

**INVITATION TO BID**  
**CITY OF NAPLES**  
**PURCHASING DIVISION**  
**CITY HALL, 735 8<sup>TH</sup> STREET SOUTH**  
**NAPLES, FL 34102**  
**PH: 239-213-7100    FX: 239-213-7105**

**Cover Sheet**

NOTIFICATION DATE: <b>01/28/16</b>	TITLE <b>Community Services Building Interior Upgrade</b>	NUMBER: <b>16-021</b>	OPENING DATE & TIME: <b>03/03/2016 2:00 PM</b>
<b>PRE-BID DATE, TIME AND LOCATION: Non-mandatory Pre-Bid Meeting held February 4, 2016; 10:00 AM local time; Community Services Building, 280 Riverside Circle, Naples FL 34102</b>			

LEGAL NAME OF PARTNERSHIP, CORPORATION OR INDIVIDUAL:	
MAILING ADDRESS:	
CITY-STATE-ZIP:	
PH:	EMAIL:
FX:	WEB ADDRESS:

<p>I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. In submitting a bid to the City of Naples the bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign or transfer to the City of Naples all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of FL for price fixing relating to the particular commodities or services purchased or acquired by the City of Naples. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the bidder.</p> <p style="text-align: center;"><b>FEI/EIN Number</b> _____</p>		
AUTHORIZED SIGNATURE	DATE	PRINTED NAME/TITLE
<p style="font-size: small; color: red;">Please initial by all that apply I acknowledge receipt / review of the following addendum</p> <p style="font-size: small; color: red;">             _____ Addendum #1                  _____ Addendum #2                  _____ Addendum #3                  _____ Addendum #4           </p>		

**PLEASE NOTE THE FOLLOWING**

- > **This page must be completed and returned with your bid.**
- > **Bids must be submitted in a sealed envelope, marked with bid number & opening date.**
- > **All submissions must be received and date stamped by Purchasing staff prior to the above "OPENING DATE & TIME".**
- > **Submissions received after the above opening date and time will not be accepted.**
- > **Bid tabulations will be available on the City of Naples web site [www.naplesgov.com](http://www.naplesgov.com) . If you do not have computer access and want a copy of the bid tabulation, please enclose a stamped, self-addressed envelope with your bid.**

## GENERAL CONDITIONS

**TO INSURE ACCEPTANCE OF THE BID, PLEASE FOLLOW THESE INSTRUCTIONS. ANY AND ALL SPECIAL CONDITIONS, ATTACHED HERETO, HAVE PRECEDENCE.**

- 1. SEALED BID:** All bids must be submitted in a sealed envelope. The face of the envelope shall contain the bid name and bid number. Bids not submitted on attached bid form shall be rejected. All bids are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.
- 2. EXECUTION OF BID:** Bid must contain a manual signature of authorized representative in the proposal section. Bid must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by bidder to his bid must be initialed.
- 3. NO BID:** If not submitting a bid, respond by returning the Statement of No Bid and explain the reason in the spaces provided. Failure to respond 3 times in succession without justification shall be cause for removal of the supplier's name from the bid mailing list. NOTE: To qualify as a respondent, bidder must submit a "NO BID," and it must be received no later than the stated bid opening date and hour.
- 4. BID OPENING:** Shall be public, on the date and at the time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by telegram, telephone; or fax are not acceptable. Bid files may be examined during normal working hours.
- 5. WITHDRAWAL OF BIDS:** Withdrawal of a bid within sixty (60) days after the opening of bids is subject to suspension or debarment in accordance with Section 2-668 of the City Code for up to three years.
- 6. PRICES, TERMS and PAYMENT:** Firm Prices include all packing, handling, shipping charges and delivery to the destination shown herein. Bidder is encouraged to offer cash discount for prompt invoice payment. Terms of less than 20 days will not be considered.

  - A. TAXES:** The City of Naples does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property. See exemption number on face of purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of City-owned real property.
  - B. MISTAKES:** Bidders are expected to examine the specifications, delivery schedule, bid prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk. In case of mistake in extension, the unit price will govern.
  - C. CONDITION AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this bid shall be a new, current standard production model available at the time of this bid. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.
  - D. SAFETY STANDARDS:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards there under.
  - E. UNDERWRITERS' LABORATORIES:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall carry U.L. approval and re-examination listing where such has been established.
  - F. PAYMENT:** Payment will be made by the buyer after the items awarded to a vendor have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified in the bid. Failure to follow these instructions may result in delay in processing invoices for payment. In addition, the purchase order number must appear on bills of lading, packages, cases, delivery lists and correspondence.
- 7. DELIVERY:** Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the user, Monday through Friday, unless otherwise specified.

**8. MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS:** Any manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit with his proposal, cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids which do not comply with these requirements are subject to rejection. Bids lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the bid form.

**9. INTERPRETATIONS:** Any questions concerning conditions and specifications shall be directed in writing to this office for receipt no later than ten (10) days prior to the bid opening. Inquiries must reference the date of bid opening and bid number. Failure to comply with this condition will result in bidder waiving his right to dispute the bid.

**10. CONFLICT OF INTEREST:** All bid awards are subject to Section 2-973 Conflict of Interest, City of Naples Code of Ordinances, which states: *"No public officer or employee shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of or is doing business with the city; nor shall an officer or employee have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his private interests and the performance of his public duties or that would impede the full and faithful discharge of his public duties. Any member of the city council or any city officer or employee who willfully violates this section shall be guilty of malfeasance in office or position and shall forfeit his office or position. Violation of this section with the knowledge, express or implied, of the person or corporation contracting with or making a sale to the city shall render the contract or sale voidable by the city manager or the city council."*

**11. AWARDS:** As the best interest of the City may require, the right is reserved to make award(s) by individual item, group of items, all or none, or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids received.

**12. ADDITIONAL QUANTITIES:** For a period not exceeding ninety (90) days from the date of acceptance of this offer by the buyer, the right is reserved to acquire additional quantities up to but not exceeding those shown on bid at the prices bid in this invitation. If additional quantities are not acceptable, the bid sheets must be noted "BID IS FOR SPECIFIED QUANTITY ONLY." (THIS PARAGRAPH DOES NOT APPLY FOR A TERM CONTRACT.)

**13. SERVICE AND WARRANTY:** Unless otherwise specified, the bidder shall define any warranty service and replacements that will be provided during and subsequent to this contract. Bidders must explain on an attached sheet to what extent warranty and service facilities are provided.

**14. SAMPLES:** Samples of items, when called for, must be furnished free of expense, on or before bid opening time and date, and if not destroyed may, upon request, be returned at the bidder's expense. Each individual sample must be labeled with bidder's name, manufacturer's brand name and number, bid number and item reference. Request for return of samples shall be accompanied by instructions which include shipping authorization and name of carrier and must be received with your bid. If instructions are not received within this time, the commodities shall be disposed of by the City of Naples.

**15. BID PROTEST:** The city has formal bid protest procedures that are available on request.

**16. INSPECTION, ACCEPTANCE AND TITLE:** Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency, unless loss or damage results from negligence by the ordering

**17. DISPUTES:** In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the buyer shall be final and binding on both parties.

**18. GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful bidder to notify the buyer at once, indicating in his letter the specific regulation which required an alteration. The City reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the City.

**19. LEGAL REQUIREMENTS:** Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City of Naples by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

**20. PATENTS AND ROYALTIES:** The bidder, without exception, shall indemnify and save harmless the City of Naples and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Naples. If the bidder uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

**21. ADVERTISING:** In submitting a bid, bidder agrees not to use the results there from as a part of any commercial advertising.

**22. ASSIGNMENT:** Any Purchase Order issued pursuant to this bid invitation and the monies which may become due hereunder are not assignable except with the prior written approval of the buyer.

**23. LIABILITY:** The supplier shall hold and save the City of Naples, its officers, agents, and employees harmless from liability of any kind in the performance of this contract.

**24. PUBLIC ENTITY CRIMES:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**25. DISCRIMINATION:** An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

**26. COUNTY TAXES:** No proposal shall be accepted from and no contract will be awarded to any person, firm or corporation that is in arrears to the government of Collier County, Florida.

**27. OFFER EXTENDED TO OTHER GOVERNMENTAL ENTITIES:** The City of Naples encourages and agrees to the successful bidder/proposer extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful bidder/proposer.

**IF THIS BID IS FOR A TERM CONTRACT, THE FOLLOWING CONDITIONS SHALL ALSO APPLY**

**28. ELIGIBLE USERS:** All departments of the City of Naples are eligible to use this term contract. Such purchases shall be exempt from the competitive bid requirements otherwise applying to their purchases.

**29. PRICE ADJUSTMENTS:** Any price decrease effectuated during the contract period by reason of market change shall be passed on to City of Naples. Price increases are not acceptable.

**30. CANCELLATION:** All contract obligations shall prevail for at least one hundred eighty (180) days after effective date of contract. After that period, for the protection of both parties, this contract may be cancelled in whole or in part by either party by giving thirty (30) days prior written notice to the other party.

**31. RENEWAL:** The City of Naples reserves the option to renew the period of this contract, or any portion thereof for up to two (2) additional periods. Renewal of the contract period shall be by mutual agreement in writing.

**32. ABNORMAL QUANTITIES:** While it is not anticipated, should any unusual or abnormal requirements arise, the City reserves the right to solicit separate bids thereon.

**33. FISCAL NON-FUNDING CLAUSE:** In the event sufficient funds are not budgeted for a new fiscal period, the City shall notify the contractor of such occurrence and the contract shall terminate on the last day of the current fiscal year without penalty or expense to the City.

**IF THIS BID IS FOR PERFORMING A SERVICE, THE FOLLOWING CONDITIONS SHALL ALSO APPLY**

**34. ALTERNATIVE BIDS:** Bidders offering service delivery methods other than those permitted by the scope of work may submit a separate envelope clearly marked "ALTERNATIVE BID". Alternative bids will be deemed non-responsive and will not be considered for award. All such responses will, however, be examined prior to award. Such examination may result in cancellation of all bids received to permit rewriting the scope of work to include the alternative method, or the alternative method may be considered for future requirements of the City of Naples.

**35. ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns and transfers to the City of Naples all rights, titles and interest it may now have or hereafter acquire under the antitrust laws of the United States and the State of Florida that relate to the particular goods or services purchased or acquired by the City of Naples under said contract.

**36. BIDDER INVESTIGATIONS:** Before submitting a bid, each bidder shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the City of Naples upon which the bidder will rely. If the bidder receives an award as a result of its bid submission, failure to have made such investigations and examinations will in no way relieve the bidder from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

**37. CERTIFICATES AND LICENSES:** The Contractor, at time of proposal, shall possess the correct occupational licenses, all professional licenses or other authorizations necessary to carry out and perform the work required by the City of Naples and Collier County for this project pursuant to all applicable Federal, State and Local Laws, Statutes, Ordinances, and rules and regulations of any kind.

**38. CHANGE IN SCOPE OF WORK:** The City of Naples may order changes in the work consisting of additions, deletions or other revisions within the general scope of the contract. No claims may be made by the contractor that the scope of the project or of the contractor's services has been changed, requiring changes to the amount of compensation to the contractor or other adjustments to the contract unless such changes or adjustments have been made by written amendment to the contract signed by the City of Naples and the contractor. If the contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to the contractor, the contractor must immediately notify the City in writing of this belief. If the City believes that the particular work is within the scope of the contract as written, the contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the scope.

**39. CONTRACTOR PERSONNEL:** The City of Naples shall, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by the contractor. If the City

reasonably rejects staff or subcontractors, the contractor must provide replacement staff or subcontractors satisfactory to the City in a timely manner and at no additional cost to the City. The day-to-day supervision and control of the contractor's employees and sub-contractors is the responsibility solely of the contractor.

**40. COST REIMBURSEMENT:** The contractor agrees that all incidental costs, including allowances for profit and tools of the trade, must be included in the bid proposal rates. If an arrangement is made between the contractor and the City to reimburse the contractor for the cost of materials provided in the performance of the work, the contractor shall be reimbursed in the following manner: The City shall reimburse the contractor on completion and acceptance of each assigned job, only for those materials actually used in the performance of the work that is supported by invoices issued by the suppliers of the contractor describing the quantity and cost of the materials purchased. No surcharge shall be added to the supplier's invoices or included in the contractor's invoice submitted to the City that would increase the dollar amount indicated on the supplier's invoice for the materials purchased for the assigned job.

