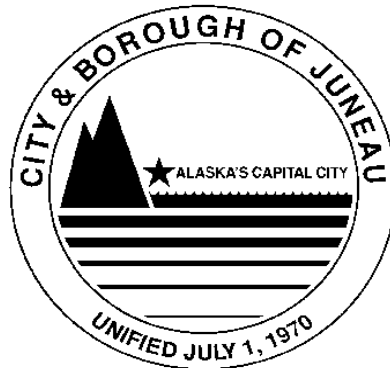


RAINFOREST RECOVERY FLOORING INSTALLATION

Bid No. E11-121



ENGINEERING DEPARTMENT

TABLE OF CONTENTS

Notice Inviting Bids	Page 3
Scope of Work	Page 5
Instructions to Bidders	Page 7
Terms and Conditions	Page 15
Spec & Drawing Index	Page 19
Bid and Signature Page	Page 20
Subcontractor Report	Page 21
Project & Site Safety	Last Section in Document

NOTICE INVITING BIDS

PRE-BID WALKTHROUGH. Prospective Bidders are encouraged to attend a Pre-Bid conference of the proposed WORK, which will be conducted by the OWNER and ARCHITECT, at 10:00 a.m. on November 4, 2010 at the Rainforest Recovery Center, 3250 Hospital Drive.

DESCRIPTION OF WORK. The Contractor shall provide all labor, equipment, materials and perform all Work for the removal and installation of flooring and related accessories as required for a complete installation within the Rainforest Recovery Center (RRC) at Bartlett Regional Hospital (BRH).

COMPLETION OF WORK. The Contractor may not begin work before November 29, 2010 and shall have until March 1, 2011 to complete all Work as described.

DEADLINE FOR BIDS: Sealed bids must be received by the Purchasing Division **prior to 2:00 p.m., Alaska Time November 18, 2010** or such later time as may be announced by addendum at any time prior to the deadline. Bids will be time and date stamped by the Purchasing Division, which will establish the official time of receipt of bids. Bids will be opened immediately thereafter in Room 224 in the Municipal Building, 155 S. Seward Street, unless otherwise specified.

Bid documents delivered in person or by courier service must be delivered to:

PHYSICAL LOCATION:

City and Borough of Juneau, Purchasing Division
105 Municipal Way, Room 300
Juneau, AK 99801

Bid documents delivered by the U.S. Postal Service must be mailed to:

MAILING ADDRESS:

City and Borough of Juneau, Purchasing Division
155 South Seward Street
Juneau, AK 99801

Please affix the label below to outer envelope in the lower left hand corner.

IMPORTANT NOTICE TO BIDDER		
To submit your Bid:		
1. Print your company name and address on the upper left corner of your envelope.		
2. Complete this label and place it on the lower left corner of your envelope.		
S E A L E D	BID NUMBER: E11-121	B I D
	SUBJECT: Rainforest Recovery Flooring Installation	
	DEADLINE DATE: _____	
	PRIOR TO 2:00PM ALASKA TIME	

Mailing/delivery times to Alaska may take longer than other areas of the U.S. Late bids will

not be accepted and will be returned.

SITE OF WORK. The Project is located at Rainforest Recovery Center, 3250 Hospital Drive.

BIDDING, CONTRACT, or TECHNICAL QUESTIONS. All communications relative to this WORK, prior to opening Bids, shall be directed to the following:

Jennifer Mannix, Contract Administrator
CBJ Engineering Department, 3rd Floor, Marine View Center
jennifer_mannix@ci.juneau.ak.us
Telephone: (907) 586-0873
Fax: (907) 586-4530

CONTRACTOR'S LICENSE. All contractors are required to have a current Alaska Contractor's License, prior to submitting a Bid, and a current Alaska Business License prior to award.

BID TO REMAIN OPEN. The Bidder shall guarantee the Bid for a period of 90 Days from the date of Bid opening. Any component of the Bid may be awarded anytime during the 90 Days.

