



## STANDARD PROVISIONS

The following provisions apply to this Contract:

- A. BADGES.** All contractors, subcontractors, and delivery personal shall wear a Sandia issued badge while on Kirtland Air Force Base or on Sandia property. Facilities Contractor Badge/Clearance Request form for U.S. citizens shall be submitted for approval to the Sandia Delegated Representative (SDR). Contact the SDR for badge requests for Foreign Nationals. The Foreign National approval process for work activities conducted outside the Limited Areas requires a minimum of 45 days for processing after receipt of the request.
- B. NOTICE TO PROCEED.** All contractors shall perform no work at the designated construction site until a NOTICE TO PROCEED (NTP) is issued by the Sandia Contracting Representative (SCR) or the Sandia Designated Representative (SDR). A provisional NTP may be issued for mobilization activities. NTP pre-requisites will be detailed at the pre-construction meeting. At a minimum, a NTP requires an approved bond and a Contractor Safety Plan.
- C. NON-STANDARD HOURS.** Sandia standard operational hours are 6:00 a.m. to 6:00 p.m., Monday through Friday. Non-standard hours are all other times including the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Energy Conservation Day (date varies), and the six working days comprising the Christmas/New Year holiday season. The Contractor will be required to work non-standard hours on this contract to minimize the inconvenience to Sandia caused by the interruption of electrical, water, gas, or steam system services, and/or the interruption of building HVAC systems, and/or noisy and dusty demolition or construction operations. The scope of the work to be performed during non-standard hours is described in the "Other Conditions" provisions of this contract. Coordinate with and obtain a permit through the Sandia Construction Observer for work to be performed during non-standard hours.
- D. ASBESTOS-FREE.** Materials used in the construction of this building, including those contained in equipment or other products, shall be free of asbestos unless specific written authorization is received from the SDR. Asbestos is defined as the asbestiform varieties of: chrysotile (serpentine); crocidolite (riebeckite); amosite (cummingtonite/grunelite); anthophyllite; tremolite; and actinolite. Free of asbestos shall mean free of trace amounts (less than 1 percent) when the material is tested using Polarized Light Microscopy/Dispersion Staining (PLM/DS 600/M4-82-020), or Transmission Electron level 2 Yamate Method (TEM). In addition, with the closeout documents the General Contractor shall submit a letter signed and certified by a principal of the company that, to the best of his/her knowledge, no asbestos-containing material was used on this project.
- E. LEAD-FREE PAINT.** Materials used in the construction of this building, including those contained in equipment or other products, shall be free of lead paint, as defined by the Consumer Products Safety Commission (CPSC), unless specific written authorization is received from the SDR.
- F. BALLASTS.** PCB and suspected PCB-containing lighting ballasts shall be removed from enclosures and fixtures and kept separate from non-PCB ballasts. Non-incandescent lamps shall be boxed, and stored on site for disposal by others. Coordinate with the Construction Observer for boxes and transportation of lamps and ballasts to the disposal area.
- G. EXCAVATION.** Contractor shall assume that no rock excavation is required. Rock is defined as a hard, firm, stable part of the earth's crust, which would require drilling, and blasting before it can be excavated. If called for in Special Provisions, each soil and rock deposit shall be classified by Contractor's competent person as Stable Rock, Type A, Type B, or Type C prior to performing excavation activities. If no deposit classification is made, the Contractor shall assume Type C. The Contractor is required to have an approved excavation permit prior to any work. The Contractor may also need a penetration permit if underground ductwork and/or piping are involved.

- H. TEMPORARY UTILITIES AND FACILITIES.** All temporary utilities shall be protected from impacts. The communication of all temporary utilities shall be coordinated by the Prime Contractors to all effected subcontractors. Contractor may connect to and extend existing utilities systems as needed; however, all tie-ins shall be made only at locations approved by Sandia's Construction Observer. Temporary utilities and facilities are considered construction activities and must be in conformance with the applicable Sandia Facilities' Specifications. Sandia will furnish the utilities consumed without charge. Contractor shall identify (in red) all temporary installed utilities on the Contractor's contract drawings that are retained at the project site.
- I. AS-BUILTS.** The contractor is responsible for maintaining as-built records of all construction elements on the project. These records shall be maintained as red-lined construction drawings in the Contractor's field office, and shall be updated as necessary to ensure that no record of variations from clarification to the construction drawings are absent from the final markups transferred to SNL. In no case shall red-lined updates of as-built information be entered into the Contractor's as-built field drawings any less frequently than once per week of construction activity. As-builts will be reviewed for verification of updates by the construction observer on a regular basis and prior to all Contractor invoicing being approved. At the close-out stage of the project or at more regular intervals, depending on the length of the contract or at milestone completion of major construction activities, the contractor shall transmit legible red-lined markups to SNL.

