TOWN OF JAFFREY, NEW HAMPSHIRE
INVITATION TO BID

SUBMIT BID TO:

Town of Jaffrey
Department of Public Works
23 Knight Street
Jaffrey, NH 03452

Facsimile bids are not acceptable.

BIDDER ACKNOWLEDGEMENT

- GENERAL CONDITIONS -

THESE INSTRUCTIONS ARE STANDARD FOR ALL BIDS FOR COMMODITIES/SERVICES ISSUED BY THE TOWN OF JAFFREY. THE TOWN OF JAFFREY MAY DELETE, SUPERSEDE OR MODIFY ANY OF THESE STANDARD INSTRUCTIONS FOR A PARTICULAR CONTRACT BY INDICATING SUCH CHANGE IN SPECIAL INSTRUCTIONS TO BIDDERS OR IN THE BID SHEETS. ANY AND ALL SPECIAL CONDITIONS THAT MAY VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE. BIDDER AGREES THAT THE PROVISIONS INCLUDED WITHIN THIS INVITATION FOR BID SHALL PREVAIL OVER ANY CONFLICTING PROVISION WITHIN ANY STANDARD FORM CONTRACT OF THE BIDDER REGARDLESS OF ANY LANGUAGE IN BIDDER'S CONTRACT TO THE CONTRARY.

NOTICE TO BIDDERS: SEALED BIDS WILL BE RECEIVED ON THE DATE, AND AT THE PLACE, AND FOR THE ITEMS LISTED ON THE ATTACHED TOWN BID FORMS. THESE BIDS WILL BE PUBLICLY OPENED AT TOWN HALL OR OTHER DESIGNATED AREA, IN THE PRESENCE OF BIDDERS AND TOWN OFFICIALS. ALL BIDDERS AND THE PUBLIC ARE INVITED AND ENCOURAGED TO ATTEND THE BID OPENING. AFTER TABULATION AND REVIEW, AND WHEN REQUIRED, BIDS WILL BE PRESENTED TO THE BOARD OF SELECTMEN FOR AWARD OF BID. SUCH AWARD IS TO BE MADE AT A SUBSEQUENT MEETING OF THE BOARD. ALL AWARDS OF BIDS ARE SUBJECT TO APPROPRIATION.

PURPOSE OF BID: THE TOWN OF JAFFREY INTENDS TO SECURE A SOURCE OF SUPPLY FOR ITEM (S) OR SERVICE (S) AT THE LOWEST PRICE; EARLY AND SATISFACTORY MANUFACTURE; AND PROMPT AND CONVENIENT SERVICE AND SHIPMENT BY THE SUPPLIER TO THE TOWN. ANY FAILURE ON THE PART OF THE SUPPLIER TO COMPLY WITH THE ENSUING CONDITIONS AND SPECIFICATIONS SHALL BE REASON FOR TERMINATION OF CONTRACT. THE TOWN RESERVES THE RIGHT TO MAKE AN AWARD TO THE SUPPLIER WHERE THE PRODUCT MEETS THE SPECIFICATIONS, TERMS AND CONDITIONS AND WHERE THE BID IS CONSIDERED TO BEST SERVE THE TOWN'S INTERESTS.

BIDDER ACKNOWLEDGMENT MUST BE SIGNED AND RETURNED WITH YOUR BID

SEALED BIDS: This form must be executed and submitted with all Bid sheets in a sealed envelope. The face of the envelope shall contain the above address, the date and time of Bid opening and Bid number. Bids not submitted on

attached Bid Form may be rejected. All Bids are subjected to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

BID TITLE: Meetinghouse Tower Project

BIDS WILL BE OPENED **11:00 A.M**. (EST), August 20, 2021 and may not be withdrawn during the 60 calendar days following such date and time.

_____
Jon Frederick, Town Manager
603-532-7445

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_____
CORRECT LEGAL NAME OF BIDDER

_____
(SIGNATURE OF BIDDER'S AUTHORIZED AGENT)

_____
TITLE

_____
TYPED/PRINTED NAME OF AUTHORIZED AGENT

_____
ADRESS

_____

PHONE NO: (_____)_____

_____
FEDERAL ID NUMBER OR SOCIAL SECURITY NUMBER OF BIDDER

I certify that this Bid acknowledgement is made without prior understanding, agreement or connection with any corporation, firm or person submitting a Bid for the same commodities/services, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Bid and certify that I am authorized to sign this Bid for the Bidder. By signature on this form, Bidder acknowledges and accepts without limitation, pages 1 through ## inclusive of the Invitation to Bid as well as any special instructions if applicable.

INSTRUCTIONS TO BIDDERS:

1. DEFINED TERMS.

Terms used in these Instructions to Bidders are defined and have the meanings assigned to them. The term "Bidder" means one who submits a Bid directly to the TOWN, as distinct from a sub-bidder who submits a Bid to the Bidder. The term "Bid" generally means the offer to provide work and labor or supply of materials or goods at a specified price to the Town. The term "Successful Bidder" means the most responsible and responsive Bidder to whom TOWN (on the basis of TOWN'S evaluation as hereinafter provided) makes an award. The term "TOWN" refers to the TOWN of JAFFREY. The term "Bid Documents" includes the Invitation to Bid, Instructions to Bidders, Additional Instruction to Bidders, Bid Proposal, Reference Information, Certified Resolution, Special Conditions, Bid Form, Non-Collusive Affidavit, Certificate(s) of Insurance, if required, Payment and Performance Bonds, if required, Indemnity Agreement, Bid Security, if required, and the proposed Contract Documents, if any, including all Addenda issued prior to receipt of Bids.

2. COPIES OF BIDDING DOCUMENTS

Complete sets of Bid Documents must be used in preparing Bids. The TOWN does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bid Documents. The TOWN, in making copies of Bid Documents available, does so only for the purpose of obtaining Bids and does not confer a license or grant for any other use.

3. QUALIFICATIONS OF BIDDERS

No Bid will be accepted from, nor will any contract be awarded to any person who is in arrears to the TOWN, upon any debt or contract, or who is a defaulter, as surety or otherwise, upon any obligation to the TOWN, or who is deemed irresponsible or unreliable by the TOWN.

As part of the Bid evaluation process, the TOWN may conduct a background investigation. Bidder's submission of a Bid constitutes acknowledgment of the process and consent to such investigation. The TOWN shall be the sole judge in determining Bidder's qualifications.

4. EXAMINATION OF BID DOCUMENTS

Before submitting a Bid, each Bidder must (a) examine the Bid Documents thoroughly; (b) consider federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, progress, performance, or provision of the commodities and/or services; (c) study and carefully correlate Bidder's observations with the Bid Documents, and (d) notify the Town Manager or designated individual of all conflicts, errors and discrepancies in the Bid Documents.

The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article 4, that without exception, the Bid is premised upon performing the services and/or furnishing the commodities and materials and such means, methods, techniques, sequences or procedures as may be indicated in or required by the Bid Documents, and that the Bid Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions of performance and furnishing of the goods and/or services.

5. SPECIFICATIONS

The apparent silence of the Specifications as to any detail, or the apparent omission from the Specifications of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice

is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the Specifications shall be made on the basis of this statement.

For the purpose of evaluation, the Bidder must indicate any variance or exceptions to the stated Specifications no matter how slight. Deviations should be explained in detail. Absence of variations and/or corrections will be interpreted to mean that the Bidder meets all the Specifications in every respect.

Any manufacturers' names, trade names, brand names, information and/or catalog numbers used herein are for the purpose of describing and establishing a general standard of quality, performance and characteristics and are not intended to limit or restrict competition. The Bidder may offer any brand which meets or exceeds the Specifications for any item(s). If Bids are based on equivalent products, Bidder shall indicate on the Bid Form the manufacturer's name and catalog number. Bidder shall submit with his Bid, complete and descriptive literature and/or specifications. The Bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the Specifications and not be considered an exception thereto. The determination of equivalency shall rest solely with the TOWN. If Bidder fails to name a substitute, it will be assumed that the Bidder is bidding on and will be required to furnish commodities identical to Bid standards.

The TOWN also reserves the right to waive minor variations to specifications contained in the Invitation to Bid. This interpretation of minor variations shall be made by applicable the TOWN personnel.

6. INTERPRETATIONS AND ADDENDA

To ensure fair consideration for all Bidders, the TOWN prohibits communication to or with any department, officer or employee during the submission process except as provided below.

If the Bidder should be in doubt as to the meaning of any of the Bid Documents, or is of the opinion that the plans and/or specifications contain errors, contradictions or reflect omissions, the Bidder shall submit a written request directed to the Town Manager to be forwarded to the appropriate person or department for interpretations or clarification. Interpretations or clarifications deemed necessary by the Town in response to such questions will be issued in the form of written addenda, mailed to all parties recorded by the Town Manager as having received the Bid documents. The issuance of a written addendum by the Town Manager shall be the only official method whereby such an interpretation or clarification will be made.

7. PRICES BID

Prices shall be shown in both unit amounts and extensions whenever applicable. In the event of discrepancies existing between unit amounts and extension or totals, unit amounts shall govern.

Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

In the event of any discrepancy between written prices quoted in the proposal and any prices quoted in figures, the written proposal shall control.

All applicable discounts shall be included in the Bid price for materials and services and will be considered as determining factors in recommending an award in case of tie Bids. Discounts extended to the TOWN shall include but not be limited to those discounts normally extended to governmental agencies as well as the private sector.

Chain discounts are not acceptable and will not be considered in determining an award. Bidders may bid only one (1) discount for each item on the Bid Form. Firm discounts and prices are to be quoted for the term of the Contract.

Bidder warrants by virtue of bidding that prices, terms and conditions in the Bid will be firm for acceptance for a period of sixty (60) calendar days from the date of Bid opening unless otherwise stated by the TOWN.

The Bid price shall include all permit fees, royalties, license fees and other costs arising from the use of such design, device or materials in any way involved in the work as well as all costs of packaging, transporting and delivery to the designed location within the TOWN.

8. OCCUPATIONAL HEALTH & SAFETY

Any materials or substances delivered as a result of this contract that is deemed toxic by any appropriate authority shall be accompanied by a Material Safety Data Sheet (MSDS) which may be obtained from the manufacturer. The MSDS must include the following information:

The chemical name and the common name of the toxic substance.

The hazards or other risks in the use of the toxic substance including:

The potential for fire, explosion, corrosively and reactivity;

The known acute and chronic health effects of risk from exposure including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and

The primary routes of entry and symptoms of over exposure.

The proper precautions, handling practices, necessary personal protection equipment and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of exposure.

The emergency procedure for spills, fire, disposal and first aid.

A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.

The year and month, if available, that the information was compiled and the name, address, and emergency telephone number of the manufacturer responsible for preparing the information.

9. SUBMISSION OF BIDS

Bids shall be submitted at or before the time and at the place indicated in the Invitation to Bid and shall be submitted in a sealed envelope. The envelope shall be clearly marked on the exterior "BID FOR (PROJECT TITLE) THE TOWN OF JAFFREY NEW HAMPSHIRE, OPEN….(insert date given in Invitation to Bid)" and shall state the name and address of the Bidder and shall be accompanied by any other required documents. No responsibility will attach to the TOWN for the premature opening of a Bid not properly addressed and identified.

Bids must be typed or printed in ink. Use of erasable ink is not permitted. All blanks on the Bid Form must be completed. Names must be typed or printed below the signature. Facsimile Bids will not be accepted.

All Bidders should be aware that the Invitation to Bid and the responses thereto are in the public domain. However, the Bidders are requested to identify specifically any information contained in their Bids which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

All Bids received from Bidders in response to the Invitation to Bid will become the property of the TOWN and will not be returned to the Bidders. In the event of contract award, all documentation produced as part of the contract shall become the exclusive property of the TOWN.

The submitted Bid shall constitute a firm offer on the part of the Bidder to furnish the commodities and/or services requested.

10. BID FORMS

The Bid Form is included with the Bid Documents and must be used by the Bidder. Failure to do so may cause the Bid to be rejected. The forms must be submitted in good order and all blanks must be completed.

The Bid must be signed by one duly authorized to do so and in cases where the Bid is signed by a deputy or subordinate, the principal's proper written authority to such deputy or subordinate must accompany the Bid.

Bids by corporations must be executed in the corporate name by the President or other corporate officers accompanied by evidence of authority to sign. The corporate address and state of incorporation must be shown below the signature.