OWNER'S RIGHTS RESERVED. The OWNER reserves the right to reject any or all Bids, to waive any informality in a Bid, and to make award to the lowest responsive, responsible Bidder as it may best serve the interests of the OWNER.

OWNER: City and Borough of Juneau



By: _____
Jennifer Mannix, Contract Administrator

October 28, 2010
Date

SCOPE OF WORK

The Contractor shall provide all labor, equipment, materials and perform all Work for the installation of flooring and related accessories as required for a complete installation within the Rainforest Recovery Center (RRC) at Bartlett Regional Hospital (BRH), in accordance with this RFQ document.

This work shall include the removal and replacement of flooring in approximately 50 rooms and hallways in the RRC. Existing flooring consists of carpet, sheet vinyl and vinyl composition tile. New flooring shall be installed per the attached drawing. There is no onsite storage space available to the Contractor, and Contractor shall remove and dispose of all waste materials generated by the project on a daily basis.

Cabinets shall remain in place during installation. Coordinate restroom flooring installation with BRH Maintenance Staff so that toilets can be removed prior to new flooring installation.

Floor Plan

A copy of the floor plan, showing proposed flooring materials for all of the different rooms within the building, **is available from the Engineering Department**. An electronic copy of this drawing is not available.

Work Schedule

Contractor may not start work before November 29, 2010 and must complete installation by March 1, 2011. Work may occur seven days a week from 8:00 a.m. to 8:00 p.m. Contractor shall coordinate their work plan with BRH staff, working room by room and never having more than one patient room and one other room out of service at a time.

Special Work Conditions

Noise should be kept to a minimum. No job radios will be allowed.

Prior to commencement of installation work, a Hospital Orientation will be required for all personnel who will work on the project. Contractors will be required to wear BRH provided identification while on the job site. An ICRA permit will be required to be coordinated with BRH, per the attached section.

Materials

The following materials shall be installed as indicated on the drawing included with this RFQ. Use scale on drawing to determine quantities.

Flooring

- F1 Armstrong LVT, Natural Creations ArborArt, Cherry Maple, Item Number TP013, or owner approved equivalent
- F2 Armstrong Connection Corlon, Devon Beige, Item Number 88705, or owner approved equivalent
- F3 C&A Applause II, Style 02803, Color 28502 Mosaic, or owner approved equivalent.

Wall Base Materials

- B1 Roppe Pinnacle Rubber Wall Base, 4", Item Number P189, or owner approved equivalent.
- B2 Roppe Pinnacle Rubber Wall Base, 4", Item Number P140, or owner approved equivalent.

Provide thresholds, finish floor breaks, and other transitions as required for a complete installation. Comply with the requirements of the ADA Accessibility Guidelines (7-1-94 Edition).

INSTRUCTIONS TO BIDDERS

1.0 INTERPRETATIONS AND ADDENDA.

- A. INTERPRETATIONS. All questions about the meaning or intent of the Contract Documents are to be directed to the Engineering Contracts Administrator. Interpretations or clarifications considered necessary by the Engineering Contracts Administrator in response to such questions will be issued by Addendum, mailed, faxed, or delivered to all parties recorded by the Engineering Contracts Administrator, or CBJ, as having received the Contract Documents. Questions received less than seven Days prior to the Deadline for Bids may not be answered. Only questions answered by formal written Addendum will be binding. Oral and other interpretations or clarifications will be without legal effect.
- B. ADDENDA. Addenda may be issued to modify the Contract Documents as deemed advisable by the CBJ. Addenda may be faxed or, if addendum format warrants, addenda may be posted to the CBJ Engineering Department website. In any event, notification of addendum issuance will be faxed to planholders. Hard copies are available upon request. The CBJ will make all reasonable attempts to ensure that all planholders receive notification of Addenda, however, it is strongly recommended by the CBJ that bidders independently confirm the contents, number, and dates of each Addendum prior to submitting a Bid.

2.0 FAIR COMPETITION. More than one Bid from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. If the CBJ believes that any Bidder is interested in more than one Bid for the WORK contemplated, all Bids in which such Bidder is interested will be rejected. If the CBJ believes that collusion exists among the Bidders, all Bids will be rejected.

