

**BIDDING REQUIREMENTS,**  
**SAMPLE FORMS, ETC.**  
**FOR R and I PROJECT (CANADA)**

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# INVITATION TO BID

(CANADA)

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**1. GENERAL CONTRACTORS INVITED TO BID THE PROJECT:**

A. To be announced and issued on Separate list.

**2. PROJECT: SALT SPRING ISLAND STEEPLE**

Victoria British Columbia Stake

Steeple Repair

Project Identification Number: 563-1467-2301-0301

**3. LOCATION:** 221 Vesuvius Bay Road

Salt Spring Island, British Columbia

**4. OWNER:**

The Church of Jesus Christ of Latter-day Saints in Canada, an Alberta special act corporation

c/o Jim Kyle, Project Manager

Canada Calgary Project Management Office

7040 Farrell Road SE, Room 109

Calgary, Alberta, Canada T2H 0T2

Phone: (403) 869-1521

[kylejr@churchofjesuschrist.org](mailto:kylejr@churchofjesuschrist.org)

**5. CONSULTANT:**

Faction Architecture Inc.

1919 – 10<sup>th</sup> Avenue S.W.

Calgary, Alberta T3C 0K3

Attention: Neil Holmes

Phone: (403) 523-7943 xt 202

[nholmes@factionprojects.com](mailto:nholmes@factionprojects.com)

**6. DESCRIPTION OF PROJECT:**

A. Description of Project and Major Components:

1. Remove existing steeple including metal base structure and portions of roof top wood base structure.
2. Provide new metal base structure to existing steeple.
3. Provide portions of new roof top wood base structure.
4. Clean and re-install steeple to roof.
5. Disconnect and reconnect lightning protection cables.
6. Related membrane and flashing removal and reinstallation at steeple base to facilitate work.

**7. TYPE OF BID:** Bids will be on a lump-sum basis. Segregated bids will not be accepted.

**8. TIME OF SUBSTANTIAL PERFORMANCE:** The time limit for substantial performance of this work will be **30 calendar days** and will be as noted in the Agreement.

**9. PRE-BID CONFERENCE:**

A. A pre-bid conference will be held at 10:00 AM on Wednesday, November 13, 2024 at:

CONSLOG online bidding tool.

**Attendance by representative authorized to speak for Bidder (General Contractor) is mandatory.**

**10. BID OPENING:**

A. Bids will be received and publicly opened at 2:00 PM Friday, December 06, 2024 at:

CONSLOG electronic submission  
Contractors will be sent an invite from the Owner  
c/o Jim Kyle, Project Manager Phone: (403) 869-1521  
Canada Calgary Project Management Office Email: [kylejr@churchofjesuschrist.org](mailto:kylejr@churchofjesuschrist.org)

**11. BIDDING DOCUMENTS:**

A. Bidding Documents may be examined at the following plan room locations:

1. The Office of the Consultant  
Faction Architecture Inc. Phone: (403) 523-7943 Ext 202  
1919 – 10<sup>th</sup> Avenue S.W. [nholmes@factionprojects.com](mailto:nholmes@factionprojects.com)  
Calgary, Alberta T3C 0K3  
Attention: Neil Holmes

B. Bidding Documents may be obtained by invited General Contractors at the Office of the Consultant.

1. Return all Tendering Documents in good condition within five days after Bid Date. Any person of firm who retains these Documents longer than this stipulated time shall not be invited to bid future projects.
2. **Bid Documents will also be available for pick up by invited General Contractors at the pre-bid conference.**

**12. BID BOND:** Not required.

**13. BIDDER'S QUALIFICATIONS:** Bidding by the General Contractors will be by invitation only.

**14. OWNER'S RIGHT TO REJECT BIDS:** Owner reserves the right to reject any or all bids and to waive any irregularity therein.

**15. SITE ACCESS FOR VIEWING:**

A. The site is existing and open to view. As a courtesy, Contractors shall make arrangements for viewing the building by contacting Mr. Jordan Tsai, Facilities Manager, Vancouver BC West FM Group. [TsaiJZ@ChurchofJesusChrist.org](mailto:TsaiJZ@ChurchofJesusChrist.org)

**END OF DOCUMENT**

# INSTRUCTIONS TO BIDDERS (CANADA)

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## 1. DOCUMENTS:

- A. Bidding Documents include Bidding Requirements and proposed Contract Documents. Proposed Contract Documents consist of:
  - 1. Contractor's Bid Proposal and R and I Project Agreement
  - 2. Other documents included by reference
  - 3. Addenda.
- B. Bidding Requirements are those documents identified as such in proposed Project Manual.
- C. Addenda are written or graphic documents issued prior to execution of the Contract which modify or interpret the Bidding Documents. They become part of the Contract Documents as noted in the Contractor's Bid Proposal and R and I Project Agreement upon execution of the Agreement by Owner.

## 2. BIDDER'S REPRESENTATIONS:

- A. By submitting a bid proposal, bidder represents that
  - 1. Bidder has carefully studied and compared Bidding Documents with each other. Bidder understands the Bidding Documents and the bid is fully in accordance with the requirements of those documents,
  - 2. Bidder has thoroughly examined the site and any building located thereon, has become familiar with local conditions which might directly or indirectly affect contract work, and has correlated its personal observations with requirements of proposed Contract Documents, and
  - 3. Bid is based on materials, equipment, and systems required by Bidding Documents without exception.

