

1. Secure and pay for all permits, fees, licenses, inspections, etc., required for the work under Division 26.
2. Schedule and pay for all legally required inspections and cooperate with inspecting officers.
3. Provide Certificates of Inspection and Approval from all regulatory authorities having jurisdiction over the work in Division 26.

C. Drawings:

1. Do not scale the drawings. The general location of the apparatus and the details of the work are shown on the drawings, which form a part of this specification. Exact locations are to be determined at the building as the work progresses, and shall be subject to the Architect/Engineer's approval. Actual field conditions shall govern all dimensions.
2. Anything shown on the drawings and not mentioned in the specifications or vice versa shall be provided as if it were both shown and specified.
3. It is not intended that the drawings shall show every wire, device, fitting, conduit or appliance, but it shall be a requirement to furnish without additional expense, all material and labor necessary to complete the systems in accordance with applicable codes and the best practice of the trade.

1.6 WARRANTY

- A. The Contractor shall guarantee all equipment and wiring free from inherent mechanical or electrical defects for one year from date of acceptance.

1.7 RELATED WORK

- A. Division 23 - Mechanical

PART 2 - PRODUCTS

2.1 MATERIALS

A. Switches

1. Toggle Switches: 20A, 120 V, 1-pole, ivory specification grade, mount 4'-0" above finished floor at door entrance unless otherwise noted.

- B. Receptacles shall be specification grade, mounted 18" above finished floor unless otherwise noted.

1. Provide type TR tamper-resistant where required by code.
2. Provide type WR weather-resistant where required by code.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

- C. Duplex Receptacles With Ground-Fault Interrupter shall be an integral unit suitable for mounting in a standard outlet box.
 - 1. Ground-Fault Interrupter shall consist of a differential current transformer, solid state sensing circuitry and a circuit interrupter switch. It shall be rated for operation on a 60 Hz, 120-volt, 20-ampere branch circuit. Device shall have nominal sensitivity to ground leakage current of five milliamperes and shall function to interrupt the current supply for any value of ground leakage current above five milliamperes on the load side of the device. Device shall have a minimum nominal tripping time of 1/30th of a second.
 - 2. Receptacle shall be rated 20 amperes, 125 volts for indoor use and shall be the standard duplex, three-wire, grounding type.
 - 3. Provide type WR weather-resistant where required by code.
- D. Weatherproof Receptacles shall consist of a duplex GFI receptacle, as specified, mounted in a weatherproof box with a gasketed, weatherproof, cast metal cover plate. The weatherproof integrity shall not be affected when heavy duty specification or hospital grade attachment plug caps are inserted. Cover plates on outlet boxes mounted flush in the wall shall be gasketed to the wall in a watertight manner.
- E. Plates shall be 302 stainless steel with tamper-proof screws.
- F. Boxes shall be steel minimum 2-1/2" deep.
- G. Disconnect Switches shall be heavy-duty type, horsepower rated.
- H. Motor Starters:
 - 1. Manual motor starters shall be toggle-switch type with melting alloy thermal overload relay. Thermal units shall be one-piece construction and interchangeable. Starter shall be inoperative with thermal unit removed. Contacts shall be double break, silver alloy. Starters in finished areas shall be flush mounted over the light switch at 60" above finished floor. Starters shall be mounted behind stainless steel device plate and shall have adjacent pilot lights. Square D Class 2510 Type FS-1P-FL1 or approved equal. Starters in unfinished areas shall be surface mounted 60" above finished floor. Square D Class 2510 Type FG-5P or approved equal.
 - 2. Magnetic motor starters shall be combination circuit breaker or fused disconnect switch type, mounted in a common enclosure. Starters shall be three-pole with three melting alloy overload relays. Overload heaters shall be coordinated with Division 23. Thermal units shall be of one-piece construction and interchangeable. Starter shall be inoperative with any thermal unit removed. The disconnect operating handle shall be position indicating.
 - a. Provide a control device and pilot light on the cover of each combination starter. Control devices for motors with remote manual or automatic control shall be "hand-off-auto" switches. Control devices for locally controlled motors shall be "start-stop" pushbuttons.
 - b. 120-volt magnetic motor starters may consist of a circuit breaker or fused disconnect switch and a magnetic starter in separate enclosures mounted next to each other.
 - c. Control circuits shall operate at a maximum of 120 volts. Provide control transformers as required.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

3. Starters shall be mounted within NEMA-1 enclosures unless specified otherwise.
4. All starters shall be lockable in the "off" position.
5. Overload heaters shall be sized for the motor nameplate full-load amperes per the manufacturer's recommendations.