3.0 RESPONSIBLE BIDDER. Only responsive Bids from responsible Bidders will be considered. A Bid submitted by a Bidder determined to be not responsible may be rejected. A responsible Bidder is one who is considered to be capable of performing the WORK.

- 1. financial resources
- 2. ability to meet delivery standards
- 3. past performance record
 - a. References from others on contractor's performance
 - b. Record of performance on prior CBJ contracts
- 4. record of integrity
- 5. obligations to CBJ
 - a. Bidders must be registered as required by law and in good standing for all amounts owed to the CBJ within ten calendar days of CBJ's Notice of Intent to Award.
 - b. City and Borough of Juneau (CBJ) Finance Department, Treasury Division administers the registration and assessment of sales, business personal property and business real property taxes.

- A. Special standards for responsibility, if applicable, will be specified. These special standards establish minimum standards or experience required for a responsible Bidder on a specific contract.
- B. Before a Bid is considered for award, a Bidder may be requested to submit information documenting its ability and competency to perform the WORK, according to general standards of responsibility and any special standards which may apply. It is Bidder's responsibility to submit sufficient, relevant, and adequate information. CBJ will make its determination of responsibility and has no obligation to request clarification or supplementary information.

4.0 NON-RESPONSIVE BIDS. Only responsive Bids will be considered. Bids may be considered non-responsive and may be rejected. Some of the reasons a Bid may be rejected for being non-responsive are:

- A. If a Bid is received by the CBJ Purchasing Division after the Deadline for Bids.
- B. If the Bid is on a form other than that furnished by the CBJ, or legible copies thereof; or if the form is altered or any part thereof is detached; or if the Bid is improperly signed.
- C. If there are unauthorized additions, conditional or alternate Bids, or irregularities of any kind which may tend to make the bid incomplete, indefinite, ambiguous as to its meaning, or in conflict with the CBJ's Bid document.
- D. If the Bidder adds any unauthorized conditions, limitations, or provisions reserving the right to accept or reject any award, or to enter into a contract pursuant to an award. This does not exclude a Bid limiting the maximum gross amount of awards acceptable to any one Bidder at any one Bid opening, provided that any selection of awards will be made by the CBJ.
- E. If the Bid does not contain a Unit Price for each pay item listed, except in the case of authorized alternate pay items.
- F. If the Bidder has not acknowledged receipt of each Addendum.
- G. If the Bidder fails to furnish an acceptable Bid guaranty with the Bid.
- H. If any of the Unit Prices Bid are excessively unbalanced (either above or below the amount of a reasonable Bid) to the potential detriment of the CBJ.
- I. If a Bid modification does not conform to Article 15.0 of this Section.

5.0 BIDDER'S EXAMINATION OF CONTRACT DOCUMENTS AND SITE. It is the responsibility of each Bidder before submitting a Bid:

- A. To examine thoroughly the Contract Documents, and other related data identified in the Bidding documents (including "technical data" referred to below):
 - 1. To visit the site to become familiar with and to satisfy the Bidder as to the general and local conditions that may affect cost, progress, or performance, of the WORK,

2. To consider federal, state and local laws and regulations that may affect cost, progress, or performance of the WORK,
3. To study and carefully correlate the Bidder's observations with the Contract Documents, and other related data; and
4. To notify CBJ of all conflicts, errors, or discrepancies in or between the Contract Documents and such other related data.

6.0 BID FORM

- A. The Bid shall be made on the Bid Schedule(s) bound herein, or on legible and complete copies thereof.
- B. All blanks on the Bid Schedule shall be completed in ink or typed.
- C. Bids by corporations must be executed in the corporate name by the president, a vice-president (or other corporate officer). The corporate address and state of incorporation must appear below the signature.
- D. Bids by partnerships must be executed in the partnership name and be signed by a managing partner, and the official address of the partnership must appear below the signature.
- E. The Bidder's Bid must be signed. All names must be printed or typed below the signature.
- F. The Bid shall contain an acknowledgment of receipt of all Addenda, the numbers of which shall be filled in on the Bid form. Failure to acknowledge Addenda may render Bid non-responsive and may cause its rejection.
- G. The address to which communications regarding the Bid are to be directed must be shown.

