



Bid Package #14 Windows

**Exhibit B**

Subcontract Scope of Work

Job Number:

Job Name: Columbia Street West– Ft. Wayne

Subcontractor:

Scope of Work: **Windows**

**GENERAL SUMMARY**

Maintain fences, barricades, guard rails, caution tape, silt fence & all soil control measures, gravel construction entrances/drives etc. If these items are damaged or removed by your forces (by accident, or for execution of work) they are to be reinstalled by your forces to an acceptable condition.

All deliveries and staging of materials must be coordinated with the Superintendent.

Maintain cleanliness of roadways to the satisfaction of Model Construction, neighborhood, and local authorities for the duration of your work on site. Subcontractor is responsible for cleaning dirt/debris from road if it is caused by your men, equipment, trucks, etc. If dirt/debris is tracked on the road and not cleaned by end of the work, Model Construction will clean and subcontractor will be back charged. (Model Construction will notify subcontractor and allow reasonable time to clean prior to assuming responsibility of cleaning).

Provide daily clean-up of all construction debris and “personal trash” (lunch wrappers, bottles, etc.) generated by your crew. Clean up after every workday and take trash to the proper dumpster before going home. If the job site is not in a neat and orderly condition, then all contractors on the jobsite will be responsible to pay for the cost plus fee to have a third party contractor make the job site clean, neat and orderly.

All MODEL CONSTRUCTION jobsites are TOBACCO FREE. All smoking, dipping, chewing, etc. must be done off site, in area designated by Model Construction Superintendent. Please inform your crew(s), as this will be enforced.

Temporary restrooms are provided by Model Construction.

All reference to “General Contractor”, Trade Contractor, or “Subcontractor” in the construction documents shall mean Trade Contractor as outlined in this scope of work/contract.

All work shall be performed by OSHA regulations and standards. All safety issues are to be corrected and paid for by this subcontractor.

All workers on Model Construction Job Sites should be OSHA ten hour trained or have the basic knowledge of OSHA laws and regulations.

All Job-Specific SDS Sheets for this Work Scope must be submitted to the Model Project Manager PRIOR to the start of work.

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Weekly subcontractor meeting will be held in the job office. These meetings are MANDATORY! At least one member from the subcontractor (foreman, project manager, or someone with decision making authority) must be in attendance starting two weeks prior to the scheduled start date, and throughout the duration of your scope of work.

Working hours for this project are established as 7:00 AM to 3:30 PM Monday through Friday. If subcontractors desire to work outside of these hours, prior approval must be granted by Model Construction superintendent. Contractors shall be expected/permitted to work Saturday or Federal Holidays as necessary to maintain the progress of the construction schedule.

All work to be in compliance with the complete contract documents (plans and specifications). Documents can also be examined at the Model Website (see below).

Any work not covered in the base contract must be approved by Model Construction before subcontractor proceeds with work. A daily ticket must be signed by Model superintendent for all extra work. All extra tickets must be included in a **Change Order Request** and submitted on a weekly basis. **No** compensation will be paid to subcontractor for extra work until it is signed by the subcontractor and Model Construction. Approved Change Order Requests are to be submitted to the Project Manager on Model's Change Order form **within Two Weeks** of the change order being approved or work is completed.

Proactive thinking and coordination with Model Construction and other subcontractors is expected and required throughout this project.

Any functioning system turned off or disconnected during the day must be put back in service by the end of the work day. Work day is to be considered day or evening shift depending on where the work is taking place.

Provide close out documents, spare parts, O & M manuals, warranty, etc. upon completion of the scope of work.

Provide accurate As-Built drawings.

Provide OSHA 300A at the end of this job documenting the hours logged by workers on the jobsite and any incidents that occurred on the jobsite.

Subcontractor is to provide a 1 year warranty for all work performed, stating on the day the certificate of occupancy is issued. This 1 year warranty must be officially submitted to Model Construction at the end of the project on company letterhead.

Contractor shall visit site and become familiar with existing conditions as they relate to the proposed work prior to submitting bid, ordering materials, etc.

Drawings and dimensions are plus/minus. Contractor responsible for verifying existing conditions, dimensions, etc., prior to commencing work. Report substantial discrepancies to Model Construction immediately, before continuing with work. Do not scale drawings.

Each contractor responsible for performing work according to local, state and national codes, as well as other regulations which apply to such work.

**Removal or cutting of structural members is not permitted unless shown on the drawings.** Consult with Model Construction regarding repair or removal of structural items.

Materials to be installed must conform to the manufacturer's recommendations.

Hard hats, work boots, protective eyewear and gloves are required for all personnel on-site.

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Final Payment will be paid after contractor complies with submitting its completed company punch list, submitting completed signed copies of Model Construction punch lists and providing all warranty paper work to Model Construction.

Smoking, eating, and drinking on-site is prohibited.

