**NOTE TO CRITERIA ARCHITECT & DCS PROJECT MANAGER:**

**This version is for a Major Capital Project authorized by the Commissioner to be a Design-Build Project.**

EDITING: To Show the Editing Notes in this MS Word document the show/hide symbol (¶) button must be must turned on in the MS Word Toolbar. To print this document show/hide symbol (¶) must be turned off in the MS Word Toolbar, this will enable the document to indicate the correct number of total pages. The below blue text are project specific information that must be completed by the Criteria Architect as applicable to the specific project. When complete change blue text to black text. The *bold and italicized text* is for example purposes only and must be modified and edited by the Criteria Architect to make it project specific. For text boxes, left click on Insert and then insert project specific information over the word Insert in the underlined space.

**TABLES:** To view the Table Grid in this MS Word document, click inside any table, then go to the **Table Tools > Layout** tab, **Table** group, and click **View Gridlines.**

HEADERS AND FOOTERS: The header and footer for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders of the header and footer shown herein. The header of each page shall contain the Division 01 General Requirements, and the page number & number of pages as shown herein. The footer shall contain the project number in the right hand side as shown herein. Division 00 and 01 contain a revision date in the left side of the footer. This date is to remain as it is for DCS informational purposes only and should not be altered by the Criteria Architect.

SECTIONS, SUBSECTIONS, PARAGRAPHS: If a Section is not part of the project scope, delete the Section in the General Requirements, then check “NOT USED” in the Table of Contents. DO NOT delete the Section title from the Table of Contents.

If a Sub-Section is not applicable to the project, DO NOT delete the Sub-Section title from the General Requirements OR from the Table of Contents. Check “NOT USED” in the Table of Contents, and then state “NOT USED” beneath the Sub-Section Title in the General Requirements. Delete the contents of the Sub-Section.

Edit Paragraphs carefully to reflect specific project requirements, or delete them if they do not apply. DO NOT include Paragraphs or parts of Paragraphs in the project manual, which have no applicability to the specific project. KEEP IN NUMERICAL SEQUENCE.

DIVISION 00 SECTIONS contain the bidding documents as required by the Connecticut Department of Administrative Services (CT DAS) Procurement Services Unit and the Connecticut General Statutes. Any and all revisions to this section are the sole responsibility of the CT DAS Procurement Services Unit, and the Criteria Architect shall under no circumstances change these documents. The Criteria Architect is responsible to list these sections in the Project Manual Table of Contents.

GENERAL CONDITIONS: Please review the General Conditions carefully and coordinate the requirements of those Articles including the Definitions.

DIVISION 01 SECTIONS are the organizational key of the Project Manual. All revisions to this Division are the responsibility of the Criteria Architect. Division 01 must be closely coordinated with Division 00, Division 02 through 49, the Drawings, and Available Information.

LEED REQUIREMENTS: The “Division 01 General Requirements - Design -Build Capital Projects” include the Requirements for LEED & Commissioning. For D-B Capital Projects that DO NOT require LEED & Commissioning, the DCS PM and Criteria Architect must delete LEED & Commissioning sections designated in the Edit Notes, and then check “NOT USED” in the Table of Contents. DO NOT delete the Section title from the Table of Contents.

NOTES TO CRITERIA ARCHITECT, DCS PROJECT MANAGER, & USER AGENCY: The DCS PM, Criteria Architect, and User Agency must determine whether this Project must comply with the following requirements of CGS § 16a-38k:

1. Project is approved and funded on or after January 1, 2008;
2. New construction of a state facility that is projected to cost not less than five million dollars;
3. renovation of a state facility that is projected to cost not less than two million dollars, that is financed with state funds and is approved and funded on or after January 1, 2008,

**01 60 00 PRODUCT REQUIREMENTS**

1. **Summary:** Section 01 60 00 Product Requirements contains the following subsections:

|  |  |
| --- | --- |
| **01 61 00** | **Common Product Requirements** |

## 01 61 00 COMMON PRODUCT REQUIREMENTS

NOTE: This Section 01 61 00 "Common Product Requirements” includes, but not limited to, administrative and procedural requirements governing the Design-Builder’s selection and use of products including but not limited to their transportation, handling, storage, and protection.

Edit paragraphs carefully to reflect specific project requirements, or delete them if they do not apply.

## A. Related Documents: All Volumes of the Design-Build Request for Proposals for this Project, including, but not limited to, the D-B Agreement General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

**B. Product Definitions:**

**1.** New items for incorporation in the Work, whether purchased by design-Builder or Owner for the Project, or taken from previously purchased stock, and may also include existing materials or components required for reuse.

**2.** Includes the terms material, equipment, machinery, components, subsystem, system, hardware, software, and terms of similar intent and is not intended to change meaning of such other terms used in the Design-Builder’s Contract Documents, as those terms are self-explanatory and have well recognized meanings in construction industry.

**3.** Items identified by manufacturer’s product name, including make or model designation, indicated in manufacturer’s published product literature, that is current as of the date of the Design-Builder’s Contract Documents.

**C. Design-Builder’s** **Design Requirements**

**1.** The Design-Builder’s design of installation, systems, equipment, and components, including supports and anchorage, shall be in accordance with provisions of latest edition of the Connecticut State Building Code.