## 3. BIDDING DOCUMENTS:

- A. Copies
  - 1. Owner will provide the Bidding Documents as set forth in the Invitation to Bid.
  - 2. Partial sets of Bidding Documents will not be issued.
  - 3. Bidders will use complete sets of Bidding Documents in preparing bids and make certain that those submitting sub-bids to them have access to all portions of the documents that pertain to the work covered by sub-bid, including R and I Project Agreement Conditions and Division 01. Bidder assumes full responsibility for errors or misinterpretations resulting from use of partial sets of Bidding Documents by itself or any sub-bidder.
- B. Interpretation Or Correction Of Bidding Documents
  - 1. Bidders will request interpretation or correction of any apparent errors, discrepancies, and omissions in the Bidding Documents.
  - 2. Corrections or changes to Bidding Documents will be made by written Addenda.
- C. Substitutions And Equal Products
  - 1. Equal products may be approved upon compliance with Contract Document requirements.
  - 2. Base bid only on materials, equipment, systems, suppliers or performance qualities specified in the Bidding documents.
  - 3. Where a specified product is identified as a "quality standard", products of other manufacturers that meet the performance, properties, and characteristics of the specified "quality standard" may be used without specific approval as a substitute.

- D. Addenda. Addenda will be sent to bidders and to locations where Bidding Documents are on file no later than one week prior to bid opening or by fax or other electronic means no later than 48 hours prior to bid opening.

**4. BIDDING PROCEDURES:**

- A. Form and Style Of Bids
1. General Contractor's electronic submission on the CONSLOG website.
- B. Submission of Bids
1. General Contractor's electronic submission on the CONSLOG website.
  2. It is the bidder's sole responsibility to see that its bid is received at specified time. Bids received after the specified bid opening time will not be accepted.
- C. Modification Or Withdrawal Of Bid
1. Bidder guarantees there will be no revisions or withdrawal of bid amount for 45 days after bid opening.
  2. Prior to bid opening, bidders may withdraw bid from online bidding tool.

**5. CONSIDERATION OF BIDS:**

- A. Opening Of Bids - See Invitation To Bid.
- B. Acceptance Of Bid
1. No bidder will consider itself under contract after opening and reading of bids until Owner accepts Contractor's Bid Proposal by executing same.
  2. Bidder's past performance, organization, subcontractor selection, equipment, and ability to perform and complete its contract in manner and within time specified, together with amount of bid, will be elements considered in award of contract.

**6. POST-BID INFORMATION:**

- A. The conditionally accepted bidder submitting a bid involving subcontractors will submit its list of proposed subcontractors and/or suppliers within 24 hours after bid opening.

**7. PERFORMANCE BOND AND PAYMENT BOND:**

- A. None required.

**8. FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR:**

- A. Agreement form will be "Small Project Agreement Between Owner and Contractor (Canada)" provided by Owner.

**9. MISCELLANEOUS:**

- A. Pre-Bid Conference. A pre-bid conference may be held at a time and place to be announced.
1. See Invitation to Bid.
- B. Examination Schedule for Existing Building and Site
1. See Invitation to Bid.

**END OF DOCUMENT**

# **CONSTRUCTION MATERIAL ASBESTOS STATEMENT** **R and I PROJECTS (CANADA)**

**Building Name:** SALT SPRING ISLAND STEEPLE

**Building Plan Type:** Steeple Repair

**Building Address:** 221 Vesuvius Bay Road, Salt Spring Island, BC

**Owner:** The Church of Jesus Christ of Latter-day Saints in Canada, an Alberta special act corporation

**Property Number:** 563-1467

**Completion Date:** \_\_\_\_\_

As CONTRACT CONSULTANT and principal in charge; based on my best knowledge, information, inspection, and belief; I certify that on the above referenced Project, no asbestos containing building materials were specified in the construction documents or given approval in shop drawings or submittals.

\_\_\_\_\_  
**Date** **Contract Consultant and Principal in charge**

**Faction Architecture Inc**  
\_\_\_\_\_  
**Company Name**

As Contractor in charge of construction; based on my best knowledge, information, inspection, and belief; I certify that on the above referenced building, no asbestos containing building materials were used in the construction.

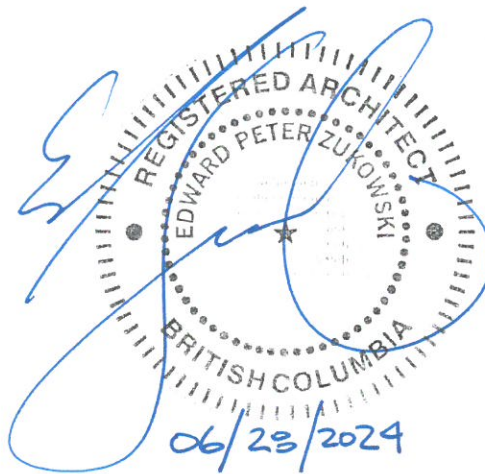
\_\_\_\_\_  
**Date** **Contractor in charge**

\_\_\_\_\_  
**Company Name**

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**SECTION 01 1000 SUMMARY**

- A. Provisions contained in Division 01 apply to all other sections and divisions of Specifications. All instructions contained in Specifications are directed to Contractor. Unless specifically provided otherwise, all obligations set forth in Specifications are obligations of Contractor.
- B. Comply with applicable laws and regulations.
- C. Owner may provide furnishings and/or equipment for Project. Contractor will receive, store, and protect such items on site until the date Owner accepts Project.
- D. Work by Owner: Owner may furnish and install some portions of the Work with its own forces. Complete the Work necessary to accommodate the Work to be performed by Owner before scheduled date for performance of such Work.