I. Wiring Materials:

1. Wiring shall be enclosed in electrical rigid galvanized steel, intermediate metal conduit, or electrical metallic tubing sized in accordance with code requirements for the conductors. Types MC or NM cable may be used where concealed in walls or ceilings and allowed by code.
 - a. Conduit fittings shall be steel compression type.
 - b. Terminations for all conduit shall have insulated bushings or insulated throat connectors in accordance with code requirements.
 - c. All conduits shall be substantially supported with approved clips or hangers spaced not to exceed ten feet on center. Minimum conduit size shall be 1/2".
2. Flexible Metal Conduit shall be used for all connections to motors and vibrating equipment and shall comply with Fed. Spec. WW-C-566.
3. Liquid-Tight Flexible Metal Conduit shall consist of flexible steel conduit with a liquid-tight PVC jacket over the conduit.
 - a. Fittings shall incorporate a threaded grounding cone, a steel or plastic compression ring, and a gland for tightening.
 - b. Liquid-tight flexible metal conduit shall be used in damp or wet locations when flexible metal conduit would otherwise be used.
 - c. Liquid-tight flexible metal conduit shall not penetrate the roof or exterior walls, and shall not be installed in lengths exceeding 72" except where necessary for flexibility.
4. All Wiring shall be type THW, XHHW, or THWN, UL labeled, copper conductors with 600-volt insulation, except as otherwise noted. Minimum size wire shall be No. 12 AWG.
5. Nonmetallic-Sheathed Cable (Type NM) shall be two-or three-conductor with a ground conductor and an overall covering that is flame-retardant and moisture-resistant. Minimum wire size shall be No. 12 AWG.
6. Type MC Cable shall have minimum No. 12 AWG type THWN or XHHW insulated copper conductors with an internal bare or insulated copper ground wire.

J. Fire-Stop Material:

1. Fire-stopping material shall maintain its dimension and integrity while preventing the passage of flame, smoke, and gases under conditions of installation and use when exposed to the ASTM E 119 time-temperature curve for a time period equivalent to the rating of the assembly penetrated. Cotton waste shall not ignite when placed in contact with the non-fire side during the test. Fire-stopping material shall be noncombustible as defined by ASTM E 136; and in addition for insulation materials, melt point shall be a minimum of 1700°F for one-hour protection and 1850°F for two-hour protection.
2. Seals for floor, exterior wall, and roof shall also be watertight.

- K. Circuit Breakers: Circuit breakers to be added to existing panelboards shall match existing circuit breakers ; manufacturer, mounting type, AIC rating, voltage rating and UL listed for operation in respective panelboard.
- L. Grounding Conductors:
 - 1. Grounding conductors shall be soft-drawn bare copper.
 - 2. Insulated grounding wires shall be UL and NEC approved types, copper, with THWN or XHHW insulation color identified green, except where otherwise shown on the drawings or specified.
 - 3. Wire shall not be less than shown on the drawings and not less than required by the NEC.
- M. Ground Clamps:
 - 1. Ground clamps shall be cast bronze or cast copper and shall be UL listed for grounding connections.
 - 2. Ground clamps shall be sized for the specific conductor and electrode to be clamped.
- N. Equipment Grounding Connections: Connections shall be of the compression type solderless connectors.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. General:
 - 1. All work shall be in accordance with the National Electrical Code's requirements as amended to date, with the local electric utility company's rules, the Fire Underwriter's requirements, and all local, state and federal laws and regulations.
 - 2. In general, all wiring in finished areas shall be concealed in walls or above ceilings. Where wiring cannot be concealed due to existing construction, exposed wiring shall be installed in conduit or surface metal raceway as indicated on the drawings. Exposed wiring shall not be installed in finished areas without prior written authorization from the Engineer.
 - 3. Conduits shall be of sizes required by the National Electrical Code. Exposed conduits shall be installed with runs parallel or perpendicular to walls and ceiling, with right-angle turns consisting of bends, fittings, or outlet boxes. No wire shall be installed until work that might cause damage to wires or conduits has been completed. Conduits shall be thoroughly cleaned of water or other foreign matter before wire is installed.
 - 4. Where conduits, wireways and other electrical raceways pass through fire partitions, fire walls, or floor, install a fire-stop that provides an effective barrier against the spread of fire, smoke and gases. Fire-stop material shall be packed tight and completely fill clearances between raceways and openings. Floor, exterior wall, and roof seals shall also be made watertight.
 - 5. Where raceways puncture roof, coordinate with Division 07.
 - 6. Raceway penetrations through roof and exterior walls shall be made with rigid metal conduit, intermediate metal conduit, or EMT with compression fittings.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

