

## GT SUPPLEMENTARY GENERAL CONDITIONS

1. OWNER: Wherever the term "Owner" appears in these specifications, it shall mean Board of Regents of the University System of Georgia. The Georgia Institute of Technology is the Owner's Representative.
2. ARCHITECT: Wherever the term "Architect" appears in these specifications, it shall mean:

Scott Jones  
 Director, Design & Construction  
 Georgia Institute of Technology / Office of Facilities

The Construction Manager, Office of Facilities, Georgia Institute of Technology will be responsible for the general administration of the contract and will be the Owner's and Architect's Representative.

3. UNIVERSITY STANDARDS: In addition to the documents referenced elsewhere in this contract and those noted below, Contractor shall comply with the requirements set forth in the most current version of the Georgia Tech Architectural and Engineering Design Standards for Building Technology (also known as the Georgia Tech "Yellow Book"). This document includes campus technical design standards for both renovation and new construction: <http://www.facilities.gatech.edu/dc/standards/>
  - a. Construction fencing shall be installed around work site where applicable, extent of which shall be coordinated with GT Construction Manager. Fencing shall be covered with 'black' colored fabric to prevent visibility into construction site. Ground support for fencing (feet, sandbags etc.) shall be on the construction side of the fencing leaving the pedestrian side clear of all walking hazards.
  - b. All contractor signage shall be approved by GT Construction Manager prior to installation.
  - c. Contractor shall provide construction staging plan to GT Construction Manager at pre-construction meeting.
  - d. Contractor shall coordinate the following with the GT Fire Marshal's office: Hot Works Permit, Pre-Construction Meeting, 50, 80 and 100% inspections and fire alarm and sprinkler system work. Access requests on Facilities Management website / Environmental, Health and Safety / Fire Life Safety.
  - e. Contractor to have full time competent supervision onsite during construction or per the agreed upon general conditions established at the time of award.
  - f. Dumpsters will be placed at a minimum of 25 feet away from the building. The contractor will be responsible to coordinate the dumpster location with GA Tech Fire Marshal at the FM pre-construction meeting.
  - g. Temporary partitions which impact life safety shall be approved by GA Tech Fire Marshal prior to installation.
  - h. For interior projects:
    - i. Dust partitions and / or zip walls shall be installed if the construction area is exposed to the building occupants.
    - ii. Existing building finishes along the access points to the construction area shall be protected. Any damages shall be repaired at the expense of the contractor. It will be the contractor's responsibility to document existing damages.
    - iii. Construction walk-off mats are required at all entrance and exit points of the construction area.
    - iv. Common areas utilized by the contractor shall be cleaned daily.
  - i. The building freight and / or passenger elevator used by the contractor shall be protected for the duration of construction.
4. LABOR AND SUPERVISION: The Contractor shall enforce strict discipline and good order among the Contractor(s)'s employees. The Contractor's supervision must be the controlling authority on the job and this function cannot be subcontracted. The Contractor shall exercise the necessary supervision and control on each job and to prevent Contractor's employees from violating any rules and regulations. The Contractor shall promptly remove from the work and the premises any supervisor or employee of the Contractor or

subcontractor(s) whose work or conduct is not satisfactory to GIT's Contract administrator or the Owner's Representative.