**SECTION 01 1200 MULTIPLE CONTRACT SUMMARY**

- A. Separate contracts may be issued by Owner for performance of certain construction operations at Project site. Contractor will afford other contractors reasonable opportunity to place and store their materials and equipment on site and to perform their work and will properly connect and coordinate its work with theirs where applicable.

**SECTION 01 1400 WORK RESTRICTIONS**

- A. During construction period, Contractor will have use of premises for construction operations. Contractor will ensure that Contractor, its employees, subcontractors, and employees comply with following requirements:
  - 1. Confine operations to areas within Contract limits shown on Drawings. Do not disturb portions of site beyond Contract limits.
  - 2. Do not allow alcoholic beverages, illegal drugs, or persons under their influence on Project Site.
  - 3. Do not allow use of tobacco in any form on Project Site.
  - 4. Do not allow pornographic or other indecent materials on site.
  - 5. Do not allow work on Project Site on Sundays except for emergency work.
  - 6. Refrain from using profanity or being discourteous or uncivil to others on Project Site or while performing The Work.
  - 7. Wear shirts with sleeves, wear shoes, and refrain from wearing immodest, offensive, or obnoxious clothing, while on Project Site.

8. Do not allow playing of obnoxious and loud music on Project Site. Do not allow playing of any music within existing facilities.
  9. Do not build fires on Project Site.
  10. Do not allow weapons on Project Site, except those carried by law enforcement officers and/or other uniformed security personnel who have been retained by Owner or Contractor to provide security services.
- B. Existing Facilities:
1. Owner will occupy existing building, reasonably accommodate use of existing facilities by Owner.
- C. During the construction period, the building will remain fully occupied and must be available for daily use and on evenings and weekends.
1. Building and site must be cleaned at the end of each day.

### **SECTION 01 3000 ADMINISTRATIVE REQUIREMENTS**

- A. Coordinate construction activities to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations that are dependent upon each other for proper installation, connection, and operation. Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.

### **SECTION 01 3100 PROJECT MANAGEMENT AND COORDINATION**

- A. Multiple Contract Coordination:
1. Contractor shall be responsible for coordination of Temporary Facilities and Controls, Construction Waste Management and Disposal services, and Final Cleaning for entire Project unless directed otherwise by Owner's Representative for those who perform work on Project from Notice to Proceed to date of Substantial Completion.
- B. Preconstruction Conference:
1. Attend preconstruction conference and organizational meeting scheduled by Project Manager at Project site or other convenient location.
  2. Be prepared to discuss items of significance that could affect progress, including such topics as:
    - a. Construction schedule, equipment deliveries, general inspection of tests, preparation of record documents and O&M manuals, project cleanup, security, shop drawings, samples, use of premises, work restrictions, and working hours.

### **SECTION 01 3300 SUBMITTAL PROCEDURES**

- A. Coordination preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently before performance of related construction activities to avoid delay.
- B. Allow sufficient review time so installation will not be delayed by time required to process submittals.
- C. Place permanent label or title block on each submittal for identification. Include name of entity that prepared each submittal on label or title block.
- D. Package each submittal appropriately for transmittal and handling.

### **SECTION 01 4000 QUALITY REQUIREMENTS**

- A. Testing and inspecting services are used to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with Contract Document requirements.
- B. Conflicting Requirements: If compliance with two or more standards is specified and standards establish different or conflicting requirements for minimum quantities or quality levels, comply with most stringent requirements.

- C. Minimum Quantity or Quality Levels: Quantity or quality level shown or specified shall be the minimum provided or performed. Actual installation may comply exactly with minimum quantity or quality specified, or it may exceed minimum within reasonable limits.
- D. Quality Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to verify compliance and guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- E. Quality Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements performed by Contractor. They do not include inspections, tests or related actions performed by Project Manager, Owner, governing authorities or independent agencies hired by Owner or Project Manager.
  - 1. Where services are indicated as Contractor's responsibility, engage qualified Testing Agency to perform these quality control services.
    - a. Contractor will not employ same testing entity engaged by Owner, without Owner's written approval.
- F. Notify Owner immediately if asbestos-containing materials or other hazardous materials are encountered while performing the Work.
- G. Submit to Owner permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, and similar documents, correspondence, and records establishing compliance with standards and regulations bearing upon performance of the Work.
- H. Repair And Protection:
  - 1. On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
  - 2. Protect construction exposed by or for Quality Assurance and Quality Control activities.
  - 3. Repair and protection are Contractor's responsibility, regardless of assignment of responsibility for Quality Assurance and Quality Control Services.

## **SECTION 01 4301 QUALITY ASSURANCE - QUALIFICATIONS**

- A. Qualifications: Qualifications in this Section establish minimum qualification levels required; individual Specification Sections specify additional requirements:
  - 1. Fabricator / Supplier / Installer Qualifications.
    - a. Firm experienced in producing products similar to those indicated for this Project and with record of successful in-service performance, as well as sufficient production capacity to produce required units:
      - 1) Where heading '*VMR (Value Managed Relationship) Suppliers / Installers*' is used to identify list of specified suppliers or installers, Owner has established relationships that extend beyond requirements of this Project. No other suppliers / installers will be acceptable. Follow specified procedures to preserve relationships between Owner and specified suppliers / installers and advantages that accrue to Owner from those relationships.
      - 2) Where heading '*Acceptable or Approved Suppliers / Installers / Fabricators*' is used to identify list of specified suppliers / installers / fabricators, use only one of listed suppliers / installers / fabricators. No others will be acceptable.
  - 2. Factory-Authorized Service Representative Qualifications:
    - a. Authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
  - 3. Installer Qualifications:
    - a. Firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with record of successful in-service performance.
  - 4. Manufacturer Qualifications:
    - a. Firm experienced in manufacturing products or systems similar to those indicated for this Project and with record of successful in-service performance, as well as sufficient production capacity to produce required units.
  - 5. Manufacturer's Field Services Qualifications:
    - a. Experienced authorized representative of manufacturer to inspect field-assembled components and equipment installation, including service connections.

