SECTION 01015
GENERAL PROJECT REQUIREMENTS

The general conditions and the supplemental general conditions are hereby made a part of this section.

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SECTION 01015 - GENERAL PROJECT REQUIREMENTS

1.01 SUMMARY OF WORK

Scope and Location:

The contract in connection with this project includes the proposed complete work designated as

Major Maintenance FY12

These projects will impact the campus at large due to their locations and limited on site parking. It shall be assumed that numerous locations on campus will be addressed some of which will have concurrent work being performed by non-related contractors. The buildings will be occupied. General Contractors must coordinate with Wesleyan University personnel on a daily basis to avoid disruption of functions. The General Contractors including but not limited to any single source trade, (herein referred to as 'Contractor') shall provide all labor, materials, supervision, tools, equipment, surveying, layout, staging, handling, unloading, transportation, fees and licenses, services, and all other appurtenances for the satisfactory completion of the work described in the Project Manual, on the Project Drawings and Sketches, and in the Project Scopes. Reference Exhibit 1 for a complete list of projects.

A. Sustainability: Wesleyan University is committed to sustainability and environmental stewardship to reduce its carbon footprint to zero by 2050. Emphasis has been placed on waste reduction, recycling, environmentally preferable purchasing, energy conservation/efficiencies, reduced carbon footprint, reuse of materials on job and the use of materials that are either harvested with sustainable methods or made from recyclable materials. Contractor shall submit to the Owner sustainable material options with add/deduct costs. The contractor shall Reference Exhibit F for Green Building Policy and Procedure and the Wesleyan University website at http://www.wesleyan.edu/sustainability to review Wesleyan’s Sustainability Advisory Group for Environmental Stewardship.

B. Any materials provided and installed to complete the work shall be free of any asbestos, PCB's, lead containing materials, sulfur and any other hazardous materials. MSDS sheets to be provided for all materials prior to acceptance and installation.

C. Contractor shall be responsible to adhere to recycling requirements of Wesleyan University and the city of Middletown. Contractor shall recycle all corrugated cardboard, glass, plastic, metals, woods and other material identified in the specifications, Section 01505. Recycling identified recyclables shall be separated by type.

D. Public Safety shall not be contacted to gain access to any facility.

E. Contractor shall put in place methods to provide dust control and noise control prior to the start of work. Dust and noise control measures shall be reviewed with the Owner prior to the start of construction. Additional dust control measures shall be put in place as directed by the Owner prior to or during construction. Surrounding areas must be protected with poly or luan as required to isolate the project and all floors shall be protected and covered as required. All existing or new equipment, furniture, fixtures, cabinets, casework, etc. shall be covered and protected as required.
F. At locations where furniture is noted to be removed from the building, contractor shall furnish temporary storage pods as required to store all furniture while work is being performed. Storage pod locations shall be coordinated with the Owner. Contractor shall also provide all labor to move all furniture from the building to the storage pod. Upon completion of the work, contractor shall provide all labor to move all furniture back into the building, all furniture shall be cleaned to move in condition and the Owner's satisfaction.

G. Contractor shall document existing furniture locations prior to the start of work and shall set all furniture in the same locations upon completion of the work. Furniture damaged during the moving process shall be replaced at the expense of the contractor. Care shall be taken when setting storage pods in place. Lawn or paved areas damaged by pod placement shall be repaired at the expense of the contractor.

H. At locations where furniture is noted to remain in the building during construction, tarps shall be used for coverage and protection. Upon completion of the project, tarps shall be removed and furniture shall be thoroughly cleaned to move in condition. It shall be the Contractor's responsibility to relocate and protect existing furniture as required if it interferes with the completion of the specified work. All relocated furniture shall be returned to its original location upon completion of the work.

I. The Contractor shall be responsible to provide barricades, safety protection, temporary protection of adjacent areas, remove daily debris, daily cleaning and final cleaning. Contractor shall coordinate all work with other trades working in the building. Contractor shall strictly adhere to all OSHA standards, Wesleyan University General Project Requirements, project manual and Closeout Procedures. Coordinate all work with Agency Representative. The contractor shall be responsible to remove any and all furnishings, including musical instruments from the building and store all furnishings/instruments/equipment in contractor supplied storage containers, as directed.

J. Final cleaning shall be to move in standards and shall include but not be limited to removing all debris, dusting and polishing the entire project area including all walls, countertops, sills, doors, hardware, furniture, plumbing fixtures, electrical fixtures, equipment, and any other items located within or around the project area, removing all stickers and labels from new equipment and fixtures, vacuuming carpeting, washing / polishing floors, washing interior and exterior of windows, etc. for a move in condition. Broom clean is not acceptable. Dry film or residue left on any surface shall not be accepted and shall be cleaned as required until the film or residue is gone. Final payment shall not be released until the project area is cleaned as noted above and approved by the Owner. If the area is not cleaned as noted above, the Owner shall hire an outside cleaning company to complete the work and the Contractor shall be backcharged for the cost required to clean the project site as noted above (Windows (interior and exterior) and window treatment to be included in final cleaning).

K. To assist the contractor in identifying a cleaning contractor for final cleaning, Wesleyan University employs the following cleaning service. ABM Janitorial Services, Peter J. Caniano, 280 Trumbull Street, 22nd Floor, Hartford, CT 06103. (860) 241-9494. Fax (860) 241-9595. Cell (860) 250-5663.

L. The Contractor shall protect all new floors upon completion of installation. Contractor shall also protect all floors that have been previously cleaned and waxed. Any damaged floors shall be
replaced at the expense of the Contractor. Any floors that have been soiled or marked up after final cleaning shall be cleaned again at the expense of the Contractor.

M. The Contractor shall be responsible for the protection of attic space prior to the start of any roof replacement project. Protection shall include but not be limited to placing tarps in the attic space to collect all debris generated from stripping the existing roof shingles, underlayment or substrate. Upon completion of the work, all tarps and debris shall be removed from the attic space and shall be properly disposed of and the space broom cleaned. The attic space shall be inspected by the Owner upon completion to ensure that the condition of the space meets or exceeds the condition prior to the start of construction.

N. Contractor shall be responsible for the containment, lawful removal and disposal of used materials, residues, dirt, containers and debris. Disposal shall be in accordance with federal regulations, the laws of the State of Connecticut and the provisions of the City of Middletown. Costs for disposal of contaminated materials shall be incurred by the contractor.

O. All work pertaining to the project shall be in accordance with the provisions of the Contract Documents, as defined in the General Conditions.

P. Contractor shall collect and remove waste from construction areas and elsewhere daily. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce requirements strictly. Do not hold materials more than 7 days during normal weather or 3 days when the temperature is expected to rise above 80 deg F (27 deg C). Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing properly. Dispose of material in a lawful manner.

Q. Prior to the start of work, Contractor shall identify the volume of water scheduled to be discharged into the City of Middletown storm sewer system. Contractor shall notify the City of Middletown Water and Sewer Department with total volume of water scheduled to be discharged into the storm sewer system. Any special discharge provisions as required by the City of Middletown shall be adhered to at no additional cost to the Owner.

R. Contractor will provide all necessary overtime / shift-work costs or provide and maintain manpower necessary to support the project schedule.

S. Contractor shall include all costs associated with submitting and obtaining any special permits required to complete the work. The Owner shall obtain building permit for MM FY12 projects

T. The successful bidder shall complete all his work by the date identified by the Owner. This deadline shall include any and all reviews and/or approvals required by State, local or Federal agencies necessary.

U. Due to the nature of this institution, it is required that the academic schedule must be maintained. The construction work may be affected by the Summer Program Schedule of the University. The University Project Manager shall inform the Contractor of potential days when construction activity may not be permitted.

V. Final completion as defined in the Contract Documents must be achieved no later than a date mutually agreed upon between the Contractor and the Owner and will be documented in the Contract. Where contents in this specification are in conflict with other specifications or the more stringent requirement shall prevail.
1.02 AGENCY REPRESENTATIVE

A. The Agency is Wesleyan University. The Agency representatives for construction, once the contract for the base bid has been awarded is Ms. Roseann Sillasen, Associate Director, Construction Services (860) 685-3476 Office / (860) 918-3605 Cell, rsillasen@wesleyan.edu.

1.03 CONTRACTUAL ARRANGEMENTS

A. The Contractor for this project shall be totally responsible for the entire project and shall employ the services of such subcontractors as may be required to complete the designated work. The Contractor shall furnish from its firm complete field supervision, project management, and construction services and scheduling of the work.

1.04 EXAMINATION OF SITE

A. Contractor is to verify all existing conditions. All contractors are advised to visit and examine the site with Agency Representative prior to submitting bids. Failure to visit the site and note all conditions will in no way relieve the Contractor from completing the work as required.

B. Contractor is responsible to protect turf, concrete walks and pavement as required. Damaged turf, concrete walks and pavement shall be repaired by the contractor at no cost to the Owner.

1.05 INTENT OF DOCUMENTS

1. The General Conditions of the Contract, the Supplementary Conditions, and Division 1 General Requirements are a part of each Section of the Specifications.

2. The project scope and/or specifications, if required, are intended to describe and illustrate the materials and labor necessary to complete the work of this project. Illustrate existing conditions in general.

3. Before submitting a bid, the Contractor shall perform his/her own inspection and become thoroughly familiar with the existing conditions under which the work will be performed.

4. It is not the intent of the Contract Documents to show all existing conditions, and it shall be the responsibility of the Contractor and sub-contractors to verify all existing conditions applicable to this project, and to include in his bid all requirements necessary for the completion of the work, based on the existing conditions.

5. It is mutually agreed that work under each Section has included the cost of all required items for the accepted, satisfactory, functioning of the entire system without extra compensation.

6. The Contractor will be held responsible for any assumptions, omissions or errors made as a result of failure to become familiar with the site and the contract documents.

7. A typical representative detail indicated on the Drawings shall constitute the standard for workmanship and material throughout corresponding parts of the work. Where necessary, and where reasonably inferable from the documents, the Contractor shall adapt such representative detail for application to such corresponding parts of the work. The details of such adaptation shall be subject to prior approval by the Owner.
8. The layout of mechanical and electrical systems, equipment, fixtures, piping, ductwork, conduit, specialty items, and accessories indicated on the Drawings is diagrammatic, and all variations in alignment, elevation, and detail required to avoid interference and satisfy architectural and structural limitations are not necessarily shown. Actual layout of the work shall be carried out without affecting the architectural and structural integrity and limitations of the work and shall be performed in such sequence and manner as to avoid conflicts, provide clear access to all control points, including valves, strainers, control devices, and specialty items of every nature related to such systems and equipment, obtain maximum headroom, and provide adequate clearances as required for operation and maintenance.

9. The drawings shall not be scaled for dimensions. If figured dimensions are not given on the drawings, the Contractor shall request same from the Owner, giving reasonable advance notice and shall deliver same to the Contractor.

10. Where codes, standards, requirements and publications of public and private bodies are referred to in the Specifications, references shall be understood to be the latest revision prior to the date of receiving bids, except where otherwise indicated.

11. Where no explicit quality or standards for materials or workmanship are established for work, such work is to be of best quality for the intended use and consistent with the quality of the surrounding work and of the construction of the Project generally.

1.06 USE OF PREMISES, SPECIAL WORKING CONDITIONS

A. The Contractor shall confine his apparatus, storage of materials, supplies, equipment and operations to the areas bounded by the contract and as directed by the Owner, within the project limits except as authorized by the Owner, at the Owner's sole discretion.

B. Buildings will be occupied and engaged in critical functions during construction. Contractor must coordinate with Wesleyan University personnel on a daily basis to avoid disruption of functions. Contractor must begin only what he can finish in one day.

C. Maintain the existing building in a weather tight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions to protect the building and its occupants during the construction period. No windows may be left open at the end of day and no temporary closures will be permitted. All areas must be secured at the end of each work day.

D. Contractor and subcontractors shall be allowed the reasonable use of the site and parking shall be allowed for fully insured on site management vehicles and those fully insured marked vehicles required for the construction of the project. All other vehicles and personal vehicles shall be parked at Vine Street parking lot V. Transportation to and from the project site shall be the responsibility of the contractor and subcontractors. Driving or parking shall not be on University sidewalks unless contractor has obtained pre-approved sidewalk parking pass. In no event shall the contractor or subcontractors park in a University lot designated for Students, Staff, or Faculty unless pre-approved. Alternate parking locations to be identified by Owner.

E. All exits shall be maintained in a safe fashion Section 805 (BOCA) 1984 and Chapter 31 CFSC (NFPA 101-10-985).
F. Alterations or repairs shall not cause an existing structure to become unsafe or adversely affect the performance of the building.

G. The Contractor shall be responsible for keeping the premises clean and shall pick up rubbish and debris daily. The rubbish and debris shall be removed from the site daily. Contractor is not to use University dumpsters. Do not dispose of any material on site by burial or burning.

H. Due to the fact that the operation of Wesleyan University must continue during the progress of this work, the Contractor shall confer with the proper established authority so the arrangements can be made to carry out the duties of Wesleyan University along with those of the Contractor without undue or unnecessary interference to each other’s routine.

I. The Contractor and sub-contractors shall cooperate with other Contractors who may also be doing work in the same area on other projects, so that there is no conflict or confusion.