**This is not a tax-exempt project. Include all applicable taxes.**

**Prevailing Wages do not apply.**

**Each Subcontractor to provide a written detailed plan on how they will obtain Section 3 involvement in this Project. Plan will need to be updated on a MONTHLY basis.**

Model at its own discretion, may assign this subcontract, in total, to the Construction Manager. At time of assignment the General Contractor assumes all rights and privileges granted to Model by this subcontract. Subcontractor will be notified in writing within 5 working days of the assignment.

All work shall be coordinated and scheduled by the forth coming attached project schedule (Exhibit C) and managed through General Contractor.

## SUMMARY

Provide all labor, material, equipment, supplies, taxes, insurances, supervision, inspections, manufacturer's warranty and permits to perform the Windows work for The Columbia St. West project in Ft. Wayne, Indiana.

The buildings, and address included in this work are:

<b>133-135 W. Columbia St.</b>	<b>611 S. Harrison St.</b>	
<b>613 S. Harrison St.</b>	<b>617 S. Harrison St.</b>	<b>Ft. Wayne, IN 46802</b>

**All specifications, manufacturers, notes, and details are included in the drawing set. If additional clarification is required, it is your responsibility to contact Model Construction during the bidding process and request that clarification.**

**The General Specifications (Division 1) are spelled out above and shall become a part of any contract.**

Specifications directly applicable to this scope of work:

**Division 00 – All**  
**Division 01 – All**  
**Division 03 – All**  
**Division 08 – 08 52 00 WOOD WINDOWS**  
**08 53 13 VINYL WINDOWS**

This contract specifically includes, but is not necessarily limited to the following:

## Windows

- A. Coordinate and follow schedule. Working closely with site superintendent is a must.
- B. Include all NEW windows as called out on the drawings. Vinyl and Wood windows.
- C. Wood windows to have pre-finished interior white.
- D. No new storefront elevations are included – by Glass/Glazing Subcontractor.
- E. Glass Block work is NOT included in this BP – by Masonry Subcontractor.
- F. Include ALL window openings, complete, including all necessary anchors and sub-framing

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- G. Demolition of existing windows, identified to be replaced, is included in this scope of work.
- H. Remove, dispose, and install each window, screen, and trim per plan - include verification and reworking of each opening for a plumb and level window.
- I. Subcontractor shall maintain a watertight opening for the duration of the project. If a window is demolished before new window can be installed this subcontractor shall provide labor and materials to cover opening at no additional cost to the project.
- J. Subcontractor shall install the screens during the punch list phase.
- K. Coordinate with window supplier and Architect the exact style, dimensions, and quantities of each window per building including brick molding, stops, panning and wraps.
- L. Dead space in between window unit and framed opening shall be foam insulated or caulked (if too narrow of gap for foam) during initial installation of the window.
- M. Openings to receive replacement window custom fit to existing opening.
- N. Clean and remove all refuse to dumpster from window demolition and installation.
- O. Each window shall be completely installed (window unit, insulation, trim, etc.) during the initial installation of each opening.
- P. The subcontractor punch list shall include checking each window unit for proper installation and operation per manufacturer's recommendation. (i.e.: balancers, weather stripping, locking mechanisms, cracked or broken glass, correctly fastened units) Each window shall open and close with little force.
- Q. Fall protection is mandatory during installation.
- R. Subcontract includes all metal, nails, caulk, insulation, shims, fasteners, and any other material necessary for manufacturers recommended installation.
- S. Shim and secure window firmly in opening.
- T. Repair costs necessary due to poor installation are the responsibility of the installer including materials.
- U. This subcontract includes removal and replacement of rotted sills as necessary.
- V. Install per manufactures recommendations to obtain a full warranty. Included but not neccesarily limited to proper flashings at opening.
- W. Install window manufactured track stops to prevent upper sash from inadvertently lowering.
- X. Exterior trim & caulk to match window color.
- Y. Subcontractor to caulk both interior and exterior surfaces, including window perimeter, to provide a weather tight window installation.
- Z. Provide and required lifts and/or scaffolding necessary for the performance of this work.
- AA. **Lead:** For the purposes of this project, all existing painted/coated building materials are assumed to be lead containing, including but not limited to paints, stains, or other coatings. Work involving materials containing or coated with lead (Pb), must be performed in accordance with EPA's RRP regulations. Prior to the start of activities involving lead, the contractor must provide proof of current OSHA training for each person involved with lead activities, and that each person has written evidence of their ability to properly don the necessary respiratory protection If needed.
- BB. Prior to work a lead scope and work plan must be submitted to Model Construction.
- CC. Please reference the Historic Part II Narratives; Contractor shall be sensitive to historical preservation requirements related to this scope of work. Bring it to the attention of Model Project Manager if Historic Part II and drawings are contradictory. Demolition/New work needs to follow National Park Service guidelines.
- DD. This scope of work includes the implementation and continued use of PROCORE and its safety/collaboration tools throughout the project. It is preferred that each contractor has at least one tablet or at minimum one smartphone, loaded with the program, on the job at all times.