**Repair of Locker Rooms, WCs, Bathrooms and Halls Tbilisi Diplomatic Village**

**Section A – General Requirements**

This project includes all work associated with:

* Complete demolition of the existing wall and floor tiles, subflooring, drywall panels (without damaging profiles) and dropped ceiling panels in bathrooms and WCs;
* Complete demolition of the existing wall tiles (without damaging floors) and dropped ceiling panels in pool entrance room;
* Installing of new subflooring, drywall and dropped ceiling panels, providing and installing new floor and wall tiles in bathrooms and WCs;
* Renovation of showers, providing new drains, plumbing fixtures and valves;
* Replacement of all faucets, sinks, mirrors, bathroom accessories;
* Replacement and improvement of lighting;
* Renovation of walls and ceilings in locker rooms and halls;
* Replacing of grouts in locker rooms and halls;
* Replacement of service entrance locks;
* Renovation of doors, etc.

The Contractor shall provide the services of qualified, factory trained and certified personnel (with at least one of each trade at the journey-man level or equivalent) with relevant experience of more than 3 years to meet the minimum requirements established below, to perform the repair services in accordance with the Statement of Work. Helper positions do not need to meet this 3 year minimum requirement.

The contractor shall also provide all necessary technical, managerial, administrative and direct labor personnel as well as all transportation, tools, instrumentation, equipment and supplies required to complete all works listed below and included in the drawings.

The Contractor shall institute an appropriate inspection system including checklists of duties to be carried out, ensuring these duties are carried out by the supervisory staff and senior employees, and carrying out during the emergency repair services to determine whether the various services are being performed according to the contract requirements. Any shortcomings and/or substandard conditions noted in such inspections shall be promptly corrected and improved; any conditions beyond the responsibility of the Contractor shall be brought to the attention of the Contracting Officer or COR, for disposition.

The services being performed hereunder and the supplies furnished therefor will be inspected from time to time by the COR, or his/her authorized representatives, to determine that all work is being performed in a satisfactory manner, and that all supplies are of acceptable quality and standards. The Contractor shall be responsible for any countermeasures or corrective action, within the scope of this contract, which may be required by the Contracting Officer as a result of such inspection.

The Zurgovani Club House will continue their normal everyday business in the buildings throughout the work. The contractor shall coordinate the construction schedule with the facility manager and COR as to cause minimal disruption to the Zurgovani Club House’s ability to perform their work.

The original condition of the building, equipment or other work in place before any modifications are accomplished under this project is generally shown as "Existing" on the Contract Drawings.