J. Doors must remain locked at all times.

1.07 ALLOWANCES

A. Contractor to provide allowances and/or value engineering as requested in the scopes of work submitted.

1.08 ACCIDENT PREVENTION

A. Precaution must be exercised at all times for the protection of persons and property. The safety provisions of applicable laws, building and construction codes must be observed; Contractor shall take or cause to be taken such additional safety and health measures as Wesleyan University may determine to be reasonably necessary. Any Special Safety requirements pertaining to laboratories, laboratory equipment and supplies and health care facilities must be strictly observed. Machinery, equipment and other hazards shall be guarded in accordance with the safety provisions of the Manual of Accident Prevention in Construction, published by the Associated General Contractors of America, to the extent that such provisions are not in contradiction of applicable laws.

1.09 APPLICATIONS FOR PAYMENT

A. This Section specifies administrative and procedural requirements governing the Contractor’s Applications for Payment. The initial Application for Payment, the Application for Payment at time of Substantial Completion, and the final Application for Payment involve additional requirements.

1. An Application for Payment will be submitted for each project awarded to the contractor. Under no circumstances shall projects be combined on a single application for payment unless prior approval is received.

2. Round amounts off to the nearest whole dollar; the total shall equal the Contract Sum. Each Application for Payment shall be consistent with previous applications and payments as certified by Wesleyan University.

3. Each division shall be identified on the Schedule of Values. Correlate line items in the Schedule of Values with other required administrative schedules and forms, including:
General Contractor's construction schedule.
Application for Payment form.
Schedule of submittals.

4. Submit the Schedule of Values to Wesleyan University upon intent to award and prior to the start of any on site construction activity, but in no case later than 7 days before the date scheduled for submittal of the initial Application for Payment.

5. Arrange the Schedule of Values in a tabular form with separate columns to indicate the following for each item listed:
   - Generic name.
   - Dollar value.
   - Breakdown in sufficient detail as required to identify each sequence number that was part of the original bid package. The sum of all sequence numbers shall match the contract value amount.
   - Percentage of Contract Sum to the nearest percent, adjusted to total 100 percent.
   - Provide a breakdown of the Contract Sum in sufficient detail to facilitate continued evaluation of Applications for Payment and progress reports.
   - Break principal subcontract amounts down into several line items.
   - For each part of the Work where an Application for Payment may include materials or equipment, purchased or fabricated and stored, but not yet installed, provide separate line items on the Schedule of Values for initial cost of the materials, for each subsequent stage of completion, and for total installed value of that part of the Work.

6. Each Application for Payment shall be consistent with previous applications and payments as certified by Wesleyan University.

7. The initial Application for Payment, the Application for Payment at time of Substantial Completion, and the final Application for Payment involve additional requirements.

C. Payment Application Times: Each progress payment date is as indicated in the Agreement. The period of construction work covered by each Application for Payment is the period indicated in the Agreement. Submit documentation requests or stored materials requests, i.e.: Invoice, packing slips, inventory photos.

D. Payment Application Forms: Use AIA Document G702 and Continuation Sheets G703 as the form for Application for Payment.

E. Application Preparation: Complete every entry on the form, including notarization and execution by person authorized to sign legal documents on behalf of the Owner. Include amounts of Change Orders and Construction Change Directives issued prior to the last day of the construction period covered by the application. Incomplete applications will be returned without action. Cost for each sequence items should all be tracked individually on one application for payments.

F. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions have been made.
G. Every payment requisition shall include a partial waiver of lien for work completed, statement showing the status of all pending change directives, and pending change orders to the original contract or subcontract. Such statement shall identify the pending change directives and pending change orders and include the date initiated, the costs associated with performance, and a description of the work.

H. Transmittal: Submit one (1) executed certified copy of each Application for Payment to Wesleyan University, Project Manager; including waivers of lien and similar attachments, when required. Transmit copy with a transmittal form listing attachments, and recording appropriate information related to the application in a manner acceptable to Wesleyan University.

I. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of the first Application for Payment include the following:
   - Schedule of Values.
   - Partial Waiver of Lien.

J. Application for Payment at Substantial Completion: this application shall reflect any Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work. Administrative actions and submittals that shall proceed or coincide with this application include:
   - Warranties (guarantees) and maintenance agreements.
   - Maintenance instructions.
   - Final cleaning.
   - List of incomplete Work, recognized as exceptions to Wesleyan University’s Certificate of Substantial Completion.
   - Partial Waiver of Lien.

K. Final Payment Application: Administrative actions and submittals which must precede or coincide with submittal of the final payment Application for Payment include the following:
   - Completion of Project close-out requirements.
   - Completion of items specified for completion after Substantial Completion.
   - Assurance that unsettled claims will be settled.
   - Removal of surplus materials, rubbish and similar elements.
   - Excessive static or dynamic loading; water or ice; soiling, staining and corrosion; combustion; destructive testing; misalignment; unprotected storage; improper shipping or handling; theft and vandalism.
   - Final Waiver of Lien.

1.10 **MAINTENANCE OF TRAFFIC WAYS**

A. The Contractor will be granted the use of paved roads and parking areas but shall not infringe on use of same, or access thereto, for passage over the property. Roadways shall not be blocked by standing trucks, parked cars, material storage, dumpsters, and construction operations or in any other manner.

B. Sidewalk, road and parking areas on the Owner’s property shall be kept free from scrap or other material, due to construction operations, and any damage to their surface caused by use by the Contractor shall be reimbursed to the satisfaction of Wesleyan University. Contractor shall provide direction signs as needed or identified by the Owner to redirect pedestrian traffic.
C. Parking on sidewalks is prohibited. Contractor shall obtain “Temporary Sidewalk Vehicle Access Pass” 24 hours prior to need for access. Pass must be signed by an authorized representative of the University. Pass shall be prominently displayed on vehicle dashboard. See Exhibit G.

1.11 PLANS AND SPECIFICATIONS AT THE SITE

A. The Contractor shall maintain at the site of the work one copy of all Drawings, Specifications, Addenda, approved Shop Drawings, Change Orders, and other Modifications, Schedules and Instructions in order and marked to record all changes made during construction. These shall be available at all times to the Owner or their authorized representatives.

1.12 CONSTRUCTION EQUIPMENT

A. The Contractor shall furnish and maintain, at his own cost and risk, all tools, apparatus and appliances, hoists and/or cranes and power for same, scaffolding runways, ladders, temporary supports and bracing and all other similar work or material necessary to insure speed, conveniences and safety in the execution of his Contract.

B. All such items shall be subject to approval by the Agency representative as to general stability, type, and location; but responsibility for proper design, strength and safety shall remain the responsibility of the Contractor. All such items shall comply with OSHA regulations and all other applicable local, state, and federal codes, statutes, rules and regulations.

1.13 PROTECTION

A. Fire Protection: The Contractor shall, during the progress of the work, assume all responsibility for loss or damage by fire to the work included in his contract until completion of the work. No flammable materials shall be stored in the structures in excess of amounts allowed by authorities having jurisdiction. No gasoline shall be stored in or near the work at any time, and none shall be left on site outside of working hours.

B. Barricades and Warning Signs: Provide barricades and warning signs for the duration of the construction activity. Wesleyan University approved warning signs shall be located in public areas outside of the work area. If chain link fencing is used within the campus proper, fabric curtains shall be applied. Barricades shall be located to impede pedestrian traffic from accessing the work area. Comply with standards and code requirements for erection of structurally adequate barricades. Paint with appropriate colors, graphics and warning signs to inform personnel and the public of the hazard being protected against.

C. Storage: Where materials and equipment must be stored, and are of value or attractive for theft, provide a secure lockup. Enforce discipline in connection with the installation and release of material to minimize the opportunity for theft and vandalism.

D. Environmental Protection: Where work will be performed in occupied areas, provide IHR fire rated dust barriers and approved track mats at all work area access points for the duration of the demolition and construction activity. Track mats shall be cleaned and/or replaced as required to maintain their effectiveness.

E. Avoid use of tools and equipment which produce harmful noise. Restrict use of noise making tools and equipment to hours that will minimize complaints from persons or firms near the site.
Noisy work shall not start prior to 7:00am. In occupied areas or prior to 8:30am in adjacent occupied areas, coordinate with Owner.

F. Protection: the Contractor shall provide and maintain items required for the protection of existing building structure and finishes such as:
   Floor materials; Lighting and associated controls; Fire Alarm System; Wall surfaces; Acoustic panels; Door openings and thresholds
Damage incurred shall be rectified by the Contractor at no expense to Wesleyan University.

G. Contractor shall install protection before starting any demolition or alteration work. Protect all attic spaces when roof placements are performed.

H. Protection from theft or vandalism: The Contractor shall be solely responsible for damage, loss or liability due to theft or vandalism at all times during the construction period whether work is in progress or not. The Contractor may, if he chooses, or if it is found necessary or advisable, employ a watchman, at no additional cost to the Owner.

I. Precaution must be exercised at all times for the protection of persons and property. Contractor shall take or cause to be taken such additional safety and health measures Wesleyan University may determine to be reasonably necessary. Hardhats and shirts shall be worn at all times. Machinery, equipment and other hazards shall be guarded in accordance with the safety provisions of the Manual Accident Prevention in Construction, published by the Associated General Contractors of America, to the extent that such provisions are not in conflict with other applicable laws.

The Contractor shall confer with Wesleyan University Physical Plant, EHS&S and the Project Manager to determine if any chemical or biological hazards are present in a mechanical system before implementing ductwork inspections or revisions to the system. The Contractor shall take all measures necessary to protect the health of workmen involved with the inspection or revision.

J. Streets, Curbs and Sidewalks - Protect from damage all streets, roads, curbs, sidewalks, and other existing items not removed. Repair and replace, without cost to the Owner, portions which may become damaged as a result of work under this Contract. This work to be done in strict compliance with regulations of authorities having jurisdiction.

J. The Buildings may be occupied and used during the course of construction. Install protection before starting any demolition or alteration work. Use only new materials in construction of all protection. If wood is called for, all framing members shall be of fire retardant treated wood. No cutting of materials shall be done within occupied spaces.

1.14 IDENTIFICATION BADGES FOR CONTRACTOR'S PERSONNEL

A. The Contractor shall require that each person working at the site on this project wear a contractor identified shirt and an approved identification badge

B. Badges are to be worn on outer garment where visible, and shall be returned to the Contractor's field office at the end of each day and picked up there each morning.

C. The Contractor shall provide a list of names of all subcontractors who shall be on site to perform the work to the Owner upon final award of the work.
1.15 OPENINGS, CHASES, INSERTS, ETC.

A. It shall be the responsibility of the Contractor to examine the Mechanical and Electrical drawings and consult with the subcontractors, and to provide all such chases, channels or openings as required. These may not be shown on the construction drawings.

B. The Contractor, the subcontractors and others shall furnish, properly locate and install all sleeves, inserts, hanger, etc. required for the installation of their work. Additional hangers may be required for exposed installations.

C. After the installation and completion of the work for which openings, channels, chases, etc. have been provided, the Contractor shall properly close and finish all openings, channels, chases, etc., as required to complete the work.

D. Positive instruction shall be obtained from the Contractor and Owner before cutting beams, arches, lintels or other structural members, and all contractors shall be guided by such instructions.

E. No chases or slots shall be formed or cut closer than 8" from jambs of openings or intersections of walls so as not to pass through any beams, lintels or other bearings.

1.16 DIMENSIONS AND MEASUREMENTS

A. The Contractor and each subcontractor shall verify all dimensions for all built-in work or work adjoining that of other trades before ordering any material or doing any work and shall be responsible for connections of same. Any differences which may be found shall be submitted to the Project Manager for consideration before proceeding with the work.

1.17 SURVEY AND LAYOUT

A. The Contractor shall verify all grades, lines, leveling and dimensions as shown on-the drawings, and shall report any errors or inconsistencies in the above to the Project Manager before commencing work.

1.18 SALVAGEABLE MATERIALS

A. Salvageable materials shall be protected from damage, removed from the site and turned over to Wesleyan University or disposed of as directed by Wesleyan University. Perform a site walk with Owner to identify salvageable material prior to the start of work. Contractor shall relocate to Owner’s storage location at no additional cost to Owner.

1.19 MANUFACTURER’S DIRECTIONS

A. All manufactured articles, material and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned as directed by the manufacturers unless herein specified to the contrary.

1.20 FIRE EXTINGUISHERS

A. Provide and place one 2-1/2 gallon gas cartridge type antifreeze, Underwriters’ Laboratory approved fire extinguisher for each 1,500 sq. ft. or fraction thereof of altered floor area in each
story of the building as-soon as flammable materials are on site and wherever flammable materials are stored. Hang extinguishers on plywood backboards painted red, strapped to columns with center six feet above floor. Do not place materials or equipment to obstruct access to fire extinguishers.

B. Inspect each extinguisher at least once a month during construction period and affix dated tag certifying adequacy of charge and workability of extinguisher.

C. Extinguishers shall remain property of Contractor and shall be removed at completion of Contract. Do not use Owner’s present fire extinguishers to satisfy requirements of specifications.

D. In area where exposed electrical or telephone equipment occurs, the fire extinguishers shall be of dry chemical type for Class B and C fires.