## SPECIAL PROVISIONS

The following provisions apply when box is checked:

- A. OVERHEAD POWER LINES.** The Contractor is advised that aerial high-voltage lines exist in the vicinity of this construction (including all earth fill and barrow areas and lay down yards). Adequate separation must be maintained at all times.
- B. FIELD OFFICE.** The contractor shall furnish a field office for his operations, complete in place and operational prior to initiating any work on the Project. If the field office is a mobile trailer, the mobile trailer shall meet all the requirements of the Manufactured Housing Act and Regulations and the Housing and Urban Development Manual (codes and specifications). The field office shall meet the current International Building Code, Uniform Plumbing Code, the Uniform Mechanical Code and the current National Electrical Code. The field office shall be clean, safe condition with all electrical outlets and other appurtenances and appliances in good working order. The Contractor shall be responsible for all repairs to the field office as necessary.

The Contractor shall be responsible for the security of the field office including any fencing around the field office.

The Contractor shall ground and anchor the field office.

Sanitary sewer, water, power and telephone points of connection will be identified by Sandia nearby to the field office site. The Contractor shall be required to make arrangements for connections to the utilities with the SDR.

During the term of construction, the Contractor shall maintain the following in the field office for the Sandia Construction Observer:

- Plan desk not less than 3' X 7'
  - Adequate convenience outlets and lighting
- C. SANITARY FACILITIES.** Provide temporary toilet facilities (approved chemical type). Provide a minimum of two (2) facilities that are identified as "Men" and "Women," respectively. Keep toilets serviced throughout period of construction.
- D. TELEPHONES/RADIOS.** Furnish at least one commercial telephone on the job site. Contact a local telephone company to initiate this service. Mobile phones are not allowed in Sandia's Limited Areas, Exclusion Areas, Protected Areas, or Material Access Areas without prior authorization. Two-way radios are allowed in Sandia's Limited Areas only with an approved permit. Contractors with Q or L clearances may apply for a permit from the SDR to carry these devices within the Limited Areas.
- E. A COMPLETE DEVIATED WORK SCHEDULE IS REQUIRED.** The work hours each day will be as specified in the "Other Conditions" provisions of this contract.
- F. WORK INTERRUPTION.** Because of operations within the project area occasionally, on an average of one (1) day a week, the Contractor will be required to withdraw from the work area to a location outside the security fence, or to a location as determined by Sandia Laboratories for approximately one (1) hour each time.
- G. SCHEDULE.** The Contractor needs to provide an overall CPM or Gant Chart construction schedule for the project as well a week "look ahead" schedule for hand out at weekly SNL Progress Meetings.

