



Purchasing Department
Finance Group

July 21, 2010

INVITATION TO BID

The City of Norwalk is soliciting proposals for the replacement of Steam Boiler and Heat Pumps at the Norwalk Public Library. Below is an outline of some of the requirements which apply specifically to this project. The requirements of these services are discussed in greater detail under Section 2 – Project Specifications.

PROJECT NUMBER:	2972
DEADLINE :	2:00 PM, August 10, 2010
BID TITLE :	Steam Boiler and Heat Pumps Replacement at the Norwalk Public Library
SITE LOCATION:	1 Belden Avenue Norwalk, CT 06850

BID DOCUMENTS are available upon receipt of this invitation over the Internet at <http://www.bid.ci.norwalk.ct.us> . Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. A link to the Adobe site is provided on the internet bid page. The document number to request will be the same as the project number indicated above.

A MANDATORY PREBID CONFERENCE for this project will be held at 10:00 am, August 4, 2010, at the Norwalk Public Library 1 Belden Avenue, Norwalk, CT 06851. A walk-through of the site will follow the meeting.

All questions must be directed, in writing, to David Carroll, Purchasing Officer, via e-mail to dcarroll@norwalkct.org. The deadline for submission of questions is 2:00 pm, August 5, 2010.

Bidders will be required to provide:

- 10% bid bond with your response (see Section 3.1 C & D).
- Performance, labor, and materials bond for 100% of the project upon award if the contract value exceeds \$50,000.00 (see Section 3.1 C & D).
- Copies of current certifications as applicable.
- Original bid response plus seven (7) copies.

SPECIAL NOTES:

- A. References to Department of Public Works, Director of Public Works, and Engineer in section 3 and section 4 are to be interpreted as "Owner's designated representative".
- B. Section 4, Item 109-04-2b, Contractor Charges is changed to read "...profit and overhead shall be figured at fifteen (15) percent unless some other basis is approved by the Director."
- C. The anticipated completion date for this project is October 1, 2010.
- D. Section 3.8, Liquidated Damages, change to read "Liquidated damages as defined in Article 20 of the Norwalk General Conditions for Construction will be \$100.00 per day.
- E. As part of the bid submittal, Contractors are required to submit a copy of their current lead license issued by the State of Connecticut, Department of Public Health.

BIDDER LISTS will not be published.

ADDENDAS, if issued, will be available over the Internet at <http://www.bid.ci.norwalk.ct.us/html/add.htm> . This service is also available via FAX. Dial 203-854-7897 from any phone to access the Purchasing Department's Express Request Line. Request document #1001. It is the responsibility of the bidders to verify the issuance of any addenda. We strongly suggest that you check for any addenda a minimum of forty eight hours in advance of the bid deadline.

If, after review of the bid documents, your firm is interested in performing the services specified, provide the information requested, sign and return the complete documents, along with your detailed proposal, to the Purchasing Department by the due date. We would appreciate the courtesy of promptly advising us if you do not intend to respond. To properly maintain our records those firms who do not respond may be removed from our vendor records.

David Carroll
Purchasing Officer
(Ph) 203-854-7712
(Fax) 203-854-7817
E-mail - dcarroll@norwalkct.org

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CITY OF NORWALK - GENERAL CONDITIONS FOR CONSTRUCTION

SECTION 1 – RESPONSE INFORMATION

SPECIAL NOTES ON RESPONDING:

ADDENDAS, if issued, will be available over the Internet at <http://www.bid.ci.norwalk.ct.us/html/add.htm> Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. A link to the Adobe site is provided at the bottom of the internet bid page. Request document #1001. **We strongly suggest that you check for any addenda a minimum of forty-eight hours in advance of the bid deadline.**

SUMMARIES will be available any time after 5:00 PM on the day of the bid opening over the Internet at <http://www.bid.ci.norwalk.ct.us/html/sum.htm> . This service is also available via FAX. Dial 203-854-7897 from any phone to access the Purchasing Department's Express Request Line. The document number to request will be the same as the project number indicated in the invitation to bid. Bid results will not be provided over the phone.

AWARD NOTIFICATION will be issued by mail.

BUSINESSES WITHOUT FAX EQUIPMENT or Internet access may contact the Purchasing Department at 203-854-7712 for this information.

BID RESPONSES (Original plus [seven \(7\) copies](#)) are to be delivered to:

City of Norwalk
Purchasing Department
Room 103
125 East Avenue
P.O. Box 5125
Norwalk, CT 06856-5125

See Section 3 for information on delivering bids by fax.

1.1 PRICING RESPONSE FORM - Project # 2972

Vendor Name -		
Address -		
Phone -	Fax -	Email -
Manager -		Fed ID#

The undersigned hereby declares that he has or they have carefully examined the plans, specifications and project site and has satisfied him as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

TOTAL BASE BID	\$
TOTAL BASE BID SUM IN WORDS	

Est. number of working days for completion of All Items _____ days (after the receipt of a signed order)

Bid Security in the form of a (check one) is attached.	<input type="checkbox"/>	Bond	<input type="checkbox"/>	Certified Check
Cost for performance bond included in lump sum	\$			per thousand dollars
Insurance Agency Name -			Tel	
Agency Address -				

Submitted by:

Print Name of Authorized Agent of Company	
Signature of Authorized Agent of Company	
Date	

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

1.2 STATEMENT OF BIDDERS QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Attach a financial statement or other supportive documentation. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

- 1. Number of years in business - _____
- 2. Number of personnel employed Part-time - _____, Full - _____,
- 3. List projects of this type/size your firm has completed within the last three years:

Project	Date	Contact Person	Phone No.

4. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)	general partnership		
	limited partnership		
	limited liability corporation		
	limited liability partnership,		
	corporation doing business under a trade name		
5. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled	<u>Connecticut corporations</u> - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?	Yes	No
	<u>Out-of -State corporations</u> - Do you have a valid licence to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)	Yes	No
6. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service if different from what has been indicated on the response form:			
Business Name			
Address			
City	State	Zip	
Name of Agent			

NOTE: In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening.

A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

7. The awarded contractor may be required to submit one copy of the following information relative to its company's financial statements prior to contract signing. This information must represent the current circumstance which surrounds the financial position of the bidding organization. Note: This information will be kept confidential if provided in a separate envelop from your bid pricing.

All information should be supported with appropriate audited financials.

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt = Shareholders' Equity)

8. SUBCONTRACTORS: If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential. Additional information may be requested subsequent to your responding to this bid request.

END OF SECTION

1.3 SAMPLE CONTRACT

AGREEMENT WITH INDEPENDENT CONTRACTOR
BY AND BETWEEN
CITY OF NORWALK
AND
«VendorName»
FOR «Project»

THIS AGREEMENT made and entered into this _____ day of _____, 2010, by and between the **CITY OF NORWALK** (the CITY), acting herein by «ContractAuthorizer», its «ContractAuthorizerTitle», and «VendorName», a corporation authorized and licensed to do business in the State of «LicenseState», having a principal place of business at «VendorAddress1», «VendorAddress2», «VendorCity», «VendorState» «VendorZip», acting herein by «VendorAuthorizer», its «VendorAuthorizerTitle», duly authorized (the CONTRACTOR).

W I T N E S S E T H:

WHEREAS, the CITY is in need of «Notes», (the Project); and

WHEREAS, the CITY desires to retain the services of the CONTRACTOR based on the CONTRACTOR's representations that it is qualified and capable of performing the needed services in a professional and timely manner and in accordance with the goals and requirements of the Project;

WHEREAS, CONTRACTOR has agreed to perform the services described herein for the compensation and in compliance with the terms and conditions set forth in this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. **ENGAGEMENT OF CONTRACTOR**

A. Based on the representations of the CONTRACTOR set out in its proposal dated «ProposedDate», a copy of which

is attached hereto and incorporated herein as **Exhibit B**, the CITY hereby retains the CONTRACTOR to perform the services described herein in accordance with the terms and conditions and for the consideration set out in this Agreement.

B. The person in charge of administering this Agreement on behalf of the CITY shall be «DepartmentHead», Department of «Department», or such other person as may be designated in writing.

C. The person responsible for the services to be performed by the CONTRACTOR hereunder shall be «VendorAuthorizer», «VendorAuthorizerTitle».

2. SERVICES TO BE PERFORMED

A. The scope and details of the services to be performed by the CONTRACTOR and the specifications to which such services should conform are described in the CITY's Bid Invitation dated «ProposedDate», which is attached hereto and incorporated herein as **Exhibit A** and made a part hereof. The CONTRACTOR shall perform the services as set forth in this Agreement in a professional and timely manner, in order to meet the CITY's needs and requirements.

B. The CONTRACTOR's shall perform the Project in accordance with the terms and requirements of this Agreement. The CONTRACTOR shall promptly correct any nonconforming or rejected/noncompliant at its own cost and expense.

C. The parties understand that CONTRACTOR is retained solely for the purposes of the Services described herein and only to the extent set forth in this Agreement. The CONTRACTOR'S relationship to the CITY and any of its agencies shall, during the period(s) of this Agreement, be that of an independent contractor. The CONTRACTOR shall not be considered, under the provisions of this Agreement or for any purposes hereunder, as having an "employee" status or as being entitled to participate in any benefits accrued by or given to CITY employees.

D. The CONTRACTOR shall have appropriate, experienced personnel available to perform its services and, if required, to meet with the Director or his representatives; with other agencies, departments, commissions or officials of the CITY as appropriate and with other entities as

directed by the CITY, with regard to its obligations under this Agreement.

E. The CITY may, from time to time, request changes in the scope of services of the CONTRACTOR to be performed hereunder. Such changes, including any increase or decrease in the amount of the CONTRACTOR's compensation, which are mutually agreed upon by and between the CITY and the CONTRACTOR, shall be valid only when incorporated in written amendments signed by both parties to this Agreement.

3. COMPENSATION

A. The CONTRACTOR shall be compensated for its performance of this Agreement, a maximum amount not to exceed the sum of **«ContractBudgetInEnglish»(\$«ContractBudget»)** payable in accordance with the terms of the CONTRACTOR's bid.

B. The compensation provided under this Agreement constitutes full and complete payment for all costs and expenses assumed by the CONTRACTOR in performing this Agreement including but not limited to labor, materials, product, tools and machinery, salaries, meetings, and all similar expenses. No costs in excess of this stated amount shall be paid or reimbursed by the CITY without specific prior written approval of the Director.

C. Payments to the CONTRACTOR under this Agreement shall be made by the CITY on approval of payment requisitions certified by the CONTRACTOR and submitted not more often than once a week. Each requisition shall be in a form acceptable to the CITY and shall set forth the hours of work performed. The CITY may, prior to making any payment under this Agreement, require the CONTRACTOR to submit to it such additional information as it deems necessary.

D. The acceptance by the CONTRACTOR, its successors or assigns, of any payment made on the final requisition under this Agreement, or of any final payment due on termination of this Agreement, shall constitute a full and complete release of the CITY from any and all claims, demands and causes of action whatsoever which the CONTRACTOR, its successors or assigns have or may have against the CITY under the provisions of this Agreement.

4. **TIME PROVISIONS**

A. The term of this Agreement shall commence effective _____ and conclude on _____. The CONTRACTOR shall perform its Services throughout this period.

B. This Agreement shall remain in effect until the services required hereunder are completed to the satisfaction of the CITY, unless otherwise terminated by the parties hereto.