**41. EXCEPTIONS:** Bidders taking exception to any part or section of the solicitation shall indicate such exceptions on the bid form. Failure to indicate any exception will be interpreted as the bidder's intent to comply fully with the requirements as written. Conditional or qualified bids, unless specifically allowed, shall be subject to rejection in whole or in part.

**42. FAILURE TO DELIVER:** In the event of the contractor to fail to deliver services in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure the services from other sources and hold the contractor responsible for any resulting purchase and administrative costs. This remedy shall be in addition to any other remedies that the City may have.

**43. FAILURE TO ENFORCE:** Failure by the City at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the City to enforce any provision at any time in accordance with its terms.

**44. FORCE MAJEURE:** The contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions and acts of God beyond the control of the contractor, unless otherwise specified in the contract.

**45. INDEPENDENT CONTRACTOR:** The contractor shall be legally considered an independent contractor and neither the contractor nor its employees shall, under any circumstances, be considered servants or agents of the City of Naples and the City of Naples shall be at no time legally responsible for any negligence or any wrongdoing by the contractor, its servants or agents. The City of Naples shall not withhold from the contract payments to the contractor any federal income taxes, Social Security tax, or any other amounts for benefits to the contractor. Further, the City shall not provide to the contractor any insurance coverage or other benefits, including Workers' Compensation normally provided by the City for its employees.

**46. ORAL STATEMENTS:** No oral statement of any person shall modify or otherwise affect the terms, conditions or specifications stated in this contract. All modifications to the contract must be made in writing by the City of Naples.

**47. QUALIFICATIONS OF BIDDERS:** The bidder may be required, before the award of any contract, to show to the complete satisfaction of the City of Naples that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The bidder may also be required to give a past history and references in order to satisfy the City in regard to the bidder's qualifications. The City may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City all information for this purpose that may be requested. The City reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the bidder's qualifications shall include:

- > The ability, capacity, skill and financial resources to perform the work or service.
- > The ability to perform the work service promptly or within the time specified, without delay.
- > The character, integrity, reputation, judgment, experience, and efficiency of the bidder.

> The quality of performance of previous contracts or services.

**48. QUALITY CONTROL:** The contractor shall institute and maintain throughout the contract period a properly documented quality control program designed to ensure that the services are provided at all times and in all respects in accordance with the contract. The program shall include providing daily supervision and conducting frequent inspections of the contractor's staff and ensuring that accurate records are maintained describing the disposition of all complaints. The records so created shall be open to inspection by the City.

**49. RECOVERY OF MONEY:** Whenever, under the contract, any sum of money shall be recoverable from or payable by the contractor to the City, the same amount may be deducted from any sum due to the contractor under the contract or under any other contract between the contractor and the City. The rights of the City are in addition and without prejudice to any other right the City may have to claim the amount of any loss or damage suffered by the City on account of the acts or omissions of the contractor.

**50. REQUIREMENTS CONTRACT:** During the period of the contract, the contractor shall provide all the services described in the contract. The contractor understands and agrees that this is a requirements contract and that the City shall have no obligation to the contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the City for the period of the contract. The amount is only an estimate and the contractor understands and agrees that the City is under no obligation to the contractor to buy any amount of services as a result of having provided this estimate or of having any typical or measurable requirement in the past. The contractor further understands and agrees that the City may require services in excess of the estimated annual contract amount and that the quantity actually used whether in excess of, or less than, the estimated annual contract amount and that the quantity actually used shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.

**51. TERMINATION FOR CONVENIENCE:** The performance of work under the contract may be terminated by the City in whole or in part whenever the City determines that termination is in the City's best interest. Any such termination shall be effected by the delivery to the contractor of a written notice of termination of at least seven (7) days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective. After receipt of a notice of termination, except as otherwise directed, the contractor shall stop work on the date of the receipt of the notice or other date specified in the notice; place no further orders or subcontracts for materials, services or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

**52. TERMINATION FOR DEFAULT:** The City of Naples reserves the right to terminate the contract if the City determines that the contractor has failed to perform satisfactorily the work required, as determined by the City. In the event the City decides to terminate the contract for failure to perform satisfactorily, the City shall give to the contractor at least seven (7) days written notice before the termination takes effect. The seven-day period will begin upon the mailing of notice by the City. If the contractor fails to cure the default within the seven (7) days specified in the notice and the contract is terminated for failure to perform satisfactorily, the contractor shall be entitled to receive compensation for all reasonable, allocable and allowable contract services satisfactorily performed by the contractor up to the date of termination that were accepted by the City prior to the termination. In the event the City terminates the contract because of the default of the contractor, the contractor shall be liable for all excess costs that the City is required to expend to complete the work under contract.

**53. STATE AND FEDERAL EMPLOYMENT LAWS:** Contractors providing service to the City are required to comply with all state and federal employment laws. This includes, but is not limited to, laws resulting from the Immigration and Reform and Control Act of 1986, wherein all employers are required to verify the identity and employment eligibility of all employees. The Department of Homeland Security, U.S. Citizenship and Immigration Services require employees and employers to complete Form I-9 and the employer must examine evidence of identity and employment eligibility within three business days of the date employment begins. Non compliant contractors will be subject to contract sanctions, up to and including contract termination.

**54. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION:** The contractor agrees to comply with Executive Order 12549 "Debarment and

Suspension” and 2 CFR 180 “OMB Guidelines to Agencies on Government wide Debarment and Suspension.” These rules require all contractors using federal funds not be debarred or suspended from doing business with the Federal Government. This includes sub-recipients and lower tier participant for covered transactions. Signing and submitting this document certified the organization and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency, and further have not within the preceding three-year period 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 .

**THE CITY OF NAPLES IS AN EQUAL OPPORTUNITY EMPLOYER**



## GENERAL INSURANCE REQUIREMENTS

The Contractor shall not commence work until he has obtained all the insurance required under this heading, and until such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work until all similar insurance required of the subcontractor has also been obtained and approved by the Owner.

Certificates of insurance must be issued by an authorized representative of the insurance company at the request and direction of the policyholder and must include sufficient information so as to identify the coverage and the contract for Owner's improvements for which they are issued. Certificates of insurance must be issued by a nationally recognized insurance company with a Best's Rating of no less than B+VII, satisfactory to the Owner, and duly licensed to do business in the state of said Contract.

The Contractor shall procure and maintain, during the life of this Contract, Worker's Compensation Insurance for all of his employees to be engaged in work under this Contract, and he shall require any subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees to be engaged in such work, unless such employees are covered by the protection afforded by the Contractor's insurance. In case any employees are to be engaged in hazardous work under this Contract, and are not protected under this Worker's Compensation statute, the Contractor shall provide, and shall cause each subcontractor to provide, adequate coverage for the protection of such employees. It is acceptable to use a State-approved Worker's Compensation Self-Insurance fund.

The Contractor shall take out and maintain during the life of this Contract, Public Liability and Property Damage and shall include Contractual Liability, Personal Injury, Libel, Slander, False Arrest, Malicious Prosecution, Wrongful Entry or Eviction, Broad Form Property Damage, Products, Completed Operations and XCU Coverage to be included on an occurrence basis, and to the full extent of the Contract to protect him, the Owner, and any subcontractor performing work covered by this Contract from damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either of them. The Contractor shall also maintain automobile liability insurance including "non-owned and hired" coverage. The entire cost of this insurance shall be borne by the Contractor.

The amount of such insurance shall be no less than \$1,000,000 annual aggregate for bodily injury and property damage combined per occurrence.

The City of Naples must be named as Additional Insured on the insurance certificate and the following must also be stated on the certificate. "This coverage is primary to all other coverage the City possesses for this contract only." The City of Naples shall be named as the Certificate Holder. The Certificate Holder shall read as follows:

The City of Naples  
735 Eighth Street South  
Naples, Florida 34102

No City Division, Department, or individual name should appear on the Certificate.  
No other format will be acceptable.

The Certificate must state the proposal number and title.

When using the "Accord"- 25 Certificate of Insurance only the most current version will be accepted.

The City of Naples requires a copy of a cancellation notice in the event the policy is cancelled. The City of Naples shall be expressly endorsed onto the policy as a cancellation notice recipient.

**STATEMENT OF NO BID**

If you will not be bidding on this product/service, please help us by completing and returning only this page to:

City of Naples, Purchasing Division  
City Hall, 735 8<sup>th</sup> Street South  
Naples, FL 34102  
Fax 239-213-7105

Bid # \_\_\_\_\_ and Description: \_\_\_\_\_

We, the undersigned, decline to proposal on the above project for the following reason(s):

- \_\_\_ We are not able to respond to the Invitation to Bid or by the specified deadline.
- \_\_\_ Our Company does not offer this product or service.
- \_\_\_ Our current work schedule will not permit us to perform the required services.
- \_\_\_ Specifications are incomplete or information is unclear  
(Please explain below).

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Other (Please specify below)

\_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_ PH \_\_\_\_\_

Name and Title of individual completing this form:

\_\_\_\_\_  
(Printed Name) (Title)

\_\_\_\_\_  
(Signature) (Date)

**REFERENCES**

**THIS SHEET MUST BE COMPLETED AND RETURNED WITH BID**

**PROVIDE AT LEAST THREE REFERENCES FOR WHOM YOUR COMPANY HAS PROVIDED SAME OR SIMILAR SERVICES WITHIN THE LAST 2 YEARS.**

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**CONTACT E-MAIL ADDRESS:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**CONTACT E-MAIL ADDRESS:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**CONTACT E-MAIL ADDRESS:** \_\_\_\_\_

**Submitting Vendor Name:** \_\_\_\_\_

**CONSTRUCTION**  
**SPECIAL CONDITIONS**

A. **TERMS OF CONTRACT**

The resulting contract will commence on award and be in effect until completion of the project. Services to be rendered by the contractor shall be commenced subsequent to the execution of this Agreement upon written Notice to Proceed from the City for all or any designated portion of the Project must be completed by the contract dates specified within the Notice to Proceed for construction. Total duration is not to exceed 8 weeks. Should contractor fail to complete the project within this timeframe, daily liquidated damages in an amount of \$100.00 per day will be assessed.

B. **PROHIBITION OF CONTACT**

Under no circumstances should any prospective organization or individual, or anyone acting for or on behalf of a prospective organization or individual, seek to influence or gain the support of any member of the City Council, public official or City staff favorable to the interest of any prospective organization or individual. Likewise, contact with City Council, any public official or city staff against the interests of other prospective organization (s) and or individual(s) is prohibited. Any such activities will result in the exclusion of the prospective organization or individual from consideration by the City.

C. **REFERENCES**

Bidder must submit a minimum of three references on the form provided. Additionally, a signed and dated IRS W-9 form with EIN is required from all vendors.

D. **STATEMENT OF NO BID**

If you will not be bidding on this producer/service, please help us by completing and returning the Statement of No Bid.

E. **BID FORMAT**

The Contract, if awarded, will be awarded on the basis of material and equipment illustrated and described on the Drawings or specified in the Specification. If a substitution or an "or equal" item is proposed, Proposer must submit this information to the City of Naples Purchasing Department ten (10) days prior to the Proposal Date for evaluation as an acceptable substitution or an "or equal" item. If the substitution or the "or equal" item is accepted, the City of Naples will issue an Addendum to all Proposers listing the allowable substitution or the "or equal" item. The cost of changes in related work, additional drawings which may be required to illustrate or define the substitute or "or equal" equipment and its relationship to the other parts or portions of the Work shall be paid by the Contractor. No change will be made in the amount of time in which to complete the Work or in the liquidated damages.

F. **BID SECURITY / BID BOND**

It is the policy of the City of Naples to require a Bid Bond for all construction-related sealed bids estimated to be in excess of \$100,000. A bid bond or equivalent financial security in the amount of five (5) percent of the bid price shall be required and must accompany all bids. The Bid Bond is to be provided by a surety company authorized to do business in the State of Florida or otherwise supplied in a form satisfactory to the City. The bid bond must be submitted with the bid. When the invitation for bids requires a bid bond, noncompliance will result in rejection of the bid.