Bids by partnerships must be executed in the partnership name and signed by a general partner whose title must appear under the signature and the official address of the partnership must be shown below the signature.

11. MODIFICATION AND WITHDRAWAL OF BIDS

Bids must be modified or withdrawn by an appropriate document duly executed in the manner that a Bid must be executed and delivered to the place where Bids are to be submitted at any time prior to the deadline for submitting Bids. A request for withdrawal or a modification must be in writing and signed by person duly authorized to do so and, in a case where signed by a deputy or subordinate, the principal's proper written authority to such deputy or subordinate must accompany the request for withdrawal or modification.

Withdrawal of a Bid will not prejudice the rights of a Bidder to submit a new Bid prior to the Bid date and time. After expiration of the period for receiving Bids, no Bid may be withdrawn or modified.

12. REJECTION OF BIDS

To the extent permitted by applicable state and federal laws and regulations, the TOWN reserves the right to reject any and all Bids, to waive any and all informalities, irregularities and technicalities not involving price, time or changes in the commodities and/or services, and the right to disregard all nonconforming, non-responsive, unbalanced or conditional Bids. Bids will be considered irregular and may be rejected if they show serious omissions, alterations in form, additions not called for, conditions or unauthorized alterations or irregularities of any kind.

The TOWN reserves the right to reject the Bid of any Bidder if the TOWN believes that it would not be in the best interest of the TOWN to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the TOWN.

More than one Bid received for the same work from an individual, firm, partnership, corporation or association under the same or different names will not be considered. Reasonable grounds for believing that any Bidder is interested in more than one Bid for the same work will cause the rejection of such Bids in which the Bidder is interested. If there are reasonable grounds for believing that collusion exists among the Bidders, the Bids of participants in such collusion will not be considered.

The foregoing reasons for rejection of Bids are not intended to be exhaustive.

13. OPENING OF BIDS

Bids will be opened publicly on the date and at the location and time specified in the Invitation to Bid. Bids will be read aloud and an abstract of the amount of the base Bids will be made available after the opening of the Bid.

14. BIDS TO REMAIN OPEN

All bids shall remain open for sixty (60) calendar days after the day of the Bid opening, but the TOWN may, at its sole discretion, release any Bid and return the Bid Security prior to that date.

Extensions of time when Bids shall remain open beyond the sixty (60) day period may be made only by mutual written agreement between the TOWN, the successful Bidder and the surety, if any, for the successful Bidder.

15. AWARD OF CONTRACT

If the contract is to be awarded, it will be awarded to the most responsible and responsive Bidder for the base Bid whose evaluation by the TOWN indicates to the TOWN that the award will be in the best interests of the TOWN and not necessarily to the lowest Bidder.

Criteria utilized by the TOWN for determining the most responsible and responsive Bidder includes, but is not limited to the following:

Ability of the Bidder to meet published specifications.

The Bidder's experience and references including, but not limited to, the reputation, integrity, character, efficiency, experience, skill, ability and business judgment of the Bidder, the quality of performance of the Bidder under previous contracts, any sub-contractors and other persons providing labor or materials to the Bidder.

The Bidder's qualifications and capabilities, including but not limited to, the size, financial history, strength and stability of the business to perform the work of the Contract, the possession of necessary facilities and equipment and the quality, availability and adaptability thereof to the particular use(s) required.

Whether the Bidder can perform the Contract promptly or within the time specified without delay or interference.

Previous and existing compliance by the Bidder with laws, ordinances and regulations relating to the commodities or services.

Price.

If applicable, the Bidder to whom award is made shall execute a written Contract prior to award by the Board of Selectmen. If the Bidder to whom the first award is made fails to enter into a Contract as herein provided, the Contract may be let to the next Bidder who is responsible and responsive in the opinion of the TOWN.

16. CONTRACT DOCUMENTS

Any contract resulting from this solicitation shall include the following which are incorporated herein: (a) Invitation to Bid; (b) Instructions to Bidders; (c) Additional Instructions to Bidders; (d) Applicable Contract attached hereto; and (e) Indemnification Agreement.

17. OPEN-END CONTRACT

No guarantee is expressed or implied as to the total quantity of commodities/services to be purchased under any open-end Contract. Estimated quantities will be used for Bid comparison purposes only. The TOWN reserves the right to issue purchase orders as and when required, or, issues a blanket purchase order for individual agencies and release partial quantities or any combination of the proceeding.

ORDERING: The TOWN reserves the right to purchase commodities/services specified herein through Contracts established by other governmental agencies or through separate procurement actions due to unique or special needs. If an urgent delivery is required within a short period than the delivery time specified in the Contract, and if the seller is unable to comply therewith, the TOWN reserves the right to obtain such delivery from others without penalty or prejudice to the TOWN or to the Bidder.

CONTRACT PERIOD: The initial Contract period shall start with the expiration date of the previous Contract or date of award, whichever is latest, and shall terminate one (1) year from that date. The TOWN may renew this Contract for up to three (3) years in one-year increments subject to the Bidder's acceptance, satisfactory performance and determination that renewal will be in the best interest of the TOWN. All prices, terms and conditions shall remain firm for the initial period of the Contract and for any renewal period unless subject to price adjustment specified as a "special condition" hereto.

18. SAMPLES AND DEMONSTRATIONS

Samples, when required, must be submitted within the time specified at no expense to the TOWN. Such samples are to be furnished to the TOWN upon request after the date of the bid opening only, unless otherwise stated in the Bid Documents. If samples are requested, the Bidder shall deliver the samples to the TOWN no later than seven (7) days after formal request is made. Each individual sample must be labeled with the Bidder's name and manufacturer's brand name and number. When required, the TOWN may request full demonstrations of any unit(s) bid prior to the award of any contract. If the samples are not used in testing or destroyed, upon written request of the Bidder, the TOWN shall within thirty (30) days of bid award, return the samples to the Bidder.

19. INSURANCE

The insurance requirements contained in this Bid represent the minimal protection necessary for the TOWN as determined by the TOWN. The successful Bidder shall be required to provide proper proof of issuance to the Town Manager prior to award. Further modification of the requirements may be made at the sole discretion of the TOWN if circumstances warrant.

20. TAXES

The successful Bidder shall pay all applicable sales, consumer use and other similar taxes required by law.

21. AUDIT RIGHTS

The TOWN reserves the right to audit the records of the successful Bidder for the commodities and/or services provided under the Contract at any time during the performance and term of the Contract and for a period of three (3) year after completion and acceptance by the TOWN. If required by the TOWN, the successful Bidder agrees to submit to an audit by an independent certified public accountant selected by the TOWN. The successful Bidder shall allow the TOWN to inspect, examine and review the records of the successful Bidder in relation to this contract at any and all times during normal business hours during the term of the Contract.

22. CONFLICT OF INTEREST

Bidders must disclose with their Bid the name of any officer, director, partner, proprietor, associate or agent who is also a public officer or employee of the TOWN or any of its agencies. Further, all Bidders must disclose the name of any public officer or employee of the TOWN who owns, directly or indirectly, an interest of five percent (5%) or more in the Bidder's firm or any of its branches or affiliate companies.

23. NON-COLLUSIVE AFFIDAVIT

Each Bidder shall complete the Non-Collusive Affidavit and include it with the Bid Form and shall submit this Form with the Bid. Failure of the Bidder to submit these documents may be cause for rejection of the Bid.

24. SUMMARY OF DOCUMENTS TO BE SUBMITTED BY BIDDERS

The following is a summary of documents, copies of which may be included in the Bid documents, which are to be completed and submitted by Bidders:

Bidder Acknowledgement

Bid Proposal

Reference Information

Certified Resolution or other duly executed document evidencing authority to sign on behalf of the Bidder.

Non-Collusion Affidavit

Indemnity Agreement

Certificate(s) of Insurance

ADDITIONAL INSTRUCTIONS TO BIDDERS
Meeting House Tower Project

1. QUALIFICATIONS OF BIDDERS

Each Bidder shall provide at least three references familiar with its work experience and expertise in the area ("References"), and shall submit the same with the Bid. The Bidder shall also provide the name, address and phone numbers of each reference. Failure to submit the References and all documents required thereunder together with the Bid will constitute grounds for rejection of the Bid.

The TOWN reserves the right to make a pre-award inspection of the Bidder's facilities and equipment prior to award of Agreement.

The TOWN reserves the right to consider a Bidder's history of citations and/or violations of environmental regulations in determining a Bidder's responsibility, and further reserves the right to declare a Bidder not responsible if the history of violations warrant such determination. Bidder shall submit with Bid, a complete history of all citations and/or violations, notices and dispositions thereof. The non-submission of any such documentation shall be deemed to be an affirmation by the Bidder that there are no citations or violations. Bidder shall notify the TOWN immediately of notice of any citation or violation which the Bidder may receive after the Bid opening date and during the time of performance of any contract awarded to Bidder.

2. SAFETY

The Successful Bidder shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. The Successful Bidder shall comply with applicable state and federal rules and regulations.

The Successful Bidder shall take all reasonable precautions for the safety of and shall provide all reasonable protection to prevent damage, injury or loss to:

All employees on the work site and all other persons who may be affected thereby.

The work and all materials and equipment incorporated therein.

Other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, structures and utilities not designated for removal, relocation or replacement in the course of the work.

3. WARRANTIES

Warranty of Title: The Successful Bidder warrants to the TOWN that all goods and materials furnished under the Contract will be new unless otherwise specified and that the Successful Bidder possess good, clear, and marketable title to said goods and there are no pending liens, claims or encumbrances whatsoever against said goods. All work not conforming to these requirements, including substitutions not properly approved and authorized may be considered defective.

Warranty of Specifications: The Successful Bidder warrants that all goods, materials and workmanship furnished, whether furnished by the Successful Bidder or its sub-contractors and suppliers, will comply with the specifications, drawings and other descriptions supplied or adopted.

Warranty of Merchantability: The Successful Bidder warrants that the goods to be supplied pursuant to the Contract are merchantable, of good quality and free from defects, whether patent or latent in material or workmanship. All materials shall be new unless otherwise specified.

Warranty of Material and Workmanship: The Successful Bidder warrants all material and workmanship from date of completion and acceptance by the TOWN. If after acceptance by the TOWN, any of the work is found to be defective or not in accordance with the Contract, the Successful Bidder shall after receipt of a written notice from the TOWN to do so, promptly correct the work unless the TOWN has previously given the Successful Bidder a written acceptance of such condition.

The Successful Bidder warrants to the TOWN that it will comply with all applicable federal, state and local laws, regulations and orders in carrying out its obligations under the Contract.

The Successful Bidder warrants to the TOWN that it is not insolvent, it is not in bankruptcy proceedings or receivership, nor is it engaged in or threatened with any litigation, arbitration or other legal or administrative proceedings or investigations of any kind which would have an adverse effect on its ability to perform its obligations under the Contract.

The Successful Bidder warrants to the TOWN that the consummation of the work provided for in the Contract will not result in the breach of any term or provision of, or constitute a default under any indenture, mortgage, contract, or agreement to which the Successful Bidder is a party.

The Successful Bidder warrants that there has been no violation of copyrights or patent rights either in the United States of America or in foreign countries in connection with the work of the Contract.

All warranties made by the Successful Bidder together with service warranties and guarantees shall run to the TOWN and the successors and assigns of the TOWN.

4. RISK OF LOSS

The risk of loss, injury or destruction, regardless of the cause of the casualty, shall be on the Successful Bidder until the delivery of goods and completion of the work at the various work sites stated in the Bid, and inspection and acceptance of the goods by the TOWN. Title to the goods shall pass to the TOWN upon delivery and acceptance by the TOWN.

5. PERMITS, FEES AND NOTICES

The Successful Bidder shall secure all permits and licenses which may be required for the proper execution and completion of the work. The Successful Bidder shall use its best efforts to obtain all necessary permits as soon as possible after the date of Contract commencement. Any delays in obtaining permits must be brought to the attention of the Town Manager without delay.

The Successful Bidder shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work. The TOWN shall not be responsible for monitoring the Successful Bidder's compliance with any laws or regulations.

6. CLEANING UP

The Successful Bidder at all times shall keep the premises free from accumulation of waste materials or rubbish caused by the Successful Bidder's operations. At the completion of the work the Successful Bidder shall remove all waste materials and rubbish from and about the site as well as all tools, equipment, machinery and surplus materials and provide final cleaning and return the space to a condition suitable for use by the TOWN.

See the specifications and requirements section of this bid package for additional detailed clean-up procedures.