1.21 SPECIAL CLEANING AND MAINTENANCE

A. Employ every available method to reduce noise during construction to a minimum and handle materials and rubbish to produce the least amount of dust. All rubbish shall be wetted before being handled, and shall be removed from premises by means of dustproof containers or approved dustproof chutes.

1.22 EXISTING EQUIPMENT AND MATERIALS TO BE REUSED

A. Existing equipment and materials to be re-used, shall be disconnected, removed, stored, repaired, altered as necessary, cleaned thoroughly, and if wood or ferrous metal surfaces, inaccessible after installation, shall be primed in same manner as for new work.

B. The terms shall also include handling of the work, preparation of other work to receive reset work, reinstallation of the work in same or other location and adjustments required after reinstallation to assure functioning in a manner satisfactory to Owner.

C. Contractor shall salvage all interior doors for possible reuse, dispose of doors properly at end of project. Reference hazardous materials report to determine proper disposal.

1.23 EXISTING EQUIPMENT AND MATERIALS NOT TO BE REUSED

A. Equipment and materials to be disconnected and removed and not required to be reused, as determined by the Project Manager or specified, nor shown on drawings to be reset, relocated or retained by Owner shall be removed from the premises and properly disposed of by the Contractor, per section 01501. Removed surplus serviceable materials, to be retained by Owner, shall be turned over and delivered to storage at locations as directed.

1.24 TIME AND MANNER

A. It shall be the specific responsibility of the Contractor to advise subcontractors what responsibility each has for scheduling and performing work to conform to established progress schedule and contract completion date approved by the Project Manager.

1.25 CODES AND SPECIFICATIONS
A. All references to Standard Specifications and codes made throughout the specifications refer to the latest editions in effect at the time of the proposal. Such references include current addenda and errata, if any, and shall be considered an integral part of the work.

B. Codes: The Codes and Standards listed below apply to all new and renovated construction. Wherever Codes and/or Standards are mentioned in these specifications or drawings, the latest applicable edition or revision shall be followed, including but not limited to:

- State Building Code
- International Building Code
- International Residential Code
- International Existing Building Code
- International Mechanical Code
- International Plumbing Code
- International Energy Conservation Code
- National Electrical Code NFPA 70
- ICC/ANSI A117.1-2003
- Connecticut State Fire Safety Code
- International Fire Code
- CT Amendments State Fire Safety Code
- Connecticut State Elevator Code
- ASME A17.1 Safety Code for Elevators and Escalators & Amendments
- Connecticut Supplement
- NFPA, ANSI, OSHA, ADA
- Utility Company Regulations
- Wesleyan University Public Safety Regulations
- Environmental Protection Agency
- ASHRAE, SMACNA
- Wesleyan Health and Safety Regulations

C. All materials furnished and all work installed shall comply with the requirements of the local utility companies and all Governmental departments having jurisdiction.

D. The Contractor shall include in the work, without extra cost to the Owner, any labor, materials, services, apparatus and drawings in order to comply with all applicable laws, ordinances, rules and regulations, whether shown on the drawings and/or specified or not.

1.26 ADDENDA ISSUED DURING BIDDING PERIOD

A. Oral interpretations cannot be given during bidding period. The Bidder may notify the Project Manager in writing of any important items requiring clarification and a written addendum will be sent all to bidders explaining correction or clarification.

1.27 SUPERVISORY PERSONNEL

A. The Contractor shall provide designated supervisory personnel whenever any workmen are on the site. Designated supervisory personnel may also be a working foreperson.

B. The Contractor shall provide an internal communications system for all supervisory personnel.

1.28 PROJECT SCHEDULE AND EQUIPMENT SHUTDOWN

A. A proposed project schedule is to be prepared and submitted to the Project Manager for approval 5 days after intent to award and prior to starting any work.
B. The schedule of shutdowns is to be approved by and coordinated with the Project Manager prior to this work occurring. 72 hour notice shall be provided.

1.29 SIGNS

A. No signs or advertisements are allowed to be displayed without the approval of the Owner.

1.30 ERRORS AND OMISSIONS

A. If any errors or omissions are discovered in the drawings or specifications by the Contractor, the Contractor shall notify the Project Manager in writing of such omissions or errors before proceeding with the work.

1.31 MATERIALS SUBSTITUTIONS

A. Wherever the words "approved by", "satisfactory to", "inspected by", or similar phrases are used in this specification, they shall be understood to mean that the material or item referred to shall be approved by, satisfactory to, as directed by, submitted to, inspected by, the Project Manager.

1.32 INSTALLATION

A. The schedule of installation is to be approved by the Project Manager.

1.33 TAX EXEMPTION

A. This project is tax exempt. The Owner will provide the successful bidder with appropriate information and documentation upon request and/or prior to the signature of the contract for construction.

1.34 HOT WORK PERMIT

A. Contractor shall apply for hot work permits 48 hours prior to the start of work.

B. Contractor shall provide fire watch for all torch cutting and/or welding and coordinate with all local authorities having jurisdiction.

C. Contractor shall protect all areas below and adjacent to work areas with Fire Blankets.

D. How Work Permit shall be obtained from the office of Environmental Health, Safety and Sustainability.

1.35 HAZARDOUS MATERIAL COORDINATION

A. Contractor to obtain hazardous investigation report from Owner prior to proceeding with demolition at any awarded location.

B. All painted surfaces prior to 1978 construction shall be considered to be positive for lead containing paint.

C. Removal of lead containing materials from Wesleyan University to be coordinated with the office of Environmental Health, Safety and Sustainability and the Project Manager.
D. Contractor shall be responsible for transporting all lead containing material from the project site to a lead dumpster. **Lead dumpster shall be provided by the Owner** and shall be located on campus. The exact location will be determined by the owner prior to the start of construction.

E. If required, bag lead paint for disposal to Wesleyan University designated lead dumpster.

F. Federal, State, Local and OSHA requirements to be strictly adhered to for all lead abatement.

G. Contractor is responsible for disposal of lead containing materials to Wesleyan University designated lead dumpster.

H. Any contractor involved with renovation repair and painting projects shall provide current blood test results for ALL employees working on Wesleyan properties before start of any work and monthly thereafter. Post blood work will be required at completion of the project.

I. Any presence of suspected asbestos containing material shall immediately be brought to the attention of the Project Manager.

J. Asbestos abatement coordination to be through Project Manager and the office of Environmental Health, Safety and Sustainability.

K. Manifest for any hazardous materials may only be signed by Wesleyan University Health, Safety and Sustainability Officer, William Nelligan, or authorized Wesleyan designee.

L. Materials in ductwork or elevator shafts are to be tested for hazardous materials prior to any suctioning of the ductwork or elevator shaft.

M. All PCB equipment/oil needs to be turned in to Environmental Health, Safety and Sustainability (860-685-2771) for proper disposal.

1.36 **FALL PROTECTION**

A. Wesleyan University has a zero-tolerance policy. Contractor shall be removed from the site and contract shall be terminated for non-compliance.

B. Contractor shall meet or exceed all OSHA fall protection requirements. Failure to do so will result in immediate cease and desist and contract termination. Contractor shall provide minimum 10 hour OSHA Training Certification for workman and minimum 30 hour OSHA Training Certification for Working Foreperson or Supervisor to Owner prior to start of work. Fall protection systems shall apply but not be limited to excavations, hoist areas, holes, leading edges, protection from falling objects, low-slope roofs, steep roofs, window washing, wall openings, etc. Contractor shall incorporate controlled access zones, covers, guardrail systems, personal fall arrest systems, positioning device systems, safety monitoring systems, safety net systems, warning line systems, canopies, toeboards, etc.

C. Contractors on an unguarded walking / working surface which is six (6) feet or more above a lower level shall be protected from falling by the use of a fall protection system(s) 100% OF THE TIME.
D. A site specific fall protection plan shall be developed by the contractor for all jobs where fall hazards exist if not previously addressed in a site specific safety plan.

1.37 CONTRACT DOCUMENTS

The Contract Documents for the Work are Documents prepared by Wesleyan University.

END OF SECTION
SECTION 01380 - CONSTRUCTION PHOTOGRAPHS

PART 1 - GENERAL

1.1 SUMMARY

A. General: This Section specifies administrative and procedural requirements for construction photographs.

1.2 SUBMITTALS

A. Digital Photographs: The Owner may elect to allow the majority of construction progress photos to be recorded on a digital camera and submitted to the Owner on a CD.

PART 2 - PRODUCTS

2.1 PHOTOGRAPHIC COPIES

A. Identification: Label each CD on the front or the back in the bottom margin with project name and date the photograph was taken. On the back of each CD case provide an applied label with the following information:

1. Name of the Project.
2. Name of the Contractor.
3. Date the photograph was taken.
4. Description of vantage point, in terms of location, direction (by compass point), and elevation or story of construction.

PART 3 - EXECUTION

3.1 PRE-CONSTRUCTION PHOTOGRAPHS

A. Before starting construction, take photographs of the site and surrounding properties from different points of view as selected by the Owner.

1. Take photographs in sufficient number to show existing conditions adjacent to the property before starting Work.

3.2 PHOTOGRAPHIC REQUIREMENTS

A. From time to time the Owner will instruct the photographer as to number and frequency of photographs, and general directions regarding vantage points.

1. Vantage Points: Following suggestions by the Owner, the photographer shall select vantage points.

B. Additional Photographs: From time to time the Owner may issue requests for additional
photographs, in addition to periodic photographs specified.

1. The Owner will give the photographer 3 days notice, where feasible.

2. In emergency situations, the photographer shall take additional photographs within 24 hours of the Owner’s request.

3. Circumstances that could require additional photographs include, but are not limited to:
   a. Substantial Completion of a major phase or component of Work.
   b. Immediate follow-up when on-site events result in construction damage or losses.

END OF SECTION
SECTION 01505 - CONSTRUCTION WASTE MANAGEMENT

PART 1 – GENERAL

1.1 SUMMARY

A. Section includes: Administrative and procedural requirements for construction waste management activities.

B. Related sections: all sections in the project manual noted in Divisions 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16.

1.2 DEFINITIONS

A. Construction, Demolition, and Landclearing (CDL) Waste: Includes all non-hazardous solid wastes resulting from construction, remodeling, alterations, repair, demolition and landclearing. Includes material that is recycled, reused, salvaged or disposed as garbage. Contractor shall provide a credit to the Owner in their bid price for materials recycled for cash. See Section 3.2.

B. Salvage: Recovery of materials for on-site reuse, or off-site sale or donation to a third party.

C. Reuse: Making use of a material without altering its form. Materials can be reused on-site or reused on other projects off-site. Examples include, but are not limited to the following: Grinding of concrete for use as subbase material; Chipping of landclearing debris for use as mulch.

D. Recycling: The process of sorting, cleaning, treating, and reconstituting materials for the purpose of using the material in the manufacture of a new product. Contractor shall identify in their bid credit to the Owner for recycled materials.

E. Source-Separated CDL Recycling: The process of separating recyclable materials in separate containers as they are generated on the job-site. The separated materials are hauled directly to a recycling facility or transfer station.

F. Co-mingled CDL Recycling: The process of collecting mixed recyclable materials in one container on-site. The container is taken to a material recovery facility where materials are separated for recycling.

G. Approved Recycling Facility: Any of the following:

   1. A facility that can legally accept CDL waste materials for the purpose of processing the materials into an altered form for the use of recycling.

   2. Material Recovery Facility: A general term used to describe a waste-sorting facility.

      a) Mechanical, hand-separation, or a combination of both procedures, are used to recover recyclable materials.

      b) Co-mingled containers are to be taken to a material recovery facility with at least a 50% co-mingled recycling rate.
1.3 SUBMITTALS

A. Waste Management Plan: Submit plan within seven days of date established for the Notice to Proceed.

B. Waste Management Report: Submit report concurrent with the final Application for Payment.

1.4 PERFORMANCE REQUIREMENTS

A. General: Material from demolition projects shall be recycled or reused whenever practicable. Divert a minimum of 50% CDL waste, by weight, from the landfill by one, or a combination of the following activities:
   1. Salvage
   2. Reuse
   3. Source-Separated CDL Recycling
   4. Co-mingled CDL Recycling

B. CDL waste materials that can be salvaged, reused or recycled include, but are not limited to, the following:
   1. Asphalt
   2. Asphalt shingles
   3. Concrete
   4. Metals
   5. Window glass
   6. Wood
   7. Field office waste, including office paper, aluminum cans, glass, plastic, and office cardboard.

C. See section 02050 for salvage detail.

1.5 QUALITY ASSURANCE

A. Regulatory Requirements: Conduct construction waste management activities in accordance with the State of Connecticut EPA, Middletown Municipal Code and all other applicable laws and ordinances.

B. Preconstruction Conference: Review methods and procedures related to waste management including, but not limited to, the following:
   1. Review and discuss waste management plan including responsibilities of Waste Management Coordinator.
   2. Review requirements for documenting quantities of each type of materials that will be salvaged, recycled or disposed of as waste.
   3. Review and finalize procedures for materials separation and verify availability of containers and bins needed to avoid delays.
   4. Review procedures for periodic waste collection and transportation to recycling and disposal facilities.
   5. Review waste management requirements for each trade.
   6. Review and distribution of the following publications and programs. For additional information on collection procedures and recycling regulations, contact the Middletown Sanitation Main Office at (860) 344-3410:
1.6 WASTE MANAGEMENT PLAN

A. General: Develop plan consisting of waste types, quantity by weight, methods of disposal, handling and transportation procedures. Include separate sections in plan for demolition and construction waste.

