

ADDENDUM NO. B

AUGUST 10, 2017

BIDDING AND CONTRACT DOCUMENTS

FOR

SCHOOL OF MEDICINE FIRST FLOOR FIT-OUT

PROJECT NO. 954041

CONTRACT NO. 954041-LF-2017-177



The following changes, additions, or deletions shall be made to the following documents as indicated for this Project; and all other terms and conditions shall remain the same. Each bidder is responsible for transmitting this information to all affected subcontractors and suppliers before the Bid Deadline.

1. **SUPPLEMENTARY INSTRUCTIONS TO BIDDERS**

Replace the Supplementary Instruction to Bidders with the one issued in this Addendum.

- a) Request for Clarification or interpretation must be submitted on or before 11:00 A.M., on August 18, 2017.
- b) Optional Site Visit Scheduled for Wednesday, August 16, 2017 at 8:00 A.M.

2. **SPECIFICATIONS TABLE OF CONTENTS**

Replace the Specifications Table of Contents with the one issued in this Addendum.

3. **SPECIFICATIONS 01 8113 SUSTAINABLE DESIGN LEED**

Add Specification 01 8113 Sustainable Design LEED Concrete Tracking Form

Add Specification 01 8113 Sustainable Design LEED Data Sheet

Add Specification 01 8113 Sustainable Design VOC Reporting Form

END OF ADDENDUM

SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

1. Contract Time: As specified in Section 1 of the Bid Form.
2. List of Subcontractors (Bid Form Paragraph 9.0) and List of Changes in Subcontractors Due to Alternates (Bid Form Paragraph 10.0).

The default rule is that, if a Bidder lists one subcontractor for a Work Activity (such as “Electrical”) under Bid Form Paragraph 9.0 and a different subcontractor for the same Work Activity (such as “Electrical”) for the Alternate Work under Bid Form Paragraph 10.0 without reference to the Alternate, then it is deemed that the second subcontractor listed in Paragraph 10.0 will perform the Base Bid Work and the Alternate Work, unless the Bidder expressly writes otherwise.

A Bidder may list more than one subcontractor per trade, provided that the Work Activity to be performed by each listed subcontractor is adequately described on the spaces provided on the Bid Form, so that which subcontractor will perform which Work Activity can be determined.

For example, in case of Alternates, if a Bidder wants one subcontractor to perform the electrical Base Bid Work and another subcontractor to perform the electrical Alternate Work, then the Bidder should list the first subcontractor under Bid Form Paragraph 9.0 as performing the “Electrical” Work Activity, and list the second subcontractor under Bid Form Paragraph 10.0 (for listing changes in subcontractors due to Alternates) as performing the “Electrical Alt” or “Electrical Alt Work” or “Electrical Alt Only” or similarly to define the Alternate Work Activity separately to be performed.

3. Requests for clarification or interpretation of the Bidding Documents must be submitted in writing, and shall be addressed only to:

Betty Osuna, Contract Administrator
 Email: ibeth.osuna@ucr.edu
 Tel: 951.827.4590

The deadline to submit requests for clarification or interpretation is on or before 11:00 AM, on ~~August 14, 2017~~ August 18, 2017.

4. The mandatory Pre-Bid Conference and Site Visit will be conducted at the time and location specified in the **ADVERTISEMENT FOR BIDS FROM PREQUALIFIED CONTRACTORS**, bound herein. (Attendance is mandatory. As evidence of attendance, bidders must sign the attendance sheet provided by University at the Pre-Bid Conference and Site Visit.)

An optional site visit will be held on Wednesday, August 16, 2017 at 8:00 AM. Bidders who wish to attend this optional site visit can pick-up parking permits starting at 7:55 AM on the day of the site visit from Betty Osuna, Contracts Administrator at Parking Lot 8. Bidders should pick-up their permits no later than 8:10 AM to allow time to park in Lot 8, Blue Section (all day parking is allowed) or Lot 6, Blue Section (90 minute maximum), and walk to the meeting point at the School of Medicine Research Building. (See attached UCR Campus Map.) Subcontractors are not required to attend; however, we recommend that prequalified bidders attend with their subcontractors.

