Chapter 5 – Technical Documents

5.2 PROJECT MANUAL

A. GENERAL INFORMATION

1. The Project Manual (Specifications) is comprised of the following:
   a. **Procurement and Contracting Requirements Group:**
      Division 00 Procurements and Contracting Requirements
      Introductory Information
      Bidding Requirements
      Contracting Requirements
   b. **Specifications Group:**
      General Requirements Subgroup: Division 01
      Facility Construction Subgroup: Divisions 02 thru 14
      Facility Services Subgroup: Divisions 21 thru 23 and Divisions 25 thru 28
      Site and Infrastructure Subgroup: Divisions 31 thru 35
      Process Equipment Subgroup: Divisions 40 thru 45 and Division 48
   c. **Appendix:**
      NOTE: The Divisions not listed above are being “Reserved” by CSI and should not be used in project manuals.

   The Introductory Information, Bidding Requirements, Contracting Requirements, Division 1 of the Specifications Sections, and Appendix Documents are described in this chapter. Divisions 1 through 48 of the OGS Master Specifications each contain explanatory notes identified as yellow highlighted text and are self-explanatory. Delete all yellow highlighted text after editing the specification.

2. Use the OGS Master Specifications located on the OGS public website (https://online.ogs.ny.gov/DNC/MasterSpec04/masterspecdivisionlisting.asp) when deemed appropriate.

3. The OGS Master Specifications were developed over a long period of time and have been written to address our Client’s institutional construction needs.

4. However, sections of the OGS Master Specifications may be outdated. Use of the OGS Master Specifications does not relieve the Consultant/Designer of the responsibility of its content.

5. When creating a new section, match OGS Master Specification in formatting, numbering, layout, font, size, etc. Use the *Guide Master Specification* as an outline for more complex specifications.

6. Edit Sections in accordance with the directions contained in the yellow highlighted text messages. Delete all yellow highlighted text as sections are edited.
7. Completely edit all OGS Master Specification Sections so resultant specification is streamlined and project specific. Eliminate items from the specifications that are not to be provided for the project. Re-number and re-letter remaining articles, paragraphs, and subparagraphs.

8. Include the Project Number with the trade designation for the contract of which they are a part, in the right hand side of the page footer on all specification pages. Leave the date information in the left hand side of the page footer.

9. Specification sections that are in Division 01 and are common to more than one contract ("Common Documents") must have the Project No. with all of the trade designations for all of the contracts for which the common specification section is a part, in the right hand side of the page footer.
   a. The order of the trade designations shall be consistent throughout the specification, normally C, H, P, E for most projects. The Lead Trade Designer should be identified as the coordinator for the project "common documents".

10. Not all specification sections in Division 01 are "common documents" to all prime contracts. Include only sections appropriate to each contract.

11. Other Master Specifications such as the AIA Master Spec (internal use only) or firms own specifications may be utilized with the exception of certain client specific specifications. Verify substitutions with the OGS Team Leader (TL).

12. When using a combination of OGS and AIA Master Specs or other specifications provided by the Consultant/Designer, insure that the specifications are closely coordinated and do not contain conflicting information. All specifications must be in the same format and use the same text fonts and sizes as used in the OGS Master Specifications.

13. The AIA Master Spec has Supporting Documents for each section that may assist the Consultant/Designer in specifications whether using the OGS Master Specifications or other specifications:
   a. Evaluations – Describes the characteristics and criteria for specifying the products and materials; the scope of the section, a description of product characteristics; special design and detailing considerations; referenced standards; suggested reference materials and a list of manufacturers. Product comparisons are included in some sections.
   b. Drawing Coordination Checklist – Drawing requirements organized and related to the section content. Sheets indicate items that should be shown on the drawings because they are not in the section text.
   c. Specification Coordination Checklist.

14. At the end of each edited specification make sure that "END OF SECTION" is included and the author / editor initials, colon, and typist initials are included on the left margin.
15. Cash Allowances listed in Section 012100 (other than field order contingencies) must have the approval of the Client Agency, TL, PM and the Office of the State Comptroller. See allowance Specification 012100 in this Chapter.

16. Updating or adding new OGS master specifications:
   a. Send specification request to Maureen Volpi with cc to the Specifications QIT Co Team Leaders Jay Pokines and Ben Marra who will coordinate with the Specification Division Point of Contact (POC) persons noted below:

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>POC</th>
</tr>
</thead>
<tbody>
<tr>
<td>00 – Procurement and Contracting Requirements</td>
<td>Carl Ruppert</td>
</tr>
<tr>
<td>01 – General Requirements</td>
<td>Stephen Melnick</td>
</tr>
<tr>
<td>02 – Existing Conditions</td>
<td>Subu Nair</td>
</tr>
<tr>
<td>03 - Concrete</td>
<td>Mike Ernst</td>
</tr>
<tr>
<td>04 - Masonry</td>
<td>John Hutton</td>
</tr>
<tr>
<td>05 - Metals</td>
<td>Mike Ernst</td>
</tr>
<tr>
<td>06 – Wood, Plastics, and Composites</td>
<td>John Hutton</td>
</tr>
<tr>
<td>07 – Thermal and Moisture Protection</td>
<td>Ron Casso</td>
</tr>
<tr>
<td>08 - Openings</td>
<td>Charles Wooster/Cathy Hall</td>
</tr>
<tr>
<td>09 - Finishes</td>
<td>James Comegys</td>
</tr>
<tr>
<td>10 - Specialties</td>
<td>Doug Scott</td>
</tr>
<tr>
<td>11 - Equipment</td>
<td>Reid Simonds/Dan Kelley</td>
</tr>
<tr>
<td>12 - Furnishings</td>
<td>Amy Wildey-McGill</td>
</tr>
<tr>
<td>13 – Special Construction</td>
<td>Scott McPherson</td>
</tr>
<tr>
<td>14 – Conveying Equipment</td>
<td>Dan Miller</td>
</tr>
<tr>
<td>21 – Fire Suppression</td>
<td>John Chamberlain</td>
</tr>
<tr>
<td>22 - Plumbing</td>
<td>John Chamberlain</td>
</tr>
<tr>
<td>23 – Heating Ventilating and Air Conditioning</td>
<td>John Chamberlain</td>
</tr>
<tr>
<td>25 – Integrated Automation</td>
<td></td>
</tr>
<tr>
<td>26 – Electrical</td>
<td>Nate Walker</td>
</tr>
<tr>
<td>27 – Communications</td>
<td>Dan Kessler</td>
</tr>
<tr>
<td>28 – Electronic Safety and Security</td>
<td>Tony Beza</td>
</tr>
<tr>
<td>31 – Earthwork</td>
<td>Mike Mitchell</td>
</tr>
<tr>
<td>32 – Exterior Improvements</td>
<td>Deana Miller</td>
</tr>
<tr>
<td>33 – Utilities</td>
<td>Bridget Morey</td>
</tr>
<tr>
<td>34 – Transportation</td>
<td>Deana Miller</td>
</tr>
<tr>
<td>35 – Waterway and Marine Construction</td>
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<tr>
<td>40 – Process Integration</td>
<td>Dale Smith</td>
</tr>
<tr>
<td>41 – Material Processing and Handling Equipment</td>
<td>Mike Singleton</td>
</tr>
<tr>
<td>42 – Process Heating, Cooling, and Drying Equipment</td>
<td></td>
</tr>
<tr>
<td>43 – Process Gas and Liquid Handling, Purification, and Storage Equipment</td>
<td></td>
</tr>
<tr>
<td>44 – Pollution Control Equipment</td>
<td>Mike Mitchell</td>
</tr>
<tr>
<td>45 – Industry Specific Manufacturing Equipment</td>
<td></td>
</tr>
<tr>
<td>48 – Electrical Power Generation</td>
<td></td>
</tr>
<tr>
<td>Appendix</td>
<td>Carl Ruppert</td>
</tr>
</tbody>
</table>
B. PROJECT MANUAL BASIC STRUCTURE