7.0 SUBSTITUTE OR "OR-EQUAL" ITEMS.

Whenever materials or equipment are specified or described in the Contract Documents by using the name of a proprietary item or the name of a particular Supplier, the naming of the item is intended to establish the type, function, and quality required. If the name is followed by the words "or-equal" indicating that a substitution is permitted, materials or equipment of other Suppliers may be accepted by the BRH Project Manager if sufficient information is submitted by the CONTRACTOR to allow the BRH Project Manager to determine that the material or equipment proposed is equivalent or equal to that named, subject to the following requirements:

1. The burden of proof as to the type, function, and quality of any such substitute material or equipment shall be upon the CONTRACTOR.
2. The BRH Project Manager will be the sole judge as to the type, function, and quality of any such substitute material or equipment and the BRH Project Manager's decision shall be final.
3. The BRH Project Manager may require the CONTRACTOR, to furnish at the CONTRACTOR's expense, additional data about the proposed substitute.
4. The BRH Project Manager may require the CONTRACTOR to furnish at the CONTRACTOR's expense a special performance guarantee or other surety with

respect to any substitute.

5. Acceptance by the BRH Project Manager of a substitute item proposed by the CONTRACTOR shall not relieve the CONTRACTOR of the responsibility for full compliance with the Bid Documents and for adequacy of the substitute item.
6. The CONTRACTOR shall be responsible for resultant changes and all additional costs which the accepted substitution requires in the CONTRACTOR's WORK, the WORK of its Subcontractors and of other contractors, and shall effect such changes without cost to the OWNER. This shall include the cost for redesign and claims of other contractor(s) affected by the resulting change.

The procedure for the submittal of substitute or "or-equal" products is specified below:

The CONTRACTOR's application using the "Substitution Request Form" (located at the end of this section) shall contain the following statements and/or information which shall be considered by the BRH Project Manager in evaluating the proposed substitution when one or more of the following conditions are satisfied, as determined by the ARCHITECT; otherwise, requests will be returned without action except to record non-compliance with these requirements.

1. Extensive revisions to the Scope of Work is not required.
2. Proposed changes are in keeping with the general intent of the Scope of Work.
3. The request is timely, fully documented, and properly submitted.
4. The request is directly related to an "or equal" clause or similar language in the Bid.
5. The specified product or method of construction cannot be provided within the contract time. The request will not be considered if the product or method cannot be provided as a result of the CONTRACTOR's failure to pursue the WORK promptly, or to coordinate activities properly.
6. The specified product or method of construction cannot receive necessary approval by a governing authority, and the requested substitution can be approved.
7. A substantial advantage is offered to the OWNER, in terms of cost, time, energy conservation, or other considerations of merit, after deducting off-setting responsibilities the OWNER may be required to bear.
8. The specified product or method of construction cannot be provided in a manner that is compatible with other materials, and where the CONTRACTOR certifies that the substitution will overcome the incompatibility.
9. The specified product or method of construction cannot be coordinated with other materials, and where the CONTRACTOR certifies that the proposed substitution can be coordinated.
11. The evaluation and acceptance of the proposed substitute will not prejudice the CONTRACTOR's achievement of substantial completion on time.
12. Available maintenance, repair, and replacement service and its estimated cost will be indicated.
13. Whether or not incorporation or use of the substitute in connection with the WORK is subject to payment of any license fee or royalty.
14. Itemized estimate of all costs that will result directly or indirectly from acceptance of such substitute, including cost of redesign and claims of other contractors affected by the resulting change.

8.0 SUBMISSION OF BIDS. The Bid shall be delivered by the time and to the place stipulated in the Notice Inviting Bids. It is the Bidder's sole responsibility to see that its Bid is received in proper time. Oral, telegraphic, emailed, or faxed Bids will not be considered. The envelope enclosing the sealed Bids shall be plainly marked in the upper left-hand corner

with the name and address of the Bidder and shall also include the label included in the Notice Inviting Bids.