5. Bids must be received on or before the Bid Deadline and only at the location specified in the **ADVERTISEMENT FOR BIDS FROM PREQUALIFIED CONTRACTORS**.
6. Bids will be opened at the same location specified in the **ADVERTISEMENT FOR BIDS FROM PREQUALIFIED CONTRACTORS** for the receipt of bids.

7. Contractor will be assessed as liquidated damages the sum of **\$1,000.00** for each day the Work remains incomplete beyond the expiration of the Contract Time. After Substantial Completion, the rate for liquidated damages shall be reduced to the sum of **\$250.00** per day. See Article 5 of the Agreement for detailed requirements
8. Replace the existing Paragraph 1.4 with the following:
 - 1.4 The term "Bid Deadline" means the date and time on or before which Bids must be received, as designated in the **ADVERTISEMENT FOR BIDS FROM PREQUALIFIED CONTRACTORS** and which may be revised by Addenda.
9. Replace the existing Paragraph 3.1.1 with the following:
 - 3.1.1 Bidders may obtain complete sets of the Bidding Documents from the issuing office designated in the **ADVERTISEMENT FOR BIDS FROM PREQUALIFIED CONTRACTORS**.
10. Replace the existing Paragraph 3.5.1 with the following:
 - 3.5.1 Addenda will be issued only by University and only in writing. Addenda will be identified as such and will be mailed or delivered to all Planholders. At its sole discretion, the University may elect to deliver Addenda via facsimile or email to Planholders who have provided a facsimile number or email address for receipt of Addenda or communications.
11. Replace the existing Paragraph 3.5.3 with the following:
 - 3.5.3 Addenda will be issued such that Planholders should receive them no later than 72 hours prior to the Bid Deadline. Addenda withdrawing the request for Bids or postponing the Bid Deadline may be issued anytime prior to the Bid Deadline.
12. Replace the existing Paragraph 5.2.4 with the following:
 - 5.2.4 Bid Security will be returned after the contract has been awarded. Notwithstanding the preceding, if a Bidder fails or refuses, within **10** days after receipt of notice of selection, to sign the Agreement or submit to University all of the items required by the Bidding Documents, the University will retain that Bidder's Bid Security. If the Bid Security is in the form of a Bid Bond, the Bid Security will be retained until the University has been appropriately compensated; if the Bid Security is in the form of certified check, the University will negotiate said check and after deducting its damages, return any balance to Bidder.
13. Add the following as Paragraph 5.3.5:
 - 5.3.5 As specified in the **ADVERTISEMENT FOR BIDS FROM PREQUALIFIED CONTRACTORS**, the University has determined that bidders who submit bids for this Project must be prequalified.
14. Replace the existing Paragraph 5.4.4 with the following:
 - 5.4.4 Bids may not be modified, withdrawn, or canceled within **60** days after the Bid Deadline.
15. Replace the existing Paragraph 6.3.1 with the following:
 - 6.3.1 University will have the right, but is not required, to waive nonmaterial irregularities in a Bid. If the University awards the Contract, it will be awarded to the responsible Bidder submitting the lowest responsive Bid as determined by University and who is not rejected by University for failing or refusing, within **10** days after receipt of notice of selection, to sign the Agreement or submit to University all of the items required by the Bidding Documents.

16. Replace the existing Paragraph 6.3.5 with the following:

6.3.5 University will select the apparent lowest responsive and responsible Bidder and notify such Bidder on University's form within **50** days (unless the number of days is modified in Supplementary Instructions to Bidders) after the Bid Deadline or reject all Bids. Within **10** days after receipt of notice of selection as the apparent lowest responsive and responsible Bidder, Bidder shall submit to University all of the following items:

- .1 One originals of the Agreement signed by Bidder.
- .2 One originals of the Payment Bond required under Article 11 of the General Conditions.
- .3 One originals of the Performance Bond required under Article 11 of the General Conditions.
- .4 Certificates of Insurance on form provided by University required under Article 11 of the General Conditions.
- .5 Names of all Subcontractors, with their addresses, telephone and facsimile numbers, contact persons, portions of the Work and designation of any Subcontractor as a Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE), Women-owned Business Enterprise (WBE) and Disabled Veteran Business Enterprise (DVBE) on the Report of Subcontractor Information form , along with a completed Self-Certification form, contained in the Exhibits. Evidence, as required by University, of the reliability and responsibility of the proposed Subcontractors such as statements of experience, statements of financial condition, and references.
- .6 Preliminary Contract Schedule as required under Article 3 of the General Conditions.
- .7 If Bidder wishes to utilize securities in lieu of retention beginning with the first Application for Payment, a completed Selection of Retention Options form accompanied by a completed Escrow Agreement for Deposit of Securities in Lieu of Retention and Deposit of Retention in the form contained in the Exhibits.
- .8 Cost Breakdown as required by Article 9 of the General Conditions.