Note that failure or refusal of the awarded bidder to enter into a contract within twenty (20) calendar days after receipt of said contract will result in damages to the City and bid bond will be forfeited to the City as liquidated damages.

**G. PROPOSAL CONSTRUCTION PERFORMANCE & PAYMENT BONDS**

A Performance and Payment Bond will be required of the Awarded Proposer for any contract that is in excess of \$100,000.00 dollars and will be in an amount equal to 100 (%) percent of the price specified in the Contract.

The bond(s) shall be executed by a surety company authorized to do business in the State of Florida, or otherwise secured in a manner satisfactory to the City for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract.

Proof of insurance from the successful proposer is required at the time of issuance and award of a contract.

**H. QUESTIONS**

Questions regarding this proposer packet must be received in writing in the Purchasing Division NO LATER THAN TEN CALENDAR DAYS PRIOR TO THE PROPOSAL CLOSING DATE TO ENSURE AN ANSWER IS PROVIDED PRIOR TO CLOSING.

Direct all questions to:  
Gerald "Jed" Secory, MBA / CPPO / CPM  
Purchasing and Contracts Manager  
City of Naples, Purchasing Division  
735 8<sup>th</sup> Street South  
Naples, Florida 34102  
PH: (239) 213-7102 FX: (239) 213-7105  
[Jsecory@naplesgov.com](mailto:Jsecory@naplesgov.com)

## SUBMISSION CHECKLIST

Bidder should check off each of the following items as completed and submit with bid response:

CHECKLIST ELEMENTS	INCLUDED
<ul style="list-style-type: none"> <li>Submit one (1) original signature and one (1) copy of your original bid proposal / document AND a Windows© compatible PDF of the original document on a CD or Flash / Thumb Drive that is clearly labeled.</li> </ul>	
<ul style="list-style-type: none"> <li>Include any required drawings; descriptive literature; qualifications; schedules; product compliance / exceptions; alternatives; questionnaire; references, forms, tabs, pricing/cost; and any information required of the proposer identified in the text of the bid including information for bid evaluation.</li> </ul>	
<ul style="list-style-type: none"> <li>Include any delivery information.</li> </ul>	
<ul style="list-style-type: none"> <li>Mandatory FORMS from this document to be included are: <u>Cover Sheet</u>, <u>References Sheet</u>, <u>Submission Checklist Sheet</u>, <u>Cost Schedule</u>, and <u>IRS W-9 Form</u> (DEC 2014)</li> </ul>	
<ul style="list-style-type: none"> <li>Have an authorized individual sign the appropriate pages including the <u>Cover Sheet</u> with any bid addendums initialed. Also, examples of vendor contracts used by the City can be found on the Naples Purchasing web site and should be reviewed by the vendor.</li> </ul>	
<ul style="list-style-type: none"> <li>Bid proposal / document needs to be received by the OPENING DATE &amp; TIME indicated on the Cover Sheet. The mailing envelope must be addressed to:   <div style="margin-left: 40px;">                     City of Naples                      Purchasing Division                      735 8<sup>th</sup> Street South                      Naples, Florida 34102                 </div> </li> </ul>	
<p style="text-align: center;">The mailing envelope should be sealed and marked with:</p> BID Number:     16-021 BID Title:         Community Services Building Interior Upgrade ITB BID Opening Date:   3/3/2016	

ALL COURIER DELIVERED PROPOSALS MUST HAVE THE BID NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET.

Submitting Vendor Name: \_\_\_\_\_

*At the discretion of the Purchasing Manager, bids or proposals with minor irregularities may be accepted and allowed to be corrected when in the best interest of the City.*

**City of Naples FL**  
**Invitation to Bid**  
**16-021 Community Services Building Interior Upgrade**

**Index**

		<b>PAGE</b>
COVER SHEET	<b>REQUIRED</b>	1
GENERAL CONDITIONS		2
GENERAL INSURANCE REQUIREMENTS		9
STATEMENT OF NO PROPOSAL		10
REFERENCES	<b>REQUIRED</b>	11
SPECIAL CONDITIONS		12
SUBMISSION CHECKLIST	<b>REQUIRED</b>	14

**SPECIFICATIONS**

**PLANS**

- COVER SHEET
- RENOVATION FLOOR PLAN AND EXISTING FLOOR PLAN
- REFLECTIVE CEILING PLAN AND SELECTIVE DEMOLITION PLAN
- OUTLINE SPECIFICATIONS A2.0
- OUTLINE SPECIFICATIONS A2.1

<b>ATTACHMENT A – COST SCHEDULE</b>	<b>REQUIRED</b>	21
-------------------------------------	-----------------	----



VICTOR J. LATAVISH, AIA  
ARCHITECT

MEMBER  
THE AMERICAN INSTITUTE OF ARCHITECTS  
AA C001831  
4100 CORPORATE SQUARE  
SUITE 100  
NAPLES, FLORIDA 34104  
TELEPHONE 239-643-1665

ISSUE & REVISION DATES  
ISSUED FOR PERMITS 01-15-16

01-15-16  
VICTOR J. LATAVISH, AIA  
AR 11942

NOTE: DRAWINGS ARE NOT VALID UNLESS  
SIGNED AND SEALED BY DESIGN  
PROFESSIONAL IN ACCORDANCE WITH  
F.S. CHAPTER 481.

DRAWING INDEX

- A0.1 Cover Sheet
- A1.0 Renovation Floor Plan & Existing Floor Plan
- A1.1 Reflected Ceiling Plan & Selective Demolition Plan
- A2.0 Outline Specifications
- A2.1 Outline Specifications

Renovations to the  
**Community Services Department**  
280 Riverside Circle  
Naples, Florida 34102  
for the  
**City of Naples**  
Naples, Florida

PROJECT NUMBER 15-577  
SHEET NUMBER **A0.1**

PROJECT DESIGN DATA			
SCOPE OF WORK	INTERIOR RENOVATIONS TO THE COMMUNITY SERVICES BUILDING. 1. REPLACE EXISTING CEILING INSULATION 2. REPLACE EXISTING CEILING TILES AND SUSPENDED GRID SYSTEM 3. REPAINT EXISTING INTERIOR PARTITIONS AND TRIM 4. REPLACE EXISTING VINYL WALL BASE 5. REPLACE EXISTING FLOOR CARPET 6. REMOVE PORTION OF PARTITION AND PATCH FINISHES 7. REMOVE NON-STRUCTURAL GYPSUM BOARD HEADER 8. RELOCATE EXISTING LIGHT SWITCH 9. NO CHANGES TO MEANS OF EGRESS		
BUILDING CONSTRUCTION CRITERIA			
FIRE CODE	5th EDITION FLORIDA FIRE PROTECTION CODE, INCL. FLORIDA EDITION NFPA 101		
BUILDING CODE	5th EDITION FLORIDA BUILDING CODE, EXISTING		
OCCUPANCY TYPE	EXISTING BUSINESS - B		
ALTERATION LEVELS	LEVEL 2 INTERIOR ALTERATIONS		
CONSTRUCTION TYPE	EXISTING, NON-COMBUSTIBLE, TYPE I I - B CONSTRUCTION		
SPRINKLER PROTECTION	NONE REQUIRED		
1-HR. PROTECTION	NONE REQUIRED		
BUILDING AREAS			
EXISTING BUILDING	4,296 SF		
WORK AREAS			
NFPA (1) REPAIR	FBC REPAIRS	0 SF	0% OF TOTAL
NFPA (2) RENOVATION	FBC ALT. LEVEL 1	4,115 SF	96% OF TOTAL
NFPA (3) MODIFICATIONS	FBC ALT. LEVEL 2	181 SF	4% OF TOTAL
NFPA (4) RECONSTRUCTION	FBC ALT. LEVEL 3	0 SF	0% OF TOTAL
NFPA (5) CHANGE OF USE	FBC CHANGE OF OCCUPANCY	0 SF	0% OF TOTAL
NON-WORK AREAS	NO CHANGES PROPOSED	0 SF	0% OF TOTAL
TOTAL FLOOR AREA		4,296 SF	100% OF TOTAL
OCCUPANT LOADS			
STORAGE/ MECHANICAL	392 SF	300 SF / PERSON	1 OCCUPANTS
BUSINESS - OFFICES	3635 SF	100 SF / PERSON	36 OCCUPANTS
BUSINESS - CONFERENCE	269 SF	15 SF / PERSON	18 OCCUPANTS
TOTAL			55 OCCUPANTS
EGRESS - FBC EXISTING 805.2.1 : COMPLY WITH NFPA 101			
CORRIDOR RATING	101 : 39.3.6 NO REQUIREMENTS		
NUMBER EXITS REQUIRED	2		
NUMBER EXITS PROVIDED	3		

# Interior Renovations to the City of Naples Community Service Department

---

280 Riverside Circle  
Naples, Florida 34102  
for the  
**City of Naples**  
Naples, Florida



ISSUE & REVISION DATES

REVIEW	08-12-15
ISSUED	09-01-15
REVISIONS	01-12-16
ISSUED FOR PERMITS	01-15-16

01-15-16

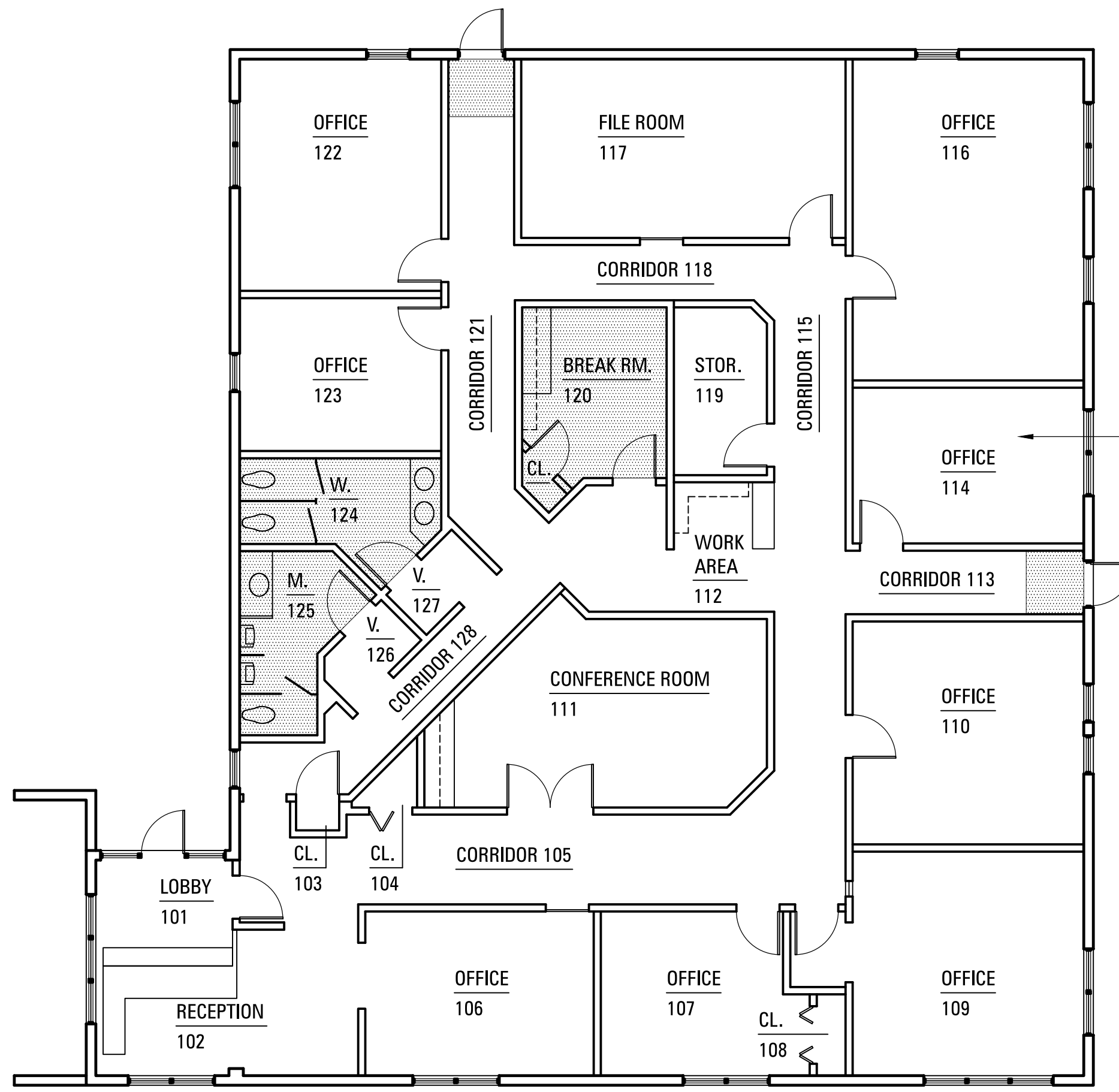
VICTOR J. LATAVISH, AIA  
AR 11942

NOTE: DRAWINGS ARE NOT VALID UNLESS SIGNED AND SEALED BY DESIGN PROFESSIONAL IN ACCORDANCE WITH F.S. CHAPTER 481.