Procurement and Contracting Requirements Group

Division 00 – Procurements and Contracting Requirements:

Introductory Information

Bidding Requirements

Contracting Requirements

Specifications Group

General Requirements Subgroup

Division 01 General Requirements

Facility Construction Subgroup

Division 02 Existing Conditions
Division 03 Concrete
Division 04 Masonry
Division 05 Metals
Division 06 Wood, Plastics, and Composites
Division 07 Thermal and Moisture Protection
Division 08 Openings
Division 09 Finishes
Division 10 Specialties
Division 11 Equipment
Division 12 Furnishings
Division 13 Special Construction
Division 14 Conveying Equipment

Facility Services Subgroup

Division 21 Fire Suppression
Division 22 Plumbing
Division 23 Heating, Ventilating, and Air Conditioning
Division 25 Integrated Automation
Division 26 Electrical
Division 27 Communications
Division 28 Electronic Safety and Security

Site and Infrastructure Subgroup

Division 31 Earthwork
Division 32  Exterior Improvements  
Division 33  Utilities  
Division 34  Transportation  
Division 35  Waterway and Marine Construction  

Process Equipment Subgroup  
Division 40  Process Integration  
Division 41  Material Processing and Handling Equipment  
Division 42  Process Heating, Cooling, and Drying Equipment  
Division 43  Process Gas and Liquid Handling, Purification, and Storage Equipment  
Division 44  Pollution Control Equipment  
Division 45  Industry-Specific Manufacturing Equipment  
Division 48  Electrical Power Generation  

Appendix  
Most projects will not contain many of the above sections. Other sections are available in several formats and are used for particular project types. See Chapter 3 Types Of Contracts for additional information.

C. TOOLS AND RESOURCES  
1. The OGS Master Specifications contains master specifications developed by OGS Design.  
2. AIA Master Specification Support Documents contains supporting information that can be used by the Consultant/Designer when evaluating products or systems. These specifications may replace the OGS Master Specifications. Coordinate with the PM/TL.  
3. AIA Master Specification Drawing Coordination Worksheets is a tool used to indicate what should be shown on the drawings because they are not in the section text.  
4. AIA Master Specification - Specification Coordination Worksheets is a tool used to indicate what other specification sections describe related scope not included in the section text.  
5. Table of Contents Edit Version for Project Specs. This version of the Table of Contents includes yellow highlighted text, which repeats the information in section F Project Manual. This section is meant to be used by Consultant/Designers editing the Table of Contents and not familiar with the OGS “front end” documents and explains which sections to include with each project type. The grey highlighted text indicating dates are hidden text, which is used to validate latest version of the master. Delete hidden text before submitting the final TOC.  
6. Chapter 7.3 Preparing Addenda provides information for writing addenda.
D. SUBMISSION REQUIREMENTS

1. See Chapter 4 Design Phase Guidelines for Project Manual specific submission requirements.
   a. Schematic Design Phase
   b. Design Development Phase
   c. 80% Submission Phase
   d. 100% Submission Phase
   e. Final Submission Phase

E. COMMON ERRORS

1. Yellow highlighted text messages (phantom notes) has not been deleted and instructions for editing specifications are not followed.

2. Documents 002213 through 002218 may not be common documents in each Project Manual of a project and should be edited individually so that the added articles will be numbered correctly.

3. Document 002213 Supplementary Instruction To Bidders - Affirmative Actions is only required if the individual contract (not the total project cost) is over $100,000.

4. OGS Project Manager to coordinate the project title on contract documents to agree with that in DCNet.

F. PROJECT MANUAL COORDINATION INSTRUCTIONS

INTRODUCTORY INFORMATION

1. 000101 Title Page (Cover): Required for all contracts.
   a. There are 3 versions of this document:
      1) Standard Contract Projects w/ Pre-bid site visit.
      2) Standard Contract Projects w/ Pre-bid site visit Wicks Exempt.
      3) M Program Pre-bid site visit Fasttrack.
   b. Choose the appropriate cover. Type the following information in upper case letters:
      1) Project number (with the proper suffix) followed by a blank line.
      2) Contract work designation, i.e. CONSTRUCTION WORK; HVAC WORK; PLUMBING WORK; ELECTRICAL WORK.
      3) Exact project name and location as it appears on drawings (without PO Box, if any, and zip code) followed by a blank line. New York should be abbreviated NY.
      4) Date (should match date on drawings and certification page).
      5) Edit Submission Phase as required.
      6) Edit Pre-bid Site Visit as required.
      7) Edit 100% Submission text box as required for particular submission.
2. 000105 Certification Page: Required for all contracts.
   a. There are two versions of this document:
      1) Standard (in-house projects or combination in-house consultant projects).
      2) Design Consultant
   b. The Certification Page contains the same information as the Cover and should be entered exactly as indicated above in 1.b.
   c. Additional information required on the page:
      1) Client Agency typed in upper case letters (see list below). It is not necessary to include “New York State” prior to the client agency’s name.
      2) OGS D&C Project Team Leader’s name with correct spelling and professional designation (R.A., AIA, P.E.), if applicable. The TL is the same for all contracts in a multi-contract project.
      3) D&C’s address and the phone and FAX numbers for Contract Administration are already pre-entered on the standard form.
      4) Design Consultant’s version contains “Prepared by:”. The Design Consultant’s name and address should be entered in this location. DO NOT include the phone and FAX numbers as it facilitates undesired communication between the bidders and the consultant.
      5) The bid set submission will include the professional seal of the person(s) responsible for design.
      6) Include the Asbestos Designer’s name, signature, DOL license number and firm’s name on all asbestos projects.

3. 000110 Table of Contents: Required for all contracts.
   a. The Table of Contents is a list of all of the items contained in the Project Manual including those items inserted at the time of bid processing by OGS administrative personnel. The Table of Contents includes:
      1) **Procurement and Contracting Requirements Group**
         Division 00  Procurements and Contracting Requirements
      2) **Specifications Group**
         General Requirements Subgroup: Division 01
         Facility Construction Subgroup: Divisions 02 thru 14
         Facility Services Subgroup: Divisions 21 thru 23 and Divisions 25 thru 28
         Site and Infrastructure Subgroup: Divisions 31 thru 35
         Process Equipment Subgroup: Divisions 40 thru 45 and Division 48
      3) **Appendix**
   b. Include the division headings and words “Document Number and Title” or “Section Number and Title” if boldfaced heading is used.
   c. **DO NOT** list Division Number and Title if no sections in that division will be included in the Project Manual.
   d. Prepare Table of Contents using one of the following from the Master Specification on the OGS web site:
      1) **Edit the Table of Contents Edit Version for Project Specs** to prepare the Table of Contents for all projects. This version has yellow highlighted text and notes to help the Consultant/Designer determine which front end sections to include and which are written and added to the Project Manual by OGS administrative personnel.
e. Refer to the various headings that follow to determine which front-end documents and appendices are required for the Table of Contents.