6. Professional Engineer Qualifications:
  - a. Professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of kind indicated. Engineering services are defined as those performed for installations of system, assembly, or products that are similar to those indicated for this Project in material, design, and extent.
7. Specialists:
  - a. Certain sections of Specifications require that specific construction activities will be performed by entities who are recognized experts in those operations. Specialists will satisfy qualification requirements indicated and will be engaged for activities indicated. Requirement for special will not supersede building codes and regulations governing the Work.
8. Testing Agency Qualifications:
  - a. Independent Testing Agency with experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E329; and with additional qualifications specified in individual Sections; and where required by authorities having jurisdiction, that is acceptable to authorities.
  - b. Testing Laboratory:
    - 1) AASHTO Materials Reference Laboratory (AMRL) Accreditation Program.
    - 2) Cement and Concrete Reference Laboratory (CCRL).
    - 3) Nationally Recognized Testing Laboratory (NRTL): Nationally recognized testing laboratory according to 29 CFR 1910.7.
    - 4) National Voluntary Laboratory (NVLAP): Testing Agency accredited according to National Institute of Standards and Technology (NIST) Technology Administration, U. S. Department of Commerce Accreditation Program.

## **SECTION 01 4523 TESTING AND INSPECTION SERVICES : NOT USED**

## **SECTION 01 5000 TEMPORARY FACILITIES AND CONTROLS**

- A. Owner will provide electric power for construction activities within limits available at existing facility.
- B. Exercise caution to avoid fire damage. Do not build fires on site.
- C. Permanent mechanical system may be operated upon following conditions:
  1. Do not interfere with normal set-back temperature patterns except as approved by Project Manager.
  2. Do not operate system when the Work causing airborne dust is occurring or when dust caused by such Work is present without first installing temporary filtering system.
- D. Existing lighting system may be used by Contractor.
- E. Contractor may use existing water supply for construction purposes to extent of existing facilities.
- F. Existing restroom facilities MAY NOT be used by Contractor. Provide portable washrooms for contractor use.
- G. Erect adequate barricades, warning signs, and lights necessary to protect persons from injury or harm.
  1. Maintain exit routes from building during all occupied times throughout construction. Provide temporary board walks and bridges as required, with handrails.
- H. Contractor is responsible for security of materials, tools, and equipment. Do not permit others to use building keys provided by Owner. Safeguard building and contents while the Work is being performed and secure building when the Work is finished for day.
- I. Protect existing trees and plants. Remove and replace vegetation that dies or is damaged beyond repair due to construction activities.
- J. Provide temporary enclosures at exterior building openings for security and protection from weather, theft, and vandalism. Erect and maintain dust-proof partitions and enclosures as required to prevent spread of dust and fumes to occupied portions of building.
- K. Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and reduce possibility that air, waterways, and subsoil might be contami-



nated or polluted, or that other undesirable effects might result. Avoid use of tools and equipment that produce harmful noise. Restrict use of noisemaking tools and equipment to hours that will minimize complaints from persons or firms near site. Protect the Work, materials, apparatus, and fixtures from injury due to weather, theft, and vandalism.

## **SECTION 01 6100 PRODUCT REQUIREMENTS**

- A. Provide products that comply with Contract Documents, are undamaged, and, unless otherwise indicated, are new and unused at time of installation. Provide products complete with accessories, trim, finish, safety guards, and other devices and details needed for complete installation and for intended use and effect:

## **SECTION 01 6200 PRODUCT OPTIONS**

- A. Product selection is governed by Contract Documents and governing regulations, not by previous Project experience. Procedures governing product selection include:
1. Substitutions And Equal Products:
    - a. Generally speaking, substitutions for specified products and systems, as defined in Uniform Commercial Code, are not acceptable. However, equal products may be approved upon compliance with Contract Document requirements.
    - b. Approved Products / Manufacturers / Suppliers / Installers:
      - 1) Category One:
        - a) Owner has established 'Value Managed Relationships' that extend beyond requirements of this Project. No substitutions or equal products will be allowed on this Project.
        - b) Follow specified procedures to preserve relationships between Owner and specified manufacturers / suppliers and advantages that accrue to Owner from those relationships.
      - 2) Category Two:
        - a) Owner has established National Contracts that contain provisions extending beyond requirements of this Project. No substitutions or equal products will be allowed on this Project.
        - b) Follow specified procedures to preserve relationships between Owner and specified manufacturers / suppliers and advantages that accrue to Owner from those relationships.
      - 3) Category Three:
        - a) Specified products are provided to Church Projects under a National Account Program. Use these products to preserve advantages that accrue to Owner from those programs. No substitutions or equal products will be allowed on this Project.
      - 4) Category Four:
        - a) Provide only specified products available from manufacturers listed. No substitutions, private-labeled, or equal products, or mixing of manufacturers' products is allowed on this Project.
        - b) In Sections where lists recapitulating Manufacturers previously mentioned in Section are included under heading '*Manufacturers*' or '*Approved Manufacturers*', this is intended as convenience to Contractor as listing of contact information only. It is not intended that all manufacturers in list may provide products where specific products and manufacturers are listed elsewhere in Section.
    - c. Acceptable Products / Manufacturers / Suppliers / Installers:
      - 1) Type One: Use specified products / manufacturers unless approval to use other products / manufacturers has been obtained from Project Manager by Addendum.
      - 2) Type Two: Use specified products / manufacturers unless approval to use other products and manufacturers has been obtained from Project Manager in writing before installing or applying unlisted or private-labeled products.
      - 3) Use 'Equal Product Approval Request Form' to request approval of equal products, manufacturers, or suppliers before bidding or before installation, as noted in individual Sections.
    - d. Quality / Performance Standard Products / Manufacturers:
      - 1) Class One: Use specified product / manufacturer or equal product from specified manufacturers only.
      - 2) Class Two: Use specified product / manufacturer or equal product from any manufacturer.
      - 3) Products / manufacturers used will conform to Contract Document requirements.