9.0 BID MODIFICATIONS AND UNAUTHORIZED ALTERNATIVE BIDS

- A. Any bidder may deliver a modification to a bid in person, by mail or fax (907-586-4561), provided that such modification is received by the Purchasing Division no later than the deadline for bids. Modifications will be time and date stamped by the Purchasing Division, which will establish the official time of receipt of the modification. The modification must not reveal the bid price but should be in the form of an addition or subtraction or other modification so that the final prices will not be known until the sealed bid is opened.

The Bid modifications shall be provided on the **Bid Modification Form** located at the end of this Section. Submittal of any other form by the vendor may deem the modification unacceptable by the CBJ. **A mail or fax modification should not reveal the Bid price but should provide the addition or subtraction or other modification so that the final prices will not be known by the City and Borough until the sealed Bid is opened.**

FAX DISCLAIMER: It is the responsibility of the bidder to submit modifications in a timely manner. Bidders' use of a fax machine to modify their bid shall be at bidders' sole risk. The Purchasing Division will attempt to keep the fax machine in good working order but will not be responsible for bid modifications that are late due to mechanical failure, a busy fax machine, or any other cause arising from bidder's use of a fax machine, even if bidder submits a transmission report or provides other confirmation indicating that the bidder transmitted a bid modification prior to the deadline. The City will not be responsible for its failure to receive the modification whether such failure is caused by equipment or human error, or otherwise. Bidders are therefore strongly encouraged to confirm receipt of their bid modification with the Purchasing Division (907-586-5258) prior to deadline.

- B. Conditioned bids, limitations, or provisos attached to the Bid or bid modification will render it unauthorized and cause its rejection as being non-responsive. The completed Bid forms shall be without interlineations, alterations, or erasures in the printed text. All changes shall be initialed by the person signing the Bid. Alternative Bids will not be considered unless called for.

10.0 WITHDRAWAL OF BID. Prior to the Deadline for Bids, the Bid may be withdrawn by the Bidder by means of a written request, signed by the Bidder or its properly authorized representative. Such written request must be delivered to the place stipulated in the Notice Inviting Bids for receipt of Bids.

11.0 AWARD OF CONTRACT.

- A. Award of a contract, if it is awarded, will be on the basis of materials and equipment described in the Bid Documents and will be made to the lowest responsive, responsible Bidder whose Bid complies with all the requirements prescribed. Unless otherwise specified, any such award will be made within the period stated in the Notice Inviting Bids that the Bids are to remain open. Unless otherwise indicated, a single award will be made for all the Bid items in an individual Bid Schedule.

12.0 LIQUIDATED DAMAGES. Provisions for liquidated damages if any, are set forth in Section 00500 - Agreement.

13.0 FILING A PROTEST.

- A. A Bidder may protest the proposed award of a competitive sealed Bid by the City and Borough of Juneau. The protest shall be executed in accordance with CBJ Ordinance 53.50.062 PROTESTS and CBJ Ordinance 53.50.080 ADMINISTRATION OF PROTEST. The entire text of the CBJ Purchasing Ordinance can be accessed at the CBJ website, <http://www.juneau.org/law/code/code.php>, or call the CBJ Purchasing Division at (907) 586-5258 for a copy of the ordinance.
- B. Late protests shall not be considered by the CBJ Purchasing Officer.

14.0 JUNEAU BUSINESS SALES AND PERSONAL PROPERTY TAX: Vendors/merchants conducting business within the City are required by law to register with, and periodically report to, the City for sales and property taxes. CONTRACTORS and Subcontractors must be in good standing with the City prior to award, and prior to any contract renewals, and in any event no later than ten Days (calendar) following notification by the City of intent to award. **Good standing** means: all amounts owed to the City are paid in full, including Confession of Judgments; and vendor/merchant is current in reporting (sales tax filings, business personal property declarations). Failure to meet these requirements, if so subject, may be cause for rejection of your bid. To determine if your business is in good standing, or for further information, contact the City Finance Department's Sales Tax Division, at (907) 586-5265, concerning sales tax and/or Treasury Division, at (907) 586-5268, concerning business personal property and real property tax.