4. 000115 List of Drawings: Required for all contracts.
   a. Select appropriate document:
      1) Single contract projects.
      2) Multi-contract projects.
   b. If full size sets of drawings are included edit section as follows:
      1) Drawing title sheet or drawing index sheet listing the drawings is included in the drawing package.
      2) Drawings are not listed on full size drawings and are listed in this section.
   c. If 8 ½” x 11” or 11” x 17” drawings are bound in the Project Manual appendix:
      1) Edit document listing the drawings.
   d. Lead trade should coordinate drawing names and numbers on drawing title sheet, index sheet or in this specification section.
   e. Common document on multi contract project.

BIDDING REQUIREMENTS

5. Advertisement for Bids: Use for all contracts except the following:
   1) Emergency contracts.
   2) Inmate labor contracts.
   3) Sole-source contracts.
   a. Select one of the following documents:
      1) 001113 Advertisement for Bids: Use for all standard projects with no special requirements.
      2) 001114 Advertisement for Bids: Use for projects with special requirements, i.e., expedited award, CROC, construction acceleration incentives, or pre-bid meetings or site visits. This is the most commonly used version.
      3) 001116 Advertisement for Bids: Use for Wicks Exempt projects. Use for projects with special requirements, i.e., expedited award, CROC, construction acceleration incentives, or pre-bid meetings or site visits.
      4) 001117 Advertisement for Bids: Use for Project Labor Agreement (PLA) projects.
   b. Prepared and inserted by Office of Project Control (OPC).
   c. Common document on multi contract project.

6. Instructions to Bidders:
   a. Use 002113 Instructions to Bidders.
   b. Inserted by OPC.

7. Supplementary Instructions to Bidders:
   a. Modifications to the Instructions to Bidders are made by use of the various Supplementary Instructions to Bidders. If more than one Supplementary Instructions to Bidders is used, coordinate the paragraph number of the paragraph being added so there is only one Paragraph 17 included.
   b. The following are standard versions that must be included as indicated:
1) **002213 Supplementary Instructions to Bidders – MWBE-EEO:** Use for all contracts (not total project cost) over $100,000 in conjunction with Document 007307. Inserted by OPC.

2) **002214 Supplementary Instructions to Bidders – Total Bid:** Use in conjunction with Document 004166.

3) **002215 Supplementary Instructions to Bidders – Unit Price Projects:** Use in Project Manuals containing unit pricing. Use with 004143 Bid Form with a prepared Unit Price Schedule and Section 012977.

4) **002216 Supplementary Instructions to Bidders – Asbestos Projects.** Use in projects containing Asbestos Abatement Section 028213.

5) **002217 Supplementary Instructions to Bidders – Condition of Award:** Use in all Project Manuals containing Sections 133419, 133423, or 133424. There are 2 versions of this document. If both sections are included in one Project Manual, the 2 versions need to be combined into 1 document.
   (a) Use with Pre-engineered Metal Buildings (Section 133419).
   (b) Use with Salt Storage Structures (Sections 133423 or 133424).

6) **002218 Supplementary Instructions to Bidders – Pre-Bid Site Visit:** Use for projects when determined necessary by OGS D&C and for all projects statewide for the Division of Military and Naval Affairs. OGS Project Manager shall complete BDC 201 form. If the project team strongly recommends that bidders visit the project site, include language as to the specific reasons why bidder attendance is encouraged. Inserted by OPC.

7) **002219 Supplementary Instructions to Bidders – Qualifications of Bidders:** Use for all projects. TL to complete BDC 201 form. Inserted by OPC.

8) **002220 Supplementary Instructions to Bidders – Wicks Exempt:** Use in projects that meet the requirements for Wicks exemption as described in Chapter 9.3. Inserted by OPC.

9) **002221 Supplementary Instructions to Bidders – Project Labor Agreement:** Use with PLA projects. Inserted by OPC.

10) **002222 Supplementary Instructions to Bidders – Condition of Award:** Use with PLA projects. Inserted by OPC.

8. **003113 Preliminary Project Schedule:**
   a. Use when 013200 in-house CPM edited version is selected. Do NOT use when 013200 contractor CPM edited version is selected or when 013113 is used.
   b. The preliminary project schedule is provided to the PM by the Scheduling Dept. This includes CM’s tasked with scheduling assignments.
   c. The PM shall include this document and the preliminary project schedule as soon as possible, but no later than the Final Submission Phase.
   d. Common document on multi contract projects.

9. **003126 Existing Hazardous Material Information:**
   a. Use only when hazardous material (HazMat) investigation is performed (e.g., Asbestos, Lead, Mold, PCB, Mercury, Bird/Bat/Mouse Droppings, etc.).
   b. Edit the document as it applies to the project and include the Section in all trades (common document) whether the samples test positive or negative.
This document references to an actual result report from the lab to be included in the Appendix of the manual(s).

Include sample result(s)/report(s) in the Appendix of all trades as a common document whether the samples test positive or negative.

The procedure is similar for Consultant and In-House projects.

Consultant Projects - Preferred method is for the Consultant to do the testing and design. OGS term testing contracts may be utilized if deemed appropriate by the TL/PM and the Consultant/Designer.

Included with 100% submission copies of the Project Manual.

This is a common document. Include in all trades.

Include the corresponding HazMat remediation/abatement section in the trade Project Manual that shall perform the remediation/abatement (028003, 028213, 028304, 028402, 028403, 028433, 028533, or 028733).

Common document on multi contract project.

10. 003132 Geotechnical Data:

a. Use if soil investigations and analysis were conducted (normally used for a new building or addition).

b. This data is obtained and analyzed by a Soils Engineer and is included in each Project Manual on multi-contract projects (Common Document).

c. The Consultant/Designer includes this document, including the soil data and analysis in the Project Manual.

d. Geotechnical services should be coordinated through the OGS Geotechnical Engineering Group.

e. Common document on multi contract project.

11. Bid Form:

a. Used by the bidder to submit a bid quotation for the work of the contract.

b. All allowance totals (specified in Section 012100) are included on the bid form.

c. Use one of the following bid forms in the Table of Contents:

1) 004113 Bid Form: Use for Standard.
   a) One base bid.
   b) When alternates are specified (Section 012300), the Bid Form is modified to include spaces for the bidder to write in the base bid and alternate bids.

2) 004120 Bid Form: Use for Wicks Exempt projects.
   a) Include BDC 59 Contractor’s List of Subcontractors (Wicks Exempt) with Bid Form).

3) 004121 Bid Form: Use for PLA projects.

4) 004123 Bid Form: Use for two base bids.

5) 004133 Bid Form: Use for cost plus fixed fee contract projects and cost plus percentage fee projects.

6) 004143 Bid Form: Use for unit price contract projects.
   Consultant/Designer is responsible for preparing the unit price schedule that becomes part of the bid form for bidding purposes. After determination of the low bidder, the completed unit price schedule becomes part of the Agreement (contract).
7) 004166 Bid Form: Use for projects with service contract and in conjunction with Documents 002214, 008081, and 008091.
8) 004173 Bid Form: Use for tank program projects.
d. The Consultant/Designer includes the Unit Price Schedule in the documents for Unit Price Bids.
e. Bid Forms are prepared and inserted by OPC.

12. 004200 BDC 59 Contractor’s List of Subcontractors:
a. Use for Wicks Exempt projects.
b. Inserted by OPC. Include with 004120 Bid Form.

13. 004313 Form of Bid Bond – Bid Security:
a. Use for all projects, except inmate labor contract projects.
b. Prepared and inserted by OPC.

14. 004314 New York State Surety Bond
a. Use for all projects.
b. Inserted by OPC.

15. 006517 DCA-3 Offerer Disclosure of Prior Non-Responsibility Determination:
a. Use for all projects.
b. Inserted by OPC.