- H. EARTH FILL AND BORROW AREAS.** If suitable borrow and fill areas are not designated on Drawings, Contractor shall obtain written authorization from the SNL Project Manager identifying location of the designated borrow or fill area and obtain required soil disturbance permits, or purchase the fill material off base. Project-Specific fill and borrow areas shall not be near or on underground or aboveground utilities. No material shall be removed from the base without specific written permission from the Sandia Contracting Representative (SCR). The use of dump trailers in TA-1 and other areas that contain pedestrian traffic is prohibited.
- I. LAY DOWN YARD.** There will be an equipment and material lay down yard. The actual location shall be coordinated with Sandia Construction Observer prior to construction. The Contractor shall be responsible for the security of all tools, materials and equipment staged for use on the project.
- J. CONTRACTOR PARKING.** Due to the amount of activity currently underway in the construction area, there is limited space regarding construction contractor parking. As a result, only construction vehicles that are marked can be parked in the fenced area.
- K. SAFETY MEETINGS.** The general contractor and subcontractors are required to have a weekly safety meeting with published meeting minutes in accordance with Specification 01065.
- L. SYSTEM/UTILITY OUTAGES.** All outages shall be included in the project schedule as individual tasks. Submit an Outage Request Worksheet to the SCO for coordination and notification purposes prior to commencing any work. Observe the advance notification periods listed on the Worksheet.
- M. MATERIAL DELIVERIES.** All deliveries must be scheduled through the escort hotline, 845-0555. Contractor Gate hours are 6:00 AM to 2:00 PM Monday through Friday. Any arrangements needed outside of those hours must be made by calling the hotline 72 hours in advance; i.e., concrete trucks. For normal project deliveries (whether or not the driver has a gray badge) call the hotline 24 hours in advance to log the company, time and content of delivery, and the host at the Contractor Gate. An escort is NOT required but the driver will be issued a Day Badge.

If the delivery will be inside the Limited Area, an escort is required with 24 hours advance notice (by 1:00 pm the day before) by calling 845-0555. If for some reason the scheduled escort services are not needed, the service must be cancelled or it will be charged to the project. "No-Shows" will be automatically charged to the project. The cancellation must occur in a reasonable time to allow the escort to be contacted prior to arriving at the Contractor Gate. (Note: should not be required for this project).

All of the above access requirements are in effect at this writing and are subject to change without notice in the case of increased threat conditions.

- N. WASTE MATERIALS.** Waste Material will be considered as Construction Debris and shall become the property of the Contractor. The CONTRACTOR shall remove all debris from the site. Debris may be disposed of through recycling subject to the approval of the SDR.
- O. SPECIFIC PERSONNEL TRAINING.** Access to the construction area by Contractor and Sub-Contractor Personnel requires completion of specific area training as listed in the "**Other Conditions**" provisions of this contract. Upon successful completion of this training, individuals will receive a site-specific safety briefing and be issued a temporary site access badge. The badge will allow access to the facility or area during normal working hours for the duration of the project and must be worn in plain view between the neck and waist at all times. Failure to abide by access control procedures will result in termination of access privileges. This training must be conducted prior to construction. The Contractor must coordinate with the SDR for a training date and location.

- P. TELECOMMUNICATIONS.** The Contractor will be required to coordinate with SNL's Communication Contractor, who will do follow-up work once the supporting infrastructure is completed in this contract.
- Q. REMOVALS.** The Contractor is required to make any necessary patching and/or painting "touch-ups" to areas that are disturbed by removals and not covered by the installation of new equipment.
- R. PROGRESS MEETINGS.** The Contractor and Sub Contractor Representatives need to attend progress meetings. The meetings will be chaired by the SNL Project Manager. These meetings are used to discuss submittals, RFIs, Outages, Permits, Schedule, Work Hours, and coordination needed with the Line Organization and other SNL entities. The frequency and location of these meetings will be communicated by the SNL Project Manager.
- S. MASTER EQUIPMENT LIST UPDATE.** The Contractor and Sub Contractors are required to update the Master Equipment List for the affected building(s), identifying which equipment items have been removed and which have been installed by this project. Coordinate with the SDR to inspect and identify the equipment items involved, determine the date the equipment items were removed or placed in service, and provide appropriate "nameplate" data to describe the newly installed equipment items.
- T. UNDERGROUND UTILITIES.** The Contractor shall call (505) 530-4477 for GPS support prior to backfilling all utilities (existing and new). The Contractor shall allow for the appropriate response time per SNL Specification 02200, prior to backfilling any exposed utility. The Contractor shall be responsible for keeping the GPS Support Request Log updated.
- U. NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) STIPULATIONS.** The following actions shall be taken by the Contractor as a result of stipulations contained within the DOE/NNSA NEPA approval for this project :

## **OTHER CONDITIONS**

(Use this section to describe specific site access rules, any contract phrasing, known non-standard hour work, required work/line organization coordination, specific worker training, and special welding/brazing considerations.)