7. DEFAULT

In the event the Successful Bidder shall default in any of the terms, obligations, restrictions or conditions in the Contract, the TOWN shall give the Successful Bidder written notice by registered, certified mail of the default and that such default shall be corrected or actions taken to correct such default shall be commenced within ten (10) calendar days thereof. In the event the Successful Bidder has failed to correct the condition(s) of the default or the default is not remedied to the satisfaction and approval of the TOWN, the TOWN shall have all legal remedies available to it, including, but not limited to termination of the Contact in which case the Successful Bidder shall be liable for all procurement and reprocurement costs and any and all damages permitted by law arising from the default and breach of the Contract.

8. COMPENSATION TO BE PAID SUCCESSFUL BIDDER

When the Successful Bidder completes the performance of the Contract to the satisfaction of the Department of Public Works in its sole discretion, the TOWN shall pay and the Successful Bidder shall accept as full consideration for the performance of the Successful Bidder’s obligations, the amount set forth in the attached proposal, which shall be integrated in the price for any bid and/or contracted for, unless otherwise noted or specified, shall include full compensation for all materials, equipment, tools, labor and incidental work necessary to complete the work. The price shall include, without exception, all royalties and costs arising from patents, trademarks, or copyrights, which are in any way in the work.

9. TERMINATION FOR CONVENIENCE OF THE TOWN

Upon seven (7) calendar days written notice delivered by certified mail, return receipt requested, to the Successful Bidder, the TOWN may without cause and without prejudice to any other right or remedy, terminate the Contract for the TOWN's convenience whenever the TOWN determines that such termination is in the best interest of the TOWN. Where the Contract is terminated for the convenience of the TOWN the notice of termination to the Successful Bidder must state that the contract is being terminated for the convenience of the TOWN under the termination clause and the extent of termination. Upon receipt of the notice of termination for convenience, the Successful Bidder shall promptly discontinue all work at the time and to the extent indicated on the notice of termination, terminate all outstanding sub-contractors and purchase orders to the extent that they relate to the terminated portion of the Contract and refrain from placing further orders and sub-contracts except as they may be necessary, and complete any continued portions of the work.

If, after the notice of termination, it is determined that said cause was invalid, the termination shall be deemed to have been effected for the convenience of the Town. In such event, adjustment shall be made as provided.

Any termination or suspension of the Contract shall not impair the Town's right to recover damages occasioned by the fault of the Contractor. Any suspension shall not limit the right of the Town to terminate

10. TERMINATION – FORCE MAJEURE

Neither party shall be liable to the other and deemed to be in breach under the Contract for any failure to perform, including with limitation, a delay in rendering performance due to causes beyond its reasonable control such as an order, injunction, judgment, Act of God, war, civil disobedience, extraordinary weather conditions, labor disputes, shortages, or fluctuation in electric power, heat, light, or air conditioning. Dates or time of performance will be extended automatically to the extent of such delays, provided that the party whose performance is affected promptly notifies the other of the existence and nature of such delay.

11. TERMINATION – PERFORMANCE DATES

It is agreed, however, that since the performance dates of the Contract are important, continued failure to perform for periods aggregating sixty (60) days or more, even for causes beyond the control of the contractor, shall be deemed to render performance impossible and the Town shall thereafter have the right to terminate the Contract in accordance with the provisions of the above.

12. TERMINATION – INCOMPLETE PERFORMANCE

In the event of termination, all finished work and documentation, complete and incomplete, shall be delivered to the Town. The contractor shall be entitled to receive payment for any work performed and accepted under the Contract which was completed prior to the date of termination. In the event of termination prior to the completion of the work, the contractor shall have no right to payment for lost profits or other consequential damages.

13. TERMINATION – INADEQUATE FUNDS

In the event that all or a portion of the project is postponed or terminated due to inadequate federal, state, or local funds, the provisions set forth in the above paragraph (Termination for Convenience) shall apply.

14. ASSIGNMENT

The Successful Bidder shall not assign or transfer its rights, title or interests in the Contract nor shall Successful Bidder delegate any of the duties or obligations undertaken by Successful Bidder without the TOWN'S prior written approval.

15. APPLICABLE LAWS, ORDINANCE, RULES, CODES AND REGULATIONS

Familiarity with Laws: Notice is hereby given that the Successful Bidder must be familiar with all Federal, State and Local Laws, ordinances, rules, codes and regulations that may affect the work. Ignorance on the part of the Bidder will in no way relieve him from the responsibility of compliance therewith.

16. BID SECURITY

Each Bid must be accompanied by a certified or cashiers check or by a Bid Bond made payable to the TOWN on an approved form, duly executed by the Bidder as principal and having as surety thereon a surety company acceptable to the TOWN and authorized to write such Bid Bond under the laws of the State of New Hampshire, in an amount not less than five percent (5%) of the amount of the Bid.

The Bid Security of the Successful Bidder will be retained until such Bidder has executed the Contract and furnished the required payment and performance bonds, whereupon the Bid Security will be returned. If the Successful Bidder fails to execute and deliver the Contract and furnish the required Bonds within fifteen (15) calendar days of the Notice of Award, the TOWN may annul the Notice of Award and the entire sum of the Bid Security shall be forfeited. The Bid Security of the three (3) lowest bidders will be returned within seven (7) calendar days after the TOWN and the Successful Bidder have executed the written Contract or if no such written Contract is executed within ninety (90) calendar days after the date of the Bid opening, upon the demand of any Bidder at anytime thereafter, provided that he has not been notified of the acceptance of his Bid. Bid Security of all other Bidders will be returned within seven (7) calendar days after the Bid opening. The attorney in fact or other officer who signs a Bid Bond for a surety company must file with such a Bond a certified copy of his power of attorney authorizing him to do so.

The Bid Security filed with the Bid shall be forfeited in its entirety to the TOWN as liquidated damages if the Bidder to whom the Contract is awarded fails to execute the Contract Documents within fifteen (15) calendar days of the Contract Award.

17. PAYMENT AND PERFORMANCE BONDS

Within Fifteen (15) calendar days after the Contract Award, but in any event prior to commencing work, the Successful Bidder shall execute and furnish to the TOWN a performance bond and a payment bond, each written by a corporate surety, licensed and authorized to do work in the state of New Hampshire and having been in business with a record of successful continuous operation for at least five (5) years. The surety shall hold a current certificate of authority from the Secretary of Treasury of the United States as an acceptable surety on federal bonds in accordance with United States Department of Treasury Circular No. 570. If the amount of the Bond exceeds the underwriting limitation set forth in the circular, in order to qualify, the net retention of the surety company shall not exceed the underwriting limitation in the circular and the excess risks must be protected by coinsurance, reinsurance, or other methods, in accordance with Treasury Circular 297, revised September 1, 1978 (31 CFR, Section 223.10, Section 223.11). Further, the surety company shall provide the TOWN with evidence satisfactory to the TOWN, that such excess risk has been protected in an acceptable manner. The surety company shall have at least the following minimum qualifications for Financial Stability and Financial Size in accordance with the latest edition of A.M. Best's Insurance Guide, published by Alfred M. Best Company, Inc., Ambest Road, Oldwick, New Jersey 08858:

Two (2) separate bonds are required and both must be approved by the TOWN. The penal sum stated in each bond shall be the amount equal to the total amount payable under the terms of the Contract. The performance bond shall be conditioned that the Successful Bidder perform the Contract in the time and manner prescribed in the Contract. The payment bond shall be conditioned that the Successful Bidder promptly make payments to all persons who supply the Successful Bidder with labor, materials and supplies used directly or indirectly by the Successful Bidder in the prosecution of the work provided for in the Contract and shall provide that the surety shall pay the same in the amount not exceeding the sum provided in such bonds, together with interest at the maximum rate allowed by law; and that they shall indemnify and save harmless the TOWN to the extent of any and all payments in connection with the carrying out of said contract which the TOWN may be required to make under the law.

Such bonds shall continue in effect for one (1) year after final payment becomes due except as otherwise provided by law or regulation or by the Contract with the final sum of said bonds reduced after final payment to an amount equal to twenty five percent (25%) of the Contract Price, or an additional bond shall be conditioned that the Successful Bidder correct any defective or faulty work or material which appear within one (1) year after final completion of the Contract, upon notification by the TOWN.

Payment and performance bonds will be required for the initial one (1) year Contract time period only. The TOWN reserves the right to require bonding for the two contract renewal time periods.

18. INDEMNIFICATION

GENERAL INDEMNIFICATION: To the fullest extent permitted by laws and regulations, Successful Bidder shall indemnify, defend, save and hold harmless the TOWN, its officers, agents and employees, from or on account of all claims, damages, losses, liabilities and expenses, direct, indirect or consequential arising out of or alleged to have arisen out of or in consequence of the operations of the Successful Bidder or his Subcontractors, agents, officers, employees or independent contractors pursuant to or in the performance of the contract.

PATENT AND COPYRIGHT INDEMNIFICATION: The Successful Bidder agrees to indemnify, defend, save and hold harmless the TOWN, its officers, agents and employees, from all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of copyrights, patent rights and/or the unauthorized or unlicensed use of any material, property or other work in connection with the performance of the Contract.

The Successful Bidder shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in connection with the foregoing indemnifications including, but not limited to, reasonable attorney's fees (including appellate attorney's fees) and costs.

The TOWN reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of Successful Bidder under the indemnification agreement. Nothing contained herein is intended nor shall it be construed to waive the TOWN'S rights and immunities under the common law or New Hampshire laws as amended from time to time.

19. INSURANCE

Bidders must submit copies of their current certificate(s) of insurance prior to execution of the Contract. Failure to do so may cause rejection of the Bid.

PRIOR TO AWARD OF THE CONTRACT, THE SUCCESSFUL BIDDER SHALL SUBMIT CERTIFICATE(S) OF INSURANCE EVIDENCING THE REQUIRED COVERAGES AND SPECIFICALLY PROVIDING THAT THE TOWN OF JAFFREY IS AN ADDITIONAL NAMED INSURED OR ADDITIONAL INSURED WITH RESPECT TO THE REQUIRED COVERAGE AND THE OPERATIONS OF THE SUCCESSFUL BIDDER UNDER THE CONTRACT. Insurance Companies selected must be acceptable to the TOWN. All of the policies of insurance so required to be purchased and maintained shall contain a provision or endorsement that the coverage afforded shall not be canceled, materially changed or renewal refused until at least thirty (30) calendar days written notice has been given to the TOWN by certified mail.

The Successful Bidder shall procure and maintain at its own expense and keep in effect during the full term of the Contract a policy or policies of insurance which must include the following coverage and minimum limits of liability:

Worker's Compensation Insurance for statutory obligations imposed by Worker's Compensation or Occupational Disease Laws, including, where applicable, the United States Longshoremen's and Harbor Worker's Act, the Federal Employer's Liability Act and the Homes Act. Employer's Liability Insurance shall be provided with a minimum of One Hundred Thousand and xx/100 dollars ($100,000.00) per

accident. Successful Bidder shall agree to be responsible for the employment, conduct and control of its employees and for any injury sustained by such employees in the course of their employment.

Comprehensive Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by the Successful Bidder in the performance of the work with the following minimum limits of liability:

$1,000,000	Combined Single Limit, Bodily Injury and Property Damage Liability per occurrence

Comprehensive General Liability with the following minimum limits of liability:

$1,000,000	Combined Single Limit, Bodily Injury and Property Damage Liability per occurrence

Coverage shall specifically include the following with minimum limits not less than those required for Bodily Injury Liability and Property Damage:

Premises and Operations;

Independent Contractors;

Product and Completed Operations Liability;

Broad Form Property Damage;

Broad Form Contractual Coverage applicable to the Contract and specifically confirming the indemnification and hold harmless agreement in the Contract; and

Personal Injury coverage with employment contractual exclusions removed and deleted.

The required insurance coverage shall be issued by an insurance company authorized and licensed to do business in the State of New Hampshire, with the following minimum qualifications of Financial Stability B+ to A+ in accordance with the latest edition of A.M. Best's Insurance Guide:

The Successful Bidder shall require each of its sub-contractors of any tier to maintain the insurance required herein (except as respects limits of coverage for employers and public liability insurance which may not be less than One Million Dollars, $1,000,000 for each category), and the Successful Bidder shall provide verification thereof to the TOWN upon request of the TOWN.

All required insurance policies shall preclude any underwriter's rights of recovery or subrogation against the TOWN with the express intention of the parties being that the required insurance coverage protect both parties as the primary coverage for any and all losses covered by the above described insurance.