B. Organize the waste management plan in accordance with the sample plan included at end of Part 3, including the following information:
   1. Types and estimated quantities, by weight, of CDL waste expected to be generated during demolition and construction.
   2. Proposed methods for CDL waste salvage, reuse, recycling and disposal during demolition including, but not limited to, one or more of the following:
      a) Contracting with a deconstruction specialist to salvage materials generated,
      b) Selective salvage as part of demolition contractor’s work,
      c) Reuse of materials on-site or off-site sale or donation to a third party.
   3. Proposed methods for salvage, reuse, recycling and disposal during construction including, but not limited to, one or more of the following:
      a) Requiring subcontractors to take their CDL waste to a recycling facility,
      b) Contracting with a recycling hauler to haul recyclable CDL waste to an approved recycling or material recovery facility,
      c) Processing and reusing materials on-site
      d) Self-hauling to a recycling or material recovery facility.
      e) Name of recycling or material recovery facility receiving each of the CDL wastes.
      f) Handling and Transportation Procedures: Include method that will be used for separating recyclable waste including sizes of containers, container labeling, and designated location on Project site where materials separation will be located.

1.7 WASTE MANAGEMENT REPORT

A. Waste Management Report: Submit a cumulative waste management report on the form included at end of Part 3 with the final Application for Payment with the following attachments:
   1. A record of the type and quantity, by weight, of each material salvaged, reused, recycled or disposed.
   2. Total quantity of waste recycled as a percentage of total waste.
   3. Disposal Receipts: Copy of receipts issued by a disposal facility for CDL waste that is disposed in a landfill.
   4. Recycling Receipts: Copy of receipts issued by approved recycling facilities for co-mingled materials. Include weight tickets from the recycling hauler or material recovery facility and verification of the recycling rate for co-mingled loads at the facility.
   5. Salvaged Materials Documentation: Types and quantities, by weight, for materials salvaged for reuse on site, sold or donated to a third party.

PART 2 - PRODUCTS (Not Used)
PART 3 - EXECUTION

3.1 CONSTRUCTION WASTE MANAGEMENT, GENERAL

A. Provide containers for CDL waste that is to be recycled clearly labeled as such with a list of acceptable and unacceptable materials. The list of acceptable materials must be the same as the materials recycled at the receiving material recovery facility or recycling processor.

B. The collection containers for recyclable CDL waste must contain no more than 5% non-recyclable material by volume.

C. Provide containers for CDL waste that is disposed in a landfill clearly labeled as such.

D. Use detailed material estimates to reduce risk of unplanned and potentially wasteful cuts.

E. To the greatest extent possible, include in material purchasing agreements a waste reduction provision requesting that materials and equipment be delivered in packaging made of recyclable material, that they reduce the amount of packaging, that packaging be taken back for reuse or recycling, and to take back all unused product. Insure that subcontractors require the same provisions in their purchase agreements.

F. Conduct regular visual inspections of dumpsters and recycling bins to remove contaminants.

3.2 SOURCE SEPARATION

A. General: Separate recyclable materials from CDL waste to the maximum extent possible. Separate recyclable materials by type.

1. Provide containers, clearly labeled, by type of separated materials or provide other storage method for managing recyclable materials until they are removed from Project site.

2. For recyclables to be credited to the Owner, separate items as listed and provide additional containers as required:
   a. Copper
   b. Brass
   c. Stainless steel
   d. Aluminum

3. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.

4. Stockpile materials away from demolition area. Do not store within drip line of remaining trees.

5. Store components off the ground and protect from weather.

3.3 CO-MINGLED RECYCLING

A. General: Do not put CDL waste that will be disposed in a landfill into a co-mingled CDL waste recycling container.
3.4 REMOVAL OF CONSTRUCTION WASTE MATERIALS

A. Remove CDL waste materials from project site on a regular basis. Do not allow CDL waste to accumulate on-site.
B. Transport CDL waste materials off Owner’s property and legally dispose of them.
C. Disposal companies other than Dainty Waste Disposal must be prequalified by WESU.
D. Disposal company must be DEP approved.
E. Burning of CDL waste is not permitted.

END OF SECTION
Wesleyan University Construction Services

Waste Management Plan Checklist

☐ Analyze project waste
   ☐ Estimate types and quantities of waste the project will generate at different stages

☐ Check to see what can be recycled/reused onsite (wood, soil, rock, concrete, etc.)

☐ Decide how you will recycle
   ☐ Can you arrange the job site to accommodate several containers?
   ☐ Do you have the equipment to self haul?
   ☐ How often might you need your containers picked-up?

☐ Research recycling options
   ☐ Check out the Construction Recycling Directory
   ☐ Call recyclers and ask them:
      ☐ What materials do you accept?
      ☐ Is co-mingled recycling available?
      ☐ What are my collection options & costs?
      ☐ If I self-haul, can I drop off, and if so, what about tipping fees?
      ☐ Do you provide receipts to track recyclables?
      ☐ Do you set up and provide training?

☐ Decide what you will recycle at the jobsite

☐ Determine your costs
   ☐ Compare the cost of disposing waste with the cost of recycling

☐ Write out the waste management plan
   ☐ Which materials will be salvaged or reused on site
   ☐ Which materials will be recycled
   ☐ How materials will get to the recycler
   ☐ Names of responsible crew member/team
   ☐ Your projected savings

☐ Set up and monitor
   ☐ Clearly designate recycling bins
   ☐ Post list of what is recyclable and what is not
   ☐ Keep bins close to where waste is generated but not in traffic pattern
   ☐ Provide hauler and crew with site plan
   ☐ Check recycling bins daily for contamination
   ☐ Check garbage dumpsters daily for misplaced recyclables
   ☐ Call for pick-up before boxes are full
   ☐ Require quantity and cost tickets to track results and savings
Make your program work
- Start early: Incorporate a recycling program from the start to guarantee success
- Communicate your waste management plans to crews, subs, and suppliers as they come on-site
- Include recycling requirements in all subcontracts and purchase orders
- Post quantities of materials reused and recycled
- Track your savings
- Encourage suggestions from supervisors and crew
- Reward employees
- Make use of available resources and directories
WASTE MANAGEMENT PLAN

Company:
Project:

Designated Recycling Coordinator:

Waste Management Goals:

☐ This project will recycle or salvage for reuse ___% [e.g. 75%] by weight of the waste generated on-site.

Communication Plan:

☐

☐

☐

☐

☐

Expected Project Waste, Disposal, and Handling:
The following charts identify waste materials expected on this project, their disposal method, and handling procedures.

<table>
<thead>
<tr>
<th>Deconstruction/Demolition Phase</th>
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<tbody>
<tr>
<td>Material</td>
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<th>Construction Phase</th>
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<td>Material</td>
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# Waste Management Progress Report

<table>
<thead>
<tr>
<th>Material Category</th>
<th>Disposed in Municipal Solid Waste Landfill</th>
<th>Diverted from Landfill by Recycling, Salvage or Reuse</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Asphalt (cu yds)</td>
<td></td>
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<tr>
<td>2. Concrete (cu yds)</td>
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<td></td>
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<tr>
<td>3. Porcelain Plumbing Fixtures (lbs)</td>
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<td>4. Ferrous Metals (lbs)</td>
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<tr>
<td>5. Non-Ferrous Metals (lbs)</td>
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<tr>
<td>6. Wood (lbs)</td>
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<td>7. Glass (lbs)</td>
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<td>8. Clay Brick (lbs)</td>
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<td>9. Bond Paper (lbs)</td>
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<td>10. Newsprint (lbs)</td>
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<td>11. Cardboard (lbs)</td>
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<td>12. Plastic (lbs)</td>
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<td>13. Gypsum (lbs)</td>
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<td>14. Paint (gal)</td>
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<td></td>
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<tr>
<td>15. Insulation (lbs)</td>
<td></td>
<td></td>
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<td>16. Other (insert description)</td>
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<tr>
<td>17. Other (insert description)</td>
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<tr>
<td><strong>Total disposed in Landfill (in Weight)</strong></td>
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<td><strong>(Total of all above values - in weight)</strong></td>
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<tr>
<td><strong>Percentage of Waste Diverted (Total waste divided by total diverted)</strong></td>
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</tbody>
</table>
SECTION 01700 – PROJECT CLOSEOUT

PART 1 - GENERAL

1.1 SUMMARY

A. Work Included: This Section specifies administrative and procedural requirements for project closeout.

B. Related Sections: Closeout requirements for specific activities are included in the appropriate sections in Divisions 2 through 16. Provide change hard copy and (1) one electronic copy of all closeout documents.

1.2 RECORD DOCUMENT SUBMITTALS

A. General: Do not use record documents for construction purposes; protect from deterioration and loss in a secure, fire-resistant location; provide access to record documents for the Owner's reference during normal working hours. Written confirmation that the record documents are "up-to-date" shall be required by the Owner before approval of monthly requisitions will be considered.

1. The Contractor shall maintain all approved permit drawings in a manner so as to make them accessible to governmental inspectors and other authorized agencies. All approved drawings shall be wrapped, marked, and delivered to the Owner within sixty (60) days of final completion of the Work.

B. Record Drawings (As Built): Maintain a clean, undamaged, continually updated set of black line white-prints of Contract Drawings and Shop Drawings. Mark the set to show the actual installation where the installation varies substantially from the Work as originally shown. Mark which ever drawing best shows conditions fully and accurately; where Shop Drawings are used, record a cross-reference at the corresponding location on the Contract Drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date.

1. Mark record sets with red erasable pencil; use other colors to distinguish between variations in separate categories of the Work.

2. Mark new information that is important to the Owner, but was not shown on Contract Drawings or Shop Drawings.

3. Note related Change Order numbers where applicable.

4. Organize record drawing sheets into manageable sets, bind with durable paper cover sheets, and print suitable titles, dates and other identification on the cover of each set.

5. Upon 30 days of completion of the Contractor's work, submit Record Drawings to the Owner for review. Upon acceptance of these record drawings, the Contractor shall submit, at his own cost, one set of Xerox copies and an electronic copy on CD.

6. Contractor shall stamp and sign a certification statement on each drawing and page thereof that the drawings as submitted are true and complete.
C. Record Specifications: Maintain one complete copy of the Project Manual, including addenda, and one copy of other construction documents such as Change Orders and modifications issued during construction. Mark these documents to show substantial variations in actual Work performed in comparison with the text of the Specifications and modifications. Give particular attention to substitutions, selection of options and similar information on elements that are concealed or cannot otherwise be readily discerned later by direct observation. Note related record drawing information and Product Data.

1. Upon completion of the Work, submit record Specifications to the Owner for the Owner's records.

D. Record Product Data: Maintain one copy of each Product Data submittal. Mark these documents to show significant variations in actual Work performed in comparison with information submitted. Include variations in products delivered, and from the manufacturer's installation instructions. Give particular attention to concealed products and portions of the Work which cannot otherwise be readily discerned later by direct observation. Note related Change Orders and mark up of record drawings and Specifications.

1. Upon completion of mark up, submit complete set of record Product Data to the Owner for the Owner's records.

E. Record Sample Submitted: Immediately prior to Substantial Completion, the Contractor will meet at the site with the Owner and the Owner's personnel to determine which of the submitted Samples are to be transmitted to the Owner. Comply with delivery to the Owner's Sample storage area.

F. Miscellaneous Record Submittals: Refer to other Specification Sections for requirements of miscellaneous record keeping and submittals for performance of the Work. Immediately prior to Substantial Completion, complete miscellaneous records and place in good order, properly identified and bound or filed, ready for continued use and reference. Submit to the Owner for the Owner's records.

1. Subcontractor’s Listing: Submit a list of each subcontractor used on this project with their names, addresses, telephone number and contact person.
2. Subcontract closeout checklist, as may be amended from time to time.

G. Maintenance Manuals: Provide operating and maintenance manual for each item of equipment. Organize operating and maintenance data into suitable sets of manageable size. Bind properly indexed data in individual heavy-duty 2-inch, 3-ring vinyl covered binders, with pocket folders for folded sheet information. Mark appropriate identification on front and spine of each binder. Include the following types of information. Provide 2 sets of each manual.

1. Emergency instructions.
2. Spare parts list.
4. Wiring diagrams.
5. Recommended "turn around" cycles.
6. Inspection procedures.
7. Shop Drawings and Product Data.
8. Fixture lamping schedule.
9. Establish a Warranty log containing: Building location, equipment type, location, make/model, size/capacity, equipment serial number, warranty information, provider of
warranty, contact information including address, phone, fax, and email. Log shall also include filter size, belt size, belt serial number/unique descriptor, belt tension requirements – if applicable. Warranty log shall include all materials on the project for all specification sections. Warranty log shall be in a format capable of interpretation by someone completely unfamiliar with the project. Log shall be submitted in ONM and in electronic format.