5. **TERMINATION AND SUSPENSION**

A. The CITY may at any time, and for any reason, direct the suspension of the services and work contemplated under this Agreement for a period of time by written notice specifying the effective suspension date, which shall not be less than five (5) days from the date on which such notice is given, and the period during which the services shall be suspended. The services shall be resumed on the dates specified in such direction, or upon such other date as the CITY may thereafter specify in writing. The period during which such services shall be suspended shall be deemed added to the time for performance. Suspension of services under this paragraph shall not give rise to any claim against the CITY.

B. The CITY may at any time and for any reason, with or without cause, terminate this Agreement by written notice specifying the termination date, which shall be not less than fifteen (15) days from the date such notice is given. In the event of such termination, the CONTRACTOR's services shall be paid for in such amount as shall compensate the CONTRACTOR for the portion of the work satisfactorily performed prior to termination. Such amount shall be fixed by the CITY after consultation with the CONTRACTOR, and shall be subject to audit by the Comptroller. Termination under this section shall not give rise to any claim against the CITY for damages or for compensation in addition to that provided hereunder.

The CONTRACTOR may at any time and for any reason terminate this Agreement by written notice specifying the termination date, which shall be not less than thirty (30) days from the date such notice is given.

6. INSURANCE

The CONTRACTOR agrees to obtain at its own cost and expense all insurance required by the attached Insurance Rider and to keep the same in continuous effect for a period of two (2) years following the date on which the Director indicates the termination of the CONTRACTOR's responsibilities hereunder. Before commencing performance of its Services hereunder, the CONTRACTOR shall furnish the CITY's Corporation Counsel a certificate of insurance, and shall thereafter provide renewal certificates, as appropriate, evidencing such coverage written by a company or companies acceptable to the CITY. Each insurance certificate shall be endorsed to name the City of Norwalk as an additional insured party and shall provide that the insurance company providing coverage shall notify the CITY by certified mail at least thirty (30) days prior to the effective termination of or any change in the policy or policies coverage. No change in the coverage provided hereunder shall be made without the prior written approval of the Director.

7. GENERAL PROVISIONS

A. By this Agreement the CITY intends to secure the professional services of qualified, experienced employees of the CONTRACTOR. Failure of the CONTRACTOR for any reason to make a sufficient number of such employees available to the CITY to the extent necessary to perform the services required in a skillful, professional and prompt manner shall be cause for termination of this Agreement.

B. The CONTRACTOR shall not assign this Agreement or subcontract any portion of the services to be performed hereunder without prior consent of the CITY in writing.

C. When the CITY shall have reasonable grounds for believing that:

(1) The CONTRACTOR will be unable to perform this Agreement fully, professionally, and satisfactorily within the time fixed for performance or in accordance with the terms and requirements set forth herein; or

(2) A meritorious claim exists or will exist against the CONTRACTOR or the CITY arising out of the negligent, willful or wanton acts, errors or omissions of the CONTRACTOR, its agents, servants or employees, or the CONTRACTOR's breach of any provision of this Agreement;

then the CITY may withhold payment of any amount otherwise due and payable to the CONTRACTOR hereunder. Any amount so withheld may be retained by the CITY for such period as it may deem advisable to protect the CITY against any loss, expense or damage and may, after written notice to the CONTRACTOR, be applied in satisfaction of any claim herein described. This provision is intended solely for the benefit of the CITY, and no person shall have any right or claim against the CITY by reason of the CITY'S failure or refusal to withhold monies. No interest shall be payable by the CITY on any amounts withheld under this provision. This provision is not intended to limit or in any way prejudice any other right of the CITY.

D. The CONTRACTOR shall not assert any claim arising out of any act or omission by any agent, officer or employee of the CITY in the execution or performance of this Agreement against any such agent, officer or employee. Such claims may be made against the CITY.

E. No member of the governing body of the CITY, and no other officer, employee, or agent of the CITY shall have any personal interest, direct or indirect, in this Agreement, except as permitted by the Code of Ethics of the City of Norwalk; and the CONTRACTOR covenants that no person having such interest shall be employed in the performance of this Agreement. The CONTRACTOR further covenants that he has no prior personal or business relationship with the CITY's architect, general contractor, or their consultants, subcontractors, agents, or employees.

F. The CONTRACTOR shall indemnify, defend and save harmless the CITY, its officers, agents, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, losses, costs or damages, including attorneys' fees, which are claimed to be due in any way to the actions or omissions of the CONTRACTOR, its agents, servants, representatives or employees arising out of the services to be performed under this Agreement. This provision shall include all losses, costs, and damages which the CITY may suffer as a result of

any negligent, willful or wanton action or omission by the CONTRACTOR or anyone in its employ or under its control, including any agent, employee or representative. The CONTRACTOR hereby assumes and agrees to pay for the defense of all such claims, damages, demands, suits and proceedings. The provisions of this paragraph shall survive the expiration or early termination of this Agreement, shall be separate and independent of any other requirement hereof, and shall not be limited by reason of any insurance coverage provided.

G. This Agreement shall be construed in accordance with the laws of the State of Connecticut, and any action or suit at law in connection herewith shall be brought in the Superior Court of the State of Connecticut, Judicial District Stamford/Norwalk.

H. The CONTRACTOR shall comply with all applicable laws, ordinances and codes of any governmental body having jurisdiction over any matter related to this Agreement or the services to be performed hereunder, and shall commit no trespass on any private property in performing any of the work embraced by this Agreement.

I. During the performance of this Agreement, the CONTRACTOR agrees not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, physical disability, sexual orientation or national origin.

J. This Agreement incorporates all the understandings of the parties hereto and supersedes any and all agreements reached by the parties prior to the execution of this Agreement, whether oral or written.