**NOTES**

PO No. \_\_\_\_\_

Date: \_\_\_\_\_

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Test and Balance (T&B) Required? (Separate T&B form not required)<br>If yes, access and follow the Facilities T&B procedure. Drawings to be submitted with Service Contract Release for T&B Contractor prior to construction. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are soil, concrete, and/or weld tests required?<br>If yes, submit test requirements (or test log) with the Service Contract Release Form.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Roof Work/Penetration Required?<br>If yes, ensure that the Roof Inspector is checked off on front of UCP to receive a copy of the roof drawings prior to construction.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Facilities Control System (FCS) Work Required?<br>If yes, ensure that the Facilities Controls Systems Lead is checked off on front of UCP to receive a copy of the control drawings prior to construction.                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Mandatory Pre-Bid Conference?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Mandatory Pre-Bid Walkthrough?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Long Lead Items and Lead Time: _____<br>_____<br>_____  |                          |                          |
| 8. Sandia-Furnished Material Listing (give delivery dates, if ordered):<br>_____<br>_____  |                          |                          |
| 9. Specialty Contractors: _____<br>_____<br>_____  |                          |                          |
| 10. Other: _____<br>_____<br>_____<br>_____  |                          |                          |

## MASTER LIST

PO No. \_\_\_\_\_

Date: \_\_\_\_\_

**All work under this contract shall be performed in accordance with the following.**

### **CONSTRUCTION STANDARD SPECIFICATIONS (Put on Specification CD)**

The following standard specifications (listed by Division) apply to work on this Contract. The date listed is the version of specification that was used as the basis for design and/or the date of the most recent version. **NOTE:** These specifications are electronically available through the Sandia Delegated Representative and/or on Sandia's Internet Site, [www.sandia.gov/engstds](http://www.sandia.gov/engstds). They are NOT mailed with the Request for Quotation.

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<b>Section No.</b>	<b>Issue</b>	<b>Date</b>	<b>Title</b>
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**Division 1 - General Requirements**

**Division 2 - Site Construction**

**MASTER LIST**

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<b>Section No.</b>	<b>Issue</b>	<b>Date</b>	<b>Title</b>
<b>Division 3 - Concrete</b>			
<b>Division 4 - Masonry</b>			
<b>Division 5 - Metals</b>			
<b>Division 6 - Wood and Plastics</b>			
<b>Division 7 - Thermal and Moisture Protection</b>			
<b>Division 8 - Doors and Windows</b>			

**MASTER LIST**

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<b>Section No.</b>	<b>Issue</b>	<b>Date</b>	<b>Title</b>
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**Division 9 - Finishes**

**Division 10 - Specialties**

**Division 11 - Equipment**

**Division 12 - Furnishings**

**MASTER LIST**

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<b>Section No.</b>	<b>Issue</b>	<b>Date</b>	<b>Title</b>
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**Division 13 - Special Construction**

**Division 14 - Conveying Systems**

**Division 15 - Mechanical**

**MASTER LIST**

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<b>Section No.</b>	<b>Issue</b>	<b>Date</b>	<b>Title</b>
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**Division 16 - Electrical**

## MASTER LIST

PO No. \_\_\_\_\_ Date: \_\_\_\_\_

**Construction Special Specifications (Put on Specification CD).** Note: If the special specification is an edit of an existing standard specification, clearly identify the change(s) in the text.

Section	Date	Title
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### Job Drawings

See Title Sheet: \_\_\_\_\_

Dated: \_\_\_\_\_

A/E Firm: \_\_\_\_\_

### If checked, the following items have been attached in this order:

- Job-Site Hazard Evaluation (JSHE)
- Submittal Listing  
(Minimum Information—specification, submittal name, submittal type, who approves, who gets copies, date due (if required), date received, date accepted.)
- Master Equipment List  
(List available from Maintenance—indicate equipment to be removed and/or added.)
- Panel Schedules  
(Minimum Information—building, panel, issue, date.)
- Sandia Furnished Material List  
(Minimum Information—quantity, PR or JIT #, material, contact name, and phone/delivery date.)
- Required Test Listing  
(Minimum Information—test to be performed and/or frequency, if known.)
- Construction Standard and Special Specifications CD (pdf and Word Formats)
- Construction Special Specifications (Hard Copy)
- Other: (Specify)