3 Record of Electronic Documentation: Provide two (2) copies of compact disks, containing the following information:

1. Project progress photos.
2. Final as-built schedule on software approved in section 01301.
3. Copy of final schedule of values.
4. List of all project contacts, including, but not limited to, subcontractors and suppliers, with the following information:
   Name
   Address
   Phone and Fax Number
   License Number
   Email Address
   State Tax ID No.
   Federal Tax ID No.
   Type of Work performed

PART 2 – PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 CLOSEOUT PROCEDURES

A. Operating and Maintenance Instructions: Arrange for each installer of equipment that requires regular maintenance to meet with the Owner's personnel to provide instruction in proper operation and maintenance. If installers are not experienced in procedures, provide instruction by manufacturer's representatives. Include a detailed review of the maintenance manuals, record documents, lubricants, identification systems, control sequences, cleaning and warranties.

B. As part of instruction for operating equipment, demonstrate the start-up/shutdown, emergency operation/safety and adjustment procedures.

3.2 FINAL CLEANING

A. General: General cleaning during construction is required by the General Conditions and included in Section 01500 - Construction Facilities and Temporary Controls.

B. Cleaning: The Contractor shall employ experienced workers to clean each surface or unit to the condition expected in normal, commercial building cleaning. Comply with manufacturer's instructions. Complete the following cleaning operations before requesting inspection for Certification of Substantial Completion.

   I. Remove labels that are not permanent labels.
2. Clean transparent materials, including mirrors and glass in doors and windows, interior and exterior. Remove glazing compound and other substances that are noticeable vision-obscuring materials. Replace damaged glass.

3. Clean exposed finishes to a dust-free condition, free of stains, films and similar foreign substances. Leave concrete floors a dust free clean. Vacuum carpeted surfaces.

4. Shampoo common area carpeted surfaces in High Rise building.

5. Strip, wash, seal and wax tile floors in all areas where flooring is not replaced.

6. Clean all furnishings interior and exterior to dust-free condition, free of stains, films and similar foreign substances.


8. Space shall receive a final cleaning by an independent cleaning contractor so that the space is ready for use and occupancy. FYI - The university vendor is ABM, Peter Caniano (860) 250-5663.

C. Removal of Protection: Remove temporary protection and facilities installed for protection of the Work during construction.

D. Compliance: Comply with authorities having jurisdiction and safety standards for cleaning. Do not burn waste materials. Do not discharge volatile, harmful or dangerous materials into drainage systems. Remove waste materials from the site and dispose of in a lawful manner.

1. Where extra materials of value remaining after completion of associated Work have become the Owner's property, arrange for disposition of these materials as directed.

E. Extra Stock: The Contractor shall provide 5% extra stock for all finish materials provided, unless otherwise specified. In addition provide 3% additional stock for all items of finish hardware. Where extra stock is a fractional unit round off to the next highest unit of supply, i.e., full box. Deliver extra stock to place designated by the Owner.

3.3 FINAL COMPLETION

A. Prior to the issuance of a Certificate for Final Completion, the Contractor shall furnish to the Owner, the Record Document Submittals, including Record Drawings, which accurately and completely documents the as-built conditions for the Work and a set of reproducible vellum originals.

B. Final payment will not be issued until all of the Project Closeout document requirements are submitted.

3.4 SPARE PARTS

As described in the Specifications.
SECTION 02920 - LAWNS AND GRASSES

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

A. Division 1 – General Requirements is made a part of this section.

B. Submittals: Product certificates and planting schedule.

C. Sod: Comply with TPI's "Specifications for Turfgrass Sod Materials" and "Specifications for Turfgrass Sod Transplanting and Installation" in its "Guideline Specifications to Turfgrass Sodding."

D. Maintenance: Water, fertilize, weed, mow, trim, and establish lawns. Replant non-uniform, bare, or eroded grassed areas and remulch. Maintain for not less than 30 days.

E. CONN-DOT 816: Standard Specifications for Roads, Bridges and Incidental Construction

PART 2 - PRODUCTS

2.1 GRASSES

A. Seed Species: State-certified seed of grass species, as follows:

1. Seed Mixture:
   a. Sun and shade mix

<table>
<thead>
<tr>
<th>PERC</th>
<th>Fine Textured Grasses</th>
<th>Germ</th>
</tr>
</thead>
<tbody>
<tr>
<td>39.5%</td>
<td>Accent Perennial Rye</td>
<td>90%</td>
</tr>
<tr>
<td>39.43%</td>
<td>Aberdeen Creeping Red Fescue</td>
<td>88%</td>
</tr>
<tr>
<td>19.57%</td>
<td>Brooklawn Kentucky Bluegrass</td>
<td>85%</td>
</tr>
</tbody>
</table>

   b. Submit seed mixture to Owner for approval.

2. Per Owner's direction, the use of drought resistant, hard, red and chewing fescues. varieties in appropriate new locations identified on campus shall be planted.

B. Turfgrass Sod: Certified Number 1 Quality/Premium, including limitations on thatch, weeds, diseases, nematodes, and insects complying with TPI's "Specifications for Turfgrass Sod Materials" in its "Guideline Specifications to Turfgrass Sodding."

1. Species: Submit species to Owner for approval.

2.2 SOILS AND AMENDMENTS

A. Topsoil: ASTM D5268, free of stones 1 inch or larger.
B. Lime: ASTM C602, Class T, agricultural limestone.

C. Compost: Well-composted, stable, and weed-free organic matter, pH range of 5.5 to 8.

D. Wood Derivatives: Decomposed, nitrogen-treated sawdust, ground bark, or wood waste; of uniform texture, free of chips, stones, sticks, soil, or toxic materials.

E. Commercial Fertilizer: Organic grade fertilizer formula including corn gluten and soybean.

F. Grub, Crabgrass, Broadleaf Weeds and Insect Control: Contact Dave Hall @ 860-685-3764 for product requirements.

G. Straw Mulch: Clean, mildew- and seed-free salt hay or threshed straw.

PART 3 - EXECUTION

3.1 PREPARATION

A. Loosen subgrade, remove stones, sticks, existing grass, vegetation, and other extraneous materials.

1. At newly graded subgrades, spread planting soil mixture to a depth of 4 inches but not less than required to meet finish grades.

2. At unchanged grades, apply soil amendments and fertilizers according to planting soil mix proportions and mix thoroughly into top 4 inches of soil. Till soil to a homogeneous mixture of fine texture.

B. Grade lawn areas to a smooth, even surface with loose, uniformly fine texture. Moisten before planting.

3.2 PLANTING

A. Seeding Lawns: Evenly distribute seed by sowing with a spreader or a seeding machine. Rake seed lightly into top 1/8 inch of topsoil, roll lightly, and water with fine spray. Protect seeded areas by spreading straw mulch 1-1/2 inches in loose depth. During the first 3 weeks, water 3 times daily.

1. Seeding Rate: 3 to 4 lb/1000 sq. ft.

B. Sodding Lawns: Lay sod with tightly fitted joints, offsetting joints in adjacent courses. Tamp and roll lightly to form a smooth surface. Fill minor cracks between pieces of sod with soil or sand. Anchor sod on slopes exceeding 1:6 with wood pegs. Saturate sod with fine water spray within two hours of planting. During first week, water daily.

C. Disposal: Remove surplus soil and waste material and legally dispose of off Owner's property. Adhere to Urban fill policies related to potential soil contaminants.

D. END OF SECTION 02920
WESLEYAN UNIVERSITY MASTER PURCHASE AGREEMENT
PRODUCTS/SERVICES

This Agreement, entered into as of __________, ___ (the "Effective Date") between Wesleyan University with an address of 237 High Street, Middletown, CT 06459 (hereinafter referred to as "Buyer") and ________________ with an address of _______________ (hereinafter referred to as "Seller"), represents specific agreements and understandings between Buyer and Seller which will apply to the products and services listed in Exhibit A hereto, hereinafter referred to as the "Products/Services", purchased by Buyer from Seller during the period that this Agreement is in effect. Purchases hereunder may be made either on Buyer's standard purchase order or via electronic commerce (including without limitation facsimile, e-mail, EDI and internet), hereinafter referred to as "Orders". The terms and conditions of this Agreement shall apply to any such Orders and any provision of products or services by Seller whether or not this Agreement is expressly referenced therein.

I. Scope of Agreement. The Seller shall furnish all Products/Services listed in Schedule A, which Schedule is incorporated herein by reference. All costs to Buyer are identified in Schedule A. Seller shall also provide technical support as required to ensure quality and consistency of service, cost effectiveness, quality and reliability.

II. Term. Subject to the provisions of the opening paragraph hereof, this Agreement shall be effective for a period of ______________ from the Effective Date and may, upon written notice to Seller, be renewed by Buyer for additional periods of ______________ thereafter.

III. Quantities and Delivery. Delivery of Products/Services and any related output or reports shall be in accordance with Schedule A and the terms set forth in Buyer's Orders and instructions unless otherwise agreed to by Buyer. All shipments are F.O.B. Destination and shall be made with Buyer designated carriers, and shall include all necessary documentation including, but not limited to, any documentation specified on Schedule A. "Destination" as used herein shall mean Buyer's landing dock unless otherwise specified by Buyer in writing. Title and Risk of Loss to and with respect to the Products will pass from Seller to Buyer upon satisfactory delivery at Destination. Seller and Buyer acknowledge and agree that time shall be of the essence of this Agreement.

IV. Invoice and Payment. The purchase price for each Product/Service delivered and accepted shall be invoiced and paid on a per facility basis. Terms are Net Forty-Five (45) days from date of invoice. The purchase price shall include any and all import taxes and duties, and the costs of freight, insurance, other taxes, handling and all other similar costs. Seller recognizes that Buyer is a non-profit corporation organized under the laws of the State of Connecticut. Seller warrants that the prices for the Products/Services sold to Buyer under this Agreement are not less favorable than those currently extended to any other customer for similar goods in similar quantities and services in similar transactions. Buyer may pay the purchase price in cash, check or via credit/purchasing card.

V. Changes. Buyer shall have the right to change drawings, specifications and instructions for work, methods of shipments and packaging, schedules or place of delivery or inspection as to any Products/Services covered by this Agreement and Seller agrees to comply with such change notices. Such change notices will be in writing and signed by a duly authorized representative of Buyer. If such changes result in a decrease or increase in Seller's cost or in the time of performance, an adjustment in the price and time for performance will be made as mutually agreed upon in writing. Unless Seller presents to Buyer an itemized statement of claim against Buyer within twenty (20) days after the receipt of notice of such change, Seller shall be conclusively deemed to have waived all claims against Buyer with respect thereto.

VI. Quality and Inspection. Payment for the Products/Services delivered hereunder shall not constitute acceptance thereof. Buyer reserves the right to inspect such Products/Services within a reasonable time after delivery, but such inspection does not relieve Seller of its obligations under this Agreement. Buyer shall have the right in its sole discretion to reject any and all Products/Services that are in its sole judgment defective or
nonconforming. Products/Services rejected as well as Products/Services supplied early, late, in incorrect quantities or that are incorrectly labeled may be returned to Seller at its expense and, in addition to Buyer’s other rights, Buyer may charge Seller all expenses of unpacking, examining, repacking, and reshipping such Products/Services. If Buyer receives Products/Services whose defects or nonconformities are not apparent on examination, Buyer reserves the right to require replacement of such Products/Services, as well as payment of damages.

VII. Warranty. SELLER EXPRESSLY WARRANTS TO BUYER THAT ALL PRODUCTS/SERVICES COVERED BY THIS AGREEMENT SHALL CONFORM TO THE SPECIFICATIONS, DRAWINGS, DESIGNS, SAMPLES OR OTHER DESCRIPTION UPON WHICH ANY ORDER IS BASED, SHALL BE FIT AND SUFFICIENT FOR THE PURPOSE INTENDED, MERCHANDABLE, OF GOOD MATERIAL AND WORKMANSHIP AND SHALL BE FREE OF ANY CLAIM OF ANY THIRD PARTY. SELLER WARRANTS THAT ALL SUCH GOODS OR SERVICES SHALL CONFORM TO ANY STATEMENTS MADE ON THE CONTAINERS OR LABELS OR ADVERTISEMENTS FOR SUCH PRODUCTS/SERVICES, AND THAT ANY PRODUCTS WILL BE ADEQUATELY CONTAINED, PACKAGED, MARKED AND LABELED. INSPECTION, TEST, ACCEPTANCE OR USE OF THE PRODUCTS/SERVICES FURNISHED HERUNDER SHALL NOT AFFECT SELLER’S OBLIGATION UNDER THIS WARRANTY AND THIS WARRANTY SHALL SURVIVE INSPECTION, TEST ACCEPTANCE AND USE OF SUCH PRODUCTS/SERVICES. THIS WARRANTY SHALL RUN TO BUYER, ITS SUCCESSORS, ASSIGNS AND CUSTOMERS AND USERS OF ITS PRODUCTS. BUYER’S APPROVAL OF ANY SAMPLE OR ACCEPTANCE OF ANY PRODUCT/SERVICE SHALL NOT RELIEVE SELLER FROM RESPONSIBILITY TO DELIVER OR PERFORM, AS THE CASE MAY BE, PRODUCTS/ SERVICES CONFORMING TO SPECIFICATIONS, DRAWINGS, DESIGNS, SAMPLES OR OTHER DESCRIPTIONS UPON WHICH ANY ORDER IS BASED.