K. The CITY and the CONTRACTOR each binds itself and its successors and assigns to the other party and to its successors and assigns with respect to all covenants of this Agreement. The CONTRACTOR shall not assign or transfer any interest in this Agreement without the prior written approval of the CITY.

L. The products of the services performed under this Agreement shall become and remain the property of the CITY. This shall include all partially completed services in the event that the Agreement is terminated before completion of its term for any reason.

M. If any provision of this Agreement is held invalid, the balance of the provisions shall not be affected thereby if such provisions would then continue to conform to the requirements of applicable laws. The remaining provisions shall thereupon continue in full force and effect.

N. All notices of any nature referred to in this Agreement shall be in writing and sent by registered or certified mail, postage prepaid, to the respective addresses set forth below or to such other addresses as the respective parties hereto may designate in writing:

To the CITY: «DepartmentHead»,
«DepartmentHeadTitle»

Department of «Department»
P.O. Box 5125
Norwalk, CT 06856-5125

With a Copy to: Corporation Counsel
City of Norwalk
P.O. Box 798
Norwalk, Connecticut 06856-0798

To the CONTRACTOR: «VendorAuthorizer»,
 «VendorAuthorizerTitle»
«VendorName»
«VendorAddress1»
«VendorAddress2»
«VendorCity», «VendorState»

«VendorZip»

Notices shall be deemed to have been duly given, delivered or served either upon personal delivery or three (3) days following the date when they are sent by registered mail with proper postage.

O. No change or modification of this Agreement shall be valid unless it is in writing and executed by all parties to this Agreement.

P. The CONTRACTOR represents to the CITY as follows:

Witnesses' signatures:

«VendorName»

By: _____

«VendorAuthorizer»

Its

«VendorAuthorizerTitle»

Duly Authorized

Date

signed: _____

APPROVED AS TO FORM:
OFFICE OF CORPORATION COUNSEL

By: _____

APPROVED AS TO
AVAILABILITY OF FUNDS:

By: _____
Comptroller

Date: _____

1.4 INSURANCE REQUIREMENTS

INSURANCE:

Note: The term “**Contractor**” shall also include their respective agents, representatives, employees or subcontractors; and the term “**City of Norwalk**” (hereinafter called the “City”) shall include their respective officers, agents, officials, employees, volunteers, boards and commissions.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or exclude the City from additional limits and coverage provided under the Contractor’s policies.

Minimum Scope and Limits of Insurance:

Worker's Compensation Insurance: With respect to all operations the Contractor performs the Contractor shall carry worker's compensation insurance in accordance with the requirements of the laws of the State of Connecticut. The Contractor shall carry employers liability limits of \$100,000 each accident and \$100,000 each employee by disease and \$500,000 policy limit disease.

Commercial General Liability: With respect to all operations the Contractor performs the Contractor shall carry Commercial General Liability insurance providing for a total limit of one million dollars (\$1,000,000) per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and blanket contractual liability coverage for the indemnification provided under this contract. It should also include Broad Form Property coverage and elevator liability. Each annual aggregate limit shall not be less than \$ 2,000,000.

Automobile Liability: With respect to any owned, non-owned, or hired vehicles the Contractor shall carry Automobile Liability insurance providing one million dollars (\$1,000,000) per accident for bodily injury and property damage.

Acceptability of Insurers: The Contractor’s policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an A.M. Best rating of A-VII, or otherwise acceptable by the City’s Risk Manager.

Subcontractors: The Contractor shall require subcontractors to provide the same “minimum scope and limits of insurance” as required herein. All Certificates of Insurance shall be provided to Corporation Counsel’s office as required herein.

Aggregate Limits: Any aggregate limits must be declared to and approved by the City. It is agreed that the Contractor shall notify the City when fifty percent (50%) of the aggregate limits are eroded during the contract term. If the aggregate limit is eroded for the full limit, the Contractor agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. The premium shall be paid by the Contractor.

Deductibles, Self-Insurance and Self-Insured Retentions: Any deductible, self-insured retentions or self-insurance must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after 30 days prior written notice by certified mail, return receipt requested, has been given to the City.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the Contractor and his insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Workers Compensation, required for the performance of the Contract shall include the City as Additional Insured but only with respect to the Contractor's activities to be performed under this Contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Certificate of Insurance: As evidence of the insurance coverage required by this Contract, the Contractor shall furnish Certificate(s) of Insurance to Corporation Counsel's Office prior to the award of the Contract if required by the Bid document, but in all events prior to Contractor's commencement of work under this Contract. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to The City of Norwalk, Corporation Counsel, 125 East Avenue Norwalk, Connecticut 06851-5125.

Waiver of requirements: The Corporation Counsel, may vary the requirements at Corporation Counsel's sole discretion; if Corporation Counsel determines that the City's interests will be adequately protected without meeting all stated requirements.

SECTION 2 - PROJECT SPECIFICATIONS

Steam boiler replacement scope of work

Contractor to furnish all Labor, materials and equipment to perform the following:

Disconnect and safe-off all pipe, breeching and wiring to old boiler. Use lock-out / tag-out procedures as required.

Remove and legally dispose of old boiler and all associated components not being reused.

Install new specified boiler as required by manufacturer's installation instructions.

Take precautions to protect owner's property during all activities

Connect all existing piping to new boiler. All materials to be equal to or better in quality to existing materials.

Connect existing breeching, (or new breeching if required) to new boiler.

Reconnect all power and control wiring to new boiler.

Re-insulate all new steam, condensate and boiler feed piping, existing breeching or(new breeching if required). Make repairs to existing insulation damaged during installation.

Start up and verify new boiler and burner for operations against manufactures specifications. Provide a complete flue gas analysis report in addition to the start up report.

All work to be performed during regular working hours 7:00am – 3:30pm, Monday thru Friday.