* 1. **Specifications and Drawings for Construction** 
     1. The Contractor shall carefully review and coordinate drawings and specifications, and other project documents before submittal. This includes identifying all interface points and controls between drawings and documents.
     2. Exact location of all affected utilities, including underground utilities, will be the responsibility of the contractor. Drawings may not completely show all utilities nor do Government personnel know their location. Site verification, including digging by hand with a shovel, may be required in addition to contacting any local authorities and utility companies to determine exact locations of utilities. Any utilities damaged by the contractor shall be repaired or replaced by the contractor to pre-existing conditions and the contractor’s expense.
     3. In case of a difference between drawings and specifications, the most stringent standards shall governed and be decided by the U.S Government.
  2. **Protection of Property**
     1. The contractor shall be responsible for properly covering and preserving any existing finished building surfaces or property to prevent scratching or other damage that might be caused by construction tools or construction activity.
     2. Any Government property damaged by the contractor during construction activities shall be repaired or replaced to pre-existing conditions.
     3. The contractor shall be responsible for maintaining a building temperature and humidity level which will prevent freezing or mold growth in the building. If any damage occurs to any government property due to too cold or too hot building temperatures because of negligence of the contractor the property shall be repaired or replaced to pre-existing conditions by the contractor.
  3. **Temporary Facilities**
     1. The contractor shall maintain and restore all government roads, service areas and utilities used to pre-construction condition and restore any damaged or removed building materials to preconstruction condition.
     2. The building electrical service may be utilized by the contractor during the construction. The contractor shall be careful to ensure the contractor’s usage of the building electrical services does not interfere with the Zurgovani Club House’s ability to perform their work.
  4. **Safety – In Addition To FAR 52.236-13 & OBO SHEM Accident Prevention**
     1. The contractor shall fill out and submit the Preconstruction Safety Checklist to the COR prior to beginning construction.
     2. The contractor shall designate a safety officer to ensure a safe work site. The safety officer shall perform daily work site inspections to assure compliance with all safety regulations and standards.
     3. The Contractor’s Safety Plan shall be available on-site. The Contractor shall provide Safety Data Sheets (SDS) for all hazardous materials brought on-site. SDS shall be made available in a conspicuous location.
     4. All equipment and work activities shall comply with OSHA Regulations and all accidents incidental to work performed under this contract shall be reported in accordance with OSHA reporting requirements. Additionally a copy of the accident report shall be provided to the Contracting Officer and POSHO.
     5. The Contractor shall provide and install barricades, signs, or other warning devices to delineate the construction area and restrict public access to the construction site. Follow Manual of Uniform Traffic Control Devices (MUTCD).
     6. Provide at least one non-freezing-type fire extinguisher in each workshop and shed used for storage of materials on the premises. Place in location readily accessible to workers.
     7. Provide at least one non-freezing-type fire extinguisher of the appropriate class for each group of workers performing flammable procedures.
     8. Provide and maintain a basic first aid kit for use of workers.
     9. Provide first aid supply commensurate with size of project with items necessary for first aid treatment of all injuries. Include first aid items identified on SDS for applicable items, in applicable locations.
     10. Advise all workers of the location of first aid supplies.
     11. Post telephone numbers of nearest hospital or ambulance service and fire station in conspicuous location. Advise all workers of location of telephone numbers.
     12. Provide necessary Personnel Protective Equipment (PPE) as identified by SDS. Provide documentation, workers have been trained in use of PPE prior to individual use.
     13. All completed construction shall comply with OSHA, NFPA and ABA code and regulations.
  5. **Quality Requirements**
     + 1. Please reference the following standards for additional quality control:
     1. ASTMC C1021- Standard Practice for Laboratories Engaged in Testing of Building Sealants;
     2. ASTM C1077 - Standard Practice for Laboratories Testing Concrete and Concrete Aggregates for Use in Construction and Criteria for Laboratory Evaluation;
     3. ASTM E329 - Standard Specification for Agencies Engaged Construction Inspection and/or Testing.
     4. **Quality Assurance**
        1. For products or workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes. Such standards are made a part of the Contract Documents by reference.
        2. Conform to reference standard of date of issue current on date of Contract Documents, except where a specific date is established by applicable code.
        3. Obtain copies of standards when required by the Contract Documents.
        4. Should specified reference standards conflict with Contract Documents, request clarification from the COR before proceeding.
        5. Neither the contractual relationships, duties or responsibilities of the parties in Contract, nor those of the COR shall be altered by the Contract Documents by mention or inference otherwise in any reference document.
     5. **Control of Installation**
        1. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
        2. Comply with manufacturers' instructions, including each step in sequence.
        3. Should manufacturers' instructions conflict with Contract Documents, request clarification from COR before proceeding with the work and installation.
        4. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
        5. Have Work performed by persons qualified to produce required and specified quality.
        6. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
        7. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.
     6. **Testing and Inspections**
        1. See individual specification sections for testing and inspection required.
        2. Testing Agency Duties
     7. Provide qualified personnel at site. Cooperate with COR and Site Operations in performance of services.
     8. Perform specified sampling and testing of products in accordance with specified standards.
     9. Submit reports of all tests/inspections specified.
        1. Limits on Testing/Inspection Agency Authority:
     10. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
     11. Agency may not approve or accept any portion of the Work.
     12. Agency may not assume any duties of Contractor.
     13. Agency has no authority to stop the Work.
         1. Re-testing required because of non-conformance to specified requirements shall be performed by the same agency on instructions by COR.
         2. Re-testing required because of non-conformance to specified requirements shall be paid for by Contractor.
     14. **Tolerances**
         1. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate!
         2. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from COR before proceeding.
         3. Adjust products to appropriate dimensions; position before securing products in place.
     15. **Hazardous Substances – Asbestos, Lead and Polychlorinated Biphenyls (PCB’S)**
         1. No asbestos, lead or PCB’s are known to exist in this facility. The following sections shall apply to all Contractors. If any hazardous substances or suspicious substances are encountered, cease all work until the matter has been cleared.
         2. Airborne asbestos fibers, lead and PCB compounds, if encountered have been determined to be hazardous to one’s health. All products installed as part of this project shall contain no asbestos, lead or PCB compounds.
         3. Contractor’s attention is directed to the Occupational Safety and Health Act (OSHA) in general and to Part 1926.1101 – ASBESTOS in particular. Compliance with all possible applicable provisions is the Contractor’s responsibility. Contractor is responsible for the work meeting the definition of OSHA Class III asbestos work including fastening to or coring through asbestos.
         4. Existing regulations require removal of friable ACM and Category II non-friable ACM prior to demolition of a building. Category I non-friable ACM does not need to be removed from a building prior to demolition if the waste generated from the demolition is taken to an approved construction and demolition landfill, if the contractor chooses to recycle building materials from a demolished building or if the Contractor’s demolition methods cause Category I non-friable ACM in accordance with state and federal regulations prior to demolition.
         5. Conform to OSHA and EPA recommended worker safety requirements when removing lead based paint or material bearing lead based paint or material contaminated with lead by the demolition process. Contractor’s attention is directed to the Occupational Safety and Health Act (OSHA) in general and particularly 29 CFR 1910.25 (LEAD STANARD) and to CFR 1926.62 (LEAD EXPOSURE IN THE CONSTRUCTION INDUSTRY). For OSHA compliance and regulation interpretations, contractors may contact the area OSHA office for this project.
     16. **Greening the Government through Waste Prevention, Recycling, and Installation of Energy Efficient Equipment.**
         1. Contractor shall promote sound waste management practices such as demolition waste recycling to limit the amount of materials sent to landfills per OBO Green Policies and Executive Order 13101 and shall comply with all federal, and local Republic of Georgia regulations when removing and disposing construction debris off the Government’s property.
     17. **Clean Up Procedures**
         1. The Contractor shall maintain a clean work site, free of accumulation of surplus materials and rubbish resulting from all operations and remove rubbish from premises.
         2. After completion of project the Contractor shall provide a thorough cleanup of area removing dust and any grime from furniture, furnishing, walls and floors.
         3. All debris and demolition equipment must be removed from the site.
  6. **Construction Process Requirements**
     1. **Products**
     2. Provide new products as required by the Contract Documents.
     3. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
     4. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.
     5. **Maintenance Materials**
     6. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections.
     7. Deliver to Project site; obtain receipt prior to final payment.
     8. **Transportation and Handling**
     9. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
     10. Transport and handle products in accordance with manufacturer's instructions.
     11. Transport materials in covered trucks and sealed shipping containers to prevent contamination of product and littering of surrounding areas.
     12. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
     13. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.
     14. Arrange for the return of packing materials, such as wood pallets, where economically feasible.
     15. **Storage and Protection**
         1. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication.
         2. Store and protect products in accordance with manufacturers' instructions.
         3. Store with seals and labels intact and legible.
         4. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.
         5. For exterior storage of fabricated products, place on sloped supports above ground.
         6. Provide off-site storage and protection when site does not permit on-site storage or protection.
         7. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
         8. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
         9. Prevent contact with material that may cause corrosion, discoloration, or staining.
         10. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
         11. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.
     16. **Manufacture’s Field Services**

1. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust and balance of equipment as applicable, and to initiate instructions when necessary.
2. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.
   * 1. **Coordinate**
3. The entire operation of the contracted services shall be superintended by the Contractor's liaison, who shall maintain a close contact with the Contracting Officer and the COR in order to coordinate the performance of the contracted services with the needs of the Government. The liaison, (or his/her qualified assistant), shall be on duty throughout the normal operating hours of the Zurgovani Club House. S/he shall also superintend the performance of the contracted services on Saturdays, Sundays, and holidays.
4. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
5. Notify affected utility companies and comply with their requirements.
6. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
7. Coordinate space requirements, supports, and installation of the plumbing, mechanical and electrical work that are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
8. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
9. Coordinate completion and clean-up of work of separate sections.
10. After occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Zurgovani Club House’s activities.
    * 1. **Examination**
11. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
12. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
13. Examine and verify specific conditions described in individual specification sections.
14. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or miss-fabrication.
15. Verify that utility services are available, of the correct characteristics, and in the correct locations.
16. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.
    * 1. **Preparation**
      2. Clean substrate surfaces prior to applying next material or substance.
      3. Seal cracks or openings of substrate prior to applying next material or substance.
      4. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.
      5. **Progress Cleaning**
17. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
18. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
    * 1. **General Installation Requirements**
19. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
20. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
21. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
22. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
23. Make neat transitions between different surfaces, maintaining texture and appearance.
24. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
25. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.
    * 1. **Protection of Installed Work**
26. Protect installed work from damage by construction operations.
27. Provide special protection where specified in individual specification sections.
28. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
29. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
30. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
31. Remove protective coverings when no longer needed; reuse or recycle plastic coverings if possible.
    * 1. **System Startup**
32. Coordinate schedule for start-up of various equipment and systems by factory certified technician for **each** piece of equipment to ensure factory warranty is not voided.
33. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions that may cause damage.
34. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.
35. Verify that wiring and support components for equipment are complete and tested.
36. Execute start-up under supervision of applicable Contractor personnel in accordance with manufacturers' instructions.
37. Submit a written report that equipment or system has been properly installed and is functioning correctly.
38. Adjust operating products and equipment to ensure smooth and unhindered operation.
    * 1. **Final Cleaning By General Work and Labor Contractor**
39. Execute final cleaning after Substantial Completion but before making final application for payment.
40. Clean areas to be occupied by Zurgovani Compound residancts prior to final completion before DoS occupancy.
41. Use cleaning materials that are nonhazardous.
    * 1. **Closeout Procedures**
42. Make submittals that are required by governing or other authorities.
    * + - 1. Provide copies to COR.
43. Accompany Project Coordinator on preliminary inspection to determine items to be listed for completion or correction in Contractor's Notice of Substantial Completion.
44. Notify COR when work is considered ready for Substantial Completion.
45. Submit written certification that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for COR's review.
46. Correct items of work listed in executed Certificates of Substantial Completion and comply with requirements for access to Zurgovani Club House - occupied areas.
47. Notify COR when work is considered finally complete.
48. Complete items of work determined by COR's final inspection.
    * 1. **Maintenance**
49. Provide service and maintenance of components indicated in specification sections.
50. Maintenance Period: As indicated in specification sections or, if not indicated, not less than one year from the Date of Final Acceptance from the Zurgovani Administration or the length of the specified warranty, whichever is longer. Date to be established upon construction completion and warranties provided.
51. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
52. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component and must be new.
53. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Zurgovani Administration.
    1. **Demolition Works**
       1. **Utility Services**