SELLER WARRANTS AND AGREES THAT ALL PRODUCTS/SERVICES AND SPECIFICATIONS FURNISHED BY IT HERUNDER AND THE USE THEREOF DO NOT INFRINGE ANY PATENT, COPYRIGHT, TRADEMARK, TRADE SECRET OR OTHER INTELLECTUAL PROPERTY RIGHT.

VIII. Assignment/Subcontracting. Neither this Agreement nor any interest herein may be assigned or subcontracted by Seller without the prior written consent of Buyer.

IX. Compliance with Laws. Seller represents and warrants to Buyer that it is in compliance with all relevant laws and regulations and that the Products/Services to be provided hereunder will be manufactured and provided in compliance with all relevant laws and regulations, including without limitation, all laws and regulations relating to protection of the environment, public and employee health and safety, employee hiring and equal opportunity and applicable licensure, permitting, etc. as may be required.

Seller has been provided and has read and understands the current version of the Wesleyan University Employment Code for Service Contractors effective September 1, 2000 and agrees to be bound by the terms thereof on behalf of itself, its employees, subcontractors and agents.

Seller a) understands that Buyer is involved in contractual relationships with the State of Connecticut and b) has read and understands the provisions of Sections 4a-60 and 4a-60a of the Connecticut General Statutes regarding nondiscrimination and affirmative action (the “Nondiscrimination Provisions”). As a required prerequisite to entering into this Agreement, Seller understands and agrees to be bound by the terms of the Nondiscrimination Provisions, all of which are incorporated herein by reference.

X. Termination and Cancellation. (a) Buyer by thirty (30) days’ advanced written notice to Seller may terminate this Agreement for the sole convenience of Buyer with respect to any or all portion of the Products/Services not delivered at the time notice of such termination is given to Seller. In the event Buyer gives such notice, Seller shall immediately stop all work hereunder in accordance with the terms of such notice, and shall immediately cause any of its suppliers or subcontractors to cease related work.

(b) Without limiting the foregoing, Buyer may terminate this Agreement immediately if Seller becomes insolvent, fails to pay its bills as due or makes an assignment for the benefit of its creditors. Buyer may also terminate this Agreement immediately if Seller fails to perform any of its obligations under this Agreement.
XI. Inconsistent Terms. Terms of this Agreement shall govern over terms on Seller’s quotation or any other Buyer document.

XII. Indemnity. Seller agrees to protect, defend, hold harmless and indemnify Buyer, its officers, trustees, employees, agents, students and invitees from and against any and all claims, actions, liabilities, losses, costs, damages and expenses arising out of or related to (a) any actual or alleged death of or injury to any person, damage to any property, or any other damage or loss, by whomsoever suffered, resulting or claimed to result in whole or in part from any actual or alleged defect in such Products/Services, whether latent or patent, including without limitation actual or alleged improper construction or design of such Products/Services except to the extent solely and directly attributable to materials, designs or specifications provided by Buyer, (b) the failure of such Products/Services to comply with specifications or with any express or implied warranties of Seller, (c) any breach of the terms of this Agreement or any actual or alleged violation in connection with such Products/Services or the manufacture, possession, use or sale thereof, of any law, statute or ordinance or any governmental administrative order, rule or regulation, or (d) any action or inaction of Seller, its employees, agents, subcontractors, etc. in any way related to this Agreement or otherwise including, but not limited to, Seller’s installation, service, maintenance or updates of Products/Services.

XIII. Status of Parties; Insurance. All services rendered by Seller hereunder shall be by Seller as an independent contractor, and this Agreement does not create a joint venture, partnership, or any employer-employee relationship between Buyer and Seller. Seller shall obtain and maintain, at its expense, all necessary insurance coverage, including without limitation, public liability, product liability, auto and workers’ compensation insurance as set forth on Schedule B attached hereto. All such policies shall provide that the required coverage shall not be terminated without at least thirty (30) days’ prior written notice to Buyer.

XIV. Responsibility for Damage. Seller shall repair and restore to its original condition any equipment, materials, items, premises, etc. damaged in any way by Seller’s operations. Seller shall be entirely responsible for any loss or damage to its own equipment, materials, items, premises, etc.

XV. Complete Agreement. This Agreement, any attachments, exhibits or schedules hereto, all related Orders and any items incorporated herein or therein by reference, contain the entire agreement between Buyer and Seller, and no other agreement or understanding purporting to add to or modify the terms and conditions hereof shall be binding upon Buyer unless agreed to by Buyer in writing on or subsequent to the date of this Agreement. The unenforceability in whole or in part of any term or condition of this Agreement shall not affect the enforceability of any other parts of this Agreement.

XVI. Applicable Law & Jurisdiction. This Agreement shall be governed by the laws of the State of Connecticut, United States of America, without regard to application of conflicts of laws principles that would require the application of any other law. Seller hereby submits to the exclusive jurisdiction of the Courts located in or serving Middletown, Connecticut.

XVII. Remedies. Buyer’s remedies shall be cumulative and remedies specified herein do not exclude any remedies allowed by law. Waiver of any breach shall not constitute waiver of any other breach of the same or other provision. Acceptance of any items or payment therefore shall not waive any breach. Buyer may set off any amount due from Seller to Buyer or any subsidiary of Buyer, whether or not under this Agreement, against any amount due Seller hereunder.

XVIII. Confidential Information. All information or data furnished by Buyer to Seller in connection with the performance of this Agreement by Seller, including but not limited to Seller’s name and identity, logos, etc. are the exclusive property of Buyer and such information and data shall not be disclosed to others nor used for any purpose other than in accordance with this Agreement without the prior written consent of Buyer.

XIX. Gifts. Buyer policy prohibits Buyer trustees, employees and affiliates from accepting any gifts, gratuities or other benefits that go beyond the common courtesies usually associated with business practices from any supplier or potential supplier to Buyer or that exceed token or nominal value. Any payment of cash or cash equivalents (gift certificates, etc.) by a supplier to any Buyer employee is strictly prohibited. Buyer employees are required to report any gifts offered or given that are not in compliance with this policy. Similarly, if a Buyer
employee solicits a payment or inappropriate gift from any supplier or potential supplier, the supplier should immediately report the violation to the employee's immediate supervisor. A supplier who receives repeated solicitations from any individual, or solicitations from more than one individual, should report the matter to the Buyer's Procurement Manager at the address first listed above.

XX. **Conflicts of Interest.** All Buyer employees are expected to avoid any investment, interest or association which interferes, might interfere, or might be thought to interfere with the employee's independent exercise of judgment in Buyer's best interest. A conflict of interest may exist where the employee, any member of his or her family or any close personal relation (i) has a significant direct or indirect financial interest in, or obligation to, an actual or potential competitor, supplier or customer; (ii) is a principal, officer or representative of a supplier or customer with whom the employee conducts business on Buyer's behalf; or (iii) accepts gifts of more than token or nominal value from an actual or potential competitor, supplier or customer. Buyer employees are required to disclose any possible conflicts of interest to the general managers of the applicable company or division, or to the applicable corporate department head. Similarly, suppliers are required to disclose any possible conflict of interest to the Buyer employee(s) with whom they are negotiating or, if the possible conflict involves such persons, to the appropriate general manager or department head.

XXI. **Gramm-Leach-Bliley Act of 1999.** Seller agrees that, in performing its obligations under this agreement, Seller shall comply with all requirements of a non-affiliated third-party who receives a financial institution's consumer or customer information under the Gramm-Leach-Bliley Act of 1999 and applicable regulations (the "GLB") and other applicable federal or state consumer privacy laws, rules or regulations.

XXII. **Authority.** Seller's representative signing below verifies that they have read this complete Agreement, understand its contents, and have full authority to bind and hereby bind Seller.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, effective as of the day and year first above written.

WESLEYAN UNIVERSITY (Buyer) [_____________________] (Seller)

By: ______________________

Name: ______________________

Title: ______________________

By: ______________________

Name: ______________________

Title: ______________________

Major Maintenance FY 12
Project No. 2012000000

1/12/2011
Schedule A

Description of Products / Services and Pricing

### Products

<table>
<thead>
<tr>
<th>Name/Description</th>
<th>Part or Identifying Number</th>
<th>Purchase Price (full cost to Buyer)</th>
<th>Brand if any</th>
<th>Other</th>
</tr>
</thead>
<tbody>
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### Services

<table>
<thead>
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<th>Description</th>
<th>Purchase Price (full cost to Buyer)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
**Schedule B**

**Wesleyan University**

**VENDOR & CONTRACTOR INSURANCE REQUIREMENTS**

**EFFECTIVE JANUARY, 2008**

During the term of this Agreement the Seller shall carry and maintain at its own cost and expense the types of coverage listed, protecting Buyer and Seller from claims which may arise out of or result from Seller's performance under this Agreement, whether such performance be by Seller or by any subcontractor or agent or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable. The Seller shall maintain such coverage with insurers licensed to do business in the State of Connecticut and approved by the Buyer.

The minimum amounts of insurance coverage to be provided by Seller hereunder shall be the greater of the amounts required by law and the following minimum amounts:

<table>
<thead>
<tr>
<th>Insurance Coverages</th>
<th>Minimum Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Comprehensive General Liability Insurance, To include:</strong> Bodily Injury, Broad Form Property Damage, Liquor Liability with limits of not less than $1,000,000 per occurrence, personal injury groups A, B, and C with employee exclusion deleted, Products and Completed Operations, and Contractual Liability</td>
<td>$1,000,000<strong>a</strong> Combined single limit.</td>
</tr>
<tr>
<td><strong>Workers' Compensation and Employer's Liability Insurance covering each employee engaged in the performance of the work under this agreement</strong></td>
<td>Full statutory limit each accident; Employers Liability coverage of $100,000 each accident bodily injury by accident/$500,000 policy limit bodily injury by disease/$100,000 each employee bodily injury by disease or as required by Umbrella policy.</td>
</tr>
<tr>
<td><strong>Comprehensive Motor Vehicle Liability Insurance</strong></td>
<td>Including owned, non-owned and hired automobiles used in connection with the activities undertaken under this agreement with combined single limit of $1,000,000 for property damage and bodily injury per occurrence.</td>
</tr>
<tr>
<td><strong>Excess Umbrella Coverage</strong></td>
<td>$5,000,000 each occurrence. The Excess Umbrella Policy will follow form and shall provide coverage that is as broad as the primary policy(ies).</td>
</tr>
</tbody>
</table>

Seller agrees that:

1. “Wesleyan University, its officers, agents, servants and/or employees” shall be named as an Additional Insured under the Comprehensive General Liability, Comprehensive Motor Vehicle Liability and Excess Umbrella insurance policies and sent a copy of the endorsements to those policies;

2. Buyer may inspect such policies at all times;

3. Seller will cause such policies to be properly endorsed to provide that the insurance company or companies will give to Buyer thirty (30) days written notice of termination, alteration, or change therein;

4. Seller will cause the insurance company or companies to furnish Buyer with certificate(s) of insurance to be delivered to Buyer prior to the execution of this Agreement, Seller shall be liable to the Buyer for the consequences of Seller's delay in obtaining the required insurance policies and coverages. Each insurance certificate must state that the insurance carrier is required to give Seller thirty (30) days prior written notice.
of cancellation or material change which reduces or restricts the coverages or liability limits of any insurance policy. Seller’s insurance certificate(s) shall also include “Wesleyan University, its officers, agents, servants and/or employees” as an Additional Insured in a conspicuous location.

5. Seller shall submit for review by Buyer upon Buyer’s request, copies of the original insurance policies, all endorsements, attachments and certificates of insurance. If Seller fails to maintain such insurance or deliver said certificates or policies, Buyer may terminate this Agreement upon not less than thirty (30) days written notice unless Seller corrects the deficiency within thirty (30) days.

6. The Commercial General Liability, Comprehensive Motor Vehicle Liability and Excess Umbrella insurance policies required in this paragraph shall state that such policies are primary and non-contributory with any insurance maintained by Wesleyan University.

7. The Workers’ Compensation policy required in this paragraph shall contain an endorsement waiving any and all subrogation rights and any rights to bring any and all Intervening Complaints in any third party actions as to the Buyer, its officers, agents, servants and/or employees.

aa – Buyer may require increased general liability coverage and/or other insurance coverage for select projects, including but not limited to environmental projects.
EXHIBIT ‘B’

WESLEYAN UNIVERSITY
COMMUNITY PARTICIPATION PROGRAM

Contractor’s Name:

Wesleyan University employs contractors without regard to race, color, age, religion, sexual orientation, national origin, gender or disability.

You will be required to meet or exceed the following Goals.

I. Workforce - A combined total of 25% of the work hours performed shall be by:

   • Local workers residing within a 25-mile radius of Wesleyan University, proof of residence required (see attached map).
   • Women

II. Contracts (Sub-Contractors) – A combined total of 25% of contractors on a project shall be:

   • Local businesses residing within a 25-mile radius of Wesleyan University (see attached map).
   • Minority Owned businesses as described in the Equal Employment Opportunity Certification document, page 4, paragraph 12.

