

***SPECIFIER SHALL REMOVE COMMENTS IN BOLD ITALIC TEXT PRIOR TO SUBMITTING.***

***THIS SECTION IS PREPARED BY THE BOARD AUTHORIZED REPRESENTATIVE***

**SECTION 01 10 00**

**SUMMARY OF WORK**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes the Following:
1. Summary.
  2. Definitions.
  3. Work Covered by Contract Documents.
  4. Contract Type.
  5. Work Sequences and Phases.
  6. Work Under Other Contracts.
  7. Products Ordered in Advance.
  8. Board Furnished Products.
  9. Use of Premises.
  10. Occupancy Requirements.
  11. Building Permit.

**1.2 DEFINITIONS**

- A. Asbestos Containing Materials (ACM) as defined in 40 CFR 763.83 shall not be used in construction, repair, or renovation of a Chicago Public School.
- B. The terms "Preliminary Acceptance" or "Substantial Completion" mean the same.

***EDIT THE FOLLOWING ARTICLE AS REQUIRED.***

**1.3 WORK COVERED BY CONTRACT DOCUMENTS**

- A. Project Identification: **<Insert Project Title>**.
1. Project Location: **<Insert Project location (school, street address, city, and State).>**
- B. Owner: The City of Chicago Board of Education: Chicago Public Schools, 125 South Clark St, 17<sup>th</sup> floor, Chicago, Illinois 60603.
- C. Architect: **<Insert Name and Address of Architect of Record>**.

- D. Board Authorized Representative: **<Insert Name and Address of Board Authorized Representative>** has been engaged as the Board Authorized Representative for this Project to serve as an advisor to the Board and to provide assistance in administering the Contract for Construction between the Board and Contractor, according to a separate contract between the Board and the Board Authorized Representative.
- E. The Work consists of **<Insert an abbreviated summary of Project>**.
- F. The Work includes **<Insert a brief listing of major products and systems included in Project>**.

#### 1.4 CONTRACT TYPE

- A. Project shall be constructed under a general construction contract.

#### 1.5 WORK SEQUENCE AND PHASES

### ***EDIT THE FOLLOWING PARAGRAPH AS REQUIRED.***

- A. The Work shall be conducted in **<insert number>** phases.
  - 1. Completion dates/durations for each phase as applicable are as provided in Division 00 Section "Supplemental Conditions." Phasing detail is provided in Division 01 Section "Construction Operations and Site Utilization Plan."

### ***EDIT THE FOLLOWING ARTICLE AS REQUIRED (AND REMOVE BRACKETS) OR DELETE IF N/A.***

#### 1.6 WORK UNDER OTHER CONTRACTS

- A. Separate Contract:
  - 1. The Board has awarded a separate contract for performance of certain construction operations at Project site. Those operations shall be conducted simultaneously with work under this Contract. The separate contract includes the following work:
    - a. [Windows]
    - b. [Test and Balance]
    - c. [Temperature Controls]
    - d. [Boilers]
    - e. **<Insert list of other work to be performed under other contracts.>**
    - f.
    - g.

### ***(CONTINUE LIST ABOVE AS APPROPRIATE)***

- 2. Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract.

- B. Assigned Contracts:

1. Separate bids for work to be assigned may be taken by the Board and such work may be assigned to the Contractor. Payment to assigned Subcontractor shall be direct from the Board.
2. Upon an assignment, the Contractor is responsible for progress of the Work and is fully responsible to the Board for acts and omissions of the assigned Subcontractors and all persons either directly or indirectly employed by them as the Contractor is for the acts and omissions of Subcontractors with whom it has directly entered into subcontracts for other portions of the work.
3. The Contractor is responsible for advising the Board in processing progress and final payment requests of the assigned Subcontractor.

***EDIT THE FOLLOWING ARTICLE AS REQUIRED OR DELETE IF N/A.***

1.7 PRODUCTS ORDERED IN ADVANCE

- A. General: The Board has negotiated Purchase Orders with suppliers of **<Insert a brief description of products ordered in advance>** to be incorporated into the Work. The Board will assign these Purchase Orders to Contractor. Costs for receiving, handling, storage if required, and installation of material and equipment are to be included in the Contract Sum.
1. Copies of the purchase orders and their conditions are made a part of the Contract Documents and will be made available through the Board Authorized Representative. It shall be the Contractor's responsibility to review the scope of the pre-ordered products and provide all material and installation not provided in such scope for a complete product-in-place.
  2. Contractor's responsibilities are the same as if Contractor had negotiated Purchase Orders, including responsibility to assist the Board to renegotiate purchase if necessary.
- B. List of Products Ordered in Advance:
1. **<Provide List as Required>**.
  - 2.
  - 3.

***(CONTINUE LIST ABOVE AS APPROPRIATE)***

***EDIT THE FOLLOWING ARTICLE AS REQUIRED OR DELETE IF N/A.***

1.8 BOARD FURNISHED PRODUCTS

- A. The Board will furnish **<Insert a brief description of the Board-furnished products>**. The General Contractor's Contract Sum is to include all support systems to receive the Board's equipment and to make all utility connections (plumbing, mechanical, electrical, etc.).
1. The Board will arrange for and deliver Shop Drawings, Product Data, and Samples to Contractor.
  2. The Board will arrange and pay for delivery of Board-furnished items according to Contractor's Construction Schedule.
  3. After delivery, the Board will inspect delivered items for damage. Contractor shall be present for and assist in the Board's inspection.