**SECTION 01 6400 OWNER-FURNISHED PRODUCTS**

- A. Install items furnished by Owner or receive and store in safe condition items purchased directly by Owner according to requirements of Contract Documents.

**SECTION 01 6600 DELIVERY, STORAGE, AND HANDLING REQUIREMENTS**

- A. Deliver, store, and handle products according to manufacturer's recommendations, using means and methods that will prevent damage, deterioration, and loss, including theft.
- B. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
- C. Deliver products to site in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
- D. Inspect products upon delivery to ensure compliance with Contract Documents, and to ensure that products are undamaged and properly protected.
- E. Store products at site in manner that will simplify inspection and measurement of quantity or counting of units.
- F. Store heavy materials away from Project structure so supporting construction will not be endangered.
- G. Store products subject to damage by elements above ground, under cover in weather tight enclosure, with ventilation adequate to prevent condensation. Maintain temperature and humidity within range required by manufacturer's instructions.

**SECTION 01 7000 EXECUTION REQUIREMENTS**

- A. Design, furnish, and install all shoring, bracing, and sheathing as required for safety and for proper execution of the Work and, unless otherwise required, remove same when the Work is completed.
- B. Require installer of each major component to inspect both substrate and conditions under which the Work is to be done. Notify Owner in writing of unsatisfactory conditions. Do not proceed until unsatisfactory conditions have been corrected.
- C. Provide attachment and connection devices and methods necessary for securing the Work. Secure the Work true to line and level. Allow for expansion and building movement.
- D. Recheck measurements and dimensions before starting each installation.
- E. Where mounting heights are not shown, install individual components at standard mounting heights recognized within industry or local codes for that application. Refer questionable mounting height decisions to Owner for final decision.
- F. Cover and protect furniture, equipment, and fixtures from soiling and damage when demolition the Work is performed in rooms and areas from which such items have not been removed.
- G. Completion Inspection:
  - 1. Upon 100 percent completion of Project, Contractor will request Substantial Performance Inspection.
  - 2. Architect and Owner will conduct Substantial Performance Inspection in presence of Contractor and furnish list of items to be corrected.
  - 3. Contractor will notify Architect and Owner in writing when items have been corrected.

**SECTION 01 7400 CLEANING AND WASTE MANAGEMENT**

- A. Disposal Of Waste:
  - 1. Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in landfill or incinerator acceptable to authorities having jurisdiction:

- a. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site
  - b. Remove and transport debris in manner that will prevent spillage on adjacent surfaces and areas.
  2. Burning: Do not burn waste materials.
  3. Disposal: Transport waste materials off Owner's property and legally dispose of them.
- B. Progress Cleaning:
1. Keep premises broom-clean during progress of the Work.
  2. During handling and installation, protect construction in progress and adjoining materials in place. Apply protective covering where required to ensure protection from soiling, damage, or deterioration until Substantial Completion.
  3. Clean and maintain completed construction as frequently as necessary throughout construction period.
  4. Remove waste materials and rubbish caused by employees, subcontractors, and contractors under separate contract with Owner and dispose of legally.
- C. Final Cleaning:
1. Clean each surface or unit to condition expected in normal, commercial-building cleaning and maintenance program. Comply with manufacturer's instructions. Remove all rubbish from under and about building and leave building clean and habitable.
  2. In addition to general cleaning noted above, perform cleaning for all trades at completion of the Work in areas where construction activities have occurred.
  3. If Contractor fails to clean up, Owner may do so and charge cost to Contractor.