The Successful Bidder shall ensure that any company issuing insurance to cover the requirements contained in this Contract agrees that they shall have no recourse against the TOWN for payment or assessments in any form on any policy of insurance.

The clauses "other Insurance Provisions" and "Insurers Duties in the Event of an Occurrence, Claim or Suit" as it appears in any policy of insurance in which the TOWN is named as an additional named insured shall not apply to the TOWN. The TOWN shall provide written notice of occurrence within fifteen (15) working days of the TOWN's actual notice of such an event.

The Successful Bidder shall not commence work under the Contract until after he has obtained all of the minimum insurance herein described.

The Successful Bidder agrees to perform the work under the Contract as an independent contractor, and not as a sub-contractor, agent or employee of the TOWN.

Violation of the terms of this paragraph and its sub-parts shall constitute a breach of the Contract and the TOWN, at its sole discretion, may cancel the Contract and all rights, title and interest of the Successful Bidder shall thereupon cease and terminate.

20. AWARD OF CONTRACT

If the Contract is to be awarded, it will be awarded to the most responsible and responsive Bidder for the Bid whose evaluation by the TOWN indicates to the TOWN that the award will be in the best interests of the TOWN, and not necessarily to the lowest Bidder.

Criteria utilized by the TOWN for determining the most responsible and responsive Bidder includes, but is not limited to the following:

Ability of Bidder to meet published specifications.

Bidder's experience and references, including but not limited to, the reputation, integrity, character, efficiency, experience, skill, ability and business judgment of the Bidder, the quality of performance of Bidder under previous contracts, any sub-contractors and other persons providing labor or materials to the Bidder.

Bidder's qualifications and capabilities, including but not limited to, the size, financial history, strength and stability of the business to perform the work of the Contract, the possession of necessary facilities and equipment and the quality, availability and adaptability thereof to the particular use(s) required.

Whether the Bidder can perform the Contract promptly or within the time specified, without delay or interference.

Previous and existing compliance by the Bidder with laws, ordinances and regulations relating to the goods or services.

Price.

If applicable, the Bidder to whom award is made shall execute a written Contract within Ten (10) calendar days after the Contract Award. If the Bidder to whom the first award is made fails to enter into a Contract as herein provided, the award may be annulled and the Contract let to the next lowest Bidder who is responsible and responsive in the opinion of the TOWN. Such Bidder shall fulfill every stipulation embraced herein as if he were the original party to whom the award was made.

21. TIME FOR BEGINNING & COMPLETING OF THE WORK

The Successful Bidder shall commence work within ten (10) days after the date specified in the Notice to Proceed, given to it by the Town Manager or designated town employee, to commence work and it shall complete the work within the time specified.

22. COST ADJUSTMENTS (Open End Contracts)

The cost(s) shall remain firm for the initial one (1) year contract term. Costs for any extension term shall be subject to adjustment only if increases occur in the industry. Such increases shall not exceed 5% or, whichever is greater, the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Department of Labor. The yearly increase or decrease, in the CPI shall be the latest index published and available ninety (90) days prior to the end of the contract year then in effect compared to the index for the comparable month one year prior. Any requested cost increase shall be fully documented and submitted to the TOWN at lease ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective upon the anniversary date of the Contract. In the event the CPI or the industry costs decline, the TOWN shall receive, from the Successful Bidder a reduction in costs, in accordance with the terms and conditions for adjustments detailed above. Only one cost adjustment will be allowed per contract time period.

23. ENTIRE AGREEMENT

This Contract contains the entire understanding of the parties and supersedes all previous verbal and written agreements; there are no other agreements, representations or warranties not set forth herein. In the event any portion of this Contract shall be declared by any court of competent jurisdiction to be invalid or unenforceable, then the parties agree that such invalid or unenforceable portion shall be severable and the Contract shall be treated as though that portion had never been part of this Contract.

24. LIQUIDATED DAMAGES.

The TOWN and Successful Bidder recognize that time is of the essence of this Contract and that the TOWN will suffer loss if the project is not completed within the time specified, plus any extensions thereof allowed.

They also recognize the delays, expense and difficulties involved in proving in a legal proceeding the actual loss suffered by the TOWN if the project is not completed on time. The TOWN and Successful Bidder recognize, agree, and acknowledge that it would be impractical and extremely difficult to ascertain and fix the actual damages that the TOWN would suffer in the event Successful Bidder neglects, refuses, or otherwise fails to complete the work within the time specified. Accordingly, instead of requiring any such proof, the TOWN and Successful Bidder agree that as liquidated damages for delay (but not as a penalty) Successful Bidder shall pay the TOWN One Hundred Dollars ($100.00) for each day that expires after the time specified in bid package and contract for substantial completion until the project is substantially complete. If Successful Bidder shall neglect, refuse or fail to complete the remaining project within the time specified or any proper extension thereof granted by the TOWN within the time or any proper extension thereof granted by the TOWN, Successful Bidder shall pay the TOWN One Hundred Dollars ($100.00) for each day that expires after the time specified in bid package and Contract for completion and readiness for final payment.

25. ATTORNEY'S FEES

In the event it becomes necessary for the TOWN to seek legal means to enforce the terms of this agreement, the contractor will be liable for all reasonable litigation fees and costs incurred by the TOWN in the prosecution or defense of such action, or in any post-judgment or collection proceedings. This shall include any bankruptcy proceedings filed by or against the Successful Bidder.

26. EMPLOYEES TO BE COMPETENT

The contractor shall employ only competent people to this work and whenever the Town shall notify the contractor that anyone on the work is incompetent, unfaithful, disorderly or otherwise unsatisfactory, such employee shall be discharged from work on this Contract and shall not again be employed on it, except with the consent of the Town.

27. DELAY OR HINDRANCE

The contractor shall have no damages for delay or hindrance. In the event of delay or hindrance not the fault of the contractor, an extension of time shall be the contractor's sole remedy.

References

The undersigned offers the following information as evidence of his/her qualifications to perform the work as bid upon according to all requirements of the plans and specifications:

1. Have been in business under present

   Name:_____

   for_____years.

2. Ever failed to complete any work awarded? _____
   If so, explain using additional sheet of plain 8 ½" x 11" paper as necessary.

3. List recent contracts, preferably with municipalities, with names of towns/cities/owners on which you served as contractor or provided service or materials of the same nature as we are requesting:

	Type System, Project/Job	**Town/Owner/Location**	**Contact Person**	**Tel. No.**
a)				
b)				
c)				

Upon written request from the Purchasing Agent or the **Superintendent of Highways and Facilities,** the bidder may be required to produce other information to support its qualifications and to make sure it is financially qualified to carry out the contract.

NON – COLLUSION AFFIDAVIT

State of New Hampshire

being first duly sworn, deposes and says that:

1. He/She is _____ of _____ the bidder has submitted the attached bid;

2. He/She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

3. Such bid is genuine and is not collusive or sham bid;

4. Neither the same bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including the affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain form bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, or to fix any overhead profit or cost element of the bid price of any other bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the TOWN OF JAFFREY NEW HAMPSHIRE, or any person interested in the proposed Contract, and

5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED: _____

TITLE: _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 202__

Commission Expires: _____

_____
Notary Public, State of New Hampshire

INDEMNITY AGREEMENT

The undersigned agrees to indemnify and hold harmless the Town of Jaffrey, New Hampshire from any and all claims for property damage and/or personal injury which may arise as a result of the undersigned's performance of the terms of this agreement, including, but not limited to, any attorneys fees and associated legal expenses which may be incurred by the Town in defending itself from any claims which may arise.

_____
Company Name

_____
Date

_____
Authorized Signature

_____
Above Signature Typed or Printed

PROJECT: Meetinghouse Tower Project

(SUBMIT THIS SHEET WITH BID)

Authority of Bid Signatory

The bidder shall indicate which of the following is the source of the bid signatory's authority to sign the bid on behalf of the bidder. The bidder shall follow the instructions noted.

_____ The party bidding is a sole partnership. Below the signature affixed on the Proposal Sheet, a sole proprietorship's owner shall write "sole owner" or "doing business as (name of bidder)".

_____ The party bidding is a partnership and the party signing is one of the partners. Below the signature affixed on the Proposal Sheet, a signatory for a partnership shall write "member of the firm"

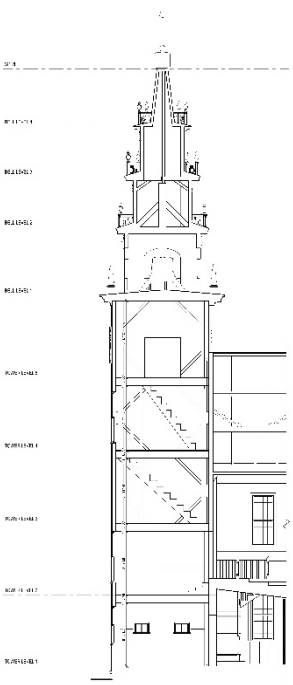
_____ The party bidding is a corporation. The signing party is authorized to sign on behalf of the corporation. A copy of the resolution of the corporation's board of directors which delegates signatory authority to the individual signing is to be attached to this bid form. This resolution can be a general delegation of authority for signing bids or can be a specific authorization for this project. The Secretary of the corporation shall authenticate the resolution as currently being in full force and effect.

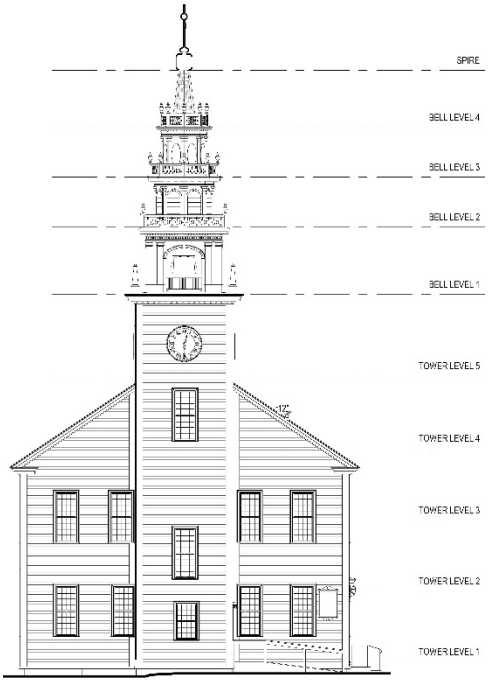
_____ Signatory authority is evidenced by other means noted below:

Name of Bidder: _____

Project Scope of Work

Jaffrey Meetinghouse Tower Rehabilitation





June 25, 2021

MICHAELPETROVICK
ARCHITECTS, PLLC

51 Railroad Street, Suite 140
Keene, New Hampshire 03431
(603) 636-7056

These specifications have been prepared by: Michael Petrovick Architects, PLLC
51 Railroad Street Suite 140
Keene, New Hampshire 03431
(603) 636-7056

Contact: Michael Petrovick, AIA
mpetrovick@mjparchitect.com

Project Overview

This project is to rehabilitate the Meetinghouse tower, specifically elements of the entire tower interior and exterior elements of Bell Level 1 through Bell Level 4, rehabilitation of the clock faces and hands, and repainting of the entire exterior of the tower and west façade of the Meetinghouse.

The interior elements include repairing and/or replacing in-kind wood floor boards, repairs to the existing stairs connecting the interior and exterior levels of the tower, addition of metal pipe rails and guards to the existing stairs, repairing and/or replacing in-kind exterior railings of the tower, inspection and repairs to the copper roof at Bell Level 1, replacing the wood shingle roof of the Bell Level 2, inspection of the upper levels above the Bell Levels, miscellaneous repairs in-kind, and repainting the tower exterior from grade to the top of the spire and the west façade of the Meetinghouse.

Due to its historic significance to the town and region and its listing on the National Register of Historic Places, work to the Jaffrey Meetinghouse roof will require compliance with *Secretary of the Interior's Standards for the Treatment of Historic Buildings* (the Standards) issued by the National Park Service.

These specifications outline the materials and methods required to meet the requirements of the Standards. This project is also partially funded by a grant from New Hampshire Land and Community Heritage and Investment Program (NH LCHIP) which also requires the project to meet the requirements of the Standards. NH LCHIP and the New Hampshire Division of Historic Resources (NH DHR) will review the project prior to construction, during construction and at completion.

Building History

In 1775, the frame of the Meetinghouse was raised, the first important civic event in Jaffrey's history.