7. All splices shall be mechanically and electrically perfect, using crimp type wire connectors.
8. Provide all disconnect switches required by the N.E.C.
9. Locate motor starters as shown on drawings.
10. Mount disconnect switches and starters at a height of 60" above finished floor unless otherwise noted.
11. Provide all necessary hardware for mounting motor starters.
12. Revise existing panelboard directories. Furnish new cards as needed. Directories shall be typewritten or printed using a computer.
13. Mount the distribution equipment so that maximum height of circuit breakers or operating handle above finished floor shall not exceed 78".
14. Circuit numbers indicated on the drawings are the actual numbers assigned to the circuit in the panelboard and shall not be varied without the consent of the Architect/Engineer.
15. Provide all necessary hardware for mounting distribution equipment.
16. Branch circuit wiring may be nonmetallic-sheathed cable where concealed and allowed by Code, Type NM. NOTE: All romex shall be Properly Supported. (Provide continuous ground wire.)
17. Feeder circuit wiring shall be in conduit or EMT.
18. All wiring in outside walls shall be in conduit or EMT.
19. All wiring in masonry walls shall be in conduit or EMT.
20. In general, conductors shall be the same size from the last protective device to the load and shall have an ampacity the same as or greater than the ampacity of the protective device where the wire size is not shown on the drawings. Use the 60°C ampacity rating for wire sizes No. 12 through No. 1. For 120V circuits, home runs longer than 100 feet shall be minimum No. 10 AWG, longer than 200 feet shall be minimum No. 8 AWG.

B. Grounding:

1. The entire electrical system shall be permanently and effectively grounded in accordance with Code requirements.
2. Connections to junction boxes, equipment frames, etc., shall be bolted.
3. Conduit Systems:
 - a. Ground all metallic conduit systems.
 - b. Conduit systems shall contain a grounding conductor sized per NEC Table 250-122 or as shown on the drawings. Increase conduit size where necessary to accommodate the grounding conductor.
4. Feeders and Branch Circuits: Install green grounding conductors with all feeders and branch circuits.

C. Alterations:

1. The Contractor shall study all drawings and specifications, visit the site, and acquaint himself with the existing conditions and the requirements of the plans and specifications. No claim will be recognized for extra compensation due to the failure of the Contractor to familiarize himself with the conditions and extent of the proposed work.
2. The Contractor shall execute all alterations, additions, removals, relocations or new work, etc., as indicated or required to provide a complete installation in accordance with the intent of the drawing and specifications.

CHILLER REPLACEMENT
STATE OF MAINE BUREAU OF MOTOR VEHICLES
ISSUED FOR BID
DECEMBER 22, 2020

3. Reconnect existing circuits to remain. Remove existing equipment to be discontinued.
 4. Any existing work disturbed or damaged by the alterations or new work shall be repaired or replaced to the Engineer's satisfaction.
 5. Equipment relocated or removed and reinstalled shall be cleaned and repaired to a first-class condition before reinstallation.
- D. Continuity of Services: Arrange to execute work at such times and in such locations to provide uninterrupted service to the building or any of its sections. If necessary, temporary power shall be installed to provide for this condition. Authorization for interrupting service shall be obtained in writing from the Owner. Any interruption of normal supply shall be performed during an overtime period to be scheduled with the Owner. Cost for overtime work shall be included in the bid.
- E. Identification:
1. Provide tags on each end of all pulled wires giving location of other end.
 2. Provide phenolic nameplates for all panelboards, motor starters, disconnect switches (except switches located at motors), and duct smoke detector remote test/alarm-indicating stations.
 3. Label each receptacle faceplate using machine-printed thermal adhesive labels to indicate source panel and branch circuit. For receptacles connected to normal power, labels shall be white with black letters. For receptacles connected to circuits from operational standby (OS) panels, labels shall be red with white letters.
- F. Record Drawings: The Contractor shall keep on the job a set of prints showing any changes to the installation. These shall be given to the Engineer at the completion of the work.
- G. Testing and Adjusting:
1. The entire installation shall be free from short-circuits and improper grounds. Tests shall be made in the presence of the Engineer or his representatives.
 2. Each individual branch circuit shall be tested at the panel; and in testing for insulation resistance to ground, the equipment shall be connected for proper operation. In no case shall the insulation resistance be less than that required by the National Electrical Code. Failures shall be corrected in a manner satisfactory to the Architect/Engineer.
 3. Each system shall be completely tested and shall be adjusted for proper operation as required by the Engineer.
 4. Final Inspection: At the final inspection, a factory-trained representative of the manufacturer of the major equipment shall demonstrate that the systems function properly in every respect. The demonstration shall be made in the presence of the Owner's Representative.

END OF SECTION 26 10 00