## **SECTION 01 7800 CLOSEOUT SUBMITTALS**

- A. Operations And Maintenance Data:
1. Copy of complete Project Manual including Addenda, Modifications as defined in General Conditions, and other interpretations issued during construction.
    - a. Mark these documents to show variations in actual Work performed in comparison with text of specifications and Modifications. Show substitutions, selection of options, and similar information, particularly on elements that are concealed or cannot otherwise be readily discerned later by direct observation.
    - b. Note related record drawing information and Product Data.
  2. Architect and Owner will conduct Substantial Performance Inspection in presence of Contractor and furnish list of items to be corrected.
  3. Certifications required by Contract Documents.
  4. Copies of warranties required by Contract Documents.
- B. Warranties:
1. When written guarantees beyond one year after substantial completion are required by Contract Documents, secure such guarantees and warranties properly addressed and signed in favor of Owner. Include these documents in Operations & Maintenance Manuals specified above.
  2. Delivery of guarantees and warranties will not relieve Contractor from obligations assumed under other provisions of Contract Documents.
- C. Project Record Documents:
1. Do not use record documents for construction purposes. Protect from deterioration and loss in secure, fire-resistive location. Provide access to record documents for Project Manager's reference during normal Working hours.
  2. Maintain clean, undamaged set of Drawings. Mark set to show actual installation where installation varies from the Work as originally shown. Give particular attention to concealed elements that would be difficult to measure and record at later date:
    - a. Mark record sets with red erasable pencil. Use other colors to distinguish between variations in separate categories of the Work.
    - b. Mark new information that is important to Owner, but was not shown on Drawings.
    - c. Note related Change Order numbers where applicable.

**END OF SECTION**

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**DIVISION 07: THERMAL AND MOISTURE PROTECTION**

**07 2000 THERMAL PROTECTION**

07 2119 FOAMED-IN-PLACE INSULATION

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**SECTION 07 2119****FOAMED-IN-PLACE INSULATION****PART 1 - GENERAL****1.1 SUMMARY**

- A. Includes But Not Limited To:
1. Furnish and install foamed-in-place insulation to cover welded Steeple bolt assembly (top side) typical of eight (8) locations as required to provide a waterproof protection to the building envelope as described in Contract Documents and Details.

**1.2 REFERENCES**

- A. Definitions:
1. Flame Spread: The propagation of flame over a surface.
  2. Flame Spread Index: The numerical value assigned to a material tested in accordance with CAN/ULC-S102.2-10.
  3. Smoke-Developed Index: The numerical value assigned to a material tested in accordance with CAN/ULC-S102.2-10.
- B. Reference Standards:
1. ASTM International:
    - a. ASTM C177-13, 'Standard Test Method for Steady-State Heat Flux Measurements and Thermal Transmission Properties by Means of the Guarded-Hot-Plate Apparatus'.
    - b. ASTM C518-15, 'Standard Test Method for Steady-State Thermal Transmission Properties by Means of the Heat Flow Meter Apparatus'.
    - c. ASTM C1363-11, 'Standard Test Method for Thermal Performance of Building Materials and Envelope Assemblies by Means of a Hot Box Apparatus'.
    - d. ASTM D1621-16, 'Standard Test Method for Compressive Properties Of Rigid Cellular Plastics'.
    - e. ASTM D1622/D1622M-14, 'Standard Test Method for Apparent Density of Rigid Cellular Plastics'.
    - f. ASTM D2842-12, 'Standard Test Method for Water Absorption of Rigid Cellular Plastics'.
    - g. ASTM E84-16, 'Standard Test Method for Surface Burning Characteristics of Building Materials'.
    - h. ASTM E119-16a, 'Standard Test Methods for Fire Tests of Building Construction and Materials'.
    - i. ASTM E413-16, 'Classification for Rating Sound Insulation'.
  2. Underwriters Laboratories of Canada:
    - a. CAN/ULC-S102-10: 'Method of Test for Surface Burning Characteristics of Building Materials and Assemblies'.
  3. CAN/ULC S705
  4. British Columbia Building Code 2024

**1.3 ADMINISTRATIVE REQUIREMENTS**

- A. Pre-Installation Conferences:
1. In addition to agenda items specified in Section 01 3100, review following:
    - a. Review scheduling requirements.
    - b. Review coordination with other Work requirements.
    - c. Review submittal requirements.
    - d. Review cleaning requirements.
    - e. Review protection requirements.

## 1.4 SUBMITTALS

- A. Action Submittals:
  - 1. Product Data:
    - a. Manufacturer's literature.
- B. Informational Submittals:
  - 1. Tests And Evaluation Reports:
    - a. Provide copies of certified test reports showing compliance with specified performance values, including R-values, fire performance and sound abatement characteristics.
    - b. Provide Material Safety Data Sheet complying with OSHA Hazard Communication Standard, 29 CFR 1910 1200.
  - 2. Manufacturer Instructions:
    - a. Published installation instructions.
  - 3. Qualification Statements:
    - a. Installer:
      - 1) Manufacturer's certification that installer is trained and authorized by Manufacturer.

## 1.5 QUALITY ASSURANCE

- A. Regulatory Agency Sustainability Approvals:
  - 1. System shall be recognized for intended use by applicable building codes CAN/ULC S705, and British Columbia Building Code 2024.
  - 2. Surface-Burning Characteristics:
    - a. Foamed-In-Place Insulation shall have Class A flame spread rating in accordance with ULC-S102.2.
      - 1) Class A (Flame spread index 0-25; Smoke-developed index 0-450).
      - 2) Flash point: None.
- B. Qualifications:
  - 1. Installer: Requirements of Section 01 4301 applies, but not limited to following:
    - a. Installer shall be trained and certified by Manufacturer to install system.

## 1.6 DELIVERY, STORAGE, AND HANDLING

- A. Delivery And Acceptance Requirements:
  - 1. Materials shall be delivered in original, unopened packages with labels intact.
- B. Storage And Handling Requirements:
  - 1. Store and Handle product according to Manufacturer recommendations.

## 1.7 FIELD CONDITIONS

- A. Ambient Conditions:
  - 1. Follow Manufacturer's requirements.