1. Maintain existing utilities indicated to remain in service and protect against damage during demolition operations.
2. Extent of electrical and mechanical utilities to be removed is shown on Contract Drawings.
3. Schedule utility outages through USFWS (COR). Provide a minimum one week notice prior to performing work.
   * 1. **Preparation**
4. Survey existing conditions prior to beginning on-site demolition operations. Survey must be performed by a "competent person."
5. Determination of conditions of structures and the possibility of unplanned collapse of any portion of structure or adjacent structure where employees and/or contractors may be exposed.
6. Various phases of demolition need to be protected from unplanned contact with active utilities, exposure to toxic materials and gases, falling objects, structural collapse, and any other hazards routinely associated with demolition activities. Verify that utilities have been disconnected and capped during demolition.
7. If unanticipated mechanical, electrical or structural elements that conflict with intended function or design are encountered, investigate and measure nature and extent of conflict.
8. Promptly submit written report to the COR if “Differing Site Conditions” exist from Contract Documents.
9. Pending receipt of directive from (COR), rearrange selective demolition schedule and notify (COR) as necessary to continue overall job progress without delay.
   * 1. **Demolition**
10. Wear proper personal protective equipment at all times.
11. Perform work in safe and systematic manner.
12. Provide temporary barricades and other forms of protection as required for safety and security.
13. Provide protective measures as required to provide free and safe passage to and from occupied portions of buildings.
14. Conduct demolition operations to prevent injury to people and damage to adjacent buildings and facilities designated to remain.
15. Conduct demolition operations and remove debris in manner to ensure minimum interference with roads, streets, walks, and other adjacent occupied or used facilities.
16. Use such methods as required to complete work indicated on Contract Drawings and minimize disturbance of Zurgovani Compound normal operations.
17. Demolish and remove existing construction only to extent required, and as indicated in Contract documents.
18. Use water as necessary to lay dust when chipping, coring, or sawing concrete, masonry or similar materials. Water must be controlled inside buildings by damming, mopping or vacuuming.
19. Completely backfill below-grade areas and voids resulting from utility removal and other demolition work.
20. Lock out / Tag out Program shall be used to secure all energy sources during demolition.
    * 1. **Repairs**
21. Repair demolition performed in excess of that required.
22. Return structures and surfaces not part of demolition, to conditions existing prior to commencement of demolition work.
23. Promptly repair adjacent construction or surfaces soiled or damaged by demolition work at no cost to the Zurgovani Administration.
    * 1. **Disposal of Demolished Materials**
24. General: Promptly dispose of debris, rubbish, and other materials resulting from building site demolition operations.
25. If Contractor encounters material during removal that is suspected to be potential hazard, stop work immediately and notify (COR). (COR) shall determine salvageable items, if not indicated in Contract documents.
26. Disposal of Lights – Light Ballasts shall be disposed of properly. Any fixtures containing PCB’s that are being disposed of by the contractor. The contractor shall provide documentation that the fixtures have been disposed of properly.
27. Gages and Meters – All gages and meters that are being removed as part of the project shall be inspected for the presence of Mercury. If they contain mercury, the contractor is required to provide document showing proper disposal.
    * 1. **Cleaning**
28. Remove tools, equipment and demolished materials from site upon completion of demolition work. Remove protections as approved by (COR) and leave interior areas broom clean.
    1. **Documents**
       1. **Submittal Documents**
29. The Contractor shall have a quality control program in effect, which will require his employees and consultants to thoroughly review and coordinate all project data prior to submittals. The Contractor shall correct deficiencies, ambiguities, conflicts, and inconsistencies before submitting documents or they will be rejected by the Contracting Officer. The letter of transmittal shall certify that all documents have been reviewed and coordinated prior to submittal. The certification shall be signed by a principal of the Contractor’s firm. The Contracting Officer's Representative (COR) will review and approve the Quality Assurance/Quality Control (QA/QC) program proposed by the Contractor. This program shall indicate the method of controlling the quality of all work produced by the Contractor and consultants. Refer to FAR Clause 52.236-23, "Responsibility of the Architect/Engineer Contractor".
30. Make the following types of submittals to COR:
31. Equipment submittals and cut-sheets
32. Requests for interpretation.
33. Requests for substitution.
34. Shop drawings, product data, and samples.
35. Test and inspection reports.
36. Design data.
37. Manufacturer's instructions and field reports.
38. Progress schedules.
39. Coordination drawings.
40. Closeout submittals.
41. O&M Manuals
42. When the following are specified in individual sections, submit them for review 5 calendar days from contract award:
43. Product data.
44. Shop drawings.
45. Samples for selection.
46. Samples for verification.
47. After review, provide copies and distribute to subcontractors.
48. When the following are specified in individual sections, submit them for information:
49. Design data.
50. Certificates.
51. Test reports.
52. Inspection reports.
53. Manufacturer's instructions.
54. Manufacturer's field reports.
55. Other types indicated.
56. When the following are specified in individual sections, submit them prior to final inspection:
57. Project record documents.
58. Operation and maintenance data.
59. Warranties.
60. Bonds.
61. Other types as indicated.
62. Operation and Maintenance Data:
    1. Submit three copies of preliminary draft or proposed formats and outlines of contents before start of Work. COR will review draft and return one copy with comments.
    2. For equipment, or component parts of equipment put into service during construction and operated by the Zurgovani Administration, submit completed documents within 10 days after acceptance.
    3. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with COR comments. Revise content of all document sets as required prior to final submission.
    4. Submit two sets of revised final documents in final form within 10 days after final inspection.
63. Proposed Products List: Submit list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.
64. Submit within 5 calendar days after date of Notice to Proceed.
65. For products specified only by reference standards, list applicable reference standards.
66. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
67. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
68. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
69. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.
70. Test Reports: After each test/inspection, promptly submit an electronic copy of report to COR and to Contractor. Include:
71. Date issued.
72. Project title and number.
73. Name of inspector.
74. Date and time of sampling or inspection.
75. Identification of product and specifications section.
76. Location in the Project.
77. Type of test/inspection.
78. Date of test/inspection.
79. Results of test/inspection.
80. Conformance with Contract Documents.
81. When requested by COR, provide interpretation of results.
82. Certificates: When specified in individual specification sections, submit certification by the manufacturer and Contractor or installation/application subcontractor to COR, in quantities specified for Product Data.
83. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
84. Certificates may be recent or previous test results on material or product, but must be acceptable to COR.
85. Manufacturer's Instructions: When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, for the DoS’s information. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.
86. Manufacturer's Field Reports: Submit reports to COR.
87. Submit electronic report within 5 calendar days of observation to COR for information.
88. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
    * 1. **Project Record Documents**
89. Maintain on site one set of the following record documents; record actual revisions to the Work:
90. Drawings.
91. Specifications.
92. Addenda.
93. Change Orders and other modifications to the Contract.
94. Reviewed shop drawings, product data, and samples.
95. Manufacturer's instruction for assembly, installation, and adjusting.
96. Ensure entries are complete and accurate, enabling future reference by the Zurgovani Administration.
97. Store record documents separate from documents used for construction.
98. Record information concurrent with construction progress.
99. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
100. Manufacturer's name and product model and number.
101. Product substitutions or alternates utilized.
102. Changes made by Addenda and modifications.
103. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
104. Field changes of dimension and detail.
105. Details not on original Contract drawings.
     1. **Progress Schedule**
        1. **Submittals**
106. Within 10 days after the Notice to Proceed, submit the preliminary progress schedule.
107. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
108. Include written certification that major Subcontractors have reviewed and accepted proposed schedule.
109. Submit updated schedule with each Application for Payment.
     * 1. **Schedule Format and Contract Time**
110. Listings: In chronological order according to the start date for each activity. Identify each activity with the applicable specification section number. Schedule shall be done in Microsoft Project.
111. Scale and Spacing: To allow for notations and revisions.
112. If the delivery time for any material and/or equipment called for on the drawings or specified herein, is anticipated by a bidder to be a problem in regard to meeting the Construction Progress Schedule, such bidder is asked to contact the COR immediately so a change, if required, can be made to maintain the Schedule.
113. The Contractor is required to submit any required Shop Drawings within 15 days after the Notice to Proceed in order to expedite the work as much as can be done.
     * 1. **Content of Schedule**
          1. Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.
          2. Identify each item by specification section number.
          3. Identify work of separate stages and other logically grouped activities.
          4. Provide sub-schedules to define critical portions of the entire schedule.
          5. Show accumulated percentage of completion of each item, and total percentage of Work completed, as of the first day of each month.
          6. Provide legend for symbols and abbreviations used.
       2. **Updating the Schedule**
          1. Maintain schedules to record actual start and finish dates of completed activities
          2. Indicate progress of each activity to date of revision, with projected completion date of each activity.
          3. Update diagrams to graphically depict current status of Work.
          4. Identify activities modified since previous submittal, major changes in Work, and other identifiable changes.
          5. Indicate changes required to maintain Date of Substantial Completion.
          6. Submit reports required to support recommended changes.
          7. Provide narrative report to define problem areas, anticipated delays, and impact on the schedule. Report corrective action taken or proposed and its effect including the effects of changes on schedules of separate contractors.
     1. **Closeout**
        1. **Warranties**