The Meetinghouse served both as church and as a site for Town Meetings. In time, other church denominations were accommodated. With the building of the nearby Brick Church and other churches, the Meetinghouse was seldom put to use for other than Town Meetings until after the Civil War when, in 1870, the interior was totally rebuilt to provide town offices and schoolrooms. The tower was added in 1822 and the clock was added in 1906.

The present layout, appearance and use of the Meetinghouse dates from a major remodeling undertaken in 1922 by the Village Improvement Society in cooperation with the Town. The Horsesheds to the north [at the rear], adjoining the Old Burying Ground, were built in 1810 and restored between 1949 and 1954. There were originally twelve stalls, now nine.

Referred to in the Town History as Jaffrey's 'dearest possession', the Meetinghouse certainly has over its long life stood as the town's most important building, historically, architecturally and symbolically.

Project Schedule

June 18, 2021	Invitation for Bid
July 8, 2021	Mandatory walk-thru
August 13, 2021	Last Day for Questions
August 16, 2021	Responses to Questions
August 20, 2021	Construction Bids due at 2 pm (local time) at Town Offices
August 23, 2021	Announce Selected Bidder
TBD	Project Commence (No work to be performed 7/1/2022-9/16/2022)
November 30, 2022	Substantial Completion
December 31, 2022	Final Completion

Professional Standards

This project is considered a rehabilitation project as outlined by *The Secretary of the Interior's Standards for the Treatment of Historic Buildings* and *The Secretary of the Interior's Standards for the Preservations of Historic Buildings* (https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf). Throughout the course of work, care must be taken to prevent the loss of historic fabric. If further work is required, the condition must be analyzed and evaluated to determine the proper approach to preserve the resource. When work is performed, all efforts are made to retain historic fabric and, if repairs or replacement are necessary, all work shall be completed using in-kind materials and the work completed according to the *Standards.*

Additionally, the following *Preservation Briefs* published by the National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs.htm) provide information on acceptable methodology for preserving, rehabilitating, and restoring historic buildings. Specifically, the following *Briefs* have been referenced for this project.

Brief #	Title
4	Roofing for Historic Buildings
10	Exterior Paint Problems on Historic Woodwork
16	The Use of Substitute Materials on Historic Buildings
17	Architectural Character – Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character
18	Rehabilitating Interiors in Historic Buildings – Identifying Character-Defining Elements
20	The Preservation of Historic Barns
50	Lightening Protection for Historic Buildings

Secretary's Standards for Rehabilitation

The following Standards for Rehabilitation are the criteria established by the Secretary of the Interior used to determine if a project qualifies as a certified rehabilitation. The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass related landscape feature and the building's site and environment, as well as attached, adjacent, or related new construction. To be certified, a rehabilitation project must be determined by the Secretary to be consistent with the historic character of the structure and, where applicable, the district in which it is located. The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place and use. Changes that create false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right which shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials, shall not be used. The surface clean of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Replacement In-Kind

Certain building elements, such as roofing and siding, are considered "sacrificial" or "wear" layers which may require replacement as part of regular maintenance. Other elements, such as trim (railings) or flashing, may also be decayed through exposure to weather or natural wear.

If it is found that an element requires replacement, it is preferred to replace the material using the same material type or species, dimension, texture, detailing and compatibility, or "replace in-kind". The following shall be followed when replacing materials in-kind:

- Document the existing element, including material and detailing using digital photography and sketching.
- Replace the material in-kind, matching removed material in type or species, style, dimension, texture, and detailing.
- If a material change is warranted, the proposed material must be approved by the Architect prior to proceeding.
- Salvaged materials shall not be used as material replacements as the age, weathering, and other details may represent a conflicting historic profile of the building.
- New material shall be labeled with a date of installation and documented through photographs and a project report.
- The Architect will assist in compiling this documentation and report.

Scope of the Work

The Town of Jaffrey and the Jaffrey Meetinghouse Committee's objective in rehabilitating the Meetinghouse tower is to preserve the tower and, avoid an adverse condition and provide safe passage between the levels of the tower for maintenance and emergency access. A contractor, with extensive experience in working on historic structures will provide materials and labor to provide a completed project per the project specifications.

The selected contractor shall provide the following services:

1. **Demolition/Removal of existing materials**
2. **Temporary dismantling of Existing Lightning Protection (if required)**
3. **Stair repairs and upgrades**
4. **Installation of stair railings or details**

5. **Plaster repair (second level only)**
6. **Interior Floorboard repair or replacement**
7. **Exterior railing repair or replacement**
8. **Re-Roofing (pre-finished metal)**
9. **Re-paint interior (if required) and exterior areas within scope of work**
10. **Temporary Removal and Reinstallation of Lightning Protection (as required for Work Area)**

Applicable Codes

This rehabilitation project has been designed applying the following applicable Codes:

1. *The International Existing Building Code 2015,* Chapter 12 Historic Buildings
2. *NFPA 914: Code for the Protection of Historic Structures*

The purpose of these Codes is to provide guidance for working in historic structures with regards to Code compliance and the specific challenges present in these buildings. These Codes consider the character defining features in historic structures and their place in community history. The application of these Codes is to make the conditions in the Meetinghouse Tower more in compliance. It is not the intent to attempt to bring the structure into full compliance of the Codes.

SPECIFICATIONS

I. GENERAL REQUIREMENTS

A. GENERAL

1. Wherever possible the minimum acceptable quality of workmanship and materials has been defined either by manufacturer's name and catalog number or by references to recognize industry standards.
2. Knowledge of Site: Contractor is encouraged to attend a pre-project meeting on site to carefully examine Project scope and conditions that may affect proper execution of work and determine or verify dimensions and quantities. Meeting date to be coordinated with Owner's Project Manager. Contractor's submission of proposal shall be acknowledgement that s/he is thoroughly familiar with the Project scope and site conditions.
3. All Contractors and Subcontractors related to this Project are subject to this Section for the duration of the Project.

B. RELATED DOCUMENTS

1. Related Documents:
    a. The general provisions of the Signed Contract
    b. Drawings and Specifications produced by the Architect-of-Record.
    c. *Secretary of the Interior Preservation Briefs* as mentioned above.

C. GENERAL SCOPE OF WORK

1. Tower Rehabilitation Project includes, but is not limited to, the following:
    a. Roofing
        i. Removing existing wood shingles and related flashing of roof above Bell Level 1 an install prefinished metal roof panels over roofing underlayment in place of wood roof.
    b. Carpentry
        i. Selectively repair or replace miscellaneous wood components as associated with repairing and/or replacing stair treads and risers, and floorboards.
        ii. Repairs include, but are not limited to, trim, side wall siding, sheathing, fascias, rakes, railings etc.
        iii. Installation of metal pipe stair railings and guards
        iv. Removal of existing materials above should be minimized in order to preserve the building's historic character.
        v. Materials removed shall be salvaged where possible and reinstalled in order to preserve the historic character of the building.
        vi. New materials shall be approved by the Architect prior to installation.
        vii. Paint exterior areas within the Scope of Work Area.

D. GENERAL REQUIREMENTS BEFORE START OF WORK

1. Provide and pay for labor, materials, equipment, tools, machinery, and any other facilities and/or services necessary for proper execution of the work as specified herein, and required by existing conditions and authorities having jurisdiction.
2. Perform all work that disturbs lead-containing paint (LCP), handle all material that involves lead-containing paint, and transport and dispose of all lead-containing paint and residue in compliance with all applicable federal, state and local laws and regulations for identification, removal, labeling, handling, containerization, transportation, and disposal of lead-containing material.
3. Maintain Comprehensive General Liability including contractor's liability, bodily injury, property damage ($1,000,000.00 minimum coverage) and workers' compensation naming the Town of Jaffrey, New Hampshire as an additional insured in conformance with the Town's insurance requirements including herein.
4. Provide proof of workers' compensation for all Sub-contractors engaged in the project.
5. All Contractors and Subcontractors related to this Project are subject to this Section for the duration of the Project.
6. The Contractor is responsible for verifying all quantities and dimensions in the field. The information contained on the drawings and notes is for estimating purposes only.
7. These general requirements will be in effect and enforced until the accepted completion of the project.

E. KNOWLEDGE OF THE SITE AND WORK AREAS

1. Bidders are required to attend an on-site pre-bid meeting on Thursday, July 8, 2021, at 9:30 am prior to bid, and carefully examine Project scope and conditions that may affect proper execution of Work and determine or verify dimensions and quantities.
    a. Meeting date to be outlined in official Bidding Documents (provided).
    b. Contractor's submission of bid shall be acknowledgment that they are thoroughly familiar with Project scope and site conditions.
2. All trades working on the project shall be aware they are working on a Historic Property open to the public. Care and consideration are required for the visiting public and Town of Jaffrey employees during the Project. Full and unobstructed access to entrances of the building and first and second floors of the main building are required for the duration of the Project.
3. All work on the Jaffrey Meetinghouse follows *The Secretary of the Interior's Standards for the Treatment of Historic Properties for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings:*
    a. Retain as much existing fabric as possible, based on careful judgment as to the soundness of any item.
    b. The careful conservation of building fabric will not discriminate between various periods of time, but recognize and preserve an architectural-historic continuum.
    c. Replace all elements in kind, unless otherwise specified, duplicating the type and dimensions of material as well as the methods of installation.

F. GENERAL WORK CONDITIONS

1. Protection of Persons: Take all necessary precautions to protect all persons, whether engaged in work or not, from all hazards of any kind associated with the work of this Project. Work should follow all applicable federal, state and local safety regulations.
2. Access: Interior access for the contractor shall be restricted unless prior arrangements are made with the Owner's Representative.
3. Fire Prevention
    a. Take all necessary precautions to prevent fire and spread of fire.
    b. Provide a properly rated fire extinguisher close by during working hours.
4. Weather
    a. Take all necessary precautions to protect building elements and finishes from damage by precipitation during Work.
    b. Protect all openings at all times
    c. Repair to Owner's satisfaction all building elements and materials damaged by weather resulting from openings that did not sufficiently exclude weather at no additional cost.
5. Accident Protection
    a. Ensure the safety of passersby near work areas. This includes setting up cones and safety tape as a barrier to block off areas as needed.
    b. Prevent accumulation of wastes which create hazardous conditions.
    c. Provide adequate ventilation during use of volatile or noxious substances.
    d. Coordinate with the Town to close roadways around the Meetinghouse.

G. TEMPORARY FACILITIES AND CONSTRUCTION AIDS

1. Temporary Facilities
    a. Contractor is responsible for installation and maintenance of portable toilet facilities, location to be determined with Owner's Project Manager prior to start of the project.
    b. Portable toilet shall be removed within one week following the accepted completion of the work.
2. Water
    a. Access to water will be provided by the Town of Jaffrey.
3. Electricity
    a. Access to electricity shall be determined with the Owner's Project Manager during contract negotiation. 120v and 240v power are available at the project site.
4. Trash Disposal
    a. Contractor is required to coordinate the daily disposal of debris and keep the site safe, clean and presentable to the public.
    b. All debris should be appropriately disposed of according to local, state and federal regulations.
    c. Dumpster location is subject to the approval of the Project Manager.
5. Scaffolding
    a. Contractor to set up OSHA approved scaffolding as required to complete exterior work to the Tower.

   b. Scaffolding will remain in place until the accepted completion of the job or a specific portion of the job and shall be removed within one week of accepted substantial completion of the work.
   c. Any holes made for attaching scaffolding to the Meetinghouse are to be filled and repaired in a method approved by the Owner's Project Manager.
6. Equipment and Material Storage
   a. Location of any proposed storage onsite must be approved by the Project Manager prior to commencement of the Project.
7. Parking areas and site access
   a. Parking areas and access for contractor to be coordinated with Project Manager.
8. Smoking
   a. Tobacco products and smoking are not permitted on the site adjacent to the building.
   b. Contractors shall smoke inside their vehicles in designated parking area only.
9. Pets
   a. Pets are not permitted on the site.
10. Protection for Surrounding Areas of Building:
   a. Contractor is responsible for protecting the areas of the Meetinghouse not included in the scope of this project.
      i. Provide protection for the areas of the building not included in the Work Area.
      ii. Provide protection for existing elements of the building within the work area (existing windows and doors, etc.) during construction.