17. Replace the existing Paragraph 6.3.7 with the following:

6.3.7 If Bidder submits three originals of the signed Agreement and all other items required to be submitted to University within **10** days after receipt of notice of selection as the apparent lowest responsive and responsible Bidder, and if all such items comply with the requirements of the Bidding Documents and are acceptable to University, University will award the Contract to Bidder by signing the Agreement and returning a signed copy of the Agreement to Bidder.

18. Replace the existing Paragraph 6.3.8 with the following:

6.3.8 If University consents to the withdrawal of the Bid of the apparent lowest responsive and responsible Bidder, or the apparent lowest responsive and responsible Bidder fails or refuses to sign the Agreement or submit to University all of the items required by the Bidding Documents, within **10** days after receipt of notice of selection, or that Bidder is not financially or otherwise qualified to perform the Contract, University may reject such Bidder's Bid and select the next apparent lowest responsible Bidder, until all Bids are exhausted, or reject all Bids. Any Bidder whose Bid is rejected because the Bidder has failed or refused, within **10** days after receipt of notice

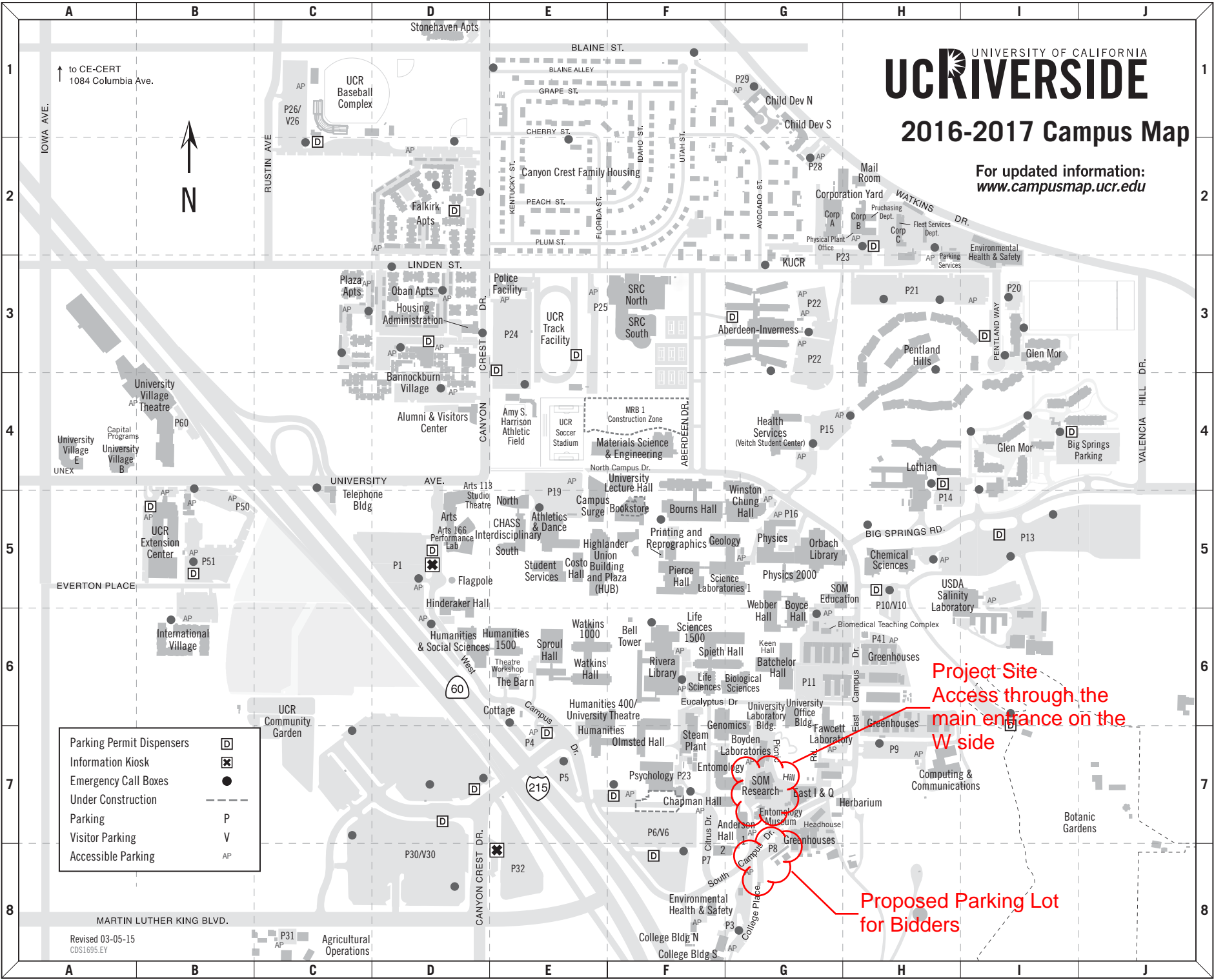
- of selection, to sign the Agreement or submit to University all of the items required by the Bidding Documents, shall be liable to the University for all resulting damages.
19. The University has negotiated contracts with certain suppliers (listed in the “Information Available to Bidders”) to supply materials to University construction projects. Bidders may be able to obtain favorable pricing from the listed suppliers for materials required for this Contract. Bidders are not obligated to obtain any required materials from the listed suppliers. Use of any of the listed suppliers is at the Bidder’s risk, and the University does provide any warranties, express or implied, with respect to the listed suppliers, their products and/or services. In particular, University does not warrant that the listed suppliers, their products and/or services are suitable for this Project.