114. For equipment or component parts of equipment put into service during construction with Zurgovani Administration’s permission, submit documents within 10 days after final acceptance.
115. Make other submittals within 10 days after Date of Final Acceptance, prior to final Application for Payment.
116. For items of Work for which acceptance is delayed beyond Date of Final Acceptance, submit within 10 days of revised Date of Final Acceptance, listing the revised date as the beginning of the warranty period.
117. The Contractor shall guarantee that all materials and labor installed are new and of first quality and that any material or labor found defective shall be replaced without cost to the Zurgovani Administration within five (5) years after substantial completion of the Contract. The guarantee shall list the date of the beginning of the five (5) year period, which shall be the date that the Substantial Completion Certificate is achieved.
     * 1. **Operation and Maintenance Data**
118. For Each Product or System: List names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
119. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
120. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.
121. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.
     * 1. **Operation and Maintenance Data for Equipment and Systems**
122. For Each Item of Equipment and Each System:
123. Description of unit or system, and component parts.
124. Identify function, normal operating characteristics, and limiting conditions.
125. Include performance curves, with engineering data and tests.
126. Complete nomenclature and model number of replaceable parts.
127. Panel board Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.
128. Include color coded wiring diagrams as installed.
129. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
130. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and troubleshooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
131. Provide servicing and lubrication schedule, and list of lubricants required.
132. Include manufacturer's printed operation and maintenance instructions.
133. Include sequence of operation by controls manufacturer.
134. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
135. Provide control diagrams by controls manufacturer as installed.
136. Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
137. Include test and balancing reports.
138. Additional Requirements: As specified in individual product specification sections.
     * 1. **Operation and Maintenance Manuals**
139. Prepare instructions and data by personnel experienced in maintenance and operation of described products.
140. Prepare data in the form of an instructional manual.
141. Binders: Commercial quality, 8-1/2 by 11 inch three D side ring binders with durable plastic covers; 3 inch maximum ring size. When multiple binders are used, correlate data into related consistent groupings.
142. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
143. Provide tabbed dividers for each separate product and Text: Manufacturer's printed data, or typewritten data on 24 pound paper.
144. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
145. Arrange content by systems under section numbers and sequence of Table of Contents of this Project Manual.
146. Contents: Prepare a Table of Contents for each volume, with each product or system description identified, in three parts as follows:
147. Part 1: Directory, listing names, addresses, and telephone numbers of COR, Contractor, Subcontractors, and major equipment suppliers.
148. Part 2: Operation and maintenance instructions, arranged by system and subdivided by specification section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Identify the following:
     * 1. Significant design criteria.
       2. List of equipment.
       3. Parts list for each component.
       4. Operating instructions.
       5. Maintenance instructions for equipment and systems.
       6. Maintenance instructions for special finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
149. Part 3: Project documents and certificates, including the following:
150. Shop drawings and product data.
151. Air and water balance reports.
152. Certificates.
153. Photocopies of warranties and bonds.
154. Provide one electronic copy in PDF format of the Operation and Maintenance Manual.
155. Provide one electronic copy in CD format of the Operation and Maintenance Manual.
     1. **Document Submittal Format**
        1. **Electronic Document Submittal**
           1. All documents transmitted for purposes of administration of the contract are to be in electronic (PDF) format and transmitted via email.
           2. It is Contractor's responsibility to submit documents in PDF format.
           3. Besides submittals, this procedure applies to requests for information (RFIs), progress documentation, contract modification documents (e.g. supplementary instructions, change proposals, change orders), field reports and meeting minutes, and any other document any participant wishes to make part of the project record.
           4. All other specified submittal and document transmission procedures apply, except that electronic document requirements do not apply to samples or color selection charts.
        2. **Electronic Submittal Procedures**
156. Electrically send submittals to COR with the transmittal form and email via address provided by project coordinator.
157. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.
158. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.
159. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
160. Schedule submittals to expedite the Project, and coordinate submission of related items.
161. For each submittal for review, allow 5 working days excluding delivery from and to the Contractor.
162. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.
163. Provide space for Contractor, Engineer/Architect and COR review stamps.
164. When revised for resubmission, identify all changes made since previous submission.
165. Distribute reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
     1. **Additional Information**

