

SECTION 00820 - GENERAL REQUIREMENTS

PART 1: GENERAL

1.1 PROTECTION:

- A. The Contractor shall at all times during the performance of the job, keep the premises and adjoining properties free from accumulations of waste material and rubbish. At the completion of the work, he shall remove from the premises all rubbish and implements and leave the project in an acceptable condition, to be checked by the Capital Area Transportation Authority (CATA) representative.

All debris resulting from demolition and/or construction is to be hauled away and disposed of by the Contractor at his expense.

- B. The Contractor shall place necessary barriers and/or protection around or under all work areas where his operations involve risk of injury to any person.
- C. The Contractor will also protect areas and items to remain from damage in the process of the job. In the event that damage does occur to any property or equipment, or the Owner's work in process, notification must be made within two (2) working days of the incidents to CATA representative.
- D. During the progress of the job, if waste material and rubbish are found or damage resulting from the Contractor's operations is found, or the Contractor does not comply with the requirements by keeping the premises free of accumulations and correct the damage, it shall be the CATA'S prerogative to hire personnel to do so, and the cost of this work will be deducted from the total contract.
- E. Anyone guilty of willful destruction or unlawful removal of CATA property, will be dismissed from the job, by the Contractor, and is subject to prosecution by law.
- F. Any lawns damaged by the Contractor's vehicles will be restored to its original condition at the Contractor's expense. Any damage to other city property will likewise be restored.

1.2 WORK HOURS AND DAYS

- A. After the bid is awarded, the Contractor will contact CATA'S representative to arrange the work schedule and the hours of the day that the workmen may be on-site. The job is to be bid with the understanding that all work will be performed as required to meet the schedule.

1.3 DELIVERY AND STORAGE OF MATERIAL

- A. Materials must be delivered with manufacturer's and Contractor's label intact and

legible. Labels must be affixed to the outside of the package stating the type of product, name and address of manufacturer. All materials shall be stored and protected against weather, vandalism, and theft. Any materials found to be damaged or missing shall be replaced by the Contractor with no expense to CATA. The Contractor shall be responsible for all receiving, unloading, storing and protecting of all materials.

1.4 UTILITIES

- A. Where possible, CATA will make available all necessary utilities. If it is not possible to obtain utilities from CATA, the Contractor will be responsible for obtaining his own utilities.

1.5 EXTRA WORK

- A. All work which must be accomplished, but was not included in the lump sum bid, must be authorized by CATA'S representative on a written work order prior to starting the work.
- B. The Contractor must document the "Extra" work order request with drawings and/or sketches with dimensions and photographs and a full description of the work with prices.
- C. The Contractor will not be paid for any "Extra" work that is not authorized by CATA'S representative.
- D. Any work requiring deviation from these Specifications must be authorized in writing by CATA'S representative prior to the starting.

1.6 SAFETY

- A. The Contractor will be responsible for reviewing with his people and complying with all safety rules as established by CATA'S representative. The same safety rules that govern CATA employees shall govern the Contractor's employees.
- B. The Contractor will also be responsible for complying with all OSHA (Occupational Safety and Health Act) regulations and will include in his bid any costs required for compliance.
- C. If welding, burning, and use of other flame or spark producing equipment must be accomplished, authorization must be secured from CATA'S representative before any such work can be started.
- D. Rigging and hoisting equipment must be used in a safe manner, and the condition of such equipment shall meet the approval of the CATA'S representative.
- E. Acetylene, oxygen, and other compressed gas cylinders must be used in an upright

position and must be secured in a way that they cannot fall over. All cylinders must be capped at the end of each day.

- F. The Contractor must maintain fire extinguishers in working order at all times.
- G. The Contractor will provide adequate first aid supplies for their employees at all times.

1.7 ENTRANCE TO FACILITY

- A. The Contractor's employees are to use facility entrances and exits as designated by CATA'S representative.

1.8 SUPERVISION

- A. The Contractor will have a competent foreman in charge and on the job site at all times working directly with CATA'S representative. Changing foremen during the project is not permitted except under emergency conditions or as requested by CATA'S representative.

B. Definition of a Foreman:

1. Working Foreman - Responsible for planning each day's work and direct supervision of the workforce and some labor duties.
2. Non-Working Foreman - Responsible for all duties of a working foreman, except he does not perform any direct work involved in installation. His primary responsibility is to tell workers what to do and to make sure specifications are followed.

- C. The foreman is responsible for maintaining a copy of the specifications and all associated drawings on the job site at all times.

1.9 WORKING AREA FOR CONTRACTOR'S EMPLOYEES

- A. Contractor's vehicles must observe city speed limits and stay on hard surface roads. Permission to drive on lawn area or enter restricted areas must be secured from CATA'S representative.

1.10 PERSONAL CONDUCT

The same rules of personal conduct as govern CATA employees, shall govern Contractor's employees. Included are:

- A. No employee under the influence of alcohol or other drugs will be allowed on the job site.

- B. A shirt, full-length trousers, and appropriate shoes are the minimum clothing requirements.
- C. Possession or consumption of alcoholic beverages or illegal drugs on the job is not allowed. Violators will be dismissed.
- D. Horseplay, wrestling, etc., are prohibited.
- E. Fighting is strictly against the rules. Persons fighting on CATA property will be dismissed.

1.11 USE OF CATA'S TOOLS AND EQUIPMENT

- A. The Contractor will not use CATA tools or maintenance shop equipment unless specific prior arrangements have been made.

1.12 COMPLIANCE WITH MUNICIPAL, STATE AND FEDERAL LAWS

- A. The Contractor shall comply in full with all municipal, state and federal laws governing all phases of contract work.

1.13 FIELD INSPECTIONS

- A. Regular inspection will be conducted by CATA'S representative. Deficiencies in the workmanship and/or non-compliance to the Specifications will promptly be identified to the Contractor's foreman, and must be corrected immediately by Contractor.

1.14 LIQUIDATED DAMAGES

- A. If work included under this Contract is not substantially complete and ready for Owner's intended use within 90 calendar days, the Contractor agrees that the Owner may deduct the sum of \$1,000.00 from the contract price for each consecutive calendar day the Contract remains incomplete beyond the specified time, as payment to the Owner by the Contractor as liquidated damages for the Contractor's failure to complete the Contract work within the specified time.

PART 2 – PRODUCTS

Not Used

Part 3 – EXECUTION

Not Used

END OF SECTION 00820