15.0 PERMITS AND LICENSES. The CONTRACTOR is responsible for all WORK associated with meeting any local, state, and/or federal permit and licensing requirements.

CITY AND BOROUGH OF JUNEAU
PURCHASING DIVISION
FAX NO. 907-586-4561

BID MODIFICATION FORM

Modification Number: _____

Note: All modifications shall be made to the original bid amount(s). If more than one Modification form is submitted by any one bidder, changes from all Modification forms submitted will be combined and applied to the original bid. Changes to the modified Bid amounts will be calculated by the CBJ.

PAY ITEM NO.	PAY ITEM DESCRIPTION	MODIFICATIONS TO LUMP SUM (<i>indicate +/-</i>)

Total Increase or Decrease: \$ _____

Name of Bidding Firm

Responsible Party Signature

Printed Name (must be an authorized signatory for Bidding Firm)

SUBSTITUTION REQUEST FORM

TO: _____ Project: _____

CBJ BID No. E11-121, Rainforest Recovery Flooring Installation

SPECIFIED ITEM: _____

The undersigned requests consideration of the following:

PROPOSED SUBSTITUTION: _____

Attached data includes product description, Specifications, Drawings, photographs, performance and test data adequate for evaluation of the request. Applicable portions of the data are clearly identified.

The undersigned states that the following paragraphs, unless modified on attachments, are correct:

1. The proposed substitution does not affect dimensions shown on Drawings and will not require a change in any of the Contract Documents.
2. The undersigned will pay for changes to the design, including engineering design, detailing, and construction costs caused by the requested substitution which is estimated to be \$_____.
3. The proposed substitution will have no adverse affect on other contractors, the construction schedule (specifically the date of substantial completion), or specified warranty requirements.
4. Maintenance parts will be locally available for the proposed substitution.
5. The incorporation or use of the substitute in connection with the WORK is not subject to payment of any license fee or royalty.

The undersigned further states that the function, appearance, and quality of the Proposed Substitution are equivalent or superior to the specified item.

Submitted by CONTRACTOR (date): _____

Signature: _____

Print Name: _____

Firm: _____

Title: _____

Telephone: _____

Attachments: _____

CBJ Review (date): _____

By: _____

Decision by CBJ:

____ Accepted

____ Accepted as Noted

____ NotAccepted

____ Received Too Late

Signature: _____

The use of this substitution is not authorized until accepted by CBJ.

TERMS AND CONDITIONS

SITE INSPECTION. Bidders are encouraged to visit the Project site prior to submitting a bid for this Work. Failure to visit the site shall in no way relieve the Contractor of its responsibility to perform the Work in compliance with the terms and specifications of this Contract. Details about a Pre-Bid Walkthrough are included on Page 1 of this solicitation, or to arrange a site visit, call Marc Walker (907)796-8888.

QUALITY OF WORK. The Contractor shall employ workers and craftspeople qualified in the necessary trades. All Work shall conform to the drawings and specifications, industry standards and practices, and the manufacturer's requirements. The Contractor shall be responsible for the supervision and control of all Work; the safety of the workers; and shall ensure that both the quality of Work and character of workers conform to all applicable laws and regulations.

QUALIFICATIONS. By submitting a quote the Contractor warrants that it is qualified to perform the Work described in accordance with all applicable codes, standards, and regulations. The Contractor shall, upon request by the CBJ, provide all documentation showing the Contractor's qualifications and/or registrations necessary for completion of the Project.

CONTRACTOR'S RESPONSIBILITIES. The Contractor shall designate a Construction Superintendent, or designee, who shall serve as the Contractor's point of contact and who shall be in full responsible charge of the Work, ensuring that construction is performed in a safe and professional manner. Unless otherwise approved in writing by the Owner's Project Representative, the Construction Superintendent shall acknowledge and accept, on behalf of the Contractor, all written change orders, directives, and approval or rejection notices.