* Contractors shall make insurance for all their employees (if you think insurance for property is also important, please include it too. In case of any damage, contractors anyway are responsible for fixing the damage);
* Offered price shall include all costs associated with the project (labor, material, equipment, insurance, transportation, cleaning, overhead, profit (probably VAT too?), etc.);
* Contractor shall provide work schedule, price breakdown, references together with the offer (also some kind of information claiming that they have enough finances and experience for completing all works);
* All material samples with data sheets shall be provided for check minimum 5 calendar days prior to the start of work;
* All approved construction materials shall be delivered on construction site minimum 3 calendar days prior to starting specific works;
* List of all employees, drivers and vehicles shall be provided minimum 2 working days prior to the need for access on construction area:
  + For employees and drivers:
    - Name & Surname;
    - ID Number;
    - Position.
  + For vehicles:
    - Plate Number;
    - Mark;
    - Model;
    - Vehicle Color;
    - Driver Information.
* Contractors shall request final check and acceptance minimum 7 calendar days prior to the date of competition of the project;
* All test result shall be filled in special form and provided maximum 1 calendar day after the competition of the test;
* All extra materials, drawings, data sheets, model numbers, installation manuals, certificates and other documents shall be provided to Zurgovani Administration maximum 5 calendar days after the final acceptance of the project;
* Contractors shall provide English speaking supervisor who will be responsible for all works and updates;
* Supervisor shall send reports to Zurgovani Administration regarding completed, ongoing and scheduled works for next 5 calendar days.