H. PROJECT MANAGEMENT AND DOCUMENTATION

1. Communication
   a. Owner's Project Manager
      i. The Town ill appoint an Owner's representative for overall management of the project who will attend regular project meetings and regularly report back to the Town.
   b. Project Foreman
      i. There shall be a single contact identified by the Contractor to be in charge of the project.
      ii. That person shall be aware of their responsibilities and will be the primary point of contact with the Owner and/or Project Manager.
   c. Quality Control
      i. There shall be a single point of contact identified by the Contractor to be in charge of the project.
2. Coordination
   a. Each trade shall install its work in timely sequence, and so as to accommodate the work of other trades.
   b. Conflicts between respective materials and/or trades shall be resolved in adequate time so as to prevent delay in the completion of the work.
3. Project Meetings
   a. The Contractor, Owner's Project Manager and Architect shall agree to a regular meeting schedule during the duration of the project.

4. Discovery Notification
    a. Contractor shall notify the Architect and the Project Manager of details uncovered during the Project work not already outlined in the specifications. Details and suggested repair options shall be photo documented and submitted to the Architect and Owner's Project Manager.
5. Change orders
    a. Promptly notify the Project Manager of any issues not identified in the specifications or unexpected issues discovered as part of the project.
    b. Upon agreement with Project Manager that this is a change from the original specifications create a proposal for the new work including the cost. The proposal should reflect how this change order affects the original contract including the additional costs or savings that may result.
    c. Change orders requiring increased cost require additional documentation for the Project Manager's review and associated approvals following receipt of the submittal.
6. Project Documentation and Photography
    a. The Contractor shall photo document the entire Project process for purposes of historic documentation of the Project.
    b. The documentation shall be provided to the Project Manager and the Architect.
    c. Photography to be high-resolution, color or black-and-white, digital and submitted to the Town's Owners Project Manager.
7. Project Submittals
    a. In scheduling, allow three (3) working days for the Architect's review following the receipt of a submittal.
    b. Samples:
        i. Contractor shall furnish for approval all samples of materials called for in the Specifications and any other samples as directed by the Architect.
    c. Substitutions:
        i. Do not substitute materials, equipment or methods unless each substitution has been specifically approved in writing for this work by the Architect.
    d. Availability of Specified Items
        i. Verify that all specified items will be available on a timely basis in order to avoid delays.

I. <u>QUALITY ASSURANCE</u>

1. General
    a. Work is being performed on an historic structure which is located within a National Register Historic District and therefore, the highest quality craftsmanship and care is expected in all aspects of the project.
    b. Contractors shall be fully and solely responsible for quality assurance to assure that work as constructed conforms fully to the intent of all Construction Documents and methods as outlined in *The Secretary of the Interiors Standards for the Treatment of Historic Properties.*

2. Personnel
    a. Contractors performing work on this Project shall be regularly engaged in projects involving historic buildings.
3. Product Storage and Handling
    a. All measures necessary shall be taken to prevent damage to materials before, during and after installation for the duration of the Project.
    b. Products shall be stored according to manufacturer's specifications.
4. Guarantee
    a. All work on this Project shall be guaranteed against defects in materials and/or workmanship for a period of one (1) year commencing on the date the project is accepted for use and the occupancy intended, unless otherwise stated elsewhere in this document.
    b. Any such defects occurring within such period shall be promptly corrected without additional charge to the Owner.

J. CLEANING SITE

1. Perform operations so as to keep work areas and premises clean, and free from accumulation of scrap materials, debris and other surplus materials at the end of each work day.
2. Remove all debris from site and dispose of properly. Recycle debris when possible.
3. No materials or debris will be permitted to drop free, but shall be removed by use of material hoists, rubbish chutes, or other approved method.
4. Not materials or debris will be permitted to be passed through the finished interior of the building.
5. The landscape is to be left in as-found or better condition upon the completion of the project.

K. CLOSEOUT DOCUMENTS

1. Closeout documents include, but are not limited to:
    a. Warranties
    b. Completed final Punch List.
    c. Materials list and sources.
    d. Maintenance data sheets.

II. EXISTING CONDITIONS

A. GENERAL

1. DESCRIPTION OF EXISTING CONDITIONS

a. The scope of work is limited to the exterior and interior of the existing Meetinghouse Tower. The Tower was added to the Meetinghouse in 1822. As previously stated, the Meetinghouse has undergone many significant changes over time. Except for the First and Second Levels and the addition of the clock, the Tower remains close to its original configuration.
   i. The First and Second Levels were reconfigured several times to accommodate various uses in the Meetinghouse.
   ii. The upper levels, except for the clock movement, remain close to their original configuration. It has been determined (see Historic Building Assessment dated June 15, 2020, by Michael Petrovick Architects) the floorboards and stairs connecting the levels require rehabilitation and upgrades to provide safe access to the levels of the Tower.
   iii. There is minimal existing lighting through the upper levels of the Tower.
   iv. The exterior rails of Bell Level 1 have deteriorated and require replacement.
   v. The existing wood shingle roof below Bell Level 2 requires replacement.
   vi. The exterior of the Tower from grade to the Spire require repainting.

III. WOOD AND PLASTICS

A. GENERAL

1. DESCRIPTION OF WORK

b. The extent of carpentry repairs include, but may not be limited to the following work:
   i. CAREFULLY remove and repair/replace clapboards and/or trim on adjacent tower associated with work and required flashing details.
   ii. Care should be taken when removing existing wood shingle roof to avoid damage to existing trim details and clock.

2. PROTECTION

a. Provide protection for all adjacent finish and structural materials, landscape material and features as necessary to prevent damage during the duration of the work of this section.
b. Provide protection to ensure safety of visitors and site staff.

3. QUALITY ASSURANCE

A. General: Contractor shall be skilled and experienced in this type of carpentry repair work, equipped to perform repairs to historic buildings and equipped to execute workmanship in accordance with recognized standards. All work shall be performed in a neat and professional manner.
   i. Employ only trades people experienced in the repair of historic structures.
   ii. Any subcontractors used for the Project are subject to the approval of the Architect.
B. Materials: All materials utilized for this section of work shall be of new origin, free of defects and appropriate for exterior carpentry applications.
   i. All materials will be used according to manufacturer's specifications and standard industry practices.
   ii. Contractor shall ensure that all project materials are protected from adverse weather during construction.

4. PRODUCTS

1. MATERIALS

a. All replacement trim materials, should they be required, shall be quarter sawn spruce (min. 80% heartwood; 100% heartwood to the weather for exterior), matching existing dimensions and design. Existing profiles to be matched precisely.
b. Cladding: Replacement clapboard shall be spruce which match original clapboard in thickness and width.
c. Stair carriages or stringer to be nominal dimension, rough sawn lumber to match existing.
d. Stair treads and floorboards to be full thickness, nominal dimension lumber to match existing.
e. All lumber to be in-kind to match existing materials. No dimensional lumber to be used unless prior approval from the Architect.
f. Fasteners: All fasteners for this section shall be stainless steel.

g. No substitution or alteration of materials as specified will be made without approval of the Architect.

5. EXECUTION

1. EXPOSURE OF THE STRUCTURE

a. Contractor shall remove all finish and any deteriorated materials in order to sufficiently expose the structure to make necessary repairs.
   i. Materials shall be removed in such a way as to limit any damage to adjacent fabric. Materials removed will be labeled so as to facilitate reinstallation in their original location and orientation.
   ii. Materials that are deteriorated or damaged beyond repair will be replaced in kind. .

6. REMOVAL OF EXISTING FABRIC

1. Contractor shall carefully remove wood components, label and set aside. Analysis of condition to be done in consultation with Project Manager and Architect. Final repair details to be determined on site after exposure of existing conditions.
   a. Additional repair work shall be considered a change order. Price, scope of work and schedule to be negotiated between Project Manager, Architect and Contractor.

7. TRIM REPLACEMENT/NEW TRIM

1. Historic elements shall be retained whenever possible. When trim elements require replacement, they shall be replaced in kind.
2. New roof material to be low-profile, pre-finished, metal panels.

8. PRIME AND PAINT

1. After carpentry repairs and connections have been made, Contractor will prep, prime and paint all carpentry elements with two finish coats.
   a. See other Sections for Paint Specification.
2. The Town requests that Wright Painting of Jaffrey, New Hampshire be considered as the painting contractor for this project. Mr. Wright's contact information is: (603) 532-7456

III. PIPE AND TUBE RAILINGS

A. GENERAL
1. Drawings and general provisions of the contract apply to this Section.
2. Review the documents for coordination with additional requirements and information that apply to this section.
3. The following form part of the Specifications to the extent stated. Where differences exist between codes and standards, consult the drawings and with the Architect to confirm approach.

B. DESCRIPTION OF WORK
1. Pipe handrails, guards, and fittings.

C. RELATED PRODUCTS
1. WOOD AND PLASTICS for wood blocking to be installed as required for installation as per the drawings.

D. SUBMITTALS
1. Per General Requirements Section.
2. Shop drawing shall indicate profiles, sizes, connection attachments, anchorage, size and type of fasteners and accessories.

E. FIELD MEASUREMENTS
1. Verify field measurements.

F. FABRICATION
1. Fit and shop assemble components in largest practical sizes, for delivery to site and installation conditions.
2. Fabricate components with joints tightly fitted and secured.
3. Exposed Mechanical Fastenings: Flush countersunk screws or bolts.
4. Supply components required for anchorage of fabrications. Fabricate anchors and related components of sam material and finish as fabrication, except where specifically noted otherwise.
5. Grind exposed joints flush and smooth with adjacent finish surface.
6. Accurately form components to suit stairs and conditions, to each other and to building structure.
7. Pre-finish railings primed and painted flat black.

IV. THERMAL AND MOISTURE PROTECTION PRODUCTS

A. Prefinished Metal Roof Panels

a. GENERAL

1. RELATED DOCUMENTS

a. Related Documents:
   i. The general provisions of the Signed Contract
   ii. Jaffrey Meetinghouse Tower Rehabilitation Drawings and Specifications

2. DESCRIPTION OF WORK

a. The extent of roof work includes, but no necessarily limited to, the following:
   i. Remove all shingles, fasteners, and flashings from existing roof of Bell Level 1 (below Bell Level 2) (wood shingle roof)
   ii. Investigate the condition of the sheathing below the wood shingle roof. Repair any damaged or deteriorated sheathing in-kind. Provide an allowance for sheathing replacement, to be deducted if not required.
   iii. Provide and install roof underlayment over wood sheathing.
   iv. Provide and install new flashings as required.
   v. Provide and install new lo- profile, prefinished, concealed fastener metal roof panels.

3. SUBMITTALS
   a. Provide submittals of material and color options for review prior to procuring materials.

4. PROTECTION

a. Provide protection for entrances, windows, walls and landscape as necessary to prevent damage during entire course of work of this section. Damage to building elements or surrounding landscape shall be repaired by the Contractor upon completion of the project.
b. Provide barriers for the projection of building access.
c. Contractor shall provide for the protection of the building from adverse weather during the course of existing roof removal and replacement. Provide temporary roof coverings to ensure full protection of interior spaces. Coverings shall be rubber membrane or double layer heavy duty tarps. Contractor shall be aware of forecasted weather conditions and act accordingly. Exposed building elements shall be protected on a daily basis regardless of weather conditions.

a. COORDINATION

a. Coordinate work of this section with interfacing and adjacent work for proper sequencing. Coordinate work of this section with that specified in other sections related to this work. Ensure weather resistance and durability of work and protection of materials and finishes.

b. SITE CONDITIONS

a. Contractor is responsible for complying with all local and state codes, standards and regulations.
b. Contractor shall take all necessary precautions to maintain the security of the property during the construction process.
c. The site shall be kept clean of debris. All equipment and work areas shall be cleaned and organized on a daily basis.
d. Contractor shall remove all debris from the site. All debris shall be disposed of properly.
e. Owner will provide water and adequate electricity.
f. The landscape shall be left in as good, or better than, condition upon completion of the project.

c. QUALITY ASSURANCE

a. General: Contractor shall be skilled and experienced in this type of roofing installation and equipped to perform workmanship in accordance with recognized standards.
    i. Employ only tradesman experienced in the fabrication and installation of metal roofi panels and associated materials.
    ii. Any subcontractors used are approved by the Project Manager and the Architect.
b. Materials: Obtain all sheet metals from one source to ensure uniformity of material.
c. Contractor shall take all necessary precautions to maintain security of the property during the project and to protect all existing and project materials. Contractor shall ensure that all project materials are protected from adverse weather conditions and theft during construction. Contractor shall provide for the projection of materials and surfaces exposed for the removal and installation of roofing and associated work.

d. PRODUCT HANDLING

a. Deliver all materials and products in manufacturer's containers with manufacturer's brand and name clearly marked thereon.
b. Store materials of the ground on wood pallets or skids, covered with non-staining, waterproof membrane. Place and stack skids in such a manner to prevent any damage and breakage of material. Products to be installed in a manner which will uphold the manufacturers' warranty and/or follow standard industry practices unless otherwise directed by the Architect.