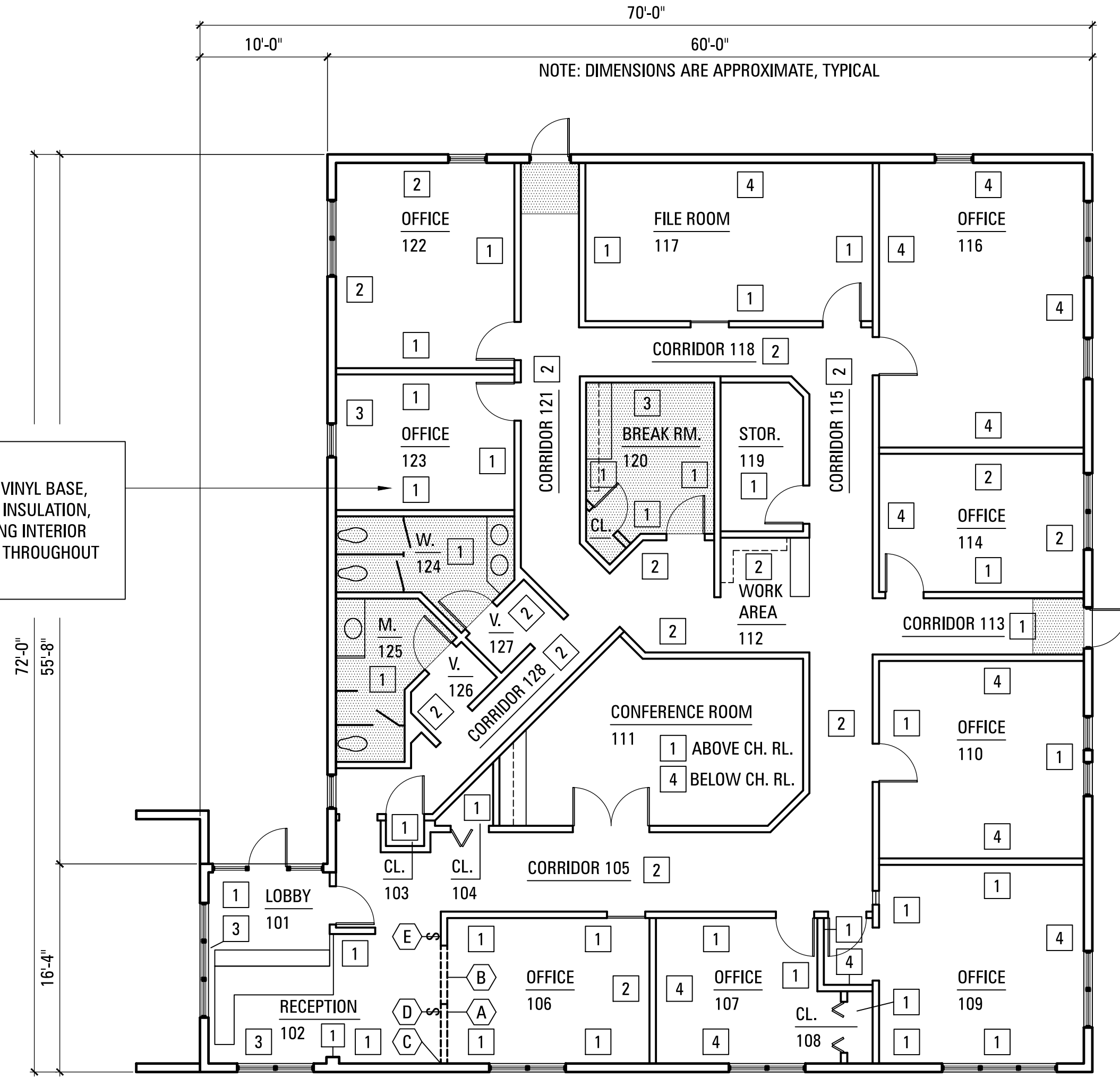
LEGEND

- EXISTING PARTITION TO REMAIN
- EXISTING TILE FLOOR TO REMAIN
- EXISTING PARTITION TO BE REMOVED
- OFFICE** ROOM NAME  
114 ROOM NUMBER
- KEYNOTE
- WALL COLOR SEE COLOR SCHEDULE
- CEILING DETAIL SHEET A1.1

COLOR AND MATERIAL SCHEDULE		
MATERIAL	MFR.	COLOR
<b>INTERIOR PAINT</b>		
1 WALLS	PPG	1020-2 "MAYBE MUSHROOM"
2 ACCENT WALLS	PPG	1035-3 "BLUE BY YOU"
3 BREAKROOM	PPG	1068-5 "TERRAZO TAN"
4 OFFICE, FILE ROOM	PPG	1126-5 "ZEBRA GRASS"
5 INT. DOOR FRAMES	PPG	1001-1 "DELICATE WHITE"
6 WOOD BASE	PPG	1001-1 "DELICATE WHITE"
7 WOOD TRIM	PPG	1001-1 "DELICATE WHITE"
CARPET	MOHAWK	ONE FIRST 8526 "POPULAR VOTE" MODULAR MT086 CARPET TILE
VINYL BASE	BURKE MERCER	103 "ESPRESSO"
ACOUSTIC CEILING	USG	"FROST" CLIMA PLUS CEILINGS, 24 x 24, TEGULAR

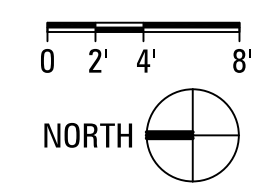


NOTE: REMOVE ALL EXISTING CARPET, VINYL BASE, CEILING GRID, AND CEILING INSULATION IN EXISTING BUILDING. (EXISTING TILE FLOORS AND TILE BASE TO REMAIN)



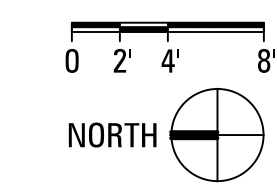
NOTE: REPLACE CARPET, VINYL BASE, CEILINGS, CEILING INSULATION, AND PAINT EXISTING INTERIOR WALLS AND TRIM THROUGHOUT BUILDING.

EXISTING FLOOR PLAN



RENOVATION FLOOR PLAN

ENCLOSED BUILDING AREA; APPROX. 4,296 SF

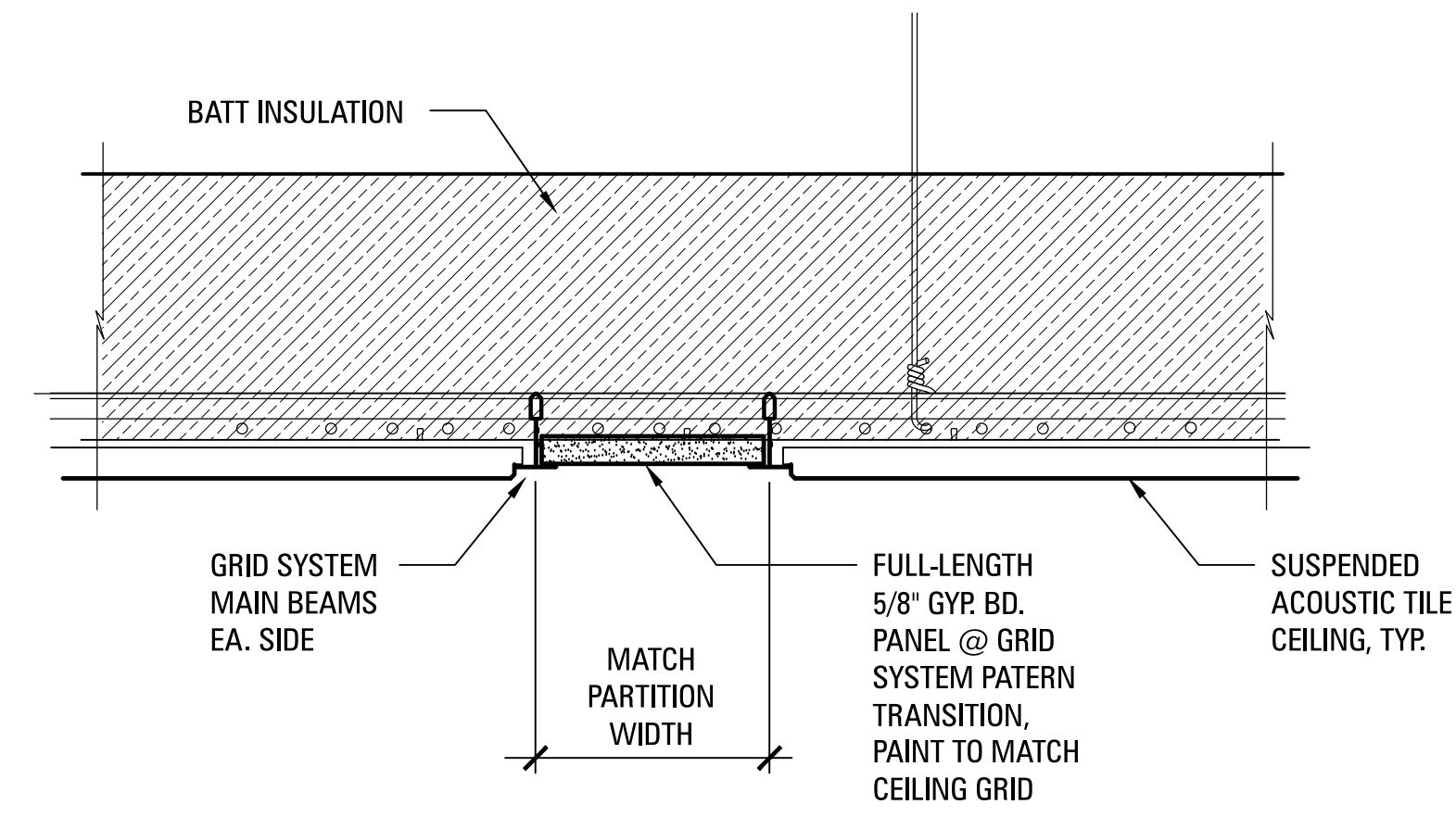


- PLAN KEYNOTES**
- REMOVE EXISTING PARTITION & RELATED WORK
  - REMOVE EXISTING NON-STRUCTURAL GYP. BD. HEADER
  - PATCH EXISTING FINISHES TO MATCH EXISTING FINISHES
  - REMOVE EXISTING LIGHT SWITCH, REWIRE TO NEW LOCATION
  - RELOCATED LIGHT SWITCH, RECONNECT TO EXISTING LIGHTS

- GENERAL NOTES**
- FIELD INSPECT AND MEASURE EXISTING CONDITIONS PRIOR TO BID.
  - BID SHALL INCLUDE ALL LABOR, MATERIAL, EQUIPMENT, CONNECTIONS, ACCESSORIES, FASTENERS, ETC. REQUIRED FOR A COMPLETE, PROPER, CODE-COMPLIANT INSTALLATION OF THE WORK.

