

SECTION 01100 – SUMMARY

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following:
  - 1. Work covered by the Contract Documents.
  - 2. Use of premises.
  - 3. Owner's occupancy requirements.
  - 4. Specification formats and conventions.

1.2 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project Identification: Accounts Receivable Counter for Bay City Hall
  - 1. Project Location: 301 Washington Avenue  
Bay City, Michigan
  - 2. Project No.: 2009082
  - 3. Owner: City of Bay City  
City Hall  
301 Washington Avenue  
Bay City, Michigan
  - City Clerk: Dana Muscott
- B. Architect: Wigen Tincknell Meyer & Associates, Inc.  
100 South Jefferson Avenue, Suite 601  
Saginaw, Michigan 48607

C. **MANDATORY** PRE-BID MEETING FOR ALL GENERAL AND ELECTRICAL TRADES BIDDERS

There will be a MANDATORY pre-bid meeting on Tuesday, February 16, 2010 at 10:00 a.m. at City Hall, 301 Washington Avenue, Room 301, Bay City, MI. This meeting must be attended in order to submit a bid. Bids will not be accepted unless bidders have attended the MANDATORY PRE-BID MEETING.

- D. The Work consists of the following:
  - 1. New accounts receivable counter construction.

1.3 TYPE OF CONTRACT

- A. Project will be constructed under a single prime contract.

1.4 USE OF PREMISES

- A. General: Contractor shall have limited use of premises for construction operations as indicated on Drawings by the Contract limits.
- B. Use of Site: Limit use of premises to work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
  - 1. Owner Occupancy: Allow for Owner occupancy of Project site and use by the public.
  - 2. Driveways and Entrances: Keep driveways, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
    - a. Schedule deliveries to minimize use of driveways and entrances.
    - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- C. Existing Building: Protect building and its occupants during construction period.

1.5 OWNER'S OCCUPANCY REQUIREMENTS

- A. Full Owner Occupancy: Owner will occupy the building during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits, unless otherwise indicated.
  - 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.

1.6 SPECIFICATION FORMATS AND CONVENTIONS

- A. Specification Format: The Specifications are organized into Divisions and Sections using the 16-division format and CSI/CSC's "MasterFormat" numbering system.
  - 1. Division 1: Sections in Division 1 govern the execution of the Work of all Sections in the Specifications.
- B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
  - 1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
  - 2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
    - a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

PART 2 - PRODUCTS

(Not Used)

PART 3 - EXECUTION

(Not Used)

END OF SECTION 01100