5. SAFETY: Contractor shall comply with all GIT Security, Safety, Health, and Environmental Requirements. The Contractor shall be available for telephone consultation during the term of the contract and shall provide an up to date list of [Emergency Contact] phone numbers to the Owner's Representative, GIT's Contract administrator, and the GIT's Facilities Department.
6. CONTRACTOR(S) CARE, CUSTODY AND CONTROL OF THE WORK: Upon commencement of the Work, Contractor shall be fully responsible for the care, custody, and control of the work area until the work has been completed. Contractor shall continuously protect the Contractor's work from damage, protect all persons from injury, and protect all other properties from damage, injury, or loss arising in connection with the Work. The Contractor alone shall be responsible for the safety, efficiency, and adequacy of the Contractor's personnel, equipment, tools, and materials.
7. CONTRACTOR'S USE OF SITE:
  - a. All workers shall have a company picture ID on their person at all times. Contractors working in buildings on campus after hours are required to purchase BuzzCard identification cards to work. This information, and the cost, can be found at [www.buzzcard.gatech.edu](http://www.buzzcard.gatech.edu).
  - b. Confine operations at site to areas permitted by law, ordinances, permits, and to limits of Contract.
  - c. Do not unreasonably encumber site with materials or equipment.
  - d. Do not load the structure with weight that will endanger the structure.
  - e. Assume full responsibility for protection and safekeeping of products stored on premises.
  - f. Move stored products that interfere with operations of Owner.
  - g. Obtain and pay for use of additional storage or work areas needed for operations.
  - h. Coordinate use of premises under direction of Owner's Representative.
  - i. Use of Site for Work and Storage:
    - i. Restrict Work to areas as required to complete the Work
    - ii. Store materials off site except for minor amounts of material that may be stored at designated staging area as approved by Owner.
    - iii. Access site in areas approved by Owner.
    - iv. Restrict debris removal to Owner-approved area of building site.
    - v. Restrict location of construction cranes to areas as approved by Owner.
    - vi. Do not allow construction traffic on existing areas not included in the scope of work except as absolutely necessary to perform new work. Provide 3/4-inch plywood protection over existing roof membrane at traffic and work areas.
  - j. Building Access:
    - i. Access to Secured buildings: Contractor will work through the GIT Contract administrator for access to the building.
    - ii. Contractor will not have access to building interior except as required to complete the Work.
    - iii. Contractor shall limit interior use to those trades performing the Work.
  - k. Operating and Parking Vehicles on Campus:
    - i. The Contractor(s) is responsible for any costs associated with operating a vehicle on the GIT Campus.
    - ii. Operators of motor vehicles shall be appropriately licensed and possess a valid State of Georgia driver's license and maintain personal liability insurance if they operate a personal vehicle on the GIT campus.
    - iii. The Contractor(s) performing testing, construction, maintenance, repairs, warranty work, or other services are responsible for obtaining all necessary vendor parking permits from GIT - Department of Parking & Transportation for all onsite work. Vendor permits are honored in all regular parking spaces. Contractor(s) parking in metered visitor spaces must pay the meter. Information about parking at GIT can be obtained at the parking website: [www.parking.gatech.edu](http://www.parking.gatech.edu).
  - l. Temporary Toilets: Provide temporary portable chemical toilets, wash facilities, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
  - m. Temporary Water: Make arrangements with Owner for water required for the Work. Owner will pay for costs of water. Contractor shall provide hoses for conveyance.
  - n. Temporary Electrical Power: Connect to Owner's existing electric power service. Maintain equipment in a condition acceptable to Owner.
    - i. Make arrangements with Owner for temporary electrical service for completion of the Work. Owner will pay energy charges for temporary power and lighting.