The Contractor shall have sole responsibility for the means, methods, sequences, or procedures of construction and safety precautions related thereto. The Contractor shall conduct all Work in such a manner as to protect CBJ resources.

The Contractor shall comply with all applicable laws, regulations, codes, and ordinances. In addition, the Contractor shall obtain applicable licenses and permits, unless directed otherwise; provide supervision, labor, tools and new materials, unless directed otherwise.

SUBCONTRACTING. If this project will have subcontractors, the Contractor shall submit a list of Subcontractors who will be working on the project (form attached to the end of this Bid), and shall comply with Alaska Department of Labor Wage and Hour requirements and the Alaska Employment Security Act. The Employment Security Tax Clearance form will be issued with the Notice to Proceed.

CANCELLATION. The CBJ, as Owner, reserves the sole right to cancel this Contract, in whole or in part, immediately, in the event of the Contractor's failure to perform the Work in conformance with these Contract Documents.

CONTRACT ADMINISTRATION AND ACCEPTANCE. The CBJ, through its authorized representative, will perform the Contract Administration and Inspection for this Work. The CBJ reserves the right to determine the acceptability of the finished Project. Should the Contractor fail to meet the required specifications, the Contractor shall immediately complete the Project as specified, at no additional cost to the CBJ.

COMPENSATION. The Contractor shall be paid on a lump sum basis, upon satisfactory completion and acceptance of the Work by the CBJ and notification by the State Department of Labor that the Contractor has complied with its requirements.

LIABILITY AND INSURANCE REQUIREMENTS.

Liability. The Contractor shall hold and save the CBJ, its officers, agents, and employees harmless from liability of any nature. This includes any costs, expenses, suits or damages of any kind sustained by any person(s) or property by any virtue of performance resulting from the Project, unless arising from carelessness or negligence by the CBJ, which will be apportioned on a comparative fault basis.

Insurance Requirements. The Contractor shall provide evidence of insurance with a carrier or carriers satisfactory to the CBJ, covering injury to persons and/or property suffered by the CBJ or a third party, as a result of operations under this contract by the Contractor or by any Subcontractor. This coverage will also provide protection against injuries to all employees of the Contractor and the employees of any Subcontractor engaged in Work under this contract. The delivery to the CBJ of a written 30-day notice is required before cancellation of any coverage of reduction in any limits of liability. Insurance carriers providing coverage shall have an A.M. Best rating of at least A-VII. The Contractor shall maintain in force at all time, during the performance of Work under this contract, the following policies of insurance. **“The CBJ shall be named as additional insured for any and all work performed for the CBJ.”** (Additional insured requirements not required for Worker’s Compensation coverage.) Proof of this insurance is required before the final bid award.

1. **Workers’ Compensation Insurance.** The Contractor, if subject to the provisions of the Alaska Workers’ Compensation Act (AS 23.30), will provide the CBJ and the State of Alaska with proof, furnished by the insurance carrier, of current coverage for workers compensation with an insurance company or association authorized to transact such business in the State of Alaska, or an approved current certification of self-insurance by the Alaska Workers’ Compensation Board. The Contractor further acknowledges and agrees that in the event it fails to maintain proper Workers’ Compensation coverage, the State will implement the provisions of AS 23.30.045 8 and CBJ, at its option, may terminate this agreement for cause without liability.
 - a. **Employers Liability**

Bodily Injury by Accident:	\$100,000.00 Each Accident
Bodily Injury by Disease:	\$100,000.00 Each Employee
Bodily Injury by Disease:	\$500,000.00 Policy Limit
 - b. The Contractor agrees to waive all rights of subrogation against the Owner for Work performed under the contract.
 - c. If the Contractor directly utilizes labor outside of the State of Alaska in the prosecution of the Work, "Other States" endorsement shall be required as a condition of the contract.
2. **Commercial General Liability Insurance.** Such insurance shall cover all operations by, or on behalf of, the Contractor providing insurance for bodily injury and property damage liability including coverage for premises and operations, products and completed operations, contractual liability, broad form property damage, and personal injury liability. The minimum limits of liability shall be:

\$1,000,000 each occurrence for General Liability and Products/Completed Operations;
\$1,000,000 for Personal Injury Liability;
\$2,000,000 Aggregate for Products-Completed Operations;
\$2,000,000 General Aggregate.