All work to conform to current local, state and federal codes and guidelines.

Obtain all required permits.

Refer to attached equipment specifications.

Equipment Specifications for Boiler Replacement

Part 1 – General

1.1 Related Documents

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specifications Sections, apply to this Section.

1.2 Summary

- A. This Section includes packaged cast-iron boilers, trim and accessories for generating steam with the following configuration for burners:
 - 1. Field assembled
 - 2. Forced draft, oil burner

1.3 Submittals

- A. Product Data: Include performance data, operating characteristics, finished specialties and accessories.
- B. Source quality-control test reports
- C. Field quality-control test reports
- D. Operation and Maintenance Data: For boilers, components and accessories to include in emergency, operation and maintenance manuals.
- E. Warranty: Special warranty specified in this section.
- F. Other Informational Submittals:
 - 1. Startup service reports.

1.4 Quality Assurance

- A. Electrical Components, Devices and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
- B. ASME Compliance: Fabricate and label boilers to comply with ASME Boiler and Pressure vessel Code.
- C. I=B=R Compliance: Boilers shall be tested and rated according to HI's "Rating Procedure for heating Boilers" and "Testing Standard for Commercial Boilers," with I=B=R emblem on a nameplate affixed to boiler.
- D. UL Compliance: Test boilers for compliance with UL 726, "Oil Fired Boiler Assemblies." Boilers shall be listed and labeled by a testing agency acceptable to authorities having jurisdiction.
- E. Coordinate size and location of concrete bases. Cast anchor-bolt inserts into bases. Concrete, reinforcement and formwork requirements are specified in Division 7.

1.5 Warranty

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace controls and heat exchangers of boilers that fail in materials or workmanship within specified warranty period.
 - 1. Warranty Period for Controls: Two years from date of completion.
 - 2. Warranty Period for Heat Exchangers: 10 years from date of completion.

PART 2 – PRODUCTS

2.1 BOILER MANUFACTURERS

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

1. Smith Cast Iron Boilers.
2. Weil-McLain; a United Dominion Company.

2.2 MANUFACTURED UNITS

A. Description: Factory fabricated and field assembled.

1. Ship cast-iron sections disassembled with all material and equipment, including seals, tie rods, and insulated jacket and flue-gas vent connection or field assembly.

B. Cast-Iron Section Design:

1. Configuration: Wet base back leg.
2. Number of Passes: Single
3. Sectional Joints: High-temperature sealant to seal flue-gas passages not in contact with heating medium, fiber roping, and held together with tie rods.
4. Drain and blow-down tappings.
5. Crown inspection tappings with brass plugs.

C. Combustion Chamber: equipped with ceramic-fiber target wall and flame observation ports, front and back.

D. Casing:

1. Jacket: Galvanized sheet metal, with snap-in or interlocking closures and baked-enamel protective finish.
2. Insulation: Minimum 1-inch thick, mineral fiber insulation surrounding the heat exchanger.
3. Access: For cleaning between cast-iron sections.
4. Draft Hood: Flue canopy and top flue connection shall be constructed of aluminized steel containing adjustable outlet damper assembly.
5. Mounting frame: Steel rails to mount assembled boiler package on concrete base.
6. Control Cabinet: Sheet metal casing shall cover all controls, gas train, and burner.

2.3 BURNER

- A. Burner: Welded construction with multi-vane, stainless-steel, flame-retention diffuser for fuel oil.
- B. Blower: Forward-curved centrifugal fan integral to burner, directly driven by motor; with adjustable, dual-blade damper assembly and locking quadrant to set air-fuel ratio.
- 1. Motors: Comply with requirements specified in Division 15 Section "Motors."
 - a. Motor Sizes: Minimum sizes as indicated. If not indicated, large enough so driven load will not require motor to operate in service factor range above 1.0.
- C. Oil Supply: Control devices and low-high-low control sequence shall comply with requirements in ASME CSD-1.
 - 1. Oil Pump: Two- stage. Gear-type oil pump integral to and directly driven by blower shell be capable of producing 300-psig discharge pressure and 15-inch Hg vacuum.
 - 2. Oil Piping Specialties:
 - a. Suction-line, manual, gate valve.
 - b. Removable-mesh oil strainer.
 - c. 0- to 30-inch Hg vacuum; 0- to 30-psig vacuum-pressure gage.
 - d. 0- to 300-psig oil-nozzle pressure gage.
 - e. Nozzle-line, solenoid-safety-shutoff oil valve.
- D. Pilot: Intermittent-electric-spark pilot ignition with 100 percent main-valve and pilot-safety shutoff solenoid using cadmium sulfide flame-safety control.
- E. Flue-Gas recirculation: Burner connections shall be equipped for recirculating flue gas.
 - 1. Maximum Oxides of Nitrogen Emissions: 30ppm.

2.4 ELECTRICAL POWER

- A. Single-Point Field Power Connection: Factory-installed and –wired switches, motor controllers, transformers, and other electrical devices necessary shall provide a single-point field power connection to boiler.
 - 1. House in NEMA 250, Type 1 enclosure.
 - 2. Wiring shall be numbered and color-coded to match wiring diagram.
 - 3. Install factory wiring outside of an enclosure in a metal raceway.
 - 4. Field power interface shall be to fused disconnect switch nonfused disconnect switch.

5. Provide branch power circuit to each motor and to controls with disconnect switch or circuit breaker.
6. Provide each motor with overcurrent protection.

2.5 CAPACITIES AND CHARACTERISTICS

- A. Heating Medium
- B. Design Water Pressure Rating
- C. Entering-Water Temperature
- D. Leaving-Water Temperature
- E. Minimum Efficiency
- F. Number of Passes
- G. I=B=R Input: 1342 MBh
- H. Oil Input: 9.3 gph.
- I. Net I=B=R Output Capacity: 1063 MBh.
- J. Blower:
 1. Motor Horsepower: 3/4.
 2. RPM: 3450.
- K. Electrical Characteristics:
 1. Volts: 208V.
 2. Phase: Single.
 3. Hertz: 60.