CONTRACTING REQUIREMENTS

16. General Conditions:
a. Use in every Project Manual.
b. Use one of the following:
   1) 007213 General Conditions: Use for all except emergency contract projects.
   2) 007214 General Conditions – Emergency Contract: Use for emergency contract projects.
c. Inserted by OPC.

17. Supplementary Conditions:
a. Use to supplement or modify the General Conditions.
b. More than one Supplementary Conditions may be used for any given project. For multiple versions, coordinate numbering of supplementary articles and paragraphs.
c. No modifications to the standard (preprinted) Supplementary Conditions are permitted without approval from the Director of Contract Administration.

18. 007302 Supplementary Conditions – Dormitory Authority of the State of New York (DASNY):
a. Use in all projects prepared for bidding by DASNY.
b. Prepared and inserted by OPC.
19. **007303 Supplementary Conditions – Cost Plus Fixed Fee Contract:**
   a. Use in Cost Plus Fixed Fee Contract projects.
   b. Inserted by OPC.

20. **007304 Supplementary Conditions – Cost Plus Percentage Fee Contract:**
    a. Use in Cost Plus Percentage Fee Contract projects.
    b. Inserted by OPC.

21. **007305 Supplementary Conditions – Liquidated Damages:**
    a. Use in all contracts.
    b. Inserted by OPC.

22. **007305 Supplementary Conditions – Construction Acceleration Incentives and Liquidated Damages:**
    a. Use if a construction acceleration incentive is to be paid to the contractor for acceleration of completion of the work and/or if a change is to be made in the amount of liquidated damages.
    b. OGS PM to complete BDC 40 with identified signatures.
    c. Delete “/Liquidated Damages” in the title if no changes are being made.
    d. Use one of the following versions:
        1) Phased Projects: Use when acceleration incentive and/or liquidated damages apply to a phase of the project.
        2) Non-Phased Projects: Use when acceleration incentive and/or liquidated damages apply to the completion of the total project.
    e. Completed by the TL with assistance from the Quality Group and inserted by OPC.

23. **007306 Supplementary Conditions – Warranty Extension:**
    a. Use if an extension of the standard one-year warranty is required for the work of a particular section.
    b. Insert the section number(s) in which the warranty extension appears to the blank space.
    c. The additional warranty requirements must also be included in Part 1 of the corresponding specifications section. Specify that the warranty contain the building name and number to locate where material or equipment is placed when the project is located within a campus with multiple buildings.  
      [*NOTE: Review General Conditions paragraph 9.8 for one-year warranty language. Caution should be exercised in writing modifications to the language. The phrase “shall remedy all defects” in this paragraph is clear, concise, and all-inclusive.*]
    d. TL and Client approval is required.
    e. Inserted by Consultant/Designer.

24. **007307 Supplementary Conditions – MWBE-EEO:**
    a. Use in all contracts over $100,000 in conjunction with Document 002213.  
      [*NOTE: Within a set of contracts for a single project, there may be some contracts with Affirmative Action goals and some without.*]
    b. Prepared and inserted by OPC.
25. 007309 Supplementary Conditions – License Requirements:
   a. Use in contracts that contain Electrical Work, Plumbing Work and/or Fire Protection Work, and where the project work is located in New York City (Manhattan, Bronx, Brooklyn, Queens and Staten Island Counties).

26. 007320 Supplementary Conditions – Wicks Exempt:
   a. Use for Wicks Exempt projects.
   b. Inserted by OPC.

27. 30. 007322 Supplementary Conditions – Worker’s Compensation:
   a. Use on all contracts.
   b. Inserted by OPC.

28. 007323 Supplementary Conditions – Vendor Responsibility:
   a. Use on all contracts.
   b. Inserted by OPC.

29. 007324 Supplementary Conditions – Encouraging the Use of New York State Businesses in Contract Performance:
   a. Use on all contracts.
   b. Inserted by OPC.

30. 007325 Supplementary Conditions - Project Labor Agreement
   a. Use in all PLA contracts.
   b. Inserted by OPC.

31. 007326 Supplementary Conditions – Orders on Contracts (Change Orders):
   a. Use on all contracts.
   b. Inserted by OPC.

32. 008081 Warranty Service Contract – General Conditions:
   a. Used on some projects in conjunction with Document 008091.
   b. Document obtained from Office of Mental Health or Office of General Services and inserted into Project Manual.

33. 008091 Warranty Service Agreement:
   a. Used on some projects in conjunction with Document 008081.
   b. Document obtained from Office of Mental Health or Office of General Services and inserted into Project Manual.

SPECIFICATIONS

DIVISION 01 – GENERAL REQUIREMENTS
34. **Common Documents**: Identical specification sections (documents) that are included in more than one Project Manual. They identify various relationship and contract requirements for the work identified in the specification section.  
[NOTE: For all Common Documents, edit document once with all contract designations indicated in specification footer. Make copies and insert in all Project Manuals.]

35. Ensure that Division 01 requirements are compatible with the requirements stated in the technical sections.

36. **011000 Summary of the Work:**
   a. Use in all contracts.
   b. Use one of the following versions:
      1) Single contract projects
      2) Multi-contract projects
   c. Common Document for all contracts in a multi-contract project.
   d. Work Covered by Contract Documents:
      1) In cases when no drawings are included with the contract documents, this article is used to by the Consultant/Designer to describe the complete scope of Work. If there is a prescribed sequence for doing the Work it should be written in the same order that the Work is to be done.
   e. Type of Contract: Most of the contracts used by OGS D&C are “fixed price” contracts. Revise this designation if a different type of contract is used such as “unit price” or “cost plus”.
   f. Related Contracts: Enter all the separate projects that are to bid, awarded and constructed concurrently.
   g. Concurrent Projects: Enter other projects taking place concurrently that may interfere with the Work of this Project.
   h. Substantial and Physical Completion Dates: Insert the number of days in which the Work must be substantially completed.
      1) The number of days refers to calendar days and is determined by the Consultant/Designer and TL/PM in consultation with OGS Division of Construction. TL/PM to coordinate with DCNet project information.
      2) If a fixed date is required for completion of the Work, modify the sentence to indicate the Physical Completion Date. Fixed dates should be avoided however, due to the potential for delays in the bid and award process.
      3) If a fixed date is used, consider the use of methods to bid, award, and construct the contract on a timely basis. The TL works with the OPC to expedite the printing process and return of information from the apparent low bidder, include construction acceleration incentive increase, Liquidated Damages, etc.]
      4) If more than one completion date is required, it should be specified here.
      5) Phasing:
         a) If the Work must be performed in a predetermined sequence to accommodate continuous operation of the facility or to coordinate with other contracts, insert a new article indicating the title “Phasing” and the phasing sequence.
b) If the Work must be performed in a predetermined sequence, and each phase must be completed within a specific time period, insert a new article with the title, “Phasing and Physical Completion Dates.” In general, it is better to provide a duration for the activity rather than a date because any delays in the bid process will affect the duration of the contract activity and potentially, the bid amount.

i. Contract Award Submittals: Required for all contracts.

j. Restricted Work Period: A length of time during which certain work cannot be performed.

1) Reasons for possible use of a Restricted Work Period:
   a) Temperature issues – i.e., materials such as roofing and paving cannot be installed and/or tested below certain temperatures, or work requires shutdown of a heating system that adversely impacts people and/or building systems during cold seasons.
   b) Work includes disturbance of asbestos containing materials and a variance is being sought from the NYS Labor Department.

2) The days within the Restricted Work Period may or may not count against the number of construction days. Edit the specifications to either include or exclude the Restricted Work Period in the construction duration.

3) See yellow highlighted text notes in the specifications for further information.