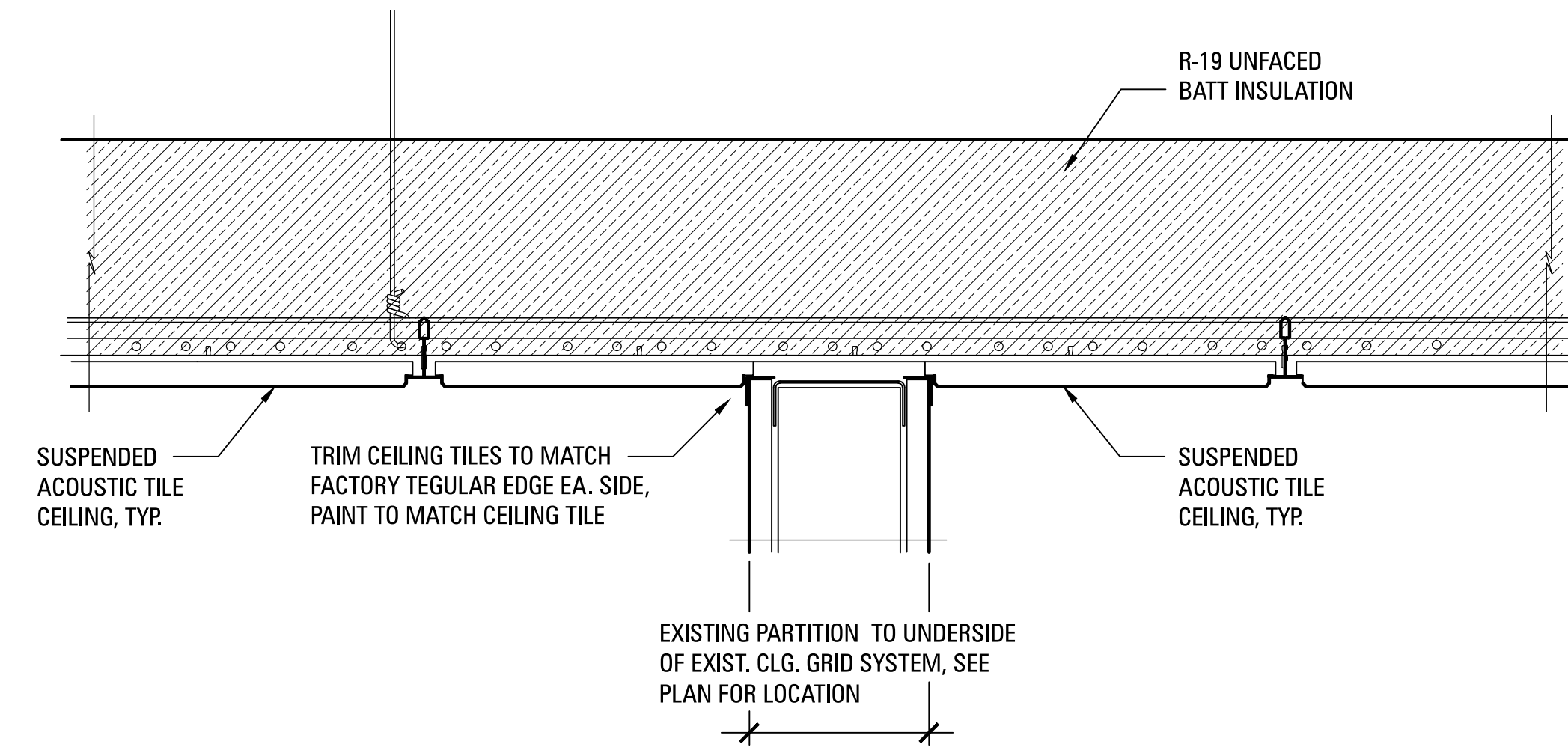
Renovations to the  
**Community Services Department**  
280 Riverside Circle  
Naples, Florida 34102  
for the  
**City of Naples**  
Naples, Florida

SCALE 24 x 36	1/8" = 1'-0"
SCALE 11 x 17	1/16" = 1'-0"
PROJECT NUMBER	15-577
SHEET NUMBER	<b>A1.0</b>



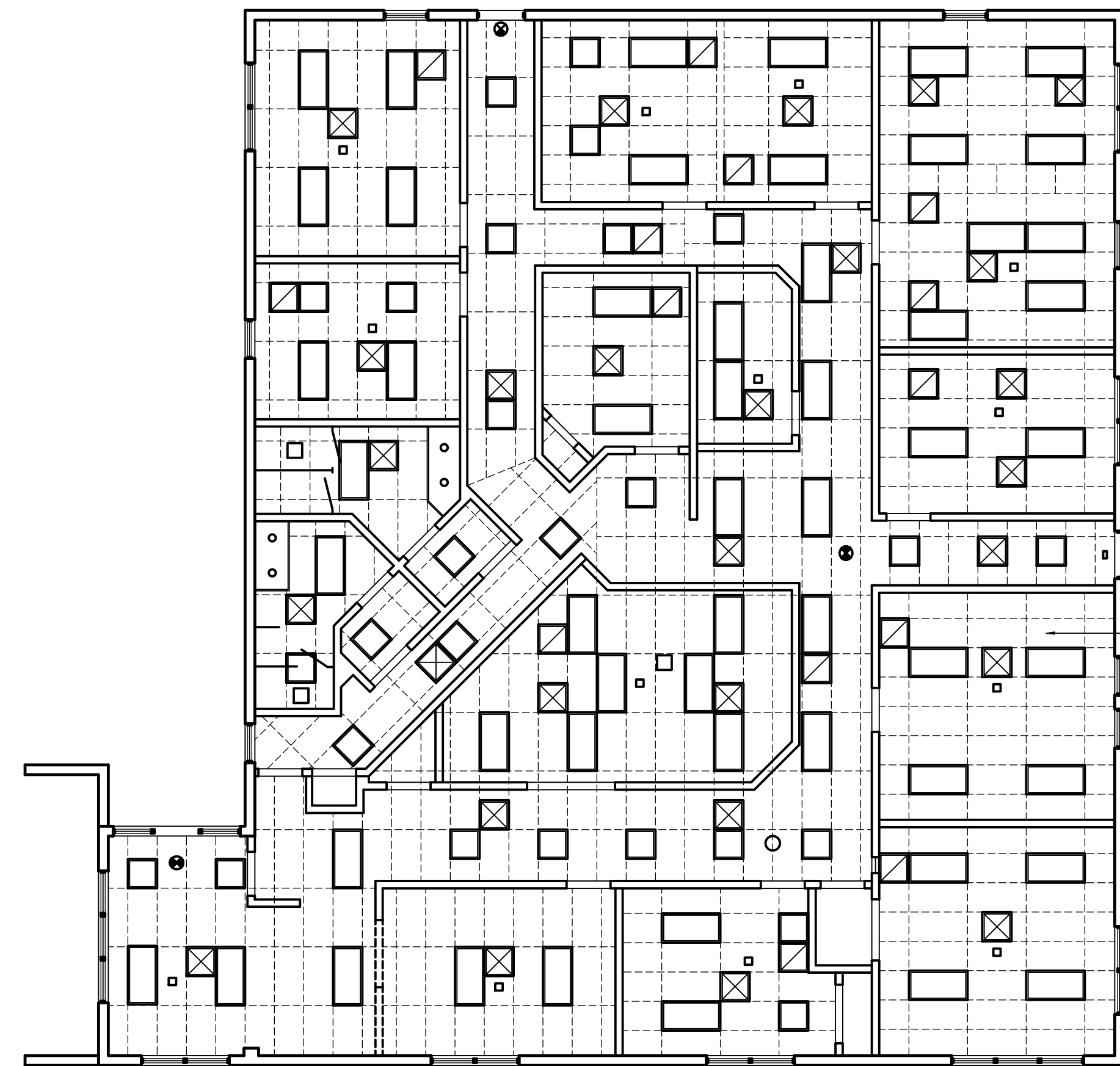
**A** CEILING GRID TRANSITION DETAIL

N.T.S.

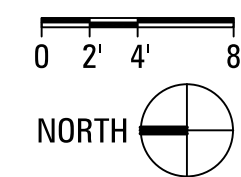


**B** DETAIL - CEILING @ EXISTING PARTITIONS

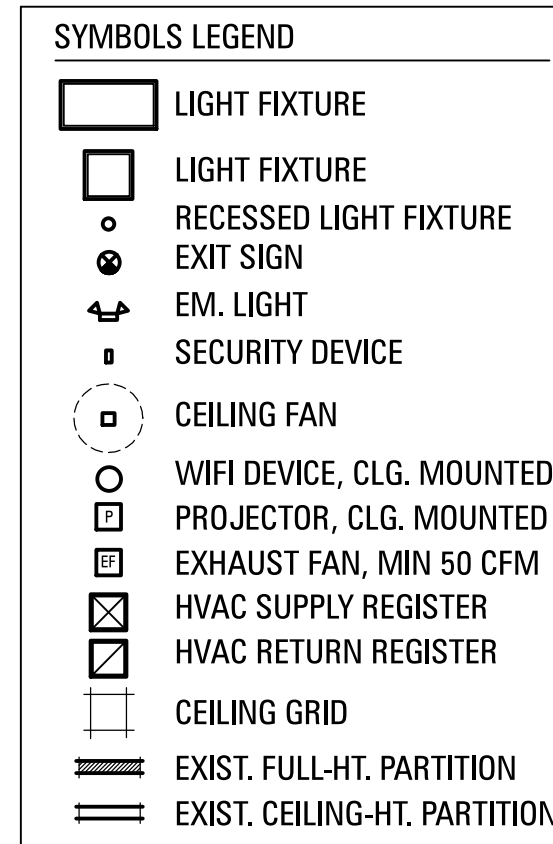
N.T.S.



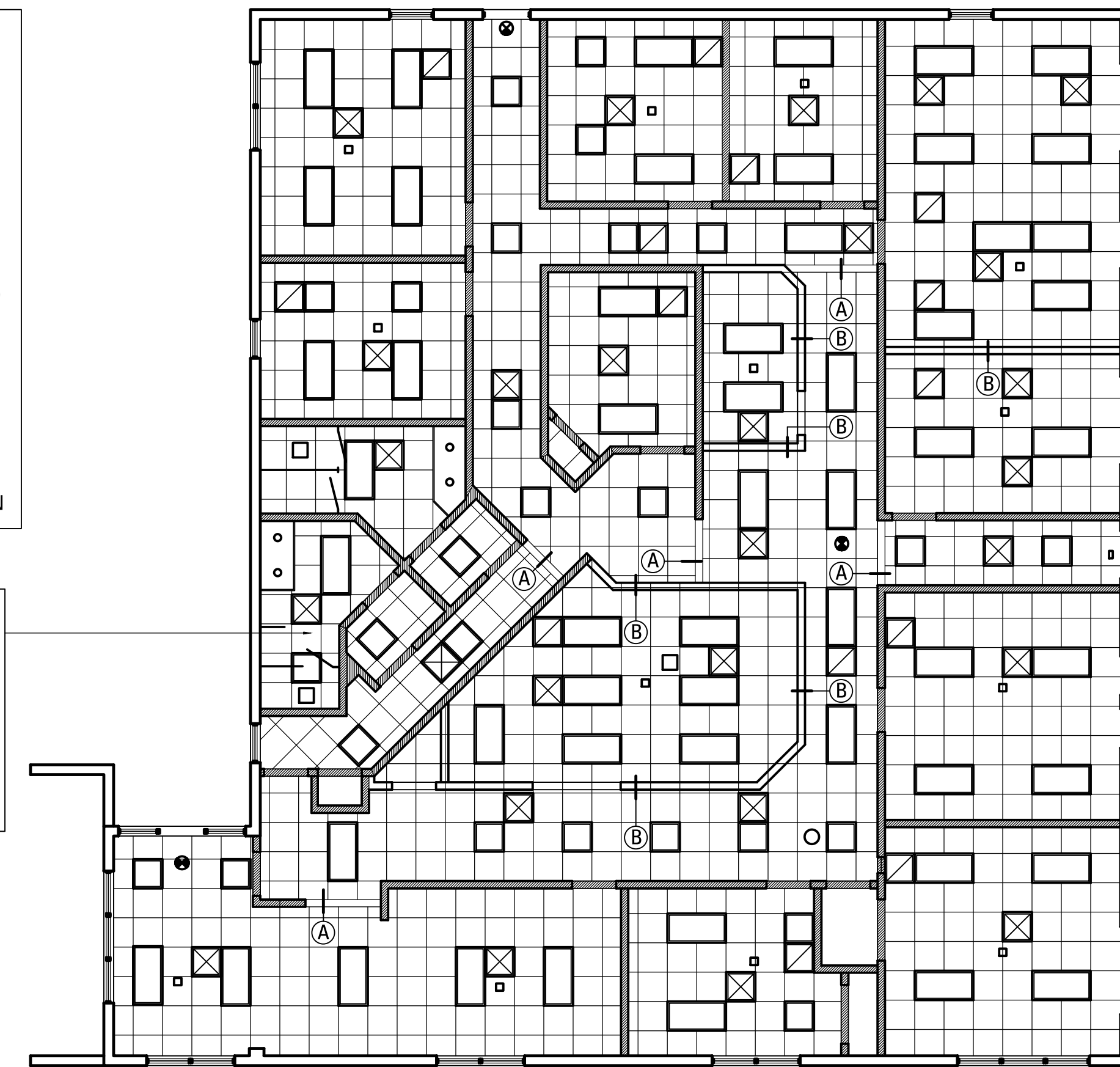
SELECTIVE DEMOLITION EXISTING CEILING PLAN