PART 3 – EXECUTION

3.1 EXAMINATION

- A. Before boiler installation, examine roughing-in for concrete equipment bases, anchor-bolt sizes and locations, and piping and electrical connections to verify actual locations, sizes, and other conditions affecting boiler performance, maintenance, and operations.
 1. Determine exact locations before roughing-in for piping and electrical connections.
- B. Examine mechanical spaces for suitable conditions where boilers will be installed.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 BOILER INSTALLATION

- A. Install boiler level on existing concrete base. Extend existing base as required to accommodate new boiler.
- B. Install oil-fired boilers according to NFPA 31.
- C. Assemble boiler sections in sequence and seal between each section.

- D. Assemble and install boiler trim.
- E. Install electrical devices furnished with boiler but not specified to be factory mounted.
- F. Install control wiring to field-mounted electrical devices.

3.3 CONNECTIONS

- A. Install piping adjacent to boiler to allow service and maintenance.
- B. Connect oil piping full size to burner inlet with shutoff valve and union.
- C. Connect hot-water piping to supply- and return-boiler tappings with shutoff valve and union or flange at each connection.
- D. Install piping from safety relief valves to nearest floor drain.
- E. Install piping from equipment drain connection to nearest floor drain. Piping shall be at least full size of connection. Provide an isolation valve if required.
- F. Connect breeching full size to boiler outlet.
- G. Ground equipment according to N.E.C.
- H. Connect wiring according to N.E.C.

3.4 FIELD QUALITY CONTROL

- A. Perform tests and inspections and prepare test reports.
 - 1. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect components, assemblies, and equipment installation, including connections, and to assist in testing.
- B. Test and Inspections:
 - 1. Perform installation and startup checks according to manufacturer's written instructions.
 - 2. Leak Test: Hydrostatic test. Repair leaks and retest until no leaks exist.
 - 3. Operational Test: Start units to confirm proper motor rotation and unit operation. Adjust air-fuel ratio and combustion.
 - 4. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
 - a. Burner Test: Adjust burner to eliminate excess oxygen, carbon dioxide, oxides of nitrogen emissions, and carbon monoxide in flue gas and to achieve combustion efficiency.
 - b. Check and adjust initial operating set points and high- and low-limit safety set points of fuel supply, water level and water temperature.
 - c. Set field-adjustable switches and circuit-breaker trip ranges as indicated.
- C. Remove and replace malfunctioning units and retest as specified above.
- D. Occupancy Adjustments: When requested 12 months of date of Substantial Completion, provide on-site assistance in adjusting system to suit actual occupied conditions. Provide up to two visits to Project during other than normal occupancy hours for this purpose.

Water source heat pump replacement scope of work

Contractor to furnish all Labor, materials and equipment to perform the following:

Disconnect and safe-off all pipe and duct connections to old heat pumps. Power and control wiring should also be disconnected. Use lock-out / tag-out procedures as required.

Reclaim and legally dispose of refrigerant in old heat pumps being replaced.

Remove and legally dispose of old heat pumps and all associated components not being reused.

Handle and rig new specified heat pumps into position as required by manufacturer's instructions for installation.

Layout, sketch, fabricate and install ductwork to connect existing ductwork to new heat pumps. Provide all components necessary for installation such as but not limited to flex connections, filter racks, etc.

Take precautions to protect owner's property during all activities

Reconnect existing condenser water piping to new heat pumps. All materials to be equal to or better in quality to existing materials.

Start up and verify each new heat pump operations against manufactures specifications. Provide detailed report.

Perform comfort air balancing on each new heat pump. Use original flow values to set airflow.

All work to be performed during regular working hours 7:00am – 3:30pm, Monday thru Friday.

All work to conform to current local, state and federal codes and guidelines.

Obtain all required permits.

Refer to attached equipment specifications.

Equipment Specifications for Water Source Heat Pump Replacement

PART1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following types of water-source heat pumps:
 - 1. Horizontal or vertical units, 6 tons and smaller.
 - 2. Horizontal or vertical units, larger than 6 tons.

1.3 SUBMITTALS

- A. Product Data: Include rated capacities, furnished specialties, and accessories for each model.
- B. Shop Drawings: Detail equipment assemblies and indicate dimensions, weights, loads, required clearances, method of field assembly, components, and location and size of each field connection.
 - 1. Wiring Diagrams: Power, signal, and control wiring.
- C. Product Certificates: For each type of water-source heat pump, signed by product manufacturer.
- D. Field quality-control test reports.
- E. Operation and Maintenance Data: For water-source heat pumps to include in emergency, operation, and maintenance manuals.
Warranty: Special warranty specified in this Section.

1.4 QUALITY ASSURANCE

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
- B. Comply with ASHRAE 15.
- C. Comply with minimum COP/efficiency levels according to ASHRAE/IESNA 90.1.

D. Comply with NFPA 70

E. Comply with safety requirements in UL 484 for assembly of free-delivery water-source heat pumps.

F. Comply with safety requirements in UL 1995 for duct-system connections.

1.5 COORDINATION

A. Coordinate layout and installation of water-source heat pumps and suspension components with other construction that penetrates ceilings or is supported by them, including light fixtures, HVAC equipment, fire-suppression system components, and partition assemblies.

1.6 WARRANTY

A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of water-source heat pumps that fail in materials or workmanship within specified warranty period.

1. Failures include, but are not limited to, refrigeration components.
2. Warranty Period: Five years from date of Substantial Completion.