* Please calculate and include liquidated damages in the contract/bid (in case contractors don’t fit in the provided timetable);
* Please include some kind of method (maybe fixation the price in US Dollars) in the contract/bid to make sure that the price will not change for certain period of time;
* Please include timetable for the project:
  + How much time will they have for starting construction after the notice to proceed (I think we shall give contractors at least 10 calendar days). In this period, they shall provide material samples, employee/driver/vehicle information and purchase materials;
  + How much time will they have for completing the whole project (I think 60 working days are more than enough, maybe we shall give them less time?).
* Please include working days and hours in the request;
* Please schedule pre-construction conference during the bid out (around 10 days after biding the project out). Contractors shall read all requirements before visiting site and have prepared all questions accordingly;
* Please include noise restriction for contractors;
* Please make sure that the compound members will be up-to-dated regarding the project start/competition dates all the time.

**Submission Procedures:**

**Interested candidates can contact via mobile phone or Email listed below:**

**Contact Person: Giorgi Ramishvili**

**Mobile: +995 599 76 25 33**

**E-mail: villagediplomatic@gmail.com**

**Address: Tbilisi, Village Zurgovani**

**Interested candidates should send as an attachment General Information of the Bidder:**

1. Company Name:
2. Address:
3. E-mail:
4. Contact Person:
5. Telephone:
6. Director Name:
7. Company ID:
8. Years of experience:

**END OF SECTION**