## PART 2 - PRODUCTS

### 2.1 MANUFACTURERS

- A. Type One Acceptable Manufacturers:
  - 1. WallTite ECO V5 Spray Polyurethane Foam by BASF Canada meeting or exceeding the requirements of CAN/ULC S705.



2. PolarFoam PF-7300 by Polyurethane Foam Systems Inc meeting or exceeding the requirements of CAN/ULC S705.
3. Heatlok Soya by Demilec (Huntsman) meeting or exceeding the requirements of CAN/ULC S705.
4. Primers as required for system application.
5. Equal as approved by Architect before bidding. See Section 01 6200.

## **PART 3 - EXECUTION**

### **3.1 EXAMINATION**

- A. Verification Of Conditions:
  1. Verify that all work of the Steeple reinstallation and securement is complete prior to installation.

### **3.2 PREPARATION**

- A. Ventilate area to receive insulation by introducing fresh air and exhausting air continuously during and for 24 hours after application (or as recommended by Manufacturer) to maintain a non-toxic, unpolluted, and safe environment.
- B. Provide temporary enclosures to prevent spray foam and noxious vapours from contaminating air beyond application area.
- C. Protect workers and applicators as recommended by Manufacturer.
- D. Protect adjacent surfaces and areas from over-spray, fall-out, and dusting.

### **3.3 INSTALLATION**

- A. Interface With Other Work: Do not install foam until other work to be installed is completed.
- B. General:
  1. Install foamed-in-place insulation from roof top interior of Steeple base structure over top of welded bolt assembly.
  2. Apply primer where recommended by Manufacturer.
  3. Apply insulation to clean surfaces in accordance with CAN/ULC S705 and Manufacturer's written instructions for lifts and coverage.
  4. Apply insulation in two (2) lifts to total thickness of 3 inches (75 mm) minimum.
  5. Keep application coverage concentrated over the bolt locations as detailed to allow for external water flow (drainage) over top of new flashing and roof curb membranes through the drainage slot in the steeple base.
- C. Ambient Conditions: Do not install foam insulation when product temperature is below Manufacturer's recommendation.

### **3.4 FIELD QUALITY CONTROL**

- A. Field Tests:
  1. Correct any foam installation found to be non-compliant with Manufacturer's requirements.

### **3.5 CLEANING**

- A. Dispose of waste foam as required to meet Manufacturer's recommendations.

- B. Clean over-spray from adjacent surfaces.
- C. Repair any damaged surfaces to other work caused by this Section and leave in like new condition at no additional cost to Owner.

**END OF SECTION**

## **DIVISION 10: SPECIALTIES**

### **10 7000 EXTERIOR SPECIALTIES**

10 7430 ALUMINUM STEEPLE

END OF TABLE OF CONTENTS

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**SECTION 10 7430****ALUMINUM STEEPLE****PART 1 - GENERAL****1.1 SUMMARY**

- A. Includes But Not Limited To:
1. Furnish and install replacement steeple base and bolts as described in Contract Documents.
  2. Existing steeple to be removed and reinstalled with new base structure as described on Sheets ACS, A-1, and A-2.

**1.2 REFERENCES**

- A. Association Publications:
1. American Architectural Manufacturers Association (AAMA):
    - a. AAMA 2605-13, 'Voluntary Specification, Performance Requirements and Test Procedures for Superior Performing Organic Coatings on Aluminum Extrusions and Panels'.
- B. Reference Standards:
1. American Society of Civil Engineers (ASCE):
    - a. ASCE 7, 'Minimum Design Loads for Buildings and Other Structures'.
  2. ASTM International:
    - a. ASTM A36/A36M-14, 'Standard Specification for Carbon Structural Steel'.
  3. International Building Code (IBC latest approved edition):
    - a. Chapter 15, 'Roof Assemblies And Rooftop Structures':
      - 1) Section 1509, 'Rooftop Structures':
        - a) 1509.5, 'Towers, Spires, Domes, and Cupolas'.
    - b. Chapter 16, 'Structural Design':
      - 1) Section 1609 'Wind Loads'.
      - 2) Section 1613 'Earthquake Loads'.
  4. British Columbia Building Code 2024.

**1.3 QUALITY REQUIREMENTS**

- A. Sequencing:
1. Steeple Support Enclosure restoration to be completed before Steeple is re-installed.
- B. Schedule:
1. Coordinate new steeple base and bolt delivery with Munns and approval of Shop Drawings with re-installation of Steeple.

**1.4 SUBMITTALS**

- A. Action Submittals:
1. Shop Drawings:
    - a. Shop drawings and calculations stamped and signed by Engineer registered in the Province of British Columbia in accordance with local building code requirements.
    - b. Show design load parameters, dimensions, adjacent construction, materials, thicknesses, core material thicknesses, fabrication details, required clearances, tolerances, finishes, and attachment connections.
    - c. Verify bolt (8) pattern on site with new steeple base to base structure.
    - d. Verify bolt (32) pattern on site with existing steeple tower to new steeple base structure.

- B. Informational Submittals:
  - 1. Manufacturer Instructions:
    - a. Steeple Fabricator's erection instructions and drawings.

## 1.5 QUALITY ASSURANCE

- A. Regulatory Agency Sustainability Approvals:
  - 1. Engineer registered in the Province of British Columbia.
- B. Qualifications. Requirements of Section 01 4301 applies, but not limited to the following:
  - 1. Steeple Fabricator specializing in aluminum steeple fabrication with ten (10) years experience.

