

STANDARD SPECIFICATION

SECTION 01700

CONTRACT CLOSEOUT

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SECTION 01700

CONTRACT CLOSEOUT

PART 1 - GENERAL

1.01 DESCRIPTION OF WORK

This section includes administrative and procedural requirements for Contract Closeout.

1.02 DEFINITION

Substantial completion is the stage in the progress of the work when the work or designated portion thereof, in the opinion of the Sandia Delegated Representative (SDR), is sufficiently complete in accordance with the Contract documents wherein Sandia National Laboratories (SNL) can beneficially occupy or utilize the work for its intended use.

PART 2 - PRODUCTS (not used)

PART 3 - EXECUTION

3.01 SUBSTANTIAL COMPLETION

When the Contract work is ready for its intended use, the Contractor shall notify the SDR in writing that the work is substantially complete (except for items specifically listed by Contractor as incomplete). The written notice shall include a detailed and comprehensive typewritten list of items to be completed or corrected. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all work in accordance with the Contract documents. Within a reasonable time thereafter, the SDR and Construction Observers will make an inspection of the work to determine the status of completion. If the SDR does not consider the work substantially complete, the SDR will notify the Contractor in writing giving the reasons therefore. The Contractor shall remedy the deficiencies in the work and send a second written notice to the SDR, and the SDR will re-evaluate the work. This process will repeat until the SDR concurs that the work is substantially complete.

3.02 FINAL INSPECTION

- A. Upon completion of all work, the General Contractor shall submit typewritten certification that:
1. Contract documents have been reviewed and complied with as appropriate.
 2. General Contractor and subcontractors have inspected all Contract work for compliance with Contract documents.
 3. Final Contractor inspection has been completed and all work has been completed in accordance with Contract documents.
 4. Equipment and systems have been tested and are fully operational.
 5. Contract is ready for final SNL inspection.
 6. All materials used in project are free of asbestos and lead paint.
- B. Within a reasonable time after receipt of certification, the SDR, together with the Inspection Team and the Design Team, will make final inspection.
- C. Should work be considered incomplete by the SDR, the General Contractor will be notified, in writing, stating the reasons. The SDR will generally point out reasons but will not be obligated to provide an exhaustive list of discrepancies. The General Contractor shall take immediate steps to remedy the stated deficiencies and send a second written certification to the SDR stating that work is complete and ready for reinspection.
- D. Should work be considered complete by the SDR, and in accordance with requirements of Contract documents, the General Contractor shall make contract closeout submittals as follows:
1. As-built project Contract documents, as listed in 3.04.
 2. Operation and Maintenance Manuals.
 3. Fully executed warranties in compliance with Contract documents.
 4. Key blanks and keying schedule.
 5. Spare materials as noted in Contract documents.
 6. Certifications of inspection.
 7. Copies of Contractor's inspection records and daily logs.

Final payment will not be processed until all contract closeout submittals have been received, reviewed and found acceptable by the SDR.

3.03 INSTRUCTION

Prior to final payment, the General Contractor shall instruct SNL personnel in the operation of all systems: mechanical, electrical, special locks and keying systems, and other equipment.

3.04 RECORD DOCUMENT SUBMITTALS

- A. General submittals requirements are indicated in Division 1, Section “Descriptive Submittals” of the Contract documents.
- B. Record As-Built Drawings: Maintain a bound set of Contract drawings and shop drawings in clean, undamaged condition, with mark-up of actual installations which vary from the work as originally shown. Mark whichever drawing is most capable of showing “field” condition fully and record a cross-reference at corresponding location on this set of Contract drawings. Mark up new information not shown on Contract drawings, specifications, or shop drawings. Give particular attention to concealed work, which would be difficult to measure and record at a later date. Note related change order numbers where applicable. **All markings shall be neatly shown in red ink.**
- C. Record Specifications: Maintain one bound copy of specifications, including addenda, change orders and similar modifications as issued. Give particular attention to substitutions, selection of options, and similar information on work where it is concealed or cannot otherwise be readily discerned at a later date by direct observation. Note related record drawing information and product data, where applicable. Upon completion of mark up, submit to SDR for records and future reference. **All marking shall be neatly shown in red ink.**
- D. Operation and Maintenance Manuals: Organize operation and maintenance manual information into suitable sets of manageable size, and bind into individual binders properly identified and indexed. Include emergency instructions, spare parts listing, warranties, wiring diagrams, recommended “turn-around” cycles, inspection procedures, shop drawings, product data, and similar applicable information. Bind and label each manual of each set in a heavy duty three-ring vinyl-covered binder, and include pocket folders for folded sheet information.

3.05 COMPLETION

Unless otherwise specified in the Contract, SNL will accept, as promptly as practicable after completion and inspection, all work required by the Contract or that portion of the work the SDR determines can be accepted separately. Acceptance shall be final and conclusive except for latent defects, fraud, gross mistakes amounting to fraud, or SNL’s rights under any warranty or guarantee. The Contractor shall remedy all defects in the work and pay for damage to the work and/or to other SNL property resulting from defective work, which shall appear within a period of one (1) year from the date of final acceptance of the work under the Contract, unless a longer period is specified. SNL will give notice of observed defects with reasonable promptness. The one year warranty period shall begin after repairs are performed if needed. The Contractor shall, in the case of work performed by his subcontractors, secure warranties from said subcontractors and deliver copies of same to SDR upon completion of the work. A final bill complete with all claims is due within 60 days of Final Inspection (completion) and acceptance of work,

or within 60 days upon written request from the SDR. The Contractor agrees that failure to execute and deliver the aforesaid final bill and all claims within the specified time limit shall be deemed to be and shall have the same effect as a fully executed release of all claims against SNL arising by virtue of this Contract. SNL, by virtue of the Contractor's failure to respond, may at its sole discretion execute final payment under the Contract. No additional requests for payment or claims will be accepted after final payment has been executed.

3.06 FINAL CLEANING BY CONTRACTOR

- A. Execute final cleaning prior to final inspection.
- B. Clean interior and exterior glass and surfaces exposed to view: Remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces and mop tiled surfaces.
- C. Clean equipment and fixtures to a sanitary condition.
- D. Clean permanent filters or replace filters of operating equipment.
- E. Clean debris from roof, gutters, downspouts and drainage systems. Debris includes but is not limited to paper, tree leaves, and sand or rock.
- F. Clean site, sweep paved areas, and rake clean landscaped areas.
- G. Remove all surplus materials to which SNL did not take title, waste material, rubbish and construction facilities from site. Waste material and rubbish include but are not limited to paper, cans, personal trash and removed or demolished construction materials.

3.07 ADJUSTING

Adjust and oil as needed operating products and equipment to ensure smooth and unhindered operation.

3.08 WARRANTY OF CONSTRUCTION

Warranty of all Contractor-furnished equipment, systems, and work shall begin on the date of final acceptance of the work. Contractors shall furnish a list of personnel able to respond on a 24 hour, 7 day per week basis to remedy or repair equipment, systems and work that becomes defective, broken or otherwise not operable under the warranty period. This list shall include names, telephone numbers and employer, and shall be submitted with the final invoice for payment together with an Asbestos Release Form and Contractors Release Under Contract, within 60 days after final inspection.

END OF SECTION