 20. **PREVAILING WAGE INFORMATION:** A bidder can obtain the prevailing wage information through the internet at www.dir.ca.gov or at <http://www.dir.ca.gov/DLSR/PWD>.

END OF SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

2016-2017 Campus Map

For updated information:
www.campusmap.ucr.edu



Parking Permit Dispensers	
Information Kiosk	
Emergency Call Boxes	
Under Construction	
Parking	P
Visitor Parking	V
Accessible Parking	AP

Revised 03-05-15
 CDS1695.EY

**Project Site
 Access through the
 main entrance on the
 W side**

**Proposed Parking Lot
 for Bidders**

Alphabetical Legend

Building Name	Grid		
Aberdeen-Inverness Residence Hall	G3	Greenhouses	H6
Administration (Hinderaker Hall)	D5-6	Headhouse (Greenhouses).....	G7
Agricultural Operations	C8	Health Services (Veitch Student Center).....	G4
Alumni & Visitors Center.....	D4	Herbarium	G,H7
Anderson Hall (SoBA, AGSM) 1 & 2.....	G7-8	Highlander Union Bldg/Plaza (HUB).....	E5
Arts Building	D5	Hinderaker Hall (Administration)	D5-6
Arts 113-Studio Theatre.....	D5	Housing Administration	D3
Arts 166-Performance Lab	D5	HUB (Highlander Union Building).....	E5
Athletics & Dance Building	E5	Humanities	E7
Bannockburn Village.....	D3-4	Humanities 400/University Theatre.....	E6
Barn Group/University Club.....	E6	Humanities & Social Sciences Building	D6
Batchelor Hall	G6	Humanities 1500	E6
Bell Tower.....	F6	Human Resources	B5
Biological Sciences	G6	International Village Housing.....	B6
Biomedical Teaching Complex.....	G6	Keen Hall.....	G6
Bookstore (Campus Store)	F5	KUCR Radio	G2
Botanic Gardens	I, J6-8	Library, Orbach	G5
Bourns Hall (Engineering).....	F5	Library, Rivera.....	F6
Boyce Hall	G5-6	Life Sciences Building.....	F6
Boyden Laboratories.....	G7	Life Sciences 1500	F6
Campus Surge	E4-5	Lothian Residence Hall	H4
Campus Tours (Student Services Building)	E5	Mail Room	H2
Canyon Crest Family Student Housing	E,F,G1-2	Materials Science & Engineering	F4
Capital Programs	A4	Oban Apts	D3
Career Center (Health Services)	G4	Olmsted Hall	F7
Chapman Hall.....	F,G7	Orbach Library (Science Library)	G5
CHASS Interdisciplinary North and South	E5	Parking Services	H2
Chemical Sciences	H5	Pentland Hills Residence Hall	H3-4
Child Development Center.....	G1-2	Physical Plant Office	H2
College Building North and College Building South (CNAS)	F8	Physics Building	G5
Computing and Communications.....	H7	Physics 2000.....	G5
Corporation Yard	G,H2	Pierce Hall.....	F5
Costo Hall	E5	Plaza Apts (The Plaza)	C3
Cottage	E6	Police Facility.....	E3
East I & Q (Insectary).....	G7	Printing and Reprographics	F5
Entomology	G7	Psychology Building	F7
Entomology Museum	G7	Purchasing Dept.	H2