1.7 EXTRA MATERIALS

A. Furnish extra materials described below that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.

1. One set of filters for each unit.

PART 2 – PRODUCTS

2.1 MANUFACTURERS

A. In other Part 2 articles where titles below introduce lists, the following requirements apply to product selection:

1. Manufacturers: Subject to compliance with requirements, provide products by one of the manufacturers specified.

2.2 CONCEALED WATER-SOURCE HEAT PUMPS, LARGER THAN 6 TONS 4 (four) 7.50 ton units

A. Manufacturers:

1. McQuay
2. Carrier

- B. Description: Packaged water-source heat pump with temperature controls; factory assembled, tested, and rated according to ARI-ISO-13256-1.
- C. Cabinet and Chassis: Galvanized-steel casing with the following features:
1. Access panel for access and maintenance of internal components.
 2. Knockouts for electrical and piping connections.
 3. Flanged duct connections.
 4. Cabinet installation: Glass-fiber liner, 1 inch thick, complying with UL 1
 5. Condensate Drainage: Plastic or stainless-steel drain pan pitched as required in ASHRAE 62 with condensate drain piping projecting through unit cabinet.
- D. Fan: Belt drive, centrifugal, with single-speed motor installed on an adjustable fan base resiliently mounted in cabinet.
- E. Water Circuit:
1. Refrigerant-to-Water Heat Exchanger:
 - a. Coaxial heat exchanger with copper water tube with enhanced heat-transfer surfaces inside a steel shell; both shell and tube lead tested to 450 psig on refrigerant side and 400 psig on water side. Factory mount heat exchanger in unit on resilient rubber vibration isolators.
- F. Refrigerant-to-Air Coils: Copper tubes with aluminum fins, leak tested to 450 psig.
- G. Refrigerant Circuit Components:
1. Sealed Refrigerant Circuit: Charge with R-410A refrigerant. Minimum of 2 circuits required for units 10 tons and larger. Intertwine circuits in refrigerant to air coil.
 2. Charging Connections: Service fittings on suction and liquid for charging and testing on each circuit.
 3. Reversing Valve: Pilot-operated sliding type valve designed to be fail safe in heating position with replaceable magnetic coil.
 4. Compressor: Hermetic reciprocating or Hermetic scroll compressor install on vibration isolators housed in an acoustically treated enclosure with factory-installed safeties as follows:
 - a. Antirecycle timer.
 - b. High-pressure cutout.
 - c. Low-pressure cutout or loss of charge switch.
 - d. Internal thermal-overload protection.

- e. Condensate overflow switch to stop compressor with high condensate level in condensate drain pan.
 - 5. Refrigerant Piping Material: ASTM B 743 copper tube with wrought-copper fittings and brazed joints.
 - 6. Pipe Insulation: Refrigerant minimum 3/8-inch-thick, flexible elastomeric insulation on piping exposed to airflow through the unit. Maximum 25/50 flame-spread/smoke-development indexes per ASTM E 84.
 - 7. Refrigerant Metering Device: Thermal expansion valve to allow specified operation with entering-water temperatures from 25 to 125 deg F.
- H. Hot-Gas Bypass: Include constant pressure expansion valve, solenoid valve, and controls to maintain continuous refrigeration system operation at 10 percent of full load on lead compressor.
- I. Filters: Disposable, pleated type, 2 inches thick and with a minimum of 90 percent arrestance according to ASHRAE 52.1 and a minimum efficiency reporting value of 7 according to ASHRAE 52.2.
- J. Controls:
- 1. Basic Unit Controls:
 - a. Low-and-high-voltage protection.
 - b. Overcurrent protection for compressor and fan motor.
 - c. Random time delay, three to ten seconds, start on power-up.
 - d. Time delay override for servicing.
 - e. Control voltage transformer.
 - 2. Thermostat:
 - a. Wall-Mounted Thermostat:
 - 1) Programmable electronic thermostat Two Stage heat/Two stage cool, 7 Day programmable.
 - 2) Fan on-auto switch.
 - 3) Manual changeover.
 - 4) Concealed temperature set point.
 - 5) Concealed temperature indication.
 - 6) Deg F indication.
 - b. Unoccupied period override push button.
 - c. LED to indicate fault condition at heat pump.
 - d. Data entry and access port.
 - 1) Input data include room temperature set points for occupied and unoccupied periods.
 - 2) Output data include room temperature, supply-air temperature, entering- water temperature, operating mode, and status.

3. Terminal Controller:
 - a. Scheduled operation for occupied and unoccupied periods on 7 365-day clock with minimum 4 programmable periods per day.
 - b. Two-hour unoccupied period override period.
 - c. Remote control panel to contain programmable timer and LED for fault condition.
 - d. Compressor disable relay to stop compressor operation for demand limiting or switch to unoccupied operation.
 - e. Automatic restart after five minutes if fault clears. Lockout after three attempts to restart following fault. Indicate fault for service technician.
 - f. Backup for volatile memory.
 - g. Differential pressure switch to indicate fan status. Fan failure alarm.
 - h. Differential pressure switch to indicate filter status. Dirty filter alarm.

K. Electrical Connection: Single electrical connection with fused disconnect.

L. Capacities and Characteristics:

1. Refer to schedule sheet of existing heat pump units. Contractor shall be responsible for field verifying all existing unit capacities, configuration, voltage and piping arrangement.

2.3 HOSE KITS

- A. General: Hose kits shall be designed for minimum 400 psig working pressure, and operating temperatures from 33 to 211 deg F. Tag hose kits to equipment designations.
- B. Hose: Length 36 inches. Minimum diameter, equal to water-source heat-pump connection size.
- C. Isolation Valves: Two-piece bronze-body ball valves with stainless-steel ball and stem and galvanized-steel lever handle. Provide valve for supply and return. If balancing device is combination shutoff type with memory stop, the isolation valve may be omitted on the return.
- D. Strainer: Y-type with blowdown valve in supply connection.
- E. Balancing Device: Mount in return connection. Include meter ports to allow flow measurement with differential pressure gage.
 1. Manual, calibrated-orifice balancing valve.