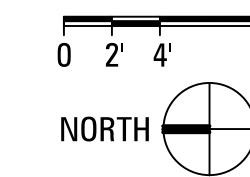
NOTE:  
REMOVE ALL EXISTING CEILING TILES,  
EXISTING SUSPENDED CEILING GRID,  
AND EXISTING CEILING INSULATION  
IN EXISTING BUILDING  
  
PROVIDE TEMPORARY SUPPORT FOR  
EXISTING LIGHTS, HVAC, DEVICES, ETC.  
UNTIL NEW CEILING GRID IS INSTALLED



NOTE:  
REPLACE ALL CEILING TILES,  
SUSPENDED CEILING GRIDS,  
AND CEILING INSULATION  
THROUGHOUT ENTIRE BUILDING  
  
REINSTALL EXISTING LIGHTS,  
HVAC, FANS, DEVICES, ETC.  
(SEE PLAN)



NEW REFLECTED CEILING PLAN



ISSUE & REVISION DATES	
REVIEW	08-12-15
ISSUED	09-01-15
REVISIONS	01-12-16
ISSUED FOR PERMITS	01-15-16

01-15-16  
VICTOR J. LATAVISH, AIA  
AR 11942

NOTE: DRAWINGS ARE NOT VALID UNLESS  
SIGNED AND SEALED BY DESIGN  
PROFESSIONAL IN ACCORDANCE WITH  
F.S. CHAPTER 481.

Renovations to the  
**Community  
Services  
Department**  
280 Riverside Circle  
Naples, Florida 34102  
for the  
**City of Naples**  
Naples, Florida

SCALE 24 x 36 1/8" = 1'-0"  
SCALE 11 x 17 1/16" = 1'-0"  
PROJECT NUMBER 15-577  
SHEET NUMBER **A1.1**

## OUTLINE SPECIFICATIONS

### DIVISION 1 -GENERAL REQUIREMENTS

#### 01000 GENERAL CONDITIONS

The form of agreement and general provisions of the contract will be issued by the Owner.

For miscellaneous general conditions not covered by the Owners agreement and provisions, AIA Document A201 General Conditions of the Contract are by reference made part of the Contract Documents. Copies of the General Conditions may be reviewed at the office of the Architect or purchased from the AIA.

#### 01010 SUPPLEMENTARY CONDITIONS

Applicability: Specifications shall apply in full to contractors, subcontractors, material suppliers and any other party involved with execution of the work under contract to the General Contractor. For brevity in this specification all of these parties shall be referred to as "Contractors".

Scope of the Work: The Contractor assumes full responsibility for having familiarized himself with the nature and extent of the Contract Documents and site conditions that may in any manner affect the Work.

General Requirements: Work performed shall comply with the Contract Documents including these specifications, the drawings, and the general notes which are complementary. Whatever is shown or reasonably inferred from one shall be as if required by all.

Precedence: The specific terms and conditions of these Supplementary Conditions and Specifications supersede other General Provisions and terms of the contract. In general, figures govern scale dimensions and large-scale drawings govern those of smaller scale.

Intent: Any Work that may reasonably be inferred from the Specifications and Drawings as being required to produce the intended result shall be supplied whether or not it is specifically identified.

Interpretations: If drawings and specifications conflict or require clarifications, the Contractor may send a request for information (RFI) to the Architect. Unless directed otherwise, the more stringent requirement shall govern and the Architect's interpretation of the intent shall be final.

Subtitles: Division of Work under titles and subtitles is for convenience only and does not relieve bidders from providing related work required elsewhere in the Documents. Each Contractor shall examine the all parts of the Drawings and Specifications for all parts of his work.

#### 01011 PROPOSALS

General: Bid shall include all labor, material, equipment, and accessories required for a complete and proper code-compliant installation of the work.

Form of Proposals: Bids shall be submitted on Bid Form Provided by Owner.

#### 01012 DELAYS, DAMAGES, AND TIME EXTENSIONS

General: No interruption, interference, inefficiency, suspension or delay in the commencement or progress of the Work from any cause whatever, including those for which Owner or its agents may be responsible, in whole or in part, shall relieve Contractor of his or her duty to perform, nor shall it give rise to any right to damages or additional compensation.

Time Extensions: Contractor expressly acknowledges and agrees that it shall receive no damages for delay and the Contractor's sole remedy, if any, against Owner or its agents will be the right to seek an extension to the Contract Time.

#### 01014 USE OF THE SITE

Restrictions: All construction work, related staging areas, and construction parking shall be restricted to designated Limits of Construction and staging areas as may be indicated on the Drawings, and/or as designated by the Owner.

Closed Areas: To the maximum extent possible, areas adjacent to the Work will remain open during general construction. Limited portions of the adjacent areas will be closed only when needed to safely accommodate the Work.

Scheduled Closures or Utility Interruptions: Provide written schedule and notification delivered to the Architect and Owner at least 7 calendar days prior to each scheduled closure or utility interruption, clearly delineating each work area and schedule for completion of each area requiring closure.

Right of Way: To the maximum extent possible, do not block public right-of-way areas, driveways, sidewalks, or access to adjacent properties.

Noise Abatement: The use of any portable or vehicular radio, cd, tape, or other music is prohibited onsite.

Drug-free Workplace: The possession of intoxicants of any kind are prohibited onsite, including but not limited to drugs and alcohol.

#### 01015 CONSTRUCTION WORK HOURS

Construction Work Hours: Conduct all interior construction activities during evenings, nights, and weekends. No interior work is allowed on regular business days Mondays through Fridays during regular business hours from 8 am to 5pm unless specifically approved otherwise by the Owner.

#### 01045 CUTTING AND PATCHING

General: All trades shall provide their own cutting, fitting, patching, etc., to make the several parts come together properly and fit it to receive or be received by work of other trades.

Structural requirements: Do not cut or modify new or existing structural components without approval of the Design Professional.

#### 01200 PRECONSTRUCTION MEETING

A preconstruction meeting shall be held at the Site prior to construction, to discuss contracts, schedules, payment requests, subcontractors, communication protocol, submittal procedures, and use of the premises, staging, and parking areas

#### 01210 CONSTRUCTION MEETINGS

Construction progress meetings with the Owner will be held each week at the jobsite unless waived by the Owner.

#### 01220 SUBMITTALS

General: Provide Submittals including shop drawings, samples, and/or product data for items required by other sections of these specifications, in accordance with the General Conditions and as noted herein:

Required Submittals: Provide only the items required in other sections of the specifications. Do not provide MSDS safety sheets or extraneous data.

Contractors Shop Drawing Stamp: Each submittal shall bear the project name and Contractor's review stamp, date, and initials indicating Contractor's personal review. Submittals received without Contractor's review stamp, date, and initials will be rejected and returned without Architect's review.

Distribution Protocol: Submittals received directly from subcontractors will be returned without review.

Submittal Schedule: Provide all required submittals within 14 calendar days of the contract execution. Do not order materials until the corresponding submittals are reviewed by the Architect.

Submittals: Submit all shop drawings, product data, and submittals in one complete PDF file for each trade. Provide one transmittal letter for each submittal.

Samples: Where actual samples are required, provide 2 or more sets, of which 2 sets will be retained. Additional samples will be returned to the Contractor.

Payments: Do not submit a payment request before all required samples, shop drawings, and product data are delivered to the Architect.

Identification: Number each submittal to correspond to the specification section, ie. 07200.

Certification: Provide PE seals and written certification of compliance with design criteria where required

Non-compliant Work: Clearly identify non-compliance with the Documents, if any, with red color notations.

Deviations and substitutions: Clearly mark all proposed changes or deviations from the Documents with red color notations. Items so noted and accepted by the Architect will be considered authorized changes. Other changes or deviations will be considered unauthorized changes and non-compliant work.

A/E Review: Design Professional's review of a submittal does not constitute approval or acceptance of submittals except for general design intent. The contractor is solely responsible for coordination of dimensions, quantities, accessories, connections, and other requirements of the contract documents.

Review Schedule: Contractor shall allow not less than 14 calendar days in project schedule for initial A/E review of each required submittal.

#### 01230 RESUBMITTALS

Identification: Number each resubmittal similarly and consecutively with an alphabetical suffix, ie. 07200-A.

Reimbursable Charges: Contractor shall be charged for A/E services based on the standard hourly rate schedule, plus related expenses, and markup for third and subsequent resubmittals.

Schedule: Contractor shall allow not less than 14 calendar days in project schedule for A/E review of each resubmittal.

Time Extensions: Resubmittals required due to non-conformance with the Documents shall not be cause for extension to contract time.

#### 01310 SCHEDULING

General: Within 14 calendar days of the Contract execution, Contractor is to provide CPM schedule or bar-chart indicating work schedule of all major trades. If applicable, schedule shall include notes concerning interface requirements with Owner-supplied and N.I.C. items.

Limitations: Do not start construction until schedule has been delivered to the Owner.

Updates: Schedule is to be updated monthly during construction, and copied to Architect and Owner prior to application for payment. Attach schedule to each payment request.

#### 01400 SUPERVISION

General Contractor: Assign one superintendent to closely coordinate and supervise the work of all trades. A full-time superintendent is not required for this project

Subtrades: Each subcontractor shall assign a superintendent or foreman who is thoroughly knowledgeable of specific standards indicated above. The superintendents shall be responsible for all construction means, methods, techniques, sequences, procedures, verbal communication, and written correspondence required for the completion of his work, and he shall remain on site continuously during the work of his trade.

Labor: Use only trained and skilled labor and craftsmen competent, qualified, and experienced in the type of work involved.

Conduct and Attire: The conduct and attire of all persons on site shall be workmanlike and professional at all times. The Contractor shall promptly remove from the jobsite any person failing to meet this requirement.

#### 01410 COORDINATION

General: Contractor shall inspect all conditions, substrates, shop drawings, and the complete set of Contract Documents to schedule and coordinate the work of all trades.

Field Measurements: The Contractor shall field measure conditions, equipment, fixtures, devices, accessories, etc., and prepare sketches and/or full size templates as needed to coordinate the installation of the work of all trades including but not limited to Structural, Architectural, Mechanical, Plumbing and/or Electrical work.

Shop Drawing and Field Tolerance Coordination: Coordination shall include consideration of manufacturers recommended maintenance clearances, replacement, access, drainage, slopes, and allowable workmanship tolerances.

Dimensional Adjustments: The Contractor shall coordinate all minor dimensional adjustments necessary to accommodate existing conditions and the work of all trades.

On-site Verification: All dimensions, quantities, and methods of construction shall be the sole responsibility of the Contractor.

#### 01420 WORKMANSHIP

General: All materials and equipment shall be installed in a neat, orderly, and workmanlike manner in accordance with the Documents and referenced standards.

Quality Control: Contractor shall carefully check the work of all substrate and framing trades prior to start of finish trades. Check and straighten all substrate and rough-in items with a level, plumb-bob, and square to insure all work is level, plumb, straight, square, and within allowable tolerances.

Finishes: Do not start subsequent finish work over substrate surfaces until all unsatisfactory substrate defects are corrected. Provide shims, furring, framing, accessories, and other adjustments as may be needed to achieve specified tolerances.

Specified Standards: Contractor shall re-check all finished surfaces to verify compliance with referenced standards and tolerances.