4) In projects that requires Hazmat abatement, identify the trade that shall perform the abatement.

k. Items Not Included: Use in all contracts. Do not edit.

l. Confined Space: Use in all contracts. Do not edit. Consultant/Designers shall indicate facility designated confined spaces on the drawings that are impacted by the project. See yellow highlighted text notes in the specification.

m. Occupancy: Use one of the three paragraphs in all occupied buildings or facilities. Edit as required.

n. Connection to Electrical Equipment or Systems: Use only for projects at facilities operated by OGS, Division of Utilities Management. These projects include those in Albany at the Empire State Plaza and the Harriman SOB Campus.

o. Contractor Use of Premises: Use in all projects.
   1) Edit in accordance with instructions in yellow highlighted text.
   2) Renumber articles and paragraphs after editing.

p. Facility Regulations: Use only in contracts for the Office of Mental Health (OMH) and the Office of Mental Retardation and Developmental Disabilities (OMR-DD).

q. Openings and Chases in New Construction: Use when new walls, floors, and chases are included in the construction work contract and must accommodate the work of related contracts. Edit listed contracts as required.

r. Reference Specifications and Standards: Use in all contracts.
   1) If DOT specifications are referenced, use “B” or “C” in accordance with instructions in yellow highlighted text.

s. Laying Out: Use in all contracts. Edit sub-paragraph B.1 in accordance with instructions in the yellow highlighted text.

t. Special Inspections: The Project Manager must obtain required sign offs from the Structural Designer and architect of record before making special inspections part of project requirements.
1) If this article is used, BDC-406.1 Statement of Special Inspections must be completed and included in the appendix of the Project Manual. Do not edit.

37. **011400 Interim Life Safety Measures:**
   a. Use for buildings that will be occupied during construction and must comply with Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requirements for special safety measures during construction.
   b. Use one of the following versions:
      1) Single contract projects
      2) Multi-contract projects
   c. Common document for all contracts in a multi-contract project.
   d. The TL/PM must obtain a written request from the client agency’s central office to include this requirement in the contract.

38. **012100 Allowances:**
   a. Use in every fixed price contract.
   b. Specific allowances remove a portion of the bid amount and should not be used without substantial justification. For certain items, such as the removal of suspected asbestos in an inaccessible location, an allowance may be the only fair way to include the cost in the contract sum.
   c. Use one of the following versions:
      1) Single contract projects.
      2) Multi-contract projects.
   d. Common Document for all contracts in a multi-contract project.
   e. Specifies allowances to pay for field order contingencies:
      1) Contingency allowance is a fixed amount of money included in the bid amount and used to pay for field condition orders on contract.
      2) Set field order contingency allowance per table below:

<table>
<thead>
<tr>
<th>Estimated Labor &amp; Material Cost</th>
<th>Rehab Work %</th>
<th>New Work %</th>
</tr>
</thead>
<tbody>
<tr>
<td>under $75,000</td>
<td>12%</td>
<td>8%</td>
</tr>
<tr>
<td>$75,000 - $1,000,000</td>
<td>8%</td>
<td>6%</td>
</tr>
<tr>
<td>over $1,000,001</td>
<td>6%</td>
<td>5%</td>
</tr>
</tbody>
</table>

3) The contingency dollar value should be set at the time where the project is submitted for 100% Submission review and should not change unless significant changes occur in the scope of the project.

4) Round the allowance amount to the nearest $100.

f. The value of specific allowances is determined prior to bid between the vendor / manufacturer or sub-contractor to perform the work and the Consultant/Designer. It includes specific work that is spelled out in the contract documents. Specific allowances are a fixed amount of money included in the bid amount for specific reasons such as:
1) Furnishing and installing products and/or services from a designated source i.e., Power company charges, or work performed by a specific company to maintain a warranty or certification rating.

2) Furnishing and installing specific products.

3) Furnishing products from a designated source.

4) Disposal of hazardous material, such as PCBs, should testing performed under the base bid determine the material is present.

5) Modifications to an existing fire alarm system.

6) Connecting to an existing DDC system.

7) A common pitfall, specific allowances sometimes includes only the cost of furnishing products but not the labor to installing the products. This needs to be properly identified in the contract documents (typically identified in related specification sections).

g. Authorizations required for use of allowances:

1) Contingency allowances are already approved by the Office of the State Comptroller (OSC) in the amount identified in the percentages e.1 above. Increases in these amounts cannot be made.

2) ALL specific allowances (other than contingency allowances) must be approved by OSC. The following information is necessary for requesting approval of an allowance:

   a) A justification, based on economy and efficiency, for the use of a specific allowance. If the client is making the request for a specific product, there must be a letter from the client agency providing justification (client does not always provide a letter with justification, sometimes only an email). Examples of justification letters may be available from the TL/PM.

   b) A copy of the letter or email sent to the product manufacturer requesting an estimate for the product/work involved.

   c) A copy of the letter on company letterhead containing the price estimate provided in response to the Consultant/Designer request for quotation. A breakdown of the estimate should be obtained whenever possible.

3) TL/PM transmits items above to CADM with a cover memo containing the following:

   a) Identify the contract containing the specific allowance

   b) What the specific allowance is intended for

   c) Specific allowance amount and detailed price quote for products and services

   d) Total project estimate

   e) Brief summary of the project work and the relationship of the specific allowance work to the overall project

   f) Indication that the allowance amount was reviewed by the OGS Bureau of Cost Control and found to be fair and reasonable (Not always reviewed by Cost Control. A specific allowance cost comparison with procurement contract prices and RSMeans prices by TL is provided with memo and TL determines that it is fair and reasonable)
g) Estimated cost of the contract of which the specific allowance is a part
h) Percentage relationship between the specific allowance and the total project estimate
i) Lines for signature and approved by
j) Who is requesting specific allowance from the Client Agency
k) For utility work Lump Sum may be appropriate
l) Allowance Master
m) Instructions – Allowance - Request
n) Samples of Allowance Requests:
   (1) Extend Fire Alarm System
   (2) Switchgear programming
   (3) Relocation of telephone equipment
   (4) Digital Video Recording

39. 012200 Cost Computations:
   a. Use in all fixed price and unit price contracts containing Section 012100-Allowances.
   b. Place project number in footer and include in Project Manual with no further editing.
   c. Common Document for all contracts in a multi-contract project.

40. 012300 Alternates:
   a. Use in fixed price contracts when there are bidding alternates.
   b. Defines alternates.
   c. Common Document for all contracts in a multi-contract project that contains alternates.
   d. The wording of the alternate description must clearly distinguish between base bid and work and/or materials in the alternate.
   e. Clearly identify alternate work on the Drawings and/or Specifications.
   f. If alternate involves different materials, both materials must be specified with the alternate material labeled as alternate.
   g. Add alternates should be used for familiarity and uniformity for the bidding community.
   h. Use of alternates on a project:
      1) Design Director’s approval is required before including a single alternate on a project.
      2) Multiple alternates on a project are strongly discouraged.
      3) An alternate should be a significant percentage of the planned work. Alternate work with an estimate of only 1% or 2% of the contract estimate is not acceptable. Alternate work should be at least 5% and preferably 10% or more of the value of the contract work.
      4) Ideally an alternate should affect only one trade. If an all-trade alternate is considered, the work must be very clearly identified and separate from base contract work. Preferably dedicated drawings should be used for the alternate work.
5) If multiple alternates are approved, they shall be arranged in order of priority, and the Client must be informed that selection of alternates for award will be based on this priority listing.