Environmental Health and Safety.....	F8	Rivera Library.....	F6
Falkirk Apts	D2	School of Medicine Education Building (SoM)	G5
Fawcett Laboratory.....	G7	School of Medicine Research Building	G7
Flagpole	D5	Schools First Credit Union.....	A3
Fleet Services Dept.....	H2	Science Laboratories 1	G5
Geology Building	F,G5	Spieth Hall	F6
Glen Mor Apartments	I3-4	Sproul Hall (GSOE).....	E6
Genomics	F,G6	Stonehaven Apts	D1
		Student Recreation Center.....	F3
		Student Services	E5
		The Barn	E6
		UCR Baseball Complex.....	C1-2
		UCR Community Garden.....	C6-7
		UCR Extension Center	B5
		University Laboratory Building.....	G6
		University Lecture Hall	F4
		University Office Building.....	G6
		University Theatre	E6
		University Village	A4
		University Village Theater	B4
		USDA Salinity Laboratory.....	H,I5
		Watkins Hall.....	E6
		Watkins 1000	E6
		Webber Hall.....	G5-6
		Winston Chung Hall (BCOE)	G5

Colleges and Schools

Bourns College of Engineering (BCOE)	G5
College of Humanities, Arts & Social Sciences (CHASS).....	E5
College of Natural & Agricultural Sciences (CNAS)	F8
Graduate School of Education (GSOE).....	E6
School of Business Administration (SoBA)	G6
School of Medicine (SoM)	G5
The Anderson Graduate School of Management (AGSM).....	F8

Top UCR Destinations

Alumni & Visitors Center.....	D4
Athletics & Dance Bldg	E5
Bookstore (Campus Store).....	F5
Campus Tours (Student Services)	E5
Career/Counseling/Health Services (Health Services)	G4
Dining Services (Bannockburn Village)	D3-4
Highlander One-Stop Shop (Student Services)	E5
Housing Administration	D3
HUB (Highlander Union Bldg).....	E5
Orbach Library	G5
Rivera Library.....	F6
Student Recreation Center.....	F3
University Theatre	E6

SPECIFICATIONS

TABLE OF CONTENTS

Division 01 – General Requirements

<u>Initial Issue</u>	<u>Revision</u>	<u>Section #</u>	<u>Title</u>
		01 1100	Summary of Work
		01 1400	Work Restrictions
		01 2200	Unit Prices
		01 2300	Alternates
		01 2500	Product Options, Requirements & Substitution Procedures
		01 2613	Requests for Information & Instructions (RFI) Procedures
		01 3113	Coordination
		01 3119	Project Meetings
		01 3200	Document Control
		01 3216	Schedules
		01 3280	Electronic Data Transfer
		01 3300	Submittals
		01 3520	Design Assist Procedures
		01 3543	Environmental Procedures
		01 3546	Indoor Air Quality Procedures & Requirements
		01 4100	Regulatory Requirements
		01 4200	References
		01 4300	Inspection of Work
		01 4339	Mockups
		01 4500	Quality Control
		01 4516	Contractor’s Quality Control Program
		01 4520	Concrete Moisture Testing
		01 5200	Construction Facilities
		01 5300	Temporary Construction