5. JOB CONDITIONS

a. Pre-work Conference: Prior to the removal and installation of any materials, meet at the project site with the Project Manager and Architect to discuss, but not limited to the following:
    i. Review Project Requirements and Documents.
    ii. Review availability of materials, tradesmen, equipment and facilities needed in order to progress with work and avoid delays.
    iii. Review current and forecasted weather conditions, including the possibility of installation of temporary roof coverings.
    iv. Review procedures needed for the protection of roofs, other building or landscape elements, and building access.

v. Verify quantities and dimensions.

b. Weather Condition Limitations: Proceed with roofing removal, installation and all associated work only when weather conditions will permit unrestricted use of materials and ensure quality control of the work. All installation procedures must comply with the requirements and recommendations of the roofing materials manufacturers. Contractors shall be aware of weather trends and act accordingly to protect the interior of the building.

c. Examination of Substrate: The Contractor must examine the substrate and conditions upon which the roofing work is to performed, and notify the Architect of any unsatisfactory conditions. Do not proceed with work until all unsatisfactory conditions have been corrected in an acceptable manner and approved by the Architect.

d. Removal of Existing Lightning Protection: The Contractor is to remove the existing lightning protection in a manner which will allow it to be reinstalled upon completion of the roof replacement. The lightning protection system shall be reinstalled as per Division 29.

6. MATERIALS

a. SHEATHING

b. Condition: Evaluate roof sheathing in consultation with Architect to determine of any boards require replacement. Obtain Project Manager and Architect approval prior to the replacement of any sheathing. Replacement sheathing to be eastern white pine, sized to match existing. Provide an allowance to be deducted if not required.

c. If sheathing is loose, screw sheathing to frame using 2.5" Torx head ceramic coated screws. Longer screws may be incorporated when conditions necessitate greater penetration.

7. UNDERLAYMENT MATERIALS

a. In general, no underlayment is to be installed in the roof assembly except:
   i. 36" of 30# Felt Roof Underlayment: ASTM D4869, Type IV, ASTM D226, Type II top surface 30# asphalt underlayment for shallow pitch or flat roof application, Atlas Roof Underlayment Gorilla Guard 30 Spec, or comparable No. 30 by Tamko, or equal.

8. FLASHING

a. 20 oz. cold rolled copper or finished metal to match roof material.
   i. Step Flashing: 8"x12" (min.)
   ii. Aprons, pans and curbs custom built per application.

9. ROOF PENETRATIONS

a. Replace any roof penetration boots with new copper boots as necessary.

10. FASTENERS

i. Metal Roof Panels: Concealed fasteners er manufacturer.
ii. Flashings: Copper slating nails, 3/8" head, length according to application.

11. FLASHING INSTALLATION

    a. Sidewalls: Remove existing step flashings at all sidewalls.
        i. Remove necessary wood cladding as needed to facilitate installation of new flashing.
        ii. Step flashing of 20 oz. copper or metal to be stepped along the roof slope and installed with shingle assembly, weaving each step into the shake coursing. Base flashing to be sections not exceeding the length necessary to successively step the flashing beneath the wood shingles. Flashing to turn up side walls minimum of 4 inches and under each single course 4 inches. Step flashing shall not be soldered to allow for expansion and contraction of the copper between to roof and wall assemblies.
    b. Eaves and Rakes: Provide metal drip edge to match roof material.

12. CLEANUP

    a. Site to be raked clean on a daily basis. All debris to be placed in job site container provided by the Contractor. Container shall be removed within one week of project completion.
    b. Site shall be kept clear of debris and construction materials to allow for movement about the site and access to the building entrances.

B. Metal Flashing and Trim

1. RELATED DOCUMENTS

    a. The general provisions of the Signed Contract
    b. Specifications for Wood Repairs (Architectural Woodwork Restoration)
    c. Specifications for Metal Roof
    d. Specifications for Metal Flashing and Trim (Sheet Metal Flashing and Trim)
    e. Specifications for Joint Sealants (Joint Sealants)
    f. Specifications for Exterior Painting (Exterior Paint)
    g. Specifications for Lightning Protection (Lightning Protection for Structures)
    h. Jaffrey Meetinghouse Roof Replacement Drawings

2. SUMMARY

    a. Section includes: Work of this section consists of installing all materials furnished under this Section, including all equipment, labor, services and incidental items required to complete work as shown on Drawings and specified in this Section.
        a. Copper flashing, consists of”
            i. Step flashing
            ii. Base flashing
    b. The extent of the metal flashing is to include, but may not be limited to, the following:
        1. Installation of new copper wall flashings, stepped flashings, and ridge flashing.
    c. The following types of work are specified in this section:
        1. Metal flashing.

d. Work to include removal and legal disposal of existing roofing materials down to wood sheathing.

3. PERFORMANCE REQUIREMENTS

a. General: Install sheet metal flashing and trim to withstand wind loads, structural movement, thermally-induced movement and exposure to weather without failing, rattling, leaking and fastener disengagement.
b. Thermal Movements:
    i. Provide sheet metal flashing and trim that allow for thermal movements resulting from maximum change in ambient and surface temperatures by preventing buckling, openings of joints, hole elongation, overstressing of components, failure to joint sealants, failure of connections, and other detrimental effects.
    ii. Provide clips that resist rotation and avoid shear stress as a result of sheet metal and trim thermal movements.
c. Water Infiltration: Provide sheet metal flashing and trim that does not allow water infiltration into building interior.

4. QUALITY ASSURANCE

a. Qualifications:
    i. Installer: Engage experienced installer specializing in copper work similar to those required for the Project.
b. Sheet Metal and Trim Flashing Standard:
        a) Comply with manufacturer's installation instructions and recommendations, Copper Development Association and with SMACNA Architectural Sheet Metal Manual.
    ii. Conform to dimensions and profiles shown, unless more stringent requirements are indicated.
c. Contractor shall keep building weatherproof and make every attempt to complete the project on schedule.
d. All subcontractors shall be bound by the same requirements as the Contractor.

5. DELIVERY, STORAGE AND HANDLING

a. Deliver, store and handle all products and materials to prevent damage, deterioration or degradation and intrusion of foreign materials.
b. Protect sheet metal flashing and trim materials and fabrications during transportation and handling.
c. Unload, store and install sheet metal flashing materials and fabrications in manner to prevent bending, warping, twisting and surface damage.
d. Stack materials on platforms or pallets, covered with suitable weather tight and ventilated covering. Do not store in contact with other materials which might cause staining, denting or other surface damage.

6. PROJECT CONDITIONS

a. General: Perform work only when temperature of products being used and of surrounding components comply with product manufacturer's requirements.
b. Coordinate work of this section with adjoining work for proper sequencing.

7. WARRANTY

a. Submit warranty covering installation and materials of this Section for 5 years form Substantial Completion to repair or replace all defects in copper flashing which may develop.
b. Defects shall include:
    i. Failure to meet performance requirements
    ii. Loose parts
    iii. Leaking
    iv. Wrinkling
    v. Buckling
    vi. Nonuniformity of color or finish
    vii. Galvanic reacting between roof and dissimilar materials.
c. This warranty shall not deprive the Owner of other rights Owner may have under provisions of Contract Documents.

A. PRODUCTS

1. MATERIALS

a. Copper:
b. Step Flashing provide copper sheet or strip complying with ASTM B370-09 Standard Specification for Copper Sheet and Strip for Building Construction. Weight: 16 oz per sq. ft. unless otherwise stated.
c. Ridge Cap: provide and install copper ridge flashing cap complying with ASTM B370-09 Standard Specification for Copper Sheet and Strip for Building Construction. Weight: 16 oz per sq. ft. unless otherwise stated.

2. Fasteners and Accessories: Furnish anchors and fasteners, washers, straps, and accessories required for a complete and finished installation. Fasteners and accessories shall conform with the following requirements:
    a. Nails shall be copper
    b. Straps and miscellaneous fastenings, where required, shall be stainless steel, half hard copper or half hard 70-30 brass of sizes indicated.
3. Sealant: Caulking or sealing compound shall be a silicone synthetic rubber elastomeric sealant, such as Dow Corning 890 Silicone Building Sealant or equal, which cures at normal temperature of a flexible firm rubber, tack free, in gun grade consistency. Sealant shall be specially designed for adhesion to the surfaces to which it will be applied and shall meet or exceed requirements of FS TT-S-230 or FS TT-S-1543, as applicable.

B. EXECUTION

1. General:
    a. Comply with manufacturer's installation instructions and recommendation, Copper Development Association and with SMACNA Architectural Sheet Metal Manual.
    b. Anchor units of work securely in place by methods indicated, providing for thermal expansion of metal units; conceal fasteners where possible, and set units true to line and level as indicated.
    c. Install work with laps, joints and seams that will be permanently watertight and weatherproof.
    d. Install exposed sheet metal work that is without excessive oil canning, bucking, and tool marks and that is true to line and levels with exposed edges folded back to form hems.
    e. Verify shapes and dimensions of surfaces to be covered before fabricating sheet metal.
2. Solder Joints
    a. Solder joints as required.
        a. Do not use torches
        b. Heat surfaces to receive solder and flow solder into joint.
        c. Fill joint completely
        d. Completely remove flux and spatter from exposed surface.

C. Joint Sealants

1. RELATED DOCUMENTS

1. Related Documents:
    i. The general provisions of the Signed Contract
    ii. Specifications for Wood Repairs
    iii. Specifications for Metal Flashing, Trim and Roofing
    iv. Specifications for Joint Sealants
    v. Specifications for Exterior Painting
    vi. Specifications for Lightning Protection
    vii. Jaffrey Meetinghouse Roof Replacement Drawings

2. SUMMARY

a. Section Includes:

    i. Silicone joint sealants.
    ii. Latex joint sealants.

3. QUALITY ASSURANCE

    a. Installer Qualifications: An authorized representative who is trained and approved by manufacturer.

    b. Product Testing: Test joint sealants using a qualified testing agency.

        i. Testing Agency Qualifications: Qualified according to ASTM C 1021 to conduct the testing indicated.

4. FIELD CONDITIONS

    a. Do not proceed with installation of joint sealants under the following conditions:

    b. When ambient and substrate temperature conditions are outside limits permitted by joint-sealant manufacturer or are below 40 degrees F.
    c. When joint substrates are wet.
    d. Where joint widths are less than those allowed by joint-sealant manufacturer for applications as indicated. Where contaminants capable of interfering with adhesion have not yet been removed from joint substrates.

5. WARRANTY

    a. Special Installer's Warranty: Installer agrees to repair or replace joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.

    b. Warranty Period: Two (2) years from date of Substantial Completion.

    c. Special warranties specified in this article exclude deterioration or failure of joint sealants from the following:

        i. Movement of the structure caused by stresses on the sealant exceeding sealant manufacturer's written specifications for sealant elongation and compression.
        ii. Disintegration of joint substrates from causes exceeding design specifications.
        iii. Mechanical damage caused by individuals, tools, or other outside agents.
        iv. Changes in sealant appearance caused by accumulation of dirt or other atmospheric contaminants.