<table>
<thead>
<tr>
<th>Purpose of Alternates:</th>
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<tbody>
<tr>
<td>Client Agencies and PMs should always have a clear purpose in mind when asking for an alternate, and they should always know what their options will be once they have enough information. If the reason for asking for an alternate is not clear, the PM should question its validity. An alternate without a well-defined purpose is a waste of time.</td>
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<tr>
<th>Problems with Alternates:</th>
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<tbody>
<tr>
<td>Bidders dislike alternates because they complicate the bidding process and may delay the award of a contract. If the PM does not define the alternate's scope properly, the Client Agency could face unnecessary additional costs during construction.</td>
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<tr>
<th>Frivolous Use of Alternates:</th>
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<tbody>
<tr>
<td>Occasionally an inexperienced Client Agency will try to use alternates as a shopping list, not realizing that excessive use of alternates can be confusing and may mislead bidders. PMs should caution Client Agencies against using alternates if their actions appear to be frivolous. If alternates are necessary, they are a useful tool and provide a Client Agency with valuable information; if they are unnecessary, they create problems for everyone.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Alternates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMs should advise the Client Agency that too many alternates are self-defeating. Bid evaluation is difficult when there are too many alternates to consider, particularly if there is no established procedure for accepting alternates. Without an established procedure for acceptance and with many alternates to consider, the possible combinations available may become excessive and lead to delay of the Contract award. Too many alternates may also lead to disputes with unsuccessful bidders who consider themselves unfairly treated.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order of Alternate Acceptance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If there are many alternates, establishing a priority order of acceptance as the basis of the Contract award may avoid some problems. If a Client agrees to establish an order of precedence, list the alternates on the Bid Form in the order of their probability of acceptance and inform bidders about the order of precedence in the Instructions to Bidders.</td>
</tr>
</tbody>
</table>

41. **012910 Record Keeping:**
   a. Use only in cost plus fixed fee contract projects and cost plus percentage fee contract projects.
   b. Place project number in footer and insert in Project Manual with further editing.

42. **012977 Measurement and Payment:**
   a. Use in all unit price contracts.
   b. Place project number in footer and insert in Project Manual with no further editing.

43. **013000 Administrative Requirements:**
   a. Use in all contracts.
   b. The ECP Version is used for most projects.
   c. The Non-ECP Version is used for work order contracts, unit price contracts or contracts requiring a project schedule (cost loaded CPM).
44. **013113 Project Schedule:**
   a. Use this section for all 40,000 series, Q, and M projects except when 013200 Construction Progress Documentation (CPM schedule) is used.
   b. This document will be Common Document for all contracts in a multi-contract project.

45. **013119 Project Meetings:**
   a. Use in all contracts.
   b. Review yellow highlighted text and edit document for the type of schedule selected.
   c. Common Document for all contracts in a multi-contract project.

46. **013200 Construction Progress Documentation:**
   a. Use this section when a CPM project schedule is used.
   b. Use for projects over $1 million construction value with multi-prime contractors. Seek input on use of this section with the TL, BUL, Scheduling Department and Division of Construction. Determine whether the CPM will be provided by the contractor or by in-house (Scheduling Dept. or CM task assignment). Review yellow highlighted text and edit document accordingly.
   d. Use 003113 only when in-house CPM is used.
   e. This document will be Common Document for all contracts in a multi-contract project.
   f. PM to include Contractor associated costs for providing a Schedule Preparer in the project estimate when the schedule is prepared by the contractor. Consult with the Scheduling Department.

47. **013300 Submittals:**
   a. Use in all contracts.
   b. Use one of the following versions:
      1) Electronic submittals – (used for most projects)
      2) Paper submittals version (used on Unit Price contracts)
         a) Identify submittal routing of each bid package or for specific routing requirements within a bid package whether it is an OGS D&C or Consultant/Designer. Insert the name and address if other than OGS.
         b) Identify who shall get submittals or cover letters and whether submittals shall have joint reviews.
   c. Identify whether a preliminary project schedule (Section 013113) is provided to the Contractor (use when Section 013113).
   d. This is a Common Document for all contracts in a multi-contract project.
   e. Article 1.13 Review of Submittals: Ensure that the dispositions are appropriate and properly identified for consultant designed projects.
   f. Other requirements pertinent to this section are contained in Article 2 and Article 4 of the General Conditions. Become familiar with both Article 4 of the General Conditions and Section 013300 of the Specifications to avoid conflicts within the documents and to preclude unnecessary repetition of information in the various sections of the Project Manual.
48. **013350 Computer Aided Design Coordination Drawings:**

   a. Use this section when:
      1) Coordination of mechanicals is necessary between multiple prime contractors.
      2) Larger complex projects.
      3) Projects with restricted above ceiling clearances.
      4) Low floor to floor heights.
      5) Under raised floor areas.
      6) Congested mechanical spaces and rooms.

   b. This specification is not a master specification but was developed and enhanced as Section 013350 for the DCS Oneida Cook Chill Facility (Project No. 40998) and the DOT Hudson Valley Transportation Management Center (Project No. 41564).

   c. The need for coordination drawings should be decided by the PM, Consultant/Designer and Division of Construction at the 100% Submission Phase. All required coordination and preparation of coordination drawings shall be as directed by the EIC, for performance of the work.
      1) Coordination will be accomplished by each Contractor superimposing his work on drawings in the following sequence:
         a) Construction Work Contractors – Base Drawings indicating structural steel with elevations for bottom of beams & finish floor. The construction contractor will include a layout of ceiling tiles (where applicable).
         b) HVAC Work Contractor – Ductwork layout drawings & piping with elevations to bottom of ductwork & piping. HVAC contractor shall indicate location of all registers, diffusers and grilles.
         c) Plumbing Work Contractor – Layout of all piping with elevations.
         d) Sprinkler Work Contractor – Layout of all piping & heads with elevations.
         e) Electrical Work Contractor – Conduit layout with junction boxes and location of all electrical fixtures.

      2) Contractor coordination meetings should be held continuously until the coordination drawings are complete and approved by all parties. Consultant/Designers are requested to review completed drawings for accuracy and provide an informal approval to the Director’s Representative. Having a field representative Senior Mechanical Inspector involved during this process facilitates Contractor progress and conflict resolution. It is of utmost importance for all concerned that the coordination process be carried out completely and as expeditiously as possible. The specifications should indicate a time frame to be followed.

      3) Consultant/Designer should review this section with estimator.

49. **013500 Partnering:**

   a. Use only when approved, in writing, by the Director.

   b. Common Document for all contracts in a multi-contract project.

50. **013510 Energy Efficiency Programs:**
a. Use only when requested by the TL to take advantage of energy efficiency incentive programs.

51. 014100 Regulatory Requirements:
   a. Use in all contracts.
   b. See yellow highlighted text for editing and follow instructions where various Regulatory Requirements apply.
   c. Not a Common Document and needs to be edited for each Project Manual on a multi-trade project.

52. 014216 Definitions:
   a. Use in Project Manuals for contracts containing any sections in Divisions 21, 22, 23, 26, 27, 28, or 33.
   b. Refer to Article 2 of the General Conditions for additional definitions.
   c. Edit section to reflect work of the individual contract. Do NOT change any of the definitions.
   d. Not a Common Document and needs to be edited for each Project Manual on a multi-trade project.

53. 014217 Abbreviations:
   a. Use when abbreviations are included and are not identified on the drawings.

54. 014339 Mock-up Requirements:
   a. Provide when a combination of specification sections are mocked up. For example: cavity wall construction with metal stud back-up wall construction includes masonry, metal studs, window unit, foundation pad and roofing components.
   b. Verify with the TL whether this section should be included in the project.