- ii. Contractor shall provide all necessary temporary wiring (in conduit if requested by Owner), extensions, and temporary lighting devices. Contractor shall remove connections and all extensions of electrical utilities, and restore utility service to original condition at completion of project.
  - o. Temporary Ladders, Scaffolds, Hoists: Furnish and maintain temporary ladders, scaffolds, hoists, or chutes as required for proper execution of Work. Such apparatus, equipment, and construction shall meet requirements of applicable federal, state, and local safety and labor laws.
  - p. Guardrails and Barricades: Contractor(s) shall provide safety barriers and signage, as necessary, to clearly identify the working area and to prevent others from accessing the work area(s). This safety zone shall be sufficiently sized to prevent injury or damage to persons or equipment if tools or other items fall from the elevated work. The safety zone plan shall be reviewed and approved by the Owner and implemented prior to starting construction.
    - i. Provide protection for natural resources, site improvements, existing property, adjacent property, and passers-by. Contractor will be required to repair or replace all natural resources, site improvements, existing property, and adjacent property damaged in the execution of the work to GA Tech's satisfaction. GA Tech reserves the right to hire contactors / subcontractors for any required repairs / replacement of damage caused by the contractor.
    - ii. Where pedestrian traffic is through or adjacent to work areas, provide continuous [interlocking] steel fence section barricades to protect pedestrians and to prevent pedestrian access into the Work areas.
    - iii. Provide scaffolding with overhead protection where pedestrians must enter the building in the protected Work area. This shall be a stable and secure structure.
    - iv. Contractor shall submit a plan indicating the location of guardrail, barricades, and protection prior to starting the work and such plan is subject to review, change, and approval by the Owner.
    - v. Contractor shall remove protection, guardrails, and barricades at completion of construction.
  - q. Traffic Control: Contractor shall conduct operations so as to minimize obstructing traffic flow on campus. MUTCD certified traffic control personnel shall be engaged and paid by the contractor at any time the work [including material delivery or debris removal] is anticipated or scheduled to impede traffic for more than five [5] minutes or as required by the Owner. MUTCD personnel are required to display their credentials with a photo ID. on a lanyard around their neck and a copy of the MUTCD credentials and ID. shall be submitted to the Owner for review and verification the day before MUTCD certified traffic control personnel are required. In addition, GT Police shall be engaged and paid by the contractor at the rate of \$40.00 per hour when any work is occurring within 100' of an intersections and at any time MUTDC certified traffic control personnel are required.
  - r. Temporary Fire Protection: Contractor, Contractor's employees, and his subcontractors and their agents shall comply with fire safety practices as outlined in NFPA Pamphlet 241 and local fire protection codes during construction.
  - s. Permits: Contractor shall obtain and pay for all required local and state permits, licenses, and registrations. Work may be subject to ordinances, laws, codes, and regulations including but not necessarily limited to:
    - i. City of Atlanta, Georgia Building Code.
    - ii. Occupation Safety and Health Administration (OSHA) requirements, as applicable.
    - iii. United States Environmental Protection Agency (EPA) requirements, as applicable.
    - iv.
8. OWNER OCCUPANCY / COORDINATION WITH OCCUPANTS:
- a. Owner will occupy site during entire period of construction for the conduct of normal, daily operations. Cooperate with Owner's Representative in all construction operations to minimize conflict and to facilitate Owner usage.
  - b. Contractor shall conduct his operations so as to ensure least inconvenience to Owner's operations including, but not limited to:
    - i. Maintaining 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 approval of authorities having jurisdiction.
    - ii. Notify Owner not less than twenty-four [24] hours in advance of activities that will affect Owner's operations.
    - iii. Contractor shall take precautions to avoid excessive noise or vibration that would disturb Owner's operations. When directed by Owner, Contractor shall perform certain operations at designated time of day or night in order to minimize disturbance to Owner's operations.
    - iv. Contractor shall take all necessary precautions to assure a watertight condition in the operation portion of the building during construction.

## 9. WORK RESTRICTIONS:

- a. Work Restrictions, General: Comply with restrictions on construction operations.
  - i. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
  - ii. On-Site Work Hours: Limit work in the existing building to normal business working hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, unless otherwise indicated or approved by the Owner.
  - iii. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
    - 1. Notify Owner not less than twenty-four [24] hours in advance of proposed utility interruptions.
    - 2. Obtain Owner's written permission before proceeding with utility interruptions.
  - iv. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
    - 1. Notify Owner not less than twenty-four [24] hours in advance of proposed disruptive operations.
    - 2. Obtain Owner's written permission before proceeding with disruptive operations.
  - v. Nonsmoking Building: Smoking is not permitted on campus.
  - vi. Controlled Substances: Use of controlled substances on the Project site is prohibited.

## 10. CLEAN-UP: The Contractor is responsible for disposal of any debris resulting from his work. Any areas in which the Contractor has performed work shall be left broom clean unless a more thorough cleaning is required by another section of these specifications.

- a. During Construction. At all times, the Contractor shall keep the premises free from accumulations of waste material or rubbish caused by his employees, Trade Contractors, or work. Periodically during the course of the Work he shall remove all his rubbish from and about the building and all his tools, scaffolding, and surplus materials and shall leave his work "broom-clean" or its equivalent, unless more exactly specified. Prior to Final Completion by a Trade Contractor of any Trade Contract, Contractor shall require the Trade Contractor to remove from the Work and Site all temporary systems, tools, equipment, machinery, and surplus materials not required for the continued performance of any Work under the Trade Contract or this Contract. In case of dispute, after 48 hours written notice the Owner may remove the rubbish and charge the cost to the Contractor.
- b. Prior to Material Completion. Prior to the inspection for Material Completion of the Project Contractor shall remove from the Site all wastes and rubbish, clean all tile and glass surfaces, replace broken glass, remove stains, paint spots, and clean and polish all plumbing fixtures and equipment, leave the Work "vacuum clean" or its substantial equivalent, all hard surface floors swept and mopped, all carpeted floors vacuumed, all surfaces other than floors dusted, blower dusted, or wiped (depending on type of surface) and surface blemishes cleaned, all glazing washed [both sides], and all electrical and mechanical equipment and fixtures cleaned, with all ductwork cleaned and filters replaced, if such are dirty, before other cleaning is started, and re-cleaned if any dust or dirt has gotten into the ductwork during the cleaning process. The Contractor shall restore existing facilities such as roads, other paved surfaces, fencing, curbing and the like at the Site to at least their preconstruction conditions; provided, however, the Contractor may, in an orderly fashion, leave such equipment and supplies at the Site as necessary to achieve Final Completion of the Project. This cleaning must be completed before the Contractor can expect the Design Professional to commence the inspection for Material Completion. To achieve Material Completion, the Contractor shall have fully cleaned the Site – all debris must have been removed from the site and all paved surfaces must have been broom swept and thoroughly hosed down.