4. If the Board-furnished items are damaged, defective, or missing, the Board will arrange for replacement.
5. The Board will arrange for manufacturer's field services and for delivery of manufacturer's warranties to Contractor.
6. The Board will furnish Contractor the earliest possible delivery date for the Board-furnished products. Using the Board-furnished earliest possible delivery dates, Contractor shall designate delivery dates of the Board-furnished items in Contractor's Construction Schedule.
7. Contractor shall review Shop Drawings, Product Data, and Samples and return them to the Architect noting discrepancies or anticipated problems in use of product.
8. Contractor is responsible for receiving, unloading, installation and handling of the Board-furnished items at Project site.
9. Contractor is responsible for protecting the Board-furnished items from damage during storage and handling, including damage from exposure to the elements.
10. If the Board-furnished items are damaged as a result of Contractor's operations, Contractor shall repair or replace them.

#### 1.9 USE OF PREMISES

- A. Limits: Confine construction operations to areas of construction and renovation. Refer to Division 01 Section "Construction Operations and Site Utilization Plan" for specific restrictions and requirements.
- B. The Board Occupancy: Allow for the Board occupancy of site and use by the public hereinafter referred to as the User.
- C. Driveways and entrances: keep driveways, entrances, and parking lots serving premises clear and available to the Board, User's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Construction personnel are to enter and exit at designated areas only.
  1. Schedule deliveries to minimize use of driveways and entrances.
  2. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- D. Parking for the Contractor and his force is to be only in designated areas. Failure to comply shall result in the towing of offending vehicle by CPS. All costs incurred shall be paid by the Contractor.
- E. Use of Existing Building: Maintain existing building in a weather tight condition throughout construction period. Repair damage caused by construction operations. Protect building and its occupants during construction period.
  1. During hours of User operations in building, Contractor must make every effort to minimize noise, dust and vibration at all times. Should the Contractor be directed by the Board Authorized Representative or the Board to stop due to a complaint by User, the Contractor shall absorb all costs associated with this stoppage and arrange his work accordingly.
  2. There is no use of personal radios within hearing of existing occupied CPS facilities during school hours.

- F. Smoking is not allowed on school property by City Ordinance. Any person observed in violation of this Ordinance shall be reported to the proper authorities.
- G. Contractor is responsible for the conduct of their employees and Subcontractors on the project. Under no circumstances are the Contractor's personnel to use CPS equipment or material, or be in undesignated areas of the site without prior approval by the Board Authorized Representative or the Board. Failure to comply shall result in immediate dismissal of person or persons from the project.
- H. The Contractor shall be responsible for the work and shall protect from damage, vandalism and theft all work until it is accepted
- I. Vehicle Use - Keep all vehicles, mechanized or motorized equipment locked at all times when parked and unattended on Owner's premises. Do not, under any circumstances, leave any vehicle unattended with motor or engine running, or with ignition key in place. These requirements are to be rigidly enforced.
- J. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by the Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
  - 1. Notify User and Board Authorized Representative not less than two days in advance of proposed utility interruptions
  - 2. Do not proceed with utility interruptions without Board Authorized Representative and User's written permission.

### ***EDIT THE FOLLOWING ARTICLE AS REQUIRED***

#### **1.10 OCCUPANCY REQUIREMENTS**

- A. The Board and User will occupy site and existing building during entire construction period. Cooperate with User during construction operations to minimize conflicts and facilitate User usage. Perform the Work so as not to interfere with User's operations.
- B. The Board reserves the right to occupy and to place and install equipment in completed areas of building prior to preliminary acceptance provided such occupancy does not interfere with completion of the Work or applicable codes or permit requirements. Such placement of equipment and partial occupancy shall not constitute acceptance of the Work.
- C. Architect will prepare a Certificate of Preliminary Acceptance for each specific portion of the work to be occupied before the full Board occupancy.
- D. Obtain a Certificate of Occupancy as may be required from authorities having jurisdiction before the Board occupancy.
- E. Before partial Board occupancy, mechanical, electrical, plumbing, fire alarm, and fire protection systems shall be fully operational, and required tests and inspections shall be successfully completed. On occupancy, the Board will operate and maintain systems serving occupied portions of building.

- F. On occupancy, the Board will assume responsibility for maintenance and custodial service for occupied portions of building.

#### 1.11 BUILDING PERMIT

- A. This project requires a building permit, and as such, no work subject to permit requirements is to begin until permit is obtained. The Contractor is responsible for obtaining the Building Permit, but will be assisted by the Board Authorized Representative and Architect of Record.
- B. Within 7 days following Notice of Award, the Contractor is to provide information necessary for initial submission for permit and as requested by the Board Authorized Representative.
- C. Work not requiring permit is expected to commence upon issuance of Notice to Proceed. This includes processing of submittals and shop drawings, development and coordination of project schedules, coordination with school activities, and fabrication and ordering of approved materials. This shall also include advanced mobilization on the job site in anticipation of receipt of permit.

#### **PART 2 - PRODUCTS (Not Used)**

#### **PART 3 - EXECUTION (Not Used)**

**END OF SECTION**