55. 015000 Construction Facilities and Temporary Controls:
   a. Use in all contracts.
   b. Since this is a common document, work indicated in this section is purposely assigned to a specific contract or assigned to all contracts.
   c. Use one of the following versions:
      1) **Short Version**: Use for single contract projects and multi-contract projects where it is more practical for each contractor to furnish their own construction facilities and temporary controls.
      2) **Multi-Contract Rehab Project Version**: Use for multi-contract rehabilitation projects to assign specific responsibilities to each contract and avoid duplication. This section is a common document that will appear in all contracts in the project.
      3) **Multi-Contract New Project Version**: Use for multi-contract new construction projects to assign specific responsibilities to each contract and avoid duplication. This section is a common document that will appear in all contracts in the project.
   d. Delete State Field Office requirement if Section 015213 is used.

56. 015116 Temporary Fire Pump and Generator
OGS Design Procedures Manual
A Guide to Designing Projects for Design & Construction

57. **015123 Construction Heat and Temporary Heat:**
a. Use this section when the building’s fire pump and power will be unavailable during construction or when replacement/repair of the permanent fire pump and power systems and a temporary supply of water for firefighting purposes is required.
b. Common document for all contracts in a multi-contract project.
c. Construction heat is assigned to all contracts.
d. Temporary heat is assigned to the Construction Contract.
e. Define number of temporary heating days and number of thermometers.
f. Consultant/Designer should review heating days with estimator.

58. **015213 State Field Office:**
a. Use at the direction of the TL when a larger and/or more complex field office other than the one specified in Section 015000 is needed for the project.
b. This section is prepared by the Division of Construction and furnished to the TL for insertion into the Project Manual at the time of submission for bid processing.
c. The Director should ensure project estimator is aware of the inclusion of this project requirement.
d. On multi-contract projects this section is normally included in the prime contract, usually the Construction Contract.

59. **015526 Traffic Maintenance and Protection:**
a. Use only when protection of vehicular traffic is required.
b. Verify with the TL whether this section should be included in the project.
c. Consultant/Designer should review this section with estimator.
d. On multi-contract projects this section is normally included in the Construction Contract.

60. **015633 Security:**
a. Use in all contracts for work at facilities operated by the Department of Corrections and Community Supervision and the Office of Children and Family Services.
b. Use one of the following versions:
   1) Department of Corrections and Community Supervision Services:
      a) Follow directions contained in yellow highlighted text for editing.
      b) No modifications other than those in yellow highlighted text may be made without written authorization from the Department of Corrections and Community Supervision.
   2) Office of Children and Family Services:
      a) Follow directions contained in yellow highlighted text for editing.
   c. Consultant/Designer should review security restrictions with estimator.
   d. Common Document for all contracts in a multi-contract project.

61. **015634 Maintaining Perimeter Security:**
a. Use in all contracts when working near the perimeter security fence or penetrating through the fence at facilities operated by the Department of
Corrections and Community Supervision and the Office of Children and Family Services.
b. Consultant/Designer shall review this section with PM and BU2’s Electronic Security Group.

62. **015720 Temporary Maintenance of Sewer Flows and Sewer Service:**
a. Use this section when temporary maintenance of sewer flows and service is appropriate.

63. **015813 Project Identification Sign:**
a. Use only on high profile projects as directed by TL with BUL approval.
b. Layout entire sign complete with all wording and letter size then have same approved by the client agency central office and the Director.
c. The detailed layout for the project identification sign shall be included in this section as additional pages or in the drawing package.
d. On multi-contract projects this section is normally included in the prime contract, usually the Construction Work Contract.

64. **016500 Materials and Equipment:**
a. Use in all contractss.
b. Place project number in footer of appropriate section and insert in Project Manual with no further editing.
c. Common Document for all contracts in a multi-contract project.

65. **017123 Field Engineering:**
a. Use in all contracts containing major site improvement work, establishment of property lines, and critical grading requirements.
b. When required, this section is usually included in the Construction Contract.
c. Delete overlapping requirements in Section 011000 Laying Out Article.

66. **017329 Removals, Cutting, and Patching:**
a. Use in all contracts except exclusively site work projects.
b. Projects involving rehabilitation work.
c. Common Document for all contracts in a multi-contract project.
d. Use Section 024116 Structural Demolition for major removals such as the demolition of a building or wing.
e. List any items that are to be turned over and remain the property of the State. Otherwise, remove and dispose of all materials.
f. This section calls for the removal of all work superseded by the work of the contract. Avoid over detailing removals on drawings.
g. This section is normally included in new buildings to handle modifications to building construction in place.

67. **017419 Construction Waste Management:**
a. This section specifies administrative and procedural requirements for salvaging, recycling, and disposing of non-hazardous demolition and construction waste.
b. Verify with the TL whether this section should be included in the project.
c. Consultant/Designer should review this section with estimator.

68. 017423 Pre-Occupancy Cleaning:
   a. Use this section only when it is requested, in writing, by the Client Agency’s central office.
   b. This section provides for cleaning to hospital grade or clean room environment and is very costly. Consultant/Designer should review this section with the PM and estimator.
   c. This section is normally included for patient buildings that must comply with Joint Commission of Accreditation of Health Care Organizations (JCAHO) Requirements.

69. 017716 Contract Closeout:
   a. Use in all projects.
   b. This section includes the requirements for maintaining additional "as-built" sets for all subsurface wastewater disposal systems.
   c. Common Document for all contracts in a multi-contract project.
   d. Modify for multiple completion dates.

70. 017847 Equipment For Confined Space Entry:
   a. Use this section only on projects with confined space entry requirements.
   b. Use when directed by Division of Construction.

71. 017900 Video Training Programs:
   a. Use when contract includes technical specification sections requiring video training programs.
   b. Use one of the following versions:
      2) Can use with other complex equipment and systems as listed in this section.
   c. Section requires professionally produced video training programs. Videotaping a training session is not acceptable.
   d. Edit section in accordance with yellow highlighted text. Otherwise, do not change or modify any of these requirements unless specifically authorized to do so, in writing, by the TL.

72. 018113 LEED Documentation Requirements:
   a. Use when project is identified as a LEED project.
   b. Read yellow highlighted text notes on specification.
   c. Include LEED scorecard.
   d. Common Document for all contracts in a multi-contract project.

73. 081113 LEED Minimum Recycled Content:
   a. The contractor is to meet minimum recycled content for materials and building products shown in Table 018113.1 of this section.
   b. Common Document for all contracts in a multi-contract project.
74. **081113 LEED New Construction Project Scorecard 2009:**
   a. A copy of the LEED Project scorecard is attached at the end of this Section for information only.
   b. Common Document for all contracts in a multi-contract project.

75. **018119 Construction Indoor Air Quality Management:**
   a. Use when project is identified as a LEED project.
   b. Verify with the TL whether this section should be included in the project.
   c. Common Document for all contracts in a multi-contract project.

76. **018120 Volatile Organic Compound Limits For Adhesives And Sealants:**
   a. Use when project is identified as a LEED project.
   b. Verify with the TL whether this section should be included in the project.

77. **019113 General Commissioning Requirements**
   a. Can be used with or without a LEED project. Use when project is identified as a LEED project.
   b. Verify with the TL whether this section should be included in the project. Check EO88 requirements.
   c. Common Document for all contracts in a multi-contract project.

**DIVISIONS 02 THROUGH 48 – TECHNICAL SPECIFICATIONS**

78. **111901 Detention Equipment:**
   a. This section must be edited by the BU2 Physical Security Group.