Electrical, Plumbing, and Mechanical Trades: All subcontractor work shall be organized in a neat, orderly manner, square with horizontal and vertical building lines except as needed to achieve required positive slopes.

Corrective Work: The Architect reserves the right to direct the removal and replacement of items, which solely in his opinion, does not present a neat, orderly, and workmanlike appearance, provided that such an orderly and neat installation can be made using customary nationally recognized trade methods by competent, trained, and skilled workmen. The costs for removal and replacement of non-complying or otherwise unacceptable work shall not be an additional expense.

#### 01430 REFERENCED CODES AND STANDARDS

ADA: All work shall comply with the Americans Disabilities Act.

Referenced Codes: All work installed is to comply with the Florida Building Code and all Federal, State, County, or Municipal Ordinances and Codes legally adopted by the authorities having jurisdiction, including applicable appendices and editions. Adopted Codes include but are not limited to the following:

FBC- Building  
FBC- Existing  
FBC- Mechanical  
FBC- Plumbing  
NFPA 1, Florida Fire Prevention Code  
NFPA 10, Portable Fire Extinguishers  
NFPA 101, Life Safety Code  
NFPA 70 National Electric Code

Amendments: Comply with NFPA Codes as amended by Florida Building Code and Florida Fire Prevention Code

Precedence: In case of differences between these Codes, the most stringent shall govern, as determined by the AHJ and the Architect.

Referenced Standards: All work shall comply with applicable portions of the Referenced Standards listed in the FBC including but not limited to AAMA, ACI, AISC, ANSI, ASCE, ASHRAE, ASTM, FM, GA, OSHA, and UL standards.

Local Standards: All work shall comply with applicable local ordinances.

#### 01440 JOBSITE SAFETY

The Contractor is solely responsible for construction means, methods, and jobsite safety.

#### 01500 TEMPORARY FACILITIES

General: Provide tarpaulins, dust control measures, temporary equipment, and other materials as needed to provide clean and safe working conditions.

Utility charges: Owner will pay all water and electric utility charges incurred during construction.

Trash removal services: Provide dumpster and trash removal service for duration of construction.

Storage: Contractor may provide locked storage container(s) in staging area as needed to secure materials during construction. Promptly remove containers upon completion of related work.

#### 01510 TEMPORARY BARRICADES AND SIGNS

General: Erect barricades and take necessary precautions to prevent accidents and/or damage to property or persons on site.

Egress: Maintain clear access to walkways and driveways as required to maintain safe emergency egress.

Job Sign: General Contractor may provide one sign board.

Subcontractor Signs: No subcontractor signs will be allowed on site.

Other Signs: Vehicles, trailers, equipment, and storage containers with large advertisement signs may not be left on site overnight.

#### 01530 CONSTRUCTION CLEANING

General: Throughout construction, building and grounds are to be kept clean of trash, debris, and excess spilled or oversprayed material.

Execution: Cleanup the construction site on a daily basis. Dumpster location must be approved by Owner prior to delivery. Remove trash and debris from site in a lawful manner, and do not bury any materials on site.

#### 01540 FINAL CLEANING

Prior to Substantial Completion, remove all packaging, rubbish, tools, scaffolding, and surplus materials. Provide cleaning services to leave the job in a clean condition, including but not limited to the following items:

General Cleaning: Clean all floors, walls, and new finishes.

Labels and Marks: Remove all installation marks, measurement marks, packaging, and advertising labels.

Floors: Vacuum carpet. Broom clean and mop wash all tile and resilient floors.

Walls, Ceilings, etc.: Wipe all surfaces to remove dust and lightly oversprayed material; Detail clean all items as needed to remove residue, paint, etc.

Final Cleaning: After completion of punchlist work and prior to Final Acceptance, re-clean and touch-up all portions of the jobsite to leave the project in clean condition.

#### 01600 MATERIALS AND PACKAGING

Materials: All material furnished shall be new and without any indication of damage or breakage.

Packaging: Materials usually packaged shall be brought to job in original, unbroken labeled containers. Packaging shall be left on site as needed to verify compliance with the specifications.

#### 01610 STORAGE OF MATERIALS

General: All materials and equipment shall be protected from theft or deterioration. No materials may be stored in contact with the ground or floor.

Security: Contractor is solely responsible for secure storage of materials and equipment.

#### 01630 PRODUCTS AND SUBSTITUTIONS

General: Where specific materials, products, or equipment are shown or specified, all proposed substitutions must be approved in writing by the Architect.

Prior to Bid: Submit written substitution requests and complete supporting documentation to the Architect a minimum of 10 working days prior to advertised bid opening. Submittals will be reviewed on the basis of similar or better quality. Approved substitutions will be issued by addendum to all bidders.

Prior to Contract: If requested by the Contractor, additional proposed substitute items specified as "or equal" will be evaluated after bid opening prior to contract execution. Submit written substitution request and complete supporting documentation to the Architect not less than 14 working days prior to contract execution. Submittals will be reviewed on the basis of similar or better quality. Approved substitutions will be included in the executed Contract.

Subsequent to Contract execution: Proposed substitute items specified "or equal" made after the Contract execution may or may not be evaluated at the sole discretion of the Architect, and no substitutions will be considered after 30 days after start of construction. Submit written substitution request and complete supporting documentation to the Architect. After contract execution, Contractor shall allow not less than 21 calendar days in the project schedule for A/E review of proposed substitutions. Submittals will be reviewed on the basis of similar or better quality, preferably with significant cost savings credited to the Owner for equal or better quality value materials or equipment. Contractor shall reimburse the Architect for all A/E time related to the approved and/or unapproved proposed substitutions according to the standard hourly rate schedule, plus reimbursement for materials, expenses, and markup.

Extension of time: Review or rejection of proposed substitutions after execution of contract shall not be cause for extension to contract time.

#### 01631 CHANGE ORDERS

In the event the Owner proposes to add or delete work from the contract, the Architect will submit a written Proposal Request to the Contractor for any proposed Owner-initiated Change Orders. The Proposal Request is not an authorization to proceed with the work. Upon approval of a Proposal Request and supporting documentation, the Architect will prepare a Change Order for execution by the Owner, Contractor, and Architect.

Contractor-initiated Change Order Requests shall be submitted directly to the Architect for review, complete with 3 copies of documentation substantiating all proposed additional costs. The Change Order Request shall be submitted to the Architect not less than 4 working days prior to a scheduled job meeting. The Contractor shall provide a detailed cost breakdown of any proposed Change Order items, including actual costs of labor and materials. If approved, the Architect will prepare a Change Order for execution by the Owner, Contractor, and Architect.

The Contractor's total markup for overhead and profit shall not exceed 10% of the actual expenses for extra materials and labor provided by the Contractor.

For extra items provided by subcontractors, the Contractors total markup for overhead and profit may not exceed 10% of the subcontractors invoice, and the subcontractor's total markup for overhead and profit shall not exceed 10% of actual expenses for materials and labor. All subcontracts shall include these conditions

Notice: All Change Orders are subject to audit by the Owner or the Owner's designated representative.



VICTOR J. LATAVISH, AIA  
ARCHITECT

MEMBER  
THE AMERICAN INSTITUTE OF ARCHITECTS  
AA 0001931

4100 CORPORATE SQUARE  
SUITE 100  
NAPLES, FLORIDA 34104

TELEPHONE 239-643-1665

#### ISSUE & REVISION DATES

REVIEW	08-12-15
--------	----------

ISSUED	09-01-15
--------	----------

ISSUED FOR PERMITS	01-15-16
--------------------	----------

01-15-16

VICTOR J. LATAVISH, AIA

AR 11942

NOTE: DRAWINGS ARE NOT VALID UNLESS SIGNED AND SEALED BY DESIGN PROFESSIONAL IN ACCORDANCE WITH F.S. CHAPTER 481.

## Renovations to the Community Services Department

280 Riverside Circle  
Naples, Florida 34102  
for the

City of Naples  
Naples, Florida

SCALE 24 x 36	N.T.S.
---------------	--------

SCALE 11 x 17	N.T.S.
---------------	--------

PROJECT NUMBER	15-577
----------------	--------

SHEET NUMBER	A2.0
--------------	------

**01632 UNAUTHORIZED CHANGES**

General: Any changes in the work and/or substitution of products, material, or equipment, methods of construction, or non-compliance with Contract Documents or accepted national standards of construction must be documented and approved in writing, or the work may be rejected at the sole discretion of the Architect.

Non-Compliant Work: Work not in compliance with the Contract Documents shall be deemed an "unauthorized change" and shall be removed and properly replaced by the General Contractor in accordance with the Contract Documents at no extra charge to the Owner or their agents.

Notification of Non-Compliant Work: The unauthorized changes may be rejected at the time of installation, substantial completion, final completion, during the warranty period, or any time thereafter.

Reimbursable Expenses: The Contractor shall reimburse the Architect for all A/E time related to unauthorized changes according to the standard hourly rate schedule, plus reimbursement for materials, expenses, markup, and any related legal fees.

Indemnification: By accepting the terms of the Contract Documents and as a condition of use of the sealed plans used for permits and construction, the General Contractor agrees to indemnify and hold harmless the Owner, Architect, Subconsultants, agents, successors, heirs, and assigns for any and all claims related to the unauthorized changes.

Definitions: For purposes of this section, "General Contractor" refers jointly and individually to the General Contractor's firm, the firm's license holder(s), all individuals holding ownership in the firm, their successors, heirs, and assigns.

**01700 CLOSEOUT DOCUMENTS**

General: Deliver one printed copy and one PDF copy of Closeout Documents at the time of final completion for review at least ten (10) working days prior to application for final payment.

Closeout Documents: Provide certificate of occupancy, all warranties, users manual, written maintenance instructions for all materials and equipment, and Record Documents. Include index for contents and tabs for each section.

**01720 PROJECT RECORD DOCUMENTS**

General: Record Documents include as-built plans, supplemental drawings and diagrams, as-built specifications, approved submittals, and records of all changes, including but not limited to Addenda and Change Orders. Deliver one printed copy and one PDF copy of Closeout Documents prior to application for final payment.

Execution: The Contractor shall maintain and regularly update 'as-built' drawings and shop drawing/submittal file indicating exact locations, material, equipment, etc., as installed. Include locations of buried sleeves, hidden piping and conduits, sizes, etc. not specifically shown on the Drawings. Keep one set of record documents at the site for the duration of construction. Do not use record documents for daily construction use. Clearly identify, date, and initial all changes with a red pencil on the plans, specifications, and submittals. Transfer all changes to the final as-built documents at the completion of construction.

**01730 OPERATION AND MAINTENANCE DATA**

Provide manufacturers' operation and maintenance manuals for all equipment, fixtures, and all materials requiring maintenance as part of the Closeout Documents.

**01740 WARRANTY**

General: The Contractor shall guarantee and warrant that all work executed under the contract will be free from defect in materials and workmanship for a period of not less than one year from the date of Final Acceptance.

Special warranties: The terms of extended and special warranties are listed in other sections of these specifications.

Warranty costs: The Contractor(s) shall at their own expense repair and/or replace all such defective work and all other work damaged thereby which becomes defective during the period of the term of the guarantees and warranties.

Commencement date: All guarantee and warranty terms commence upon the date of Final Acceptance.

**01750 PUNCHLIST**

General: Not less than 3 working days prior to application for payment at time of Substantial Completion, the Contractor shall deliver 3 copies of a typed, detailed punchlist to the Architect.

Punchlist requirements: The Contractors punchlist shall identify all known items incomplete or incorrect items at the time of Substantial Completion, listing the remaining work room by room, area by area, and trade by trade.

Completion Schedule: The punchlist shall include the scheduled completion date for each item.

Payments: Further payments to the Contractor will be withheld until a complete punchlist is received.

Incomplete punchlist: In the event the Contractors punchlist is incomplete, additional punchlist items in accordance with the Contract Documents may be added by the Architect and/or Owner. The Contractor shall incorporate these items into his written punchlist.

The Contractor is allowed 30 days from the date of Substantial Completion to the date of Final Completion to complete all punchlist work.

**01760 SUBSTANTIAL COMPLETION**

Substantial Completion: The date of Substantial Completion is the date a permanent Certificate of Occupancy is received from the Building Official and entered into public records, and, the project is substantially ready for full occupancy of all areas by the Owner.