6. PRODUCTS

    a. JOINT SEALANTS, GENERAL

        i. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and

application, as demonstrated by joint-sealant manufacturer, based on testing and field experience.

ii. Clear, white or brown, depending upon location and substrate material.

b. JOINT-SEALANT BACKING

i. Sealant Backing Material, General: Non-staining; compatible with joint substrates, sealants, primers, and other joint fillers; and approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.

c. MISCELLANEOUS MATERIALS

i. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.

ii. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming joint substrates and adjacent nonporous surfaces in any way, and formulated to promote optimum adhesion of sealants to joint substrates.

iii. Masking Tape: Non-staining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

d. PREPARATION

i. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer's written instructions and the following requirements:

ii. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.

iii. Clean porous joint substrate surfaces by brushing, grinding, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining after cleaning operations above by vacuuming or blowing out joints with oil-free compressed air. Porous joint substrates include the following:

a. Alaskan Yellow Cedar.
b. Spruce Pine Sheathing/Trim
c. Spruce Pine Clapboards/Trim
d. Metal Roofing

iv. Clean nonporous joint substrate surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants. Nonporous joint substrates include the following:
    a. Copper Flashing.

v. Joint Priming: Prime joint substrates where recommended by joint-sealant manufacturer or as indicated by preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.

vi. Masking Tape: Use masking tape where required to prevent contact of sealant or primer with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

e. <u>INSTALLATION OF JOINT SEALANTS</u>

i. General: Comply with joint-sealant manufacturer's written installation instructions for products and applications indicated, unless more stringent requirements apply.

ii. Sealant Installation Standard: Comply with recommendations in ASTM C 1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.

iii. Install sealant backings of kind indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.

iv. Do not leave gaps between ends of sealant backings.
    a) Do not stretch, twist, puncture, or tear sealant backings.
    b) Remove absorbent sealant backings that have become wet before sealant application and replace them with dry materials.

v. Install sealants using proven techniques that comply with the following and at the same time backings are installed:

vi. Place sealants so they directly contact and fully wet joint substrates.

vii. Completely fill recesses in each joint configuration.

viii. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.

ix. Tooling of Non-sag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified in subparagraphs below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.

x. Remove excess sealant from surfaces adjacent to joints.

f. CLEANING

i. Clean off excess sealant or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.

g. PROTECTION

i. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out, remove, and repair damaged or deteriorated joint sealants immediately so installations with repaired areas are indistinguishable from original work.

a) Joint Locations:
   a. Roof.
   b. Eaves.
   c. Tower sidewall.
   d. Other joints as indicated on Drawings.

   e. Joint Sealant: Silicone.
   f. Joint-Sealant Color: Clear, White or Brown.

V. WALLS, CEILINGS AND FLOORS

1. RELATED DOCUMENTS
   a. The general provisions of the Signed Contract
   b. Jaffrey Meetinghouse Tower Rehabilitation Drawings

b. SUMMARY

a. Section includes:
   i. Painting of new, replaced or repaired wood components as addressed in accordance with necessary wood repairs.
   ii. Paint the exterior of the Tower from grade to the spire and the west façade of the Meetinghouse.
   iii. Prepare surfaces, prime, caulk or seal joints, and paint.

c. SUBSTITUTIONS

1. Approval of Architect Required:
   a. The Architect shall consider proposals for substitutions of materials, equipment, and methods only when such proposals are accompanied by full and complete technical data and all other information.
   b. Do not substitute materials, equipment, or methods unless such substitution has been specifically approved in writing for this work by the Architect.
2. Availability of Specified Items:
   a. Verify that all specified items will be available in time for installation during orderly and timely progress of the work.
   b. In the event specified item or items will not be available on a timely basis, so notify the Architect.

d. SUBMITTALS

1. Submit manufacturer's literature and data on any relevant materials.
2. Submit manufacturer's warranty information.
3. At project completion, a minimum of 1 quart of each type and color of paint/primer from the same production run used will be left, properly labeled and identified, and dated for the Owner's later use.

e. PROTECTION

1. Perform all work that disturbs lead-containing paint, handle all material that involves lead-containing paint, and transport and dispose of all lead-containing paint and residue in compliance with all applicable federal, state and local laws and regulations for identification, removal, labeling, handling, containerization, transportation, and disposal of lead-containing paint.

2. Provide protection for roofs, entrances, windows, walls and landscape as necessary to prevent damage during entire course of work in this Section.
3. Provide protective barriers to ensure the safety of the public using the site.
4. Take all necessary precautions to protect all persons, whether engaged in the work of this section or not, for all hazards of any kind associated with the work of this Section.

f. QUALITY ASSURANCE

1. General: Painting Contractor shall be skilled and experienced in this type of painting and equipped to perform workmanship and accordance with industry standards, manufacturer's specifications, and all applicable building codes.
    a. Employ only tradespeople experienced in painting.
    b. Any subcontractors are subject to the approval of the Owner, Project Manager and Architect.
2. Materials: Obtain all paint from one manufacturer, at the same time, and from the same distributor to ensure homogeneity of manufacture and formula.
    a. All materials will be used according to manufacturer's specifications and standard industry practices.
    b. Contractor shall ensure that all project materials are protected from adverse weather during construction.

g. PRODUCTS

1. MATERIALS

i. Paint Removal:
ii. For wood areas adjacent to repaired/replaced sections:
a) Use carbide hand scrapers for wooden surfaces exhibit loose or peeling paint.
i. Primer:
a) Wood primer shall be Benjamin Moore, Fresh Start Premium Primer, Acrylic, White
ii. Caulk:
a) Should caulk be necessary, it shall be silicone-based and approved by the Architect.
iii. Paint:
a) Paint trim and siding with Benjamin Moore – Aura – Exterior Latex – Cloud White to match existing.

V. EXTERIOR AND INTERIOR PAINTING

A. GENERAL

1. DESCRIPTION OF THE WORK

   a. It is the intent of these specifications that this project shall be executed to the highest standards of workmanship know to the painter's trade, using products and materials for best quality.
   b. This project includes all preparation and full exterior painting of the tower and west façade of the Meetinghouse from grade to the spire.
   c. The work includes preparation, priming and painting of the areas described in the Specifications and Jaffrey Meetinghouse Tower Rehabilitation Drawings.
   d. The work includes removal of loose or poorly adhered paint, preparation of surfaces to be painted, application of spot priming wherever bare wood is exposed after preparation, and application of one full coat of priming paint and two coats of finish paint to clapboards, trim, and moldings, exteriors of window sashes, casings and other trim.

2. QUALLITY ASSURANCE

   Unless paint is hand mixed and tinted, provide primers or other undercoat paint product by same manufacturer, and use thinners only within recommended limits.

3. SUBMITTALS

   a. Paint colors are specified herein. Submittals are not required.

4. DELIVERY AND STORAGE

   a. Deliver all materials to the job site in original, new, and unopened package and containers bearing the manufacturer's name and label.
   b. Protect materials from freezing or excessive heat.

5. JOB CONDITIONS

   a. Do not apply paint materials when the temperature of surfaces to be painted and the surrounding air temperature are below 50 degrees F., unless otherwise permitted by painter manufacturer's printed instructions.
   b. Do not apply materials in snow, rain, fog, or mist, or when relative humidity exceeds 85%. Do not apply materials to damp or wet surfaces or to wood with moisture content above 15% as measure by moisture meter.

B. PRODUCTS

1. ACCEPTABLE PRODUCTS/COLORS FINISHES

   a. Exterior Base: Benjamin Moore Aura, Low Lustre, 967 Cloud White
   b. Exterior Trim (Green): Painting Contractor to provide match recommendation.

c. Interior Trim: Benjamin Moore, Regal Classic, Premium Interior, 100% Acrylic, Semi-gloss, Pastel Base N333 1B – 1x S2 OX 9.000 Super White (PM-1)
d. Interior Walls (Plaster): Benjamin Moore, Regal Classic, Premium Interior, 100% Acrylic, Flat Finish, Pastel Base N215 1B.897, Stonington Gray, HC 170 Aura

2. MATERIALS
   a. Provide the best quality of the various types of coatings as regularly manufactured by Benjamin Moore.
   b. Undercoat or primer to be Benjamin Moore.

C. EXECUTION
1. INSPECTION
   a. Examine areas and conditions under which painting materials are to be applied.
   b. Starting of painting work by the contractor shall be considered as the contractor's acceptance of the surfaces and conditions within any particular area of the job.
2. SURFACE PREPARATION
   a. Perform preparation and cleaning procedures in strict accordance with the paint manufacturer's instructions and with these specifications.
   b. Carefully scrape and sand all surfaces prior to painting. Employ metal scrapers, belt sanders, and sanding and hand wire brushes or "heat guns" and steel putty knives to remove loose paint and to feather the edges of surrounding paint areas. **Do not use open flames, or power tools other than belt sanders. Do not use disk sanders or power wire brushes. Do not use pressure washing equipment or allow water to touch wooden surfaces that are to be painted.**
   c. Prior to applying paint, clean surfaces that are to be painted. Remove oil and grease prior to mechanical cleaning. Schedule cleaning and painting so that contaminants or debris from the cleaning process will not fall into wet newly-painted surfaces.
   d. Where knots are exposed during surface preparation, apply a thin coat of white shellac or other recommended knot sealer before applying the priming coat.
   e. Lightly set and putty all new nails and all older nails that have lifted above the surface of the wood.
   f. Caulk or seal with sealants as per this specification.
   g. Remove all hardware, hardware accessories, plates, lighting fixture, and similar items in place and not to be finish painted, or fully protect such item during preparation and painting reinstall such items after painting is completed.
3. APPLICATION
   a. Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or other conditions that are detrimental to the formation of a durable paint film.
   b. Do not paint over any code-required labels, such as Underwriter's Laboratories or Factory Mutual, or over any equipment identification, performance rating, name, or nomenclature plates.
   c. Appy paint in accordance with the manufacturer's instructions. Apply exterior paint only by brush, using a brush appropriate for the project and the paint. Do not apply

exterior paint by roller, sprayer, or other non-traditional method. Apply interior trim paint to interior trim only by brush. Do not apply interior trim paint by roller, sprayer, or other non-traditional method. Apply interior wall paint by roller.

d. Apply paint so as to cover all surfaces completely with an opaque, smooth surface of uniform finish, color, appearance, and coverage. Cloudiness, spotting, gaps, laps, brush marks, runs, sags, ropiness or other surface imperfections are not acceptable. Remove, refinish, or repaint work that is not in compliance with these specifications.

e. **Prime Coat.** Priming paint shall be Benjamin Moore from fresh stock. Carefully spot prime areas of bare wood or fresh plaster, followed by, when dry, a full coat of primer over all surfaces to be painted.

f. **Finish Coat.** Finish coats shall be Benjamin Moore, colors as specified, from fresh stock. The formulation of finish coats shall be fully compatible with that of the priming coat. The first coat shall be applied only when the priming coat has dried in accordance with the manufacturer's recommendations. The second finish coat shall be applied only when the first finish coat has dried in accordance with the manufacturer's recommendations.

4. CLEAN-UP AND PROTECTION

a. During the progress of work, remove from the project work area daily all discarded paint materials, rubbish, empty cans, and used rags. **DO NOT LEAVE USED RAGS INSIDE OR NEAR BUILDING**.

b. Upon completion of painting work, clean window glass and other paint-spattered surfaces. Remove spattered paint by proper methods of washing and scraping, using care not to scratch or otherwise damage finished surfaces.

c. **Protection:** Protect all areas around the exterior of the building, and all door steps and ramps, porches, and other projecting features by carefully covering them with drop cloths. Protect the work of other trades, whether to be painted or not, against damage by the painting work. Correct any damage by cleaning, repairing or replacing, and repainting, as acceptable to the Owner.

d. Provide "Wet Paint" signs as required to identify newly painted surfaces.

e. At the conclusion of the project, carefully remove and fold all drop cloths, emptying all paint chips and debris into tight containers for safe and proper disposal off-site. Follow all federal and state guidelines for lead paint, as necessary. Leave the building and site clean and free of any residue from the painting work.

f. For future touch-up, provide the Owner with tightly-sealed containers of each of the paints used on the project, properly labeling each container with the type of paint and the areas of its use, and applying the sample of the contents to each cover or label.

VI. ELECTRICAL

A. GENERAL

1. DESCRIPTION OF THE WORK

a. The extent of electrical work to include, but not limited to the following work:

i. Installation of commercial grade 7" slim surface (box mounted) LED fixtures

ii. Installation of electrical conduit for installation of lighting in Tower stairs and floors to provide adequate lighting allow (3) fixtures per level. Complete on-site walk through with Architect to determine locations.

iii. Provide switch with indicator light on second level adjacent to door at Tower stairs to third level.

iv. All for (2) 110V receptacles at clock level, independently circuited.

v. Provide labor and materials as required for existing smoke detector system devices which may be located in the area of work required to be relocated to allow for new work.

VII. LIGHTENING PROTECTION

A. GENERAL

1. DESCRIPTION OF THE WORK

a. The extent of work to the existing lightening protection system is to coordinate removal of the elements of the system which may hinder the work outlined in the Jaffrey Meetinghouse Tower Rehabilitation Scope of Work.

b. The Contractor is responsible for obtaining the vendor employed by the Town to service the system to coordinate temporary removal of elements of the system as required, and reinstallation following completion of the work.