79. **Division 28 Electronic Safety and Security**
   a. Many Sections in this Division require editing and/or review by in-house security project managers.

80. **310000 Earthwork:**
   a. The Earthwork specification sections shall be used on all OGS D&C projects, whether designed in-house or by Consultant.
   b. Though the OGS D&C Earthwork specification makes many references to the DOT spec, especially in defining material characteristics, OGS D&C does not use the same terminology as DOT, particularly regarding materials used in backfilling and structural support courses under buildings and paving. OGS D&C references DOT specifications and tables for material makeup and sizes, but OGS D&C **does not** use the DOT Item Numbers to define our materials. Rather, OGS D&C provides a definition for all materials related to excavation and backfilling. This is a major difference between OGS D&C projects and those prepared by other State agencies and most consultants.

81. Use OGS Master Specification Sections for all materials and methods for which a section exists.
82. Divisions 02 thru 48 are self-explanatory and are not individually described in this Manual. Important information is included in yellow highlighted text and Sections should be edited accordingly.

83. When creating a new section, match OGS Master Specification in formatting, numbering, layout, font, size, etc. Use the Guide Master Specification as an outline for more complex specifications.
   a. Use Construction Specification Institute (CSI) Master Format for proper section numbering of any new spec section that needs to be created. The CSI Master Format is a master list of spec section numbers and spec section titles for the construction industry.
   b. Also coordinate any new spec section titles and numbers with OGS electronic contract payment (ECP) coordinators to make sure that we don't have multiple section numbers and section titles in the ECP master table of contents for the same materials or equipment.

84. Completely edit all Master Specification Sections so resultant specification is streamlined and project specific. Delete all material that does not relate to the specific project, including all yellow highlighted text.

85. Most of the sections of the Master Specification contain requirements for the submittal of shop drawings, product data, and sample for specific items of work. These requirements must be edited for project specifications just like any other part of the section.

86. Include the Project No., with the trade designation for the contract of which they are a part, in the right hand side of the page footer on all specification pages.

87. Not all OGS Master Specifications are up to date. Review for accuracy. When a Consultant/Designer identifies an OGS Master Specification as being outdated, contact the TL who will inform the appropriate OGS D&C staff.

88. Some specifications have multiple versions of the same section. The difference between the two versions is either broadscope or short scope.

**APPENDIX DOCUMENTS**

89. The Appendix Documents are bound in the Project Manual after the technical specifications sections and are listed in the Table of Contents. Appendix Documents include the following sections below:

90. **Asbestos and Lead Survey Report:**
   a. Use in all contracts in which hazmat testing was completed.
   b. Edit report title as required by the type of testing that was performed.
   c. Coordinate with Document 003126 Existing Hazardous Material Information.
91. **Asbestos Variance:** Use this document if Department of Labor has granted a site specific variance for the asbestos work of this contract.

92. **BDC-59.1 Contractor’s Proposal for Subcontractor Change:**
   a. Use in contracts containing Document 002220 and Bid Form 004120.
   b. Inserted by OPC.
   c. Use one of the following versions;
      1) Wicks Exempt Version: Use with standard Wicks Exempt contracts.
   d. Document filed in the DCNET forms area, not in the Master Specifications file folders.

93. **BDC-59P Project Labor Agreement List of Subcontractors:**
   a. Use with PLA projects.
   b. Inserted by OPC.
   c. Document filed in the DCNET forms area, not in the Master Specifications file folders.

94. **BDC-328 Utilization Plan:**
   a. Use in all contracts estimated to be over $100,000 in conjunction with Document 007307.
   b. Inserted by OPC.
   c. Document filed in the DCNET forms area, not in the Master Specifications file folders.

95. **BDC-329 Contractor’s List of Subcontractor’s - Suppliers:**
   a. Use in all contracts.
   b. Inserted by OPC.
   c. Document filed in the DCNET forms area, not in the Master Specifications file folders.

96. **BDC-406.1 Statement of Special Inspections:**
   a. Use if Special Inspections Article is included in section 011000 Summary of Work.
   b. Not all projects require Special Inspections. Ensure that only code required inspections are listed on the form. There are many exceptions to the Special Inspections requirements, see the list of exceptions in Section 1704 of the Building Code of New York State
   c. Inserted by the PM and Consultant/Designer when they are required.
   d. Include this document in appropriate contract’s table of contents.
   e. Document filed in the DCNET forms area, not in the Master Specifications file folders.

97. **Bound-in Drawings:**
   a. Use if there are any project specific 8 ½” x 11” or 11” x 17” drawings bound into the Project Manual.
b. Drawings referenced in a specific specification section should be included with the specification section. Example: project identification sign, room signage graphics, etc. They are not listed in Document 000115 or on the Drawing Title or Index Sheet.

c. Assign drawing numbers to match the system used for other drawings for project specific drawings that are bound in the Project Manual.

d. List project specific bound-in drawings in the List of Drawings included in the Title Sheet of the Drawings or in Document 000115, whichever is appropriate. (Do not list bound-in drawings in the Table of Contents).

e. If the drawings are on mylar, vellum, etc., a copy should be made. Turn the original over to the TL for filing in the OGS D&C Plan File records. The TL shall ensure that a copy of all project specific bound-in drawings is filed for record purposes.

98. Commissioning Process:
   a. Use when commissioning is part of the project.
   b. Use in conjunction with 019113 General Commissioning Requirements.
   c. Include with specific specifications for pre-functional and functional testing. Examples include boilers, unit heaters, ductwork, direct digital building control systems, etc.

99. Contractor’s Certification Statement:
   a. Include only if a SWPPP (Storm Water Pollution Prevention Plan) has been prepared.

100. NYS DOS Example Truss Identification Sign:
   a. Use when truss type construction is part of the building design. This includes but not limited to steel bar joists, steel trusses and wood trusses.
   b. Consultant/Designer to provide one sign in each man door. Provide notes and locations in the contract drawings and/or specifications.
   c. See Fire Code 505.3 for more specific information.

101. Prevailing Rate Schedule:
   a. Inserted by OPC.
   b. Required on all contracts.
   c. Common document on multi trade project.

102. Sample Firestop Schedule:
   a. Use in contracts containing Section 078400.

103. Allowance Support Documentation:
   a. Insert allowance support documentation from manufacturers, vendors, or utility companies when required by the complexity of equipment, products, and services included in the allowance. Documentation may include plans, details, and cost breakdowns of work included in the allowance.

104. Schedule of Submittals (SOS):
   a. Insert the completed prime contract SOS edited for the project specifications.
## Revision History:

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<td>07/08/13</td>
<td>7 b 8 Director’s approval is no longer required for use of Wicks Exempt projects</td>
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<td>07/18/13</td>
<td>Revised Bidding Requirements 001114 and 001116 Advertisement for Bids and 007305 Supplementary Conditions</td>
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<td>3</td>
<td>09/04/13</td>
<td>Revisions to Division 00, 01 and Appendix</td>
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<td>4</td>
<td>01/13/14</td>
<td>Revisions to schedule requirements: items in section F 8, 45-47</td>
<td>Parnett</td>
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<td>07/10/14</td>
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<td>6</td>
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<td>Deleted EO111 references from items 76 and 77</td>
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<td>7</td>
<td>04/13/15</td>
<td>Revised references to “hidden text” and changed to “yellow highlighted text” throughout chapter</td>
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<td>8</td>
<td>08/06/15</td>
<td>Pages 23, 24, &amp; 25 Changed BU5 to BU2</td>
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<td>10/14/15</td>
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<td>Added A 16 Master Specifications Points of Contact (POCs)</td>
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<td>12</td>
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