**D. Preparation For Shipment**

**1.** When practical, factory assemble products. Mark or tag separate parts and assemblies to facilitate field assembly. Cover machined and unpainted parts that may be damaged by the elements with strippable protective coating.

**2.** Package products to facilitate handling and protect from damage during shipping, handling, and storage. Mark or tag outside of each package or crate to indicate its purchase order number, bill of lading number, contents by name, name of Project and Design-Builder, equipment number, and approximate weight. Include complete packing list and bill of materials with each shipment.

**E. Extra Materials, Special Tools, Test Equipment, and Expendables:**

**1.** Furnish as required by individual Specifications.

**2. Schedule:**

**2.1** Ensure that shipment and delivery occurs concurrent with shipment of associated equipment.

**2.2** Transfer to Owner shall occur immediately subsequent to Design-Builder’s acceptance of equipment from their Supplier.

**3. Packaging and Shipment:**

**3.1** Package and ship extra materials and special tools to avoid damage during long term storage in original cartons insofar as possible, or in appropriately sized, hinged-cover, wood, plastic, or metal box.

**3.2** The following information shall be prominently display on each package:

**.1** Manufacturer’s part nomenclature and number, consistent with operation and maintenance manual identification system.

**.2** Applicable equipment description.

**.3** Quantities of parts in package.

**.4** Equipment manufacturer.

**.5** Deliver materials to the State Agency designated by the Owner and Construction Administrator.

**.6** Notify by the Owner Construction Administrator upon arrival for transfer of materials.

**.7** Replace extra materials and special tools found to be damaged or otherwise inoperable at time of transfer to Owner.

**3.3** **Advance Notice of Shipment:** Request a minimum of **seven (7)** Calendar Days advance notice of shipment from manufacturer. Upon receipt of manufacturer’s advance notice of shipment, promptly notify the Owner and Construction Administrator of anticipated date and place of equipment arrival.

**3.4** **Factory Test Results:** Reviewed and accepted by Design-Builder’s Architect/Engineer before product shipment as required in individual Specification sections.

### **Materials and Equipment:** Shall be delivered, stored and handled to prevent intrusion of foreign matter and damage by weather or breakage. Packaged materials shall be delivered and stored in original, unbroken packages.

#### **1.** Promptly inspect shipments to assure that products comply with requirements, that quantities are correct and products are undamaged.

#### **2.** Packages, materials and equipment showing evidence of damage will be rejected and replaced at no additional cost to the Owner.

**G. Delivery and Inspection**

**1.** Deliver products in accordance with accepted current Progress Schedule and coordinate to avoid conflict with the Work and conditions at Site. Deliver anchor bolts and templates sufficiently early to permit setting prior to placement of structural concrete.

**2.** Deliver products in undamaged condition, in manufacturer’s original container or packaging, with identifying labels intact and legible. Include on label, date of manufacture and shelf life, where applicable.

**3.** Unload products in accordance with manufacturer’s instructions for unloading or as specified. Record receipt of products at Site. Promptly inspect for completeness and evidence of damage during shipment.

**4.** Remove damaged products from Site and expedite delivery of identical new undamaged products, and remedy incomplete or lost products to provide that specified, so as not to delay progress of the Work.

**H. Handling, Storage, and Protection**

**1.** Handle and store products in accordance with manufacturer’s written instructions and in a manner to prevent damage. Store in approved storage yards or sheds provided in accordance with Section 01 50 00, Temporary Facilities and Controls. Provide manufacturer’s recommended maintenance during storage, installation, and until products are accepted for use by Owner.

**2.** Manufacturer’s instructions for material requiring special handling, storage, or protection shall be provided prior to delivery of material.

**3.** Arrange storage in a manner to provide easy access for inspection. Make periodic inspections of stored products to assure that products are maintained under specified conditions, and free from damage or deterioration. Keep running account of products in storage to facilitate inspection and to estimate progress payments for products delivered, but not installed in the Work.

**4.** Store electrical, instrumentation, and control products, and equipment with bearings in weather-tight structures maintained above 60 degrees F. Protect electrical, instrumentation, and control products, and insulate against moisture, water, and dust damage. Connect and operate continuously space heaters furnished in electrical equipment.

**5.** Store fabricated products above ground on blocking or skids, and prevent soiling or staining. Store loose granular materials in well-drained area on solid surface to prevent mixing with foreign matter. Cover products that are subject to deterioration with impervious sheet coverings; provide adequate ventilation to avoid condensation.

#### **6.** Stone, masonry units and similar materials shall be stored on platforms or dry skids and shall be adequately covered and protected against staining and damage.

**7.** Store finished products that are ready for installation in dry and well-ventilated areas. Do not subject to extreme changes in temperature or humidity.

**8.** After installation, provide coverings to protect products from damage due to traffic and construction operations. Remove coverings when no longer needed.

**9.** Hazardous Materials: Prevent contamination of personnel, storage area, and Site. Meet requirements of product specification, codes, and manufacturer’s instructions.

NOTE: Include the following, if applicable.

**10.** The Design-Builder shall prepare, as directed by the Owner, one area or space in the building for storage of State-owned equipment.

**End Section 01 61 00**

**Common Product Requirements**

**END SECTION 01 60 00**

**PRODUCT REQUIREMENTS**