<u>Initial Issue</u>	<u>Revision</u>	<u>Section #</u>	<u>Title</u>
		01 5400	Construction Aids
		01 5500	Vehicular Access and Parking
		01 5600	Temporary Barriers and Enclosures
		01 5639	Tree and Plant Protection
		01 5700	Temporary Controls
		01 6000	Product Requirements
		01 7100	Examination and Preparation
		01 7400	Cleaning and Waste Management
		01 7700	Contract Closeout
		01 7839	As-Built Documents
		01 8113	Check List
		01 8113	Mark Ups
<u>Addendum No. B, August 10, 2017</u>		<u>01 8113</u>	<u>Sustainable Design LEED Concrete Tracking Form</u>
<u>Addendum No. B, August 10, 2017</u>		<u>01 8113</u>	<u>Sustainable Design LEED Data Sheet</u>
<u>Addendum No. B, August 10, 2017</u>		<u>01 8113</u>	<u>Sustainable Design LEED VOC Reporting Form</u>

Division 02 – Existing Conditions

02 4119 Selective Demolition

Division 06 – Wood, Plastics, and Composites

06 1053 Miscellaneous Rough Carpentry

06 2023 Interior Finish Carpentry

06 4116 Plastic-Laminate-Faced Architectural Cabinets

Division 07 – Thermal and Moisture Protection

07 2900 Joint Sealants

Division 08 – Glass Glazing

08 1113 Hollow Metal Doors and Frames

08 1416 Flush Wood Doors

08 7100 Door Hardware

08 8000 Glazing

<u>Initial Issue</u>	<u>Revision</u>	<u>Section #</u>	<u>Title</u>
Division 09 – Finishes			
		09 2216	Non-Structural Metal Framing
		09 2900	Gypsum Board
		09 3013	Ceramic Tiling
		09 6516	Resilient Sheet Flooring
		09 6723	FL – Resinous Flooring
		09 9123	Interior Painting
		09 9600	High-Performance Coatings
Division 10 – Specialties			
		10 2800	Toilet, Bath, and Laundry Accessories
		10 4416	Fire Extinguishers
Division 11 – Equipment			
		11 5313	Laboratory Fume Hoods
		11 5363	Laboratory Equipment
Division 12 – Furnishings			
		12 2413	Roller Window Shades
		12 3553.13	Metal Laboratory Casework
Division 21 – Fire Suppression			
		21 0900	Wet Fire Protection Systems
Division 22 – Plumbing			
		22 0411	Water Distribution Specialties
		22 0420	Drainage and Vent Systems
		22 0440	Plumbing Fixtures
		22 0482	Compressed Air System Specialties
		22 0485	Compressed Gas Systems
		22 0487	Vacuum Systems Specialties

<u>Initial Issue</u>	<u>Revision</u>	<u>Section #</u>	<u>Title</u>
Division 23 – Heating, Ventilating, and Air Conditioning (HVAC)			
		23 0010	Basic Mechanical Requirements
		23 0050	Basic Mechanical Materials and Methods
		23 0135	Meters and Gauges
		23 0135 (DS)	Differential Pressure Indicator
		23 0135 (DS)	Pressure Indicator
		23 0135 (DS)	Temperature Indicator
		23 0140	Hangers and Supports
		23 0241	Vibration and Seismic Controls
		23 0250	Mechanical Insulation
		23 0250 (DS)	E1 (Expanded Closed Cell Tubular Foam Form View)
		23 0250 (DS)	Elastomeric Insulation Thickness Chart
		23 0250 (DS)	F4 (Fiberglass w/ASJ and PVC Fitting Covers)
		23 0250 (DS)	F7 (Fiberglass Blanket Ductwork Insulation w/ASJ [Kraft Paper])
		23 0250 (DS)	F8 Fiberglass Rigid Board Ductwork Insulation with ASJ (Kraft Paper) Data Sheet
		23 0250	Piping Insulation Thickness Chart
		23 0488	Natural Gas System Specialties
		23 0500	Piping Materials and Methods
		23 0500 (DS)	Piping Systems Application Table
		23 0500 (DS)	CI33 (No Hub Waste System)
		23 0500 (DS)	CS03 (Sch 40 welded and threaded malleable iron joints)
		23 0500 (DS)	CU01 (General Copper Type L Tubing)
		23 0500 (DS)	CU02 (Oxygen Use Copper Type L Tubing)
		23 0500 (DS)	PP11 (Polypropylene Fusion Buttweld Joint Tubing)
		23 0500 (DS)	PP31 (Polypropylene Fire Resistant Waste System)
		23 0501	Mechanical Equipment General Requirements
		23 0510	Hydronic System Specialties
		23 0835	Air Coils