## 11. ACTS OF EXECUTIVE ORDERS: The Contractor, by signing the contract, acknowledges that he is aware of and familiar with the contents and requirements of the following acts and executive orders:

- a. High Voltage Act -- Georgia Law 1960, PP. 181-183.
- b. Underground Gas Pipe Law -- Georgia Law 1969, PP. 50-57.
- c. William Steiger Occupational Safety and Health Act of 1970.
- d. The non-discrimination clause contained in Section 202 Executive Order 11246 as amended by Executive Order 11375 relative to Equal Employment Opportunity for all persons without regard to race,

color, religion, sex, or national origin and the implementing rules and regulations described by the Secretary of Labor are incorporated.

- e. Title 40, Code of Federal Regulations, Part 61, National Emission Standards for Hazardous Air Pollutants, Subparts A and M. U.S. Environmental Protection Agency Regulations for Asbestos.
  - f. Asbestos, Title 29, Code of Federal Regulations, Section 1926.1101. Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.
  - g. Lead, Title 29, Code of Federal Regulations, Section 1926.62. Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.
  - h. O.C.G.A. 44-14-3612.5: The Contractor is required to obtain and post, at the Project site, a Notice of Commencement. The Notice of Commencement shall be filed, by the Contractor, with the clerk of the superior court of Fulton County, Georgia. The Board of Regents of the University System of Georgia or the Georgia Institute of Technology shall provide the Contractor with the street address of the Project in lieu of a legal description of the property.
  - i. Americans With Disabilities Act - Accessibility Guidelines for Buildings and Facilities, Federal Register, June 1994. Note: All reference to ANSI 117.1 within the technical specifications Division 1-16 for compliance with Handicap/Disability Access is superseded by the Official Code of Georgia which adopted the Standard Building Code of 1994 with Georgia amendments which references ADA-AG 1994.
  - j. Georgia Official Code Chapter 9 of Title 25 as amended by The Utility Facility Protection Act@ (HB1290).
12. All contractors shall conform to all provisions of this ACT. The contractor shall contact the Utilities Protection Center and request marking of all public utilities as per the law.

The cost of all repairs will be at the contractor's expense if utilities are damaged without being provided clearance from The Utilities Protection Center.

13. SPECIAL CONDITIONS CLAUSES FOR NEW AND RENOVATION PROJECTS INCLEMENT WEATHER: The Contract Time will not be extended due to inclement weather. The time for performance of this Agreement, as stated in the Time for Completion, includes an allowance for inclement weather and shall be reflected in the Construction Schedule.
14. CONTRACTOR VEHICLE PARKING: The Board of Regents of the University System of Georgia and the Georgia Institute of Technology are under no obligation to provide the Contractor designated parking areas. The Contractor shall be responsible for arranging transportation to and from the job site for his employees and subcontractors. Contractors engaged in Institute-related work activities may be eligible for limited temporary parking privileges. All Contractor-owned and Contractor employee and subcontractor owned vehicles must have a valid Georgia Tech parking permit to park anywhere on campus.

Visitor Parking: <http://pts.gatech.edu/visitors/Pages/default.aspx>

Temporary Permits: <http://pts.gatech.edu/park/permits/Pages/TemporaryPermits.aspx>

NOTE: Use of handicapped spaces, reserved spaces, restricted areas, landscaped areas, metered spaces, or sidewalk parking is not permitted.