Minor incomplete or incorrect items shall be identified on the Contractors punchlist prior to application for Substantial Completion, and the Contractor is allowed 30 days from the date of Substantial Completion to the date of Final Completion to complete all punchlist work.

**01780 FINAL COMPLETION**

Final Completion: The date of Final Completion is the date all punchlist work and cleaning is completed and accepted by the Owner and Architect. All closeout documents and record documents must be delivered prior to Final Acceptance.

**DIVISION 2 - EXISTING CONDITIONS**

**02000 GENERAL**

Standards: Requirements of Division 1 apply to work of this section. Comply with FBC and AHJ regulations.

Contractor shall inspect and coordinate work of all trades with existing conditions onsite prior to bid. Contract shall include costs of labor and material, with no extra charges for existing conditions.

**02060 SELECTIVE DEMOLITION**

General: Provide all labor, supports, barricades, materials, and equipment required to properly, completely, and safely execute Selective Demolition required to accommodate new Work of this Contract.

Coordination: Selective Demolition Plan indicates the general scope of the work but does not illustrate each and every demolition item required to execute the work of the contract and/or demolition subcontract. It is the sole responsibility of the Contractor to review the entire set of Contract Documents and to coordinate the work of all trades to insure all required demolition work is completed.

Workmanship Standards: Edges and perimeters of demolition work shall be cut in a straight, neat, and workmanlike manner using appropriate methods including but not limited to sawcutting.

Protection: Items not intended for demolition shall be protected from damage, and if damaged, shall be replaced or restored to like-new condition.

Salvaged Items: Specific items may be salvaged and reused in the work, as identified elsewhere in the Documents.

Demolition Work: Completely remove all demolished items and clearing material from the site.

**DIVISION 3 - CONCRETE**

Not Used

**DIVISION 4 - MASONRY**

Not Used

**DIVISION 5 - METALS**

Not Used

**DIVISION 6 - WOOD AND PLASTICS**

Not Used

**DIVISION 7 - THERMAL AND MOISTURE PROTECTION**

**07000 GENERAL**

FBC and Division 1 requirements apply to work of this section.

**07210 THERMAL BATT INSULATION**

Scope of Work: Replace ceiling insulation throughout entire building.

Material: Fiberglass batt insulation, unfaced, min. R-19

Manufacturer: Open Spec

Execution: Protect existing finishes, furniture, and equipment with new polyethylene sheeting. Completely remove existing ceiling insulation and install new ceiling insulation throughout entire building. Install material on new ceilings with tight fit at sides and ends. Dispose protective coverings and clean at end of each work day.

**DIVISION 8 - DOORS AND LOUVERS**

Not Used

**DIVISION 9 - FINISHES**

**09000 GENERAL**

Standards: Comply with codes and referenced standards listed in Division 1, including but not limited to FBC.

Workmanship: All work shall be proper and neat in appearance conforming to nationally recognized standards and specified tolerances.

Corrective work: Work that is not in compliance with referenced codes and standards shall be removed and replaced at no extra cost to the City.

**09500 ACOUSTIC CEILINGS**

General: Replace existing suspended acoustic ceiling tile system throughout building. Comply with referenced standards and manufacturers instructions. Include all labor, materials, and accessories required for a complete and proper installation.

Submittals: Product data and samples

Materials: Textured non-directional acoustic ceiling tile

Products: See Color & Material Schedule  
Manufacturers: Armstrong, USG, or approved equal  
Tile Edges: Tegular  
Tile Size: 24" x 24"  
Tile Color: Manufacturers standard white color.  
Suspension System: Standard metal T-grid.  
Grid Color: Manufacturers standard white color.

Execution: Remove existing ceiling tiles and suspended grid. Coordinate work with other trades temporarily supporting light fixtures, HVAC diffusers, devices, etc. Match ceiling layout indicated on the drawings. Equally space tile ends unless indicated otherwise on the Drawings. Cut tiles from 24" x 48" ceiling tile material where required to avoid pieces smaller than 6" in any direction. Cut edges shall be tegular profile and painted white to match tile. Neatly trim all materials at perimeter, columns, and corners.

Headers and Transitions: Provide lay-in gypsum boards panels, full width of corridors where indicated. Panel width 6" wide typical, cut to match partition width where applicable. Paint to match ceiling color.

Access Panels: Provide lay-in vinyl covered gypsum board panels for access to equipment including air handler units, exhaust fans, etc. Match ceiling color. Field verify locations and quantity.

Tolerances: Install suspended grid flat to a tolerance of 1/8" in 10'-0" in any direction.

Extra Material: Deliver 5% extra stock of acoustic tile material to Owner upon completion.

**09660 RESILIENT BASE**

General: Replace vinyl base throughout building. Comply with referenced standards and manufacturers instructions. Include all labor, materials, and accessories required for a complete and proper installation.

Submittals: Provide sample of selected color

Materials: 6" vinyl coved base

Manufacturer: See Color Schedule.

Accessories: Provide matching preformed corner pieces at all outside corners.

Execution: Remove existing vinyl base throughout building. Patch and repair wall finishes as may be needed to properly Install adhesive and base in strict accordance with manufacturers instructions. Provide full length pieces wherever possible.

Extra Materials: Deliver 5% extra VWB stock to Owner upon completion.

**09680 CARPET**

General: Replace carpet throughout existing building. Comply with referenced standards and manufacturers instructions. Include all labor, materials, and accessories required for a complete and proper installation.

Submittals: Provide product data and samples.

Materials: Provide commercial carpet tiles indicated in the Color Schedule.

Accessories: Provide cont. aluminum transition strip where abutting dissimilar floor finishes.

Execution: Move existing furniture and equipment as needed to remove existing carpet and install replacement carpet. Install materials in accordance with manufacturers instructions. Clean substrate floors and repair surface defects as required for a proper installation of carpet tiles. Vacuum clean carpet.

Final Acceptance: Clean and protect finish floors until final acceptance by Owner.

Extra Materials: Deliver 5% extra stock of carpet tiles to Owner upon completion.

**09900 PAINTING**

General: Paint existing interior partitions, walls, wood base, and trim. Do not paint doors or other wood stain finished trim. Provide all labor and materials required for a complete and proper application of materials scheduled and specified.

Submittals: Provide product data and paint samples.

Materials: 100% Acrylic Latex  
Product: "Pure Performance"  
Manufacturer: PPG  
VOC Content: Zero  
Color: See Color Schedule

Finish: Flat, eggshell, or semi-gloss, as selected by Owner.

Existing Conditions: Temporarily move furniture and equipment away from walls, remove electrical device cover plates, switch plates, curtains, window blinds, and other fixtures or furnishings which interfere with paint finishes. Protect existing materials during paint work with tarpaulins or other suitable covers. Reinstall removed items and furniture, etc. after completion of paint work.

Preparation, General: Properly clean and prepare surfaces in accordance with manufactures recommendations and reference standards prior to application of paint and coating materials.

Preparation, Interior: Lightly sand materials if required to obtain proper adhesion of paint to surfaces. Clean all surfaces of finish materials scheduled to receive paint, completely removing dust, oil, rust, or other deleterious materials.

Interior Sample Panels: Interior sample panel size shall include portions of 2 walls at corner, total size of each panel not less than 4'-0" high x 8'-0" wide. Locate sample where directed. Unaccepted panels may not be incorporated into the work. Do not proceed until samples are approved.

Execution: Verify material compatibility with substrates. Apply bonding agent or primers as recommended by manufacturer. Paint all scheduled exposed work unless indicated otherwise. Surface mounted conduits, panels, piping, conduits, and similar items shall be painted to match wall color and finish.

Excluded Work: Do not paint prefinished items such as signs, hardware, plastic surfaces, anodized aluminum, plastic devices, or similar items. Do not paint prefinished steel panels or factory-primed steel framing unless specifically indicated.

Remove outlet covers, switch covers, signs, etc. as needed to provide a proper installation.

Environmental Conditions: Do not apply paint to wet or damp materials.

Application: Comply with manufacturers recommendations for intended application. All coats shall be thoroughly dry before applying succeeding coats.

Quality Standards: All paint finishes must be evenly spread, free of runs, sags, or other defects.

Protection: Protect adjacent finishes and materials, prepare surfaces, and apply materials in strict accordance with manufacturers recommendations and instructions. Provide temporary barricades, 'WET PAINT' signs, and protect all work until dry.

Cleanup: Remove masking when finished. Carefully remove paint from materials not intended for paint finish. Clean and touch-up as required.

Extra Materials: Deliver all extra paint materials to Owner, providing not less than one gal. primary wall color and one gal. each for all other colors used on the project.

Documentation: Provide a typed As-Built Paint and Color Schedule for each building. This record shall include the job name, job location, date contractors name, the material manufacturer's name, product name, color name and number, and color formula. A copy shall be bound into the Closeout Documents. A duplicate copy of this record shall be delivered to the Owner at the end of the work.

**DIVISION 10 SPECIALTIES**

Not Used

**DIVISION 11 - EQUIPMENT**

Not Used

**DIVISION 12 - FURNISHINGS**

Not Used

**DIVISION 13 - SPECIAL CONSTRUCTION**

Not Used

**DIVISION 14 - CONVEYING SYSTEMS**

Not Used

**DIVISION 15 - MECHANICAL**

**15000 GENERAL**

Referenced Standards: Requirements of Division 1, Florida Plumbing and Mechanical Codes, OSHA, ASHRAE, AMCA, SMACNA, and UL apply to work of this section.

Scope of Work:

Coordinate with other trades during replacement of existing ceiling grid.

Provide temporary supports for existing mechanical work including diffusers, grilles, and registers.

Relocate existing diffusers, grilles, and registers to new ceiling grid as indicated on the Reflected Ceiling Plan. Maintain positions and alignments indicated.

Include duct extensions, connections, etc., as may be required for a complete and proper installation.

**DIVISION 16 - ELECTRICAL**

**16000 GENERAL**

Referenced Standards: Requirements of Division 1, NEC, NFPA, NEMA, and UL apply to work of this section.

Scope of Work:

Coordinate with other trades during replacement of existing ceiling grid.

Provide temporary supports for existing electrical work including light fixtures, devices, etc.

Relocate existing fixtures, devices, fan, etc. to new ceiling grid as indicated on the Reflected Ceiling Plan. Maintain positions and alignments indicated.

Include wiring extensions, connections, etc., as may be required for a complete and proper installation.

END OF SPECIFICATIONS



**VICTOR J. LATAVISH, AIA**  
ARCHITECT  
MEMBER  
THE AMERICAN INSTITUTE OF ARCHITECTS  
AA 0001831  
4100 CORPORATE SQUARE  
SUITE 100  
NAPLES, FLORIDA 34104  
TELEPHONE 239-643-1665

ISSUE & REVISION DATES	
REVIEW	08-12-15
ISSUED	09-01-15
ISSUED FOR PERMITS	01-15-16

01-15-16  
VICTOR J. LATAVISH, AIA  
AR 11942

NOTE: DRAWINGS ARE NOT VALID UNLESS SIGNED AND SEALED BY DESIGN PROFESSIONAL IN ACCORDANCE WITH F.S. CHAPTER 481.

Renovations to the  
**Community Services Department**  
280 Riverside Circle  
Naples, Florida 34102  
for the  
**City of Naples**  
Naples, Florida

SCALE	24 x 36	N.T.S.
SCALE	11 x 17	N.T.S.
PROJECT NUMBER	15-577	
SHEET NUMBER	<b>A2.1</b>	

**ATTACHMENT A - COST SCHEDULE**

COST SCHEDULE		
COMMUNITY SERVICES BUILDING INTERIOR UPGRADE		
Item	Description	Cost
1	Demolition And Removal Of Existing	
2	Supply And Install Ceiling Grid, Insulation, Tile	
3	Supply And Install New Carpet And Wall Trim	
4	Paint Interior	
5	Other Items Not Included In Items 1-4	
6	General Conditions	
<b>Total</b>		
<p>Company Name _____ PH _____</p> <p>Email _____</p> <p>Name and Title of individual completing this schedule:</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"><span>(Printed Name)</span> <span>(Title)</span></p> <p>_____</p> <p style="display: flex; justify-content: space-between;"><span>(Signature)</span> <span>(Date)</span></p>		