PART 3 – EXECUTION

3.1 EXAMINATION

- A. Examine areas and conditions for compliance with requirements for installation tolerances and other conditions affecting performance of water-source heat pumps.
- B. Examine roughing-in for piping and electric installation for water-source heat pumps to verify actual locations of piping connections and electrical conduit before installation.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Mount water-source heat pumps on concrete base with vibration isolators.
 - 1. Units with Internally Isolated Fans and Compressor: Support on concrete bases using neoprene pads with minimum 0.125-inch static deflection. Secure units to anchor bolts installed in concrete bases.
 - 2. Floor-Mounted Units: Support on concrete bases using housed-spring isolators with minimum 1-inch static deflection. Secure units to anchor bolts installed in concrete bases.
- B. Suspend water-source heat pumps from structure with threaded steel rods and minimum 0.25-inch static deflection rubber-in-shear vibration isolators.
- C. Install wall-mounting thermostats and switch controls in electrical outlet boxes at heights to match lighting controls.

3.3 CONNECTIONS

- A. Specific connection requirements are as follows:
 - 1. Connect supply and return hydronic piping to heat pump with hose kits.
 - 2. Connect heat-pump condensate drain pan to indirect waste connection with condensate trap of adequate depth to seal against the pressure of fan. Install cleanouts in piping at changes of direction.

- B. Specific connection requirements are as follows:
 - 1. Connect supply and return ducts to water-source heat pumps with flexible duct connectors.
- C. Install electrical devices furnished by manufacturer but not specified to be factory mounted.
- D. Install piping adjacent to machine to allow service and maintenance.
- E. Ground equipment per NEC requirements.
- F. Connect wiring per NEC requirements.

3.4 FIELD QUALITY CONTROL

- A. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including connections. Report results in writing.
- B. Perform the following field test and inspections and prepare test reports:
 - 1. After installing water-source heat pumps and after electrical circuitry has been energized, test units for compliance with requirements.
 - 2. Inspect for and remove shipping bolts, blocks, and tie-down straps.
 - 3. Operational Test: After electrical circuitry has been energized, start units to confirm proper motor rotation and unit operation.
 - 4. Test and adjust control and safeties. Replace damaged and malfunctioning controls and equipment.
- C. Remove and replace malfunctioning units and retest as specified above.

3.5 STARTUP SERVICE

- A. Engage a factory-authorized service representative to perform startup service.
- B. Complete installation and startup checks according to manufacturer's written instructions and do the following:
 - 1. Inspect for visible damage to unit casing.
 - 2. Inspect for visible damage to compressor, coils, and fans.
 - 3. Inspect internal insulation.
 - 4. Verify that labels are clearly visible.
 - 5. Verify that clearances have been provided for servicing.
 - 6. Verify that controls are connected and operable.
 - 7. Verify that filters are installed.
 - 8. Adjust vibration isolators.
 - 9. Verify bearing lubrication on fan.

10. Inspect fan-wheel rotation for movement in correct direction without vibration and binding.
11. Adjust fan belts to proper alignment and tension.
12. Start unit according to manufacturer's written instructions.
13. Complete startup sheet and attach copy with Contractor's startup report.
14. Inspect and record performance of interlocks and protective devices; verify sequences.
15. Operate unit for an initial period as recommended or required by manufacturer.
16. Verify thermostat and humidistat calibration.
17. Inspect outdoor-air dampers for proper stroke and interlock with return-air dampers.
18. Inspect controls for correct sequencing of heating, mixing dampers, refrigeration, and normal and emergency shutdown.
19. Start refrigeration system and measure and record the following:
 - a. Coil leaving-air, dry- and wet-bulb temperatures.
 - b. Coil entering-air, dry- and wet-bulb temperatures.
 - c. Outdoor-air, dry-bulb temperature.
 - d. Outdoor-air-coil, discharge-air, dry-bulb temperature.
20. Measure and record the following minimum and maximum airflows. Plot fan volumes on fan curve.
 - a. Supply-air volume.
 - b. Return-air volume.
 - c. Relief-air volume.
 - d. Outdoor-air intake volume.

3.6 ADJUSTING

- A. Adjust initial temperature and humidity set points.
- B. Set field-adjustable switches and circuit-breaker trip ranges as located.
- C. Occupancy Adjustments: When requested within 12 months of the date of Substantial Completion, provide on-site assistance in adjusting system to suit actual occupied conditions. Provide up to two visits to Project during other than normal occupancy hours for this purpose.

3.7 CLEANING

- A. Replace filters used during construction prior to air balance or substantial completion.
- B. After completing installation of exposed, factory-finished water-source heat pumps, inspect exposed finishes and repair damaged finishes.

SECTION 3 - GENERAL INFORMATION

NOTE: SECTION 3 - GENERAL INFORMATION contains the City's Standard Terms and Conditions. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 011205 or later on file you may obtain a copy over the Internet at <http://www.bid.ci.norwalk.ct.us/html/terms.htm> . Adobe Acrobat reader is required to view this document. If you do not have this software you may down load it for free from Adobe. A link to the Adobe site is provided. This service is also available via FAX. Dial 203-854-7897 from any phone to access the Purchasing Department's Express Request Line. Request document number 1002.

SECTION 4
CITY OF NORWALK GENERAL SPECIFICATIONS FOR CONSTRUCTION

NOTE: SECTION 4 contains the City's General Terms and Conditions for construction. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 042010 or later on file you may download a copy from the Terms and Conditions section of our website at the Internet at <http://www.bid.ci.norwalk.ct.us/> Document number 1008.