15. CONTRACTOR / SUBCONTRACTOR IDENTIFICATION: **ALL workers shall have a company picture ID visible and on their person at all times.** Contractors working in buildings on campus after hours are required to purchase BuzzCard identification cards to work. This information, and the cost, can be found at [www.buzzcard.gatech.edu](http://www.buzzcard.gatech.edu)
16. EROSION AND SEDIMENT CONTROL: The Contractor shall install and maintain erosion and sediment control devices to prevent adjacent streets, storm drains and property from accumulations of soil, sediment, or dust which result from his work. Devices installed to control sediment and prevent erosion shall comply with the requirements of the Georgia Tech Project Superintendent. The Contractor is responsible for monitoring downstream conditions throughout the construction period and clearing any debris, sediment, and dust caused by the progress of the Work. The Contractor shall inspect, maintain, and clear erosion and sediment control

devices at least weekly unless otherwise directed by the Georgia Institute of Technology Construction Manager. At the conclusion of the Work, the Contractor shall remove all installed devices and restoring the site to the satisfaction of the Georgia Tech Construction Manager.

17. IMMIGRATION REPORTING REQUIREMENTS: All contracts must include the Contractor's written compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security Compliance Act OCGA 13-10-90 et seq. Contractors who meet the reporting criteria will be required to submit a Contractor Affidavit and Agreement prior to the award of the contract. Upon award of the contract, the Contractor will also be required to submit a Subcontractor's Affidavit. Copies of these Affidavits are incorporated in the Supplementary General Conditions.
18. CONTRACT DOCUMENTS: Please strike paragraph 1.1.7.2 in Section 1 – General Conditions, Part 1 – General Provisions.
  - A. Provide as-installed schematic, wiring, plan view equipment layout, and point-to-point interconnection diagrams of all circuits, internal and external, for all equipment installed. Schematics shall include the conductor color-coding system.
  - B. Deviations from the Drawings shall be noted on a marked drawing set submitted by this Contractor. Red shall be used for additions, green for deletions, and blue for notes to the drafter.
  - C. Record documents shall be furnished to the Construction Manager not later than three (3) weeks after completion of installation.
  - D. Provide CD of all licensed software and passwords.
19. TOBACCO-FREE CAMPUS POLICY: Beginning fall semester 2014, Georgia Tech will become a tobacco-free campus, in accordance with the [Tobacco- and Smoke-Free Campus Policy](#) passed by the Board of Regents in March. This policy bans all forms of tobacco on all university and college campuses in the University System of Georgia (USG). The ban includes traditional cigarettes and chewing tobacco as well as e-cigarettes, clove cigarettes, pipes, and hookahs. The goal of the policy is to protect and improve the health, comfort, and environment of students, employees, and any persons occupying USG campuses. Although tobacco use will be prohibited on campus, some individuals may choose to continue to use tobacco away from campus. Georgia Tech respects this choice and is requesting that all staff, faculty, students, and campus visitors adhere to the tobacco-free policy while on campus.
20. GEORGIA TECH RESEARCH INSTITUTE (GTRI) REQUIREMENTS: All Georgia Tech Research Institute (GTRI) projects require Federal E-Verify: <http://www.uscis.gov/e-verify/federal-contractors>. Contractor's proof of compliance will be required by Project Manager before Contractor begins work.
  - A. Contractor to add to their required "daily work reports" (kept on site for Owner review) **daily** verification of worker documentation.
21. CONSTRUCTION & DEMOLITION WASTE RECYCLING: Contractors shall use a Georgia Tech preferred hauler (see below) for the hauling and recycling of all construction and demolition waste. These haulers have committed to helping Georgia Tech achieve an 85% diversion rate of all waste generated on the jobsites and document and report their work back to Georgia Tech. Alternate haulers must be submitted for review and approval prior to use. Preferred haulers are:
  1. Patterson Services, Inc
    - a. Contact Person: Cynthia Poselenzny
    - b. Phone Number: 404-505-1449
    - c. Email: [packerind@aol.com](mailto:packerind@aol.com)
  2. MBA Waste Services
    - a. Contact Person: Ken Mitchell
    - b. Phone Number: 678-949-7962 & 770-975-1135
    - c. Email: [kmitchell@mbawasteservice.com](mailto:kmitchell@mbawasteservice.com)
  3. Waste Management, Inc
    - a. Contact Person: Brandon Moody
    - b. Phone Number: 404-561-1973
    - c. [mbmoody@wm.com](mailto:mbmoody@wm.com)

4. Raintree Waste
  - a. Contact Person: Kevin McDonald
  - b. Phone Number: 678-817-7330
  - c. Email: [kmcdonald@raintreewaste.com](mailto:kmcdonald@raintreewaste.com)