Each subcontractor will be required to fill out a weekly utilization report, and also track and monitor individual subcontractor dollar amounts. These reports will be tracked by the General Contractor or Construction Management firm and monitored for conformance.

In essence, two tracking systems will be required, one for the workforce and one for the contracts.

If you have any questions regarding the implementation of this program, please contact Roseann Sillasen at (860) 685-3476.

Thank you.
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<thead>
<tr>
<th>Town</th>
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<th>Town</th>
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<tbody>
<tr>
<td>Addison</td>
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EXHIBIT ‘C’

CONTRACTOR’S CONSENT AND AGREEMENT

This Contractor’s Consent and Agreement, dated as of the ___ day of May, 2011 (hereinafter referred to as this "Consent and Agreement"), is made by ____________ (the "Contractor").

WHEREAS, the State of Connecticut Health and Educational Facilities Authority ("CHEFA") expects to issue its Revenue Bonds, the Wesleyan University Issue, Series F (the "Bonds"), the proceeds of which are to be lent to Wesleyan University (the "Borrower") pursuant to a Loan Agreement between CHEFA and Borrower dated as of July 17, 2005 (the "Loan Agreement"), which loan will be in the principal amount of the Bonds, and pursuant to other documents securing the Borrower’s obligations under the Agreement (collectively the "Loan Documents"); and

WHEREAS, a portion of the proceeds of the Bonds are to be used to finance the maintenance and/or construction and/or renovation of certain facilities known as Major Maintenance FY12 (the "Project") on the property located at the Wesleyan University campus, Middletown, Connecticut and more particularly described on Schedule A attached hereto (the "Property"); and

WHEREAS, Borrower has entered into a construction contract dated ______, 2011 with the Contractor (the "Construction Contract") for the Construction of the Project; and

WHEREAS, by a Conditional Assignment of Construction Documents dated as of January 12, 2011 (the "Assignment"), Borrower has assigned to CHEFA all of Borrower’s right, interest and claim in and to the Construction Contract; and

WHEREAS, as a material inducement for CHEFA to advance funds to Borrower pursuant to the Agreement, CHEFA has required that Contractor execute and deliver this Consent and Agreement to CHEFA.

NOW, THEREFORE, in order to induce CHEFA to make advances under the Agreement to Borrower, and in consideration of Ten ($10.00) Dollars and other good and valuable consideration to Contractor paid (the receipt and sufficiency whereof are hereby acknowledged), the Contractor hereby agrees with CHEFA as follows:

1. Contractor consents to and agrees that Contractor is bound by the Assignment to CHEFA by Borrower of all of Borrower’s right, interest and claim in and to the Construction Contract, provided that a copy of such Assignment has been given to Contractor prior to Contractor’s execution of this Agreement, receipt whereof is hereby acknowledged.

2. The copy of the Construction Contract between Borrower and Contractor attached hereto as Schedule C and incorporated herein by reference for all purposes, is true,

Wesleyan University Construction Services
complete and correct, and that Borrower's interest therein is not subject to any claim, offset or encumbrance.

3. Upon receipt of written notice from CHEFA that Borrower is in default under the Loan Agreement, or under any other Loan Document, Contractor shall not terminate the Construction Contract solely as a result of such default unless notified by CHEFA that it is not assuming the Construction Contract. Upon written acknowledgement of assumption of the Construction Contract by CHEFA, which shall be made within 60 days after CHEFA has notified the Borrower in writing (a copy of which shall be sent to the Contractor) that Borrower is in default under the Loan Agreement, and payment of all sums under the Construction Contract that are unpaid and undisputed, Contractor shall continue performance on CHEFA's behalf under the Construction Contract. In such event, CHEFA's and Contractor's mutual rights, duties and obligations shall be governed by the then-current terms and conditions of the Construction Contract.

4. If Borrower defaults in making any payment or in performing any other obligation under the Construction Contract, Contractor promptly shall give CHEFA written notice thereof, and if Contractor learns of any default in payment due to any subcontractor or other persons supplying labor or materials for the Project, Contractor similarly shall notify CHEFA thereof in writing. Contractor agrees that Contractor will not terminate the Construction Contract due to default by Borrower if such default is cured as provided in the Construction Contract and in any event no later than 60 days after notice is given to CHEFA of the default by the Borrower. CHEFA shall have no duty or obligation to cure any such defaults by Borrower unless it assumes the Construction Contract in writing in the manner as set forth in paragraph 3 above.

5. Contractor hereby expressly subordinates all contractual, constitutional and statutory mechanic's liens, materialmen's liens or other liens which Contractor may be or become entitled to the liens of CHEFA on the Project and the Property.

6. Nothing herein shall be construed to impose upon CHEFA any duty to see to the proper application of the proceeds of the Loan, unless and only to the extent that it assumes the Construction Contract as set forth in paragraph 3 above. Contractor acknowledges that CHEFA is obligated under the Loan Documents only to Borrower and to no other person or entity. Contractor is executing this Consent and Agreement to induce CHEFA to advance funds under the Loan Documents, and Contractor understands that CHEFA would not do so but for Contractor's execution and delivery of this Consent and Agreement.
IN WITNESS WHEREOF, the Contractor has caused this Consent and Agreement to be executed by its duly authorized officer as of the day and year first above written.

__________________________

By: ______________________

Its _____________________
SCHEDULE A

Annual Major Maintenance FY 12

Project Manual

January 12, 2011
SCHEDULE B

To Be Determined
EXHIBIT 'D'

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

State of Connecticut Health and
Educational Facilities Authority
10 Columbus Boulevard, 7th Floor
Hartford, Connecticut 06106-1976

Ladies and Gentlemen:

As an inducement to the State of Connecticut Health and Educational Facilities Authority (the "Authority") to lend to Wesleyan University (the "Institution") the proceeds of the Authority's Revenue Bonds, Wesleyan University Issue, Series F (the "Bonds"), the Institution represents, warrants, covenants and agrees as follows:

1. The Institution agrees that there shall be no discrimination against any employee who is involved in carrying out the work receiving assistance from Authority, or against any applicant for such employment, on the basis of race, creed, color or national origin, including but not limited to employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Institution agrees that it will take affirmative action to ensure that applicants are employed, and that applicants are treated while employed, without regard to race, creed, color or national origin with respect to the actions described in the preceding sentence.

2. The Institution represents, warrants and certifies that the Institution is in compliance with all applicable Federal and State Equal Employment Opportunity Laws (as hereinafter defined, the "EEO Laws"), and hereby further covenants that it shall comply with any and all applicable laws and regulations relating to nondiscrimination in employment and employment opportunities.

3. The Institution agrees to provide Authority with an annual certification which certifies that the Institution and, to the best of its knowledge after making due inquiry, all contractors and subcontractors working in connection with the project being financed in whole or in part by Authority (the "Project") are in compliance with all applicable EEO Laws (as hereinafter defined).

4. The Institution has no knowledge, after making due inquiry of its contractors and subcontractors, of any failure by such contractors or subcontractors working in connection with the Project to comply with any applicable EEO Laws (as hereinafter defined) relating to discrimination in employment or employment opportunities.

5. The Institution agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof which is not exempt from these...
EXHIBIT 'D'

requirements as hereinafter provided, entered into in connection with the Project, the equal employment opportunity clause (the "EEO Clause") set forth in Exhibit A hereto.

6. The Institution agrees that it will be bound by the EEO Clause in any construction work which it performs itself which is financed in whole or in part with funds obtained from Authority.

7. The Institution agrees to use its best efforts to insure that a fair share of the work performed in connection with the Project is awarded to minority-owned business enterprises (as hereinafter defined, "MBE's") and women-owned business enterprises (as hereinafter defined, "WBE's"). In furtherance of the foregoing, the Institution agrees that MBE's and WBE's will be given meaningful participation in contracts for development, design, construction, procurement and services let in connection with the Project. The Institution will take the following actions, as appropriate, to achieve the purposes of this Paragraph 7:

(A) Actively and affirmatively solicit bids for contracts from qualified MBE's and WBE's, including circulation of solicitation to minority and women contractor associations.

(B) Ensure that plans, specifications and requests for proposals or other means of securing proposals for work to be performed will be made available in sufficient time for review by prospective MBE's and WBE's.

(C) Where economically and technically feasible, divide the work into smaller portions to enhance participation by MBE's and WBE's.

(D) Encourage, where economically and technically feasible, the formation of joint ventures, partnerships, and other similar arrangements among contractors to insure that the stated MBE and WBE goals are met.

(E) Consult with and use the services of governmental agencies and their consultants and contractors associations in connection with its efforts to fulfill the stated goals.

(F) Ensure that approved progress payments to MBE's and WBE's are made on a timely basis after receipt of such payments from the Authority.

(G) Document and maintain a record of all bid solicitations and results thereof.

8. The Institution agrees that it will refrain from entering into any contract or contract modification with a contractor debarred from, or who has not maintained eligibility for public works contracts for failure to file affirmative action plans as required by any EEO Laws (as hereinafter defined).

9. The Institution agrees that it will carry out such sanctions and penalties for
violations of the EEO Clause as may be imposed upon such contracts, contractors and subcontractors by the Federal Government or the Connecticut State Commission on Human Rights and Opportunities.

10. "EEO Laws" shall mean Executive Order No. 11246, of September 28, 1995, as supplemented from time to time, and all of the regulations, rules and orders promulgated thereunder; Chapter 814c of the Connecticut General Statutes, the Human Rights and Opportunities Law, as amended from time to time, and all of the regulations, rules and orders promulgated thereunder.

11. "Minority or Minorities" shall mean:

(1) Black persons having origins in any of the Black African racial groups not of Hispanic origin;

(2) Hispanic persons of Mexican, Dominican, Puerto Rican, Cuban, Central or South American culture or origin, regardless of race;

(3) Asian and Pacific Islander persons having origins in any of the original peoples of the Far East, Southeast Asia, and Indian subcontinent or the Pacific Islands;

(4) American Indian or Alaska native persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification.

12. "Minority Business Enterprise" (MBE) shall mean a business that is owned, operated and controlled by one or more Minority persons. For the purpose of this definition the term "owned" shall mean that one or more Minority persons own 51% or more of each class of stock and are entitled to receive 51% or more of the net profits (or losses) of the business. For the purposes of this definition, the term "operated and controlled" shall mean that one or more Minority persons have the day-to-day responsibility for running and making all important decisions affecting the business enterprise.

13. "Women-owned Business Enterprise (WBE) shall mean a business that is owned, operated and controlled by one or more women. For the purpose of this definition the term "owned" shall mean that one or more women own 51% or more of each class of stock and are entitled to receive 51% or more of the net profits (or losses) of the business. For the purposes of this definition, the term "operated and controlled" shall mean that one or more women have the day-to-day responsibility for running and making all important decisions affecting the business enterprise.

14. The following contracts shall be exempt from the requirements of paragraph 5:
EXHIBIT ‘D’

(1) Loans, mortgages, contracts and subcontracts not exceeding $50,000;

(2) Contracts and subcontracts not exceeding $100,000 for standard commercial supplies or raw materials;

(3) Contracts and subcontracts under which work is to be or has been performed outside of the State of Connecticut and where no recruitment of workers within the State of Connecticut is involved. To the extent that work pursuant to such contracts is done within the State of Connecticut, the EEO Clause shall be applicable;

(4) Contracts for the sale or acquisition of property where no appreciable amount of work is involved; and

(5) Contracts and subcontracts for an indefinite quantity which are not to extend for more than one year if the purchaser determines that the amounts to be ordered under any such contract or subcontract are not reasonably expected to exceed $100,000 in the case of contracts or subcontracts for standard commercial supplies and raw materials, or $50,000 in the case of all other contracts or subcontracts.

The terms of the agreements herein contained shall expire upon the payment or defeasance of the Bonds in accordance with their terms. The representations, warranties, covenants and agreements made in this certification are for the benefit of the Authority and its successors and assigns.

WESLEYAN UNIVERSITY

By: ____________________________
John Meerts
Vice President for Finance and Administration

Receipt acknowledged and accepted
as of this ___ day of________, 2011:

STATE OF CONNECTICUT HEALTH AND
EDUCATIONAL FACILITIES AUTHORITY

By: ____________________________
Richard D. Gray
Executive Director
EXHIBIT 'D'

Equal Opportunity Clause to be included in contracts and subcontracts.

The following equal opportunity clause shall be included in each contract and subcontract which is not exempt.

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, creed, color or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, or national origin.

(3) The contractor will send to each labor union or representative of workers with whom a collective bargaining agreement or other contract or understanding has been entered into, a notice, to be provided, advising said labor union or workers' representative of the contractor's commitments under any applicable nondiscrimination laws, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of any applicable nondiscrimination laws and the regulations and relevant orders of the United States Secretary of Labor and the State Commission on Human Rights and Opportunities (the "Commission").

(5) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Authority assisted construction contracts and such other sanctions may be imposed and remedies invoked as provided by regulations, or as otherwise provided by laws.
EXHIBIT 'D'

(6) The contractor will include the provisions of Paragraphs (1) through (5) in every subcontract or purchase order unless exempted; so that such provisions will be binding upon each subcontractor or vendor.
SMOKING POLICY
Effective April 13, 2009

In an effort to promote a healthy and safe environment for all members of the Wesleyan community the university has expanded our current Smoking Policy. Currently, smoking is prohibited in all faculty and administrative buildings (including all offices, common areas and classrooms). The expanded policy prohibits smoking within 25 feet from the perimeter of all university buildings.