<u>Initial Issue</u>	<u>Revision</u>	<u>Section #</u>	<u>Title</u>
		23 0891	Metal Ductwork
		23 0910	Ductwork Accessories
		23 0932	Air Outlets and Inlets
		23 0932 (DS)	Factory Fabricated Hood
		23 0933	Air Terminals
		23 0970	Control Systems
		23 0971	HVAC Sequence of Controls
		23 0990	Testing, Adjusting, and Balancing
Division 26 – Electrical			
		26 0126	Maintenance Testing of Electrical Systems
		26 0500	Basic Electrical Requirements
		26 0505	Basic Electrical Materials and Methods
		26 0519	Low Voltage Electrical power conductors and Cables
		26 0523	Control Voltage Electrical Power Cables
		26 0526	Grounding and Bonding for Electrical Systems
		26 0533	Raceways
		26 0534	Electrical Boxes and Fittings
		26 0536	Cable Trays for Electrical Systems
		26 0548	Vibrations and Seismic Controls for Electrical Systems
		26 0800	Commissioning of Electrical Systems
		26 0923	Lighting Control Devices
		26 0926	Lighting Control Systems
		26 2416	Panelboards
		26 2726	Wiring Devices
		26 2818	Circuit Breakers
		26 5113	Interior Lighting Fixtures and Drivers

<u>Initial Issue</u>	<u>Revision</u>	<u>Section #</u>	<u>Title</u>
Division 27 – Communications			
		27 0000	Telecommunications
Division 28 – Electronic Safety and Security			
		28 0513.13	CCTV Communications Conductors and Cables
		28 1300	Access Control
		28 3100	Fire Detection and Alarm System

NOTES: (DS) represents data sheet documents that supplement the written specification.
Discipline column indicates the responsible Professional of Record as noted on the Seal Sheet.

END OF SPECIFICATIONS
TABLE OF CONTENTS

LEED CONCRETE TRACKING FORM

PROJECT NAME: _____

CONTRACTOR: _____

SPEC SECTION: _____

CONTACT NAME: _____

Tel. no: _____ SUBMITTAL NO: _____

A. Mix Number	B. Supplier	C. Total Materials Cost of Concrete (\$)	D. Mass of recycled SCMs (lbs.)	E. Mass of total cementitious materials only (lbs.) ¹	F. SCMs as a percentage of total cementitious materials only (%) [D/E]	G. Dollar value of all cementitious materials only (\$) [from concrete supplier]	H. Recycled content value per yard (\$) [(F/2) x G]	I. Distances from both harvesting AND manufacturing point to project site (miles) ²
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

¹ This column includes Portland cement, recycled SCM's and any other cementitious ingredients that are not recycled (not total lbs. of concrete).

² Materials can travel more than 500 miles, provided materials always remain within 500 mile radius of project site.

LEFT BLANK
INTENTIONALLY

LEED DATA SHEET

Shall be submitted with each submittal along with cut sheets supporting the data below:

ENVIRONMENTAL MATERIALS REPORTING FORM (provide cut sheets for the data below)