## 1.6 DELIVERY, STORAGE, AND HANDLING

- A. Delivery And Acceptance Requirements:
  - 1. Protect components during shipment by means of crates or padding so they arrive at project undamaged.
  - 2. Unload and inspect components for imperfections or for damage incurred during shipping and transit procedures.
  - 3. Replace damaged components at no additional cost to Owner.
- B. Storage And Handling Requirements:
  - 1. Maintain protection during storage on site before installation.

## PART 2 - PRODUCTS

### 2.1 SYSTEM

- A. Fabricators:
  - 1. Category Four Approved Fabricators. See Section 01 6200 for definitions of Categories:
    - a. Munns Manufacturing, Tremonton, UT, phone (888) 774-7348, (435) 257-5673, Fax: (435) 257-3842 [www.munnsfmfg.com](http://www.munnsfmfg.com).
- B. Performance:
  - 1. Design Criteria:
    - a. Existing steeple to withstand a wind speed of **100 mph (161 kph)** as defined by Section 1609 'Wind Loads' of the International Building Code unless local codes require greater forces or per seismic requirements whichever are greater.
    - b. Existing steeple for a NBC Seismic Design Category Zone 4 unless local codes require greater forces or per wind requirements whichever are greater.
- C. Materials:
  - 1. NEW Base: Structural steel angles engineered and sized for steeple size and meeting requirements of ASTM A36.
  - 2. EXISTING Steeple:
    - a. Framing: Aluminum extrusions alloy 6061-T6.
    - b. Exterior Covering:
      - 1) Aluminum Cladding: **0.032 inch (0.813 mm)** thick minimum, alloy 3003-H14 minimum.
    - c. Lightning Protection:
      - 1) Provide clamp on structural member at bottom of tower or pigtail for connection of lightning protection cable.
      - 2) ULC approved for intended use.
      - 3) Isolate dissimilar materials or provide components of compatible materials.
- D. Fabrication:

1. NEW Base:
    - a. Paint steel elements with two (2) heavy coats of metal primer.
    - b. Isolate aluminum framing in contact with steel with material compatible with both aluminum and steel to prevent electrolysis.
    - c. Provide bolts to secure structural aluminum framing to steel base with appropriate size stainless steel bolts, with lock nuts and washers.
  2. EXISTING Steeple:
    - a. Framing: Fasten aluminum framing together with cold driven rivets, alloy 6061-T6, not loaded in tension and with **one inch (25 mm)** minimum spacing.
    - b. Exterior Covering: Use lock seams and conceal exterior fasteners as much as possible.
    - c. Cornices:
      - 1) Form true to dimensions with vertical joints kept to a minimum.
      - 2) Reinforced interior cornice profiles to resist wind loading during transit.
    - d. Finial: Formed aluminum of specified size and tapered to point, with spun aluminum ball.
- E. Finish:
1. Fluorocarbon Carbon – EXISTING TO REMAIN:
    - a. Comply with AAMA 2605.
    - b. Polyvinylidene Fluoride (PVDF) Resin-base finish (Kynar 500 or Hylar 5000) containing seventy (70) percent minimum (PVDF) in resin portion of formula and providing pencil hardness of 3H.
      - 1) Thermo-cured two-(2) coat system consisting of corrosion inhibiting epoxy primer and topcoat factory-applied over properly pre-treated metal:
    - c. Dip spun or fabricated shapes in caustic etch, coat with primer or epoxy and finish with exterior vinyl finish.
    - d. Finish shall be of such quality that shearing or forming encountered during fabrication will not separate finish from aluminum.
    - e. Color:
      - 1) Steeple: Bone White.
      - 2) Steeple windows: Dark Bronze.
    - f. Category Four Approved Manufacturers. See Section 01 6200 for definitions of Categories:
      - 1) BASF.
      - 2) PPG Industries, Inc.
      - 3) Valspar Corporation.
      - 4) Firestone Uni-Clad.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Verification Of Conditions:
1. Verify substrates and structural framing are ready to receive work and dimensions are as shown on shop drawings.
  2. Verify site conditions are suitable and accessible for delivery and installation.
  3. Before steeple re-installation, have support framing inspected by licensed structural engineer to ensure supporting elements are properly installed. Report problems with installation of supporting elements to Owner in writing before installing steeple. Contact Rocky Mountain Engineering Inc. – Consultant.

### 3.2 PREPARATION

- A. Clean surfaces thoroughly prior to installation.
- B. Prepare surfaces using Steeple Fabricator's recommendations for substrate.

### **3.3 INSTALLATION**

- A. Special Techniques:
  - 1. Install in accordance with Steeple Fabricator's handling and erection directions.
  - 2. Clean all soiled and dirty areas and touch up any scratches or abrasions to finish before lifting into position.
  - 3. Secure steel base to roof framing as described in Contract Documents.
  - 4. Isolate dissimilar metals.
  - 5. Bolted connections with Steeple Fabricator's sealant and apply to clean and dry surfaces.
  - 6. Seal joints between steeple and other substrates with sealants recommended by Steeple Fabricator.
  
- B. Interface With Other Work:
  - 1. Coordinate with other trades as required to ensure proper and adequate installation.
  - 2. Coordinate with completion of Soprema Lastobond Ice and Water Shield HT (High Temperature) Secondary Membrane over roof platform - see A-2.

### **3.4 FIELD QUALITY CONTROL**

- A. Non-Conforming Work:
  - 1. Remove and reinstall at no additional cost to Owner.

### **3.5 CLEANING**

- A. Contractor to clean existing steeple as noted on Sheet A-1 prior to re-installation.

**END OF SECTION**