Research has found that secondhand smoke, also known as environmental tobacco smoke, is a Class A carcinogen and has detrimental effects on health. Additional findings have established that environmental tobacco smoke triggers asthma attacks and causes lung cancer, cardiovascular and lung diseases.

In light of compelling research findings about the effects of environmental tobacco smoke, the University strongly discourages employees from smoking in areas where non-smokers cannot avoid exposure to smoke.

Effective implementation of this policy depends upon the respect and cooperation of all members of the Wesleyan University community. We ask that you demonstrate your concern for your fellow colleagues by ensuring that you keep the appropriate distance from university buildings when you choose to smoke. Smoking receptacles have been placed around campus and we ask that you extinguish all smoking materials in these receptacles.

The Office of Health Services provides assistance to employees who wish to stop smoking. If interested, we encourage all employees who smoke to contact them for more information on smoking cessation programs.
Department of Facilities
Administrative Procedure

Date: August 4, 2008 revised October 8, 2009; November 4, 2009

TITLE: Green Building Policy

PROCEDURE NO. ADMIN- #XX

PURPOSE:

To demonstrate Wesleyan University’s commitment to environmental, economic, and social stewardship, to yield cost savings through reduced operating costs, to provide healthy work environments for students, faculty, staff and visitors, to assess life cycle costs and to contribute to Wesleyan University’s goals of protecting, conserving, and enhancing environmental resources. Additionally, Wesleyan University will provide leadership by setting a community standard of sustainable/green building.

POLICY:

The Wesleyan University President shall adopt Green Building Policy goals and incorporate green building principles and practices into the planning, design, construction, management, renovation, daily maintenance operations and demolition related to Wesleyan University facilities that are to be newly constructed, renovated or are existing buildings.

New projects constructed after January 1, 2009, that are projected to cost not less than five million dollars and renovations started after January 1, 2010 that are projected to cost not less than two million dollars shall be constructed or renovated consistent with or exceeding the silver building rating of the Leadership in Energy and Environmental Design’s (LEED) rating system for new commercial construction and major renovation projects, as established by the United States Green Building Council, or an equivalent standard, including, but not limited to, a two-globe rating in the Green Globes USA design program established by the Green Building Initiative.

All buildings shall be audited to determine the optimum cost-effective energy efficiencies over the useful life of the building.

It shall be the University’s goal to achieve Energy Star certification for all new residential houses.

Actively acquire LEED-EB points and/or energy star ratings for existing buildings for operations and maintenance related to alternative commuting transportation, storm water management, optimizing energy performance, the allocation of materials and resources through sustainable
purchasing, indoor environmental quality, water minimization and conservation, green cleaning and innovation in operations.

Purchase only energy star qualified products when replacing existing or purchasing new appliances, heating and cooling equipment, water heaters, lighting and in all equipment types for which such ratings exist.

Promote a sustainable landscape through the use of native plantings and wildflowers, strategically placing plant material for the best water, energy, and erosion management, reduce the overall square footage of mowed lawns, and institute the use of mulching mowers.

Maintain campus grounds through the use of organic pesticides and fertilizers, maximize the recycling of yard refuse for mulch, chips, compost, and building materials or other sustainable processes, and initiate the use of low-emission grounds maintenance equipment to the extent practicable.

Incorporate the use of drought tolerant plants where possible to capture water efficiencies and aid in erosion and sedimentation control.

Provide permeable paving and hardscaping that is designed to direct all runoff toward a permanent infiltration feature.

Contract with contractors, sub-contractors and outsourced services that are committed to green building and incorporate green building principles and practices in all services provided to the University.

Specify only manufacturers’ products that incorporate green building principles and practices into the development and production of materials, supplies, equipment, furnishings.

Green building policy’s are adopted in concert with the transportation sustainability policy, sustainable energy consumption policy, waste minimization policy, and purchasing/material consumption policy.

**DEFINITIONS:**

**Green Building Initiative** - A non-profit organization that manages Green Globes USA, a software based, online tool for green building certification.

**Green building** - An integrated framework of design, construction, operations and demolition practices that increases the efficiency with which buildings use resources and encompasses the environmental, economic, and social impacts of buildings addressing the complete building life cycle.

**Green Globes USA** - A guide for integrating green design principles and an assessment protocol. Assists building design that will be energy and resource efficient, will achieve operational savings and be healthier to work or live in. Scores give the percentage of points that have been awarded for meeting best energy and environmental design practices and standards.
Scores are given for each module (site, energy, water, resources, emissions, indoor environment, and project management).

**Infiltration feature** – The collection of water that penetrates into soil from the ground surface through the use of rain gardens, water features, cisterns and other technologies.

**Integrated design** - A holistic process that considers the many contrasting parts of a building project, and examines the interaction between design, construction, operations and demolition to optimize the energy and environmental performance of the project.

**LEED** - The Leadership in Energy and Environmental Design green building rating system is a third party certification system and the nationally accepted benchmark for the design, construction and operation of high performance green buildings developed by the US Green Building Council.

**LEED Certification** - Different levels of green building certification - certified, silver, gold, and platinum - are awarded based on the total credits earned in each of several categories: sustainable sites, water efficiency, energy and atmosphere, materials and resources, indoor environmental quality, and innovation and design process.

**Life-cycle** - The consecutive, inter-linked stages of a product - beginning with raw materials acquisition and manufacture, the product's fabrication, construction, use, and ultimate waste management (recovery, recycle or disposal).

**Life-cycle analysis** - An evaluation tool that assesses the net present value of the design, construction, operation, maintenance, and disassembly of a facility as well as the health and productivity of its occupants by quantifying and analyzing environmental burdens and social impacts.

**Operations and maintenance** - Costs directly related to the operation, maintenance, repair, and management of a property and the utilities that service it. These include insurance, property taxes, utilities, maintenance, and management expenses. Environmental operations and maintenance issues including indoor environmental quality, energy efficiency, resource efficiency and renovation.

**Sustainable development** - "Meeting the needs of the present without compromising the ability of future generations to meet their own needs" - The World Commission on Environment and Development, The Brundtland Commission, 1987. Sustainable development seeks to balance human development, growth, and equity with ecological stewardship.

**APPLICABILITY:**
All Wesleyan University departments shall adhere to the Green Building Policy.
All contractors, subcontractors and in-house trades shall adhere to the Green Building Policy.
Contact Facilities at 860-679-3400 for assistance.

**REFERENCE:**
Reference attached Green Building Procedures.
Reference attached Green Building timeline.
American College & University Presidents Climate Commitment.
Energy Subcommittee; http://www.wesleyan.edu/sustainability/energy.html
Procurement Subcommittee; http://www.wesleyan.edu/sustainability/procurement.html
State of Connecticut Regulation of the Department of Public Safety; State Building Code -2005
Connecticut Supplement – 2009 Amendment.
Sustainability Advisory Group for Environmental Stewardship;www.wesleyan.edu/sustainability
Technology Subcommittee; http://www.wesleyan.edu/sustainability/technology.html
Transportation Subcommittee; http://www.wesleyan.edu/sustainability/transportation.html

RESPONSIBILITY FOR KEEPING PROCEDURE CURRENT:
Chair, Green Building subcommittee

DISTRIBUTION FOR PROCEDURE AND SUBSEQUENT REVISIONS:
Wesleyan University “Portfolio” Website

RECORD OF REVISIONS:

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<th>Prepared by</th>
<th>Reviewed by</th>
<th>Approved by</th>
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Major Maintenance FY 12
Project No. 2012000000
Exhibit F
1/12/2011 – Page 4 of 4
TEMPORARY
SIDEWALK
VEHICLE ACCESS
PASS

Valid date(s): ______ to_________
Location(s): _________________
Purpose: _________________
Vehicle ID#: _________________

Authorized by/Position
Title:_________________/_________________ date:_______
**MM 10/11**

**(SUB)CONTRACTOR INFORMATION SHEET**

The Contractor Information Sheet must be completed and returned to Wesleyan University by the Construction Management or General Contracting Firm and any subcontractor on site.

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<td>WITHIN 25 Miles of Wesleyan</td>
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## Wesleyan University
### Hot Work Permit

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<th>Confined Space ID No. (If Applicable)</th>
<th>Date &amp; Time Work Started</th>
<th>Date &amp; Time Work Ended</th>
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### Job Description (Briefly Describe Hot Work Activity)

---

### Identify Hazards Associated with Hot Work

---

### Person in Charge of Work

**Name:**

**Phone:**

### Person Performing Work

**Name:**

**Phone:**

### Precautions to take before Performing Work

- ☐ Combustible materials that cannot be moved are protected or covered with non-combustible material.
- ☐ Combustible materials on the floor within 35' of the work must be swept clean, wetted or removed.
- ☐ Floor openings within 35' of the work are tightly covered.
- ☐ Responsible fire watch has been assigned to watch for dangerous sparks in the area and maintained for 30 minutes after completion.
- ☐ Appropriate fire extinguishing equipment is on site.
- ☐ The sprinkler system, where provided, is in service.
- ☐ Permit has been filled out and signed.
- ☐ Flammable liquids, vapors, dust, lint or any equipment containing such materials are NOT present in the work area.
- ☐ Ducts or systems that might carry sparks to distant combustibles shall be suitably protected or shutdown.
- ☐ If combustible walls, partitions, ceilings or roof are present, fire-resistant shields shall be used.
- ☐ Temporary local exhaust ventilation or other arrangements may be necessary to minimize or eliminate airborne contaminants.

### Emergency Services Communication

- **Middletown Fire Dept:** 911 or Public Safety, 685-3333
- **Middletown Central Dispatch:** 1-860-347-2541
- **Middletown Police Dept:** 911 or Public Safety, 685-3333
- **Hunter's Ambulance Service:** 1-800-262-4782

### Check Each Type of Personal Protective Equipment Required for Hot Work

- Hard Hat (☐)
- Eye Protection (☐)
- Hearing Protection (☐)
- Respirator (☐)
- Coveralls (☐)
- Leather sleeves (☐)
- Gloves (☐)
- Other (specify) (☐)

### Fire Watch

**Fire Inspection has been performed** (☐)  
**Fire Watch is Present** (☐)  
**Type of Extinguisher:**

- Special Procedures (specify):

---

**Fire Watch Name:** (please print)

**Signature of Person Performing Hot Work:**

**Signature of Person Authorizing the Permit:**

---

This form must be returned to the Environmental Health & Safety Office after the activity described above is complete.
Wesleyan University
Confined Space Entry Permit

<table>
<thead>
<tr>
<th>Confined Space Identification Number</th>
<th>Date of Entry</th>
<th>Estimated Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Purpose for Entry (Briefly Describe Maintenance Activity):

Identify Hazards Associated with Entry into this Confined Space

<table>
<thead>
<tr>
<th>Preparation (check all applicable)</th>
<th>Isolation Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drained</td>
<td>Lines: Disconnected</td>
</tr>
<tr>
<td>Purged</td>
<td>Inerted</td>
</tr>
<tr>
<td>Flushed</td>
<td>Barricaded</td>
</tr>
<tr>
<td>Ventilated</td>
<td></td>
</tr>
</tbody>
</table>

Communication Equipment

<table>
<thead>
<tr>
<th>Voice</th>
<th>Radio</th>
<th>Intercom</th>
<th>Phone-Set</th>
<th>Rope Signals</th>
<th>Other</th>
</tr>
</thead>
</table>

Emergency Services Communication

Middletown Fire Dept. Confined Space Rescue Team: 1-860-346-8621 Central Dispatch
Middletown Police Dept: 911 or Public Safety 685-2345
Hunter's Ambulance Service: 1-800-262-4782

Special Equipment Required for Entry or Rescue from Confined Space

<table>
<thead>
<tr>
<th>Air Monitor</th>
<th>Respirators</th>
<th>Ventilation Blower</th>
<th>Saddle Vent Adapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Voltage Lights</td>
<td>Non-Sparking Tools</td>
<td>Harness</td>
<td>Tripod Retrieval System</td>
</tr>
</tbody>
</table>

Check Each Type of Personal Protective Equipment Required for Entry into this Confined Space

<table>
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<tr>
<th>Hard Hat</th>
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<th>Hearing Protection</th>
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<tbody>
<tr>
<td>Coveralls</td>
<td>Tyvek™ Suit</td>
<td>Chemical Resistant Gloves</td>
<td>Other</td>
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</table>

Air Monitoring

Acceptable limits: OXYGEN 19.5-23.5%, LEL <10%, TOXICS (consult PEL/TLV/REL) CO <35ppm H₂S<10ppm

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<tr>
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Air Monitoring Devices Used to Take Above Readings

Biosystem Multivision Air Monitor S/N 05354 | Other (Desc.) |

Calibrated Before Use by:

Authorized Entrants (please print) | Attendants (please print) | Entry Supervisor (Signature)

<p>| | | |</p>
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# Wesleyan University

## Confined Space Entry Permit

### Air Monitoring

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**Authorized Entrants (please print)** | **Attendants (please print)** | **Entry Supervisor (Signature)**

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