PROJECT NAME: _____ CONTRACTOR: _____

SPEC SECTION: _____

CONTACT NAME: _____ TEL. NO: _____ SUBMITTAL NO: _____

Product Name	Vendor or Manufacturer	REQUIRED for ALL products identified in Specs <small>CSI 2004 Divisions 3-10, 31.00 Foundations, 32.10 Paving, 32.30 Site Improvements, and 32.90 Planning. MEP excluded.</small>	Percentage of the product salvaged, refurbished or reused ¹	Recycled Content ² (for concrete, use separate form)		Location and distances from manufacturing point to project site AND raw material harvesting point to project site (miles) ³	Percentage of product that is rapidly renewable ⁴	For all wood-based products ⁵			
		Total Material Cost (excl. labor & equipment)		% post-consumer	% pre-consumer			% New wood	% Certified Wood	FSC Tracking: COC #	Urea formaldehyde in composites (Y/N)
1.						Harvest: Manufacture:					
2.						Harvest: Manufacture:					
3.						Harvest: Manufacture:					
4.						Harvest: Manufacture:					

CONTRACTOR CERTIFICATION:

I, _____ a duly authorized representative of _____ hereby certify that the material information contained herein is an accurate representation of the material qualifications to be provided by us, as components of the final building construction. Furthermore, I understand that any change in such qualifications during the purchasing period will require prior written approval from the Construction Manager and Owner.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____ DATE: _____

D. _____ of _____

¹ **Salvaged:** Material or product which has been recovered from existing buildings or construction sites and reused in other buildings (e.g., structural beams, doors, brick).
² **Post-Consumer Recycled Content:** Portion of material or product which derives from discarded consumer waste that has been recovered for use as a raw material (e.g., plastic bottles, newspaper).
Pre-Consumer Recycled Content: Portion of material or product which derives from recovered industrial and mfg. materials that are diverted from municipal solid waste for use in a *different* mfg. process, prior to use by a consumer (e.g., fly-ash in concrete or synthetic gypsum board, both of which are by-products of coal-burning power plants). Note that spills and scraps from the original mfg. process that are combined with other constituents after a minimal amount of reprocessing for use in further production of the same product do not qualify.
³ **Regional Materials:** Materials are considered regional if harvested AND manufactured within 500 miles of the project site. Materials can travel more than 500 miles, provided materials always remain within a 500 mile radius of project site. For salvaged/recycled materials such as steel, you do not need to provide the original harvesting location, but rather the location the steel was sourced from. Distances are as the crow flies, not actual miles traveled via surface transport.
⁴ **Rapidly Renewable:** Materials and products made from raw materials that are harvested within a 10-year cycle (e.g., bamboo, cork, linoleum, fast-growing poplar, wheatboard, wool carpet)
⁵ **FSC Certified:** Wood-based products which are certified by the Forest Stewardship Council and carry a Chain-of-Custody certificate number from the vendor or manufacturing.
Composite Wood & Agrifiber Products: Any wood based products must not contain added urea-formaldehyde.

LEFT BLANK
INTENTIONALLY

VOC REPORTING FORM

PROJECT NAME: _____

CONTRACTOR: _____

SPEC _____

SECTION: _____

CONTACT NAME: _____

TEL. NO: _____

SUBMITTAL NO: _____

Product type or application	Product name	Vendor or Manufacturer	Greenguard or SCS Certified (Y/N) (provide certificate): Systems Furniture and Seating Only	REQUIRED for ALL field-applied adhesives, sealants, paints & coatings identified in Specs (including those related to MEP work)		
				VOC content ¹ (grams per liter)	Corresponding LEED VOC limit	Backup documentation ²
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

1. VOC: Volatile organic compound which vaporizes into a gas at normal room temperatures and is emitted during the use, application, curing, or drying of an adhesive, sealant, paint, or coating product (excludes methane, carbon monoxide, carbon dioxide, carbonic acid, metallic carbides or carbonates, ammonium carbonate, and other exempt compounds).
2. Submit backup documentation from manufacturer indicating VOC content of the product, defined in either grams per liter, or lbs. per gallon (e.g., MSDS sheet, Product Data Sheet)
3. Refer to the Sustainable Design Requirements Spec. for applicable VOC limits and chemical component limitations for adhesives, sealants, paints and architectural coatings.

CONTRACTOR CERTIFICATION:

I, _____ a duly authorized representative of _____ hereby certify that the material information contained herein is an accurate representation of the material qualifications to be provided by us, as components of the final building construction. Furthermore, I understand that any change in such qualifications during the purchasing period will require prior written approval from the Construction Manager and Owner.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

p. ____ of ____

**LEFT BLANK
INTENTIONALLY**