3. Business Automobile Insurance.

\$1,000,000 per accident, combined single limit, covering owned, non-owned and hired automobiles.

The City and Borough of Juneau shall be named as an “Additional Insured” under all liability coverages listed above.

TITLE 36 (Little Davis-Bacon) REQUIREMENTS. If your quote exceeds \$2,000.00 and you subcontract or employ anyone to perform any of the Work, the following will apply:

Title 36 AS (Little Davis-Bacon) requires that prevailing rates of pay be paid for Work performed on any public works Project which exceeds \$2,000.00 (contained in pamphlet number 600 and 400, copies available from the State of Alaska Department of Labor and Workforce Development, Labor Standards and Safety Division, Wage and Hour Administration, P.O. Box 11149, Juneau, Alaska 99811-1149, or call 465-4842.

AS 36.05.035 requires that the contracting agencies notify ADOL of the award of public contracts, as well as the name of the Contractors and Subcontractors.

AS 36.05.040 requires the filing of certified payrolls directly with the Wage and Hour Administration every two weeks. It also requires any other information which ADOL may request. One specific requirement is that all Contractors and Subcontractors notify ADOL as to the identity of all Subcontractors they may have.

Contractors and contracting agencies are required to keep the ADOL notified of all Subcontractors. This requirement is two-fold; one is to ensure proper Contractor licensing of all Subcontractors and two, to enable the ADOL to notify Subcontractors of their legal obligations under Title 36. If a Subcontractor fails to respond to its legal requirements, ADOL may hold the prime Contractor responsible.

Remember:

- 1) The contracting agency and the Contractors must notify the ADOL of all Contractors and Subcontractors on the Project on a continuing basis.
- 2) Certified payrolls must be sent every two weeks before the second Friday to the addresses below by each Contractor and Subcontractor on the Project.
- 3) Failure to comply may result in the ADOL withholding progress payments to obtain compliance and/or debarment of the Contractor or Subcontractor found to be in non-compliance.

Correspondence regarding Title 36 requirements may be submitted electronically or paper copies can be submitted by mail. To submit Title 36 documents electronically, go to <https://myalaska.state.ak.us/home/app>. If filing electronically, submit certified payrolls to ADOL at the website above and email a copy of all certified payrolls to Jennifer Mannix at the email

address below. If Contractor elects to submit paper copies, they should be submitted to the physical addresses below.

Within 10 Days of "Notice of Award/Notice to Proceed" make a list of all Subcontractors. Include their name, address, phone, estimated subcontract amount, and estimated start and finish dates. Send this list to the Wage and Hour Section (contact information below).

Certified Payrolls must be submitted every two weeks. Before the second Friday, each CONTRACTOR and Subcontractor must file Certified Payrolls with Statements of Compliance for the previous two weeks. Indicate **"Start"** on your first payroll, and **"Final"** on your last payroll for this Project.

Contact Information:

Wage and Hour Section
State of Alaska
Department of Labor and Workforce Development
Labor Standards and Safety Division and
Wage and Hour Administration
P.O. Box 11149
Juneau, AK 99811-1149
907-465-4842
<http://labor.state.ak.us/lss/home.htm>

Jennifer Mannix, Contract Administrator
City and Borough of Juneau
155 S. Seward Street
Juneau, AK 99801
(907) 586-0873
jennifer_mannix@ci.juneau.ak.us

If you need additional information, contact the State of Alaska, Department of Labor at 465-4842.

INDEMNIFICATION: Contractor agrees to defend, indemnify, and hold harmless CBJ, its employees, volunteers, consultants, and insurers, with respect to any action, claim, or lawsuit arising out of the Contractor's performance of this contract, without limitation as to the amount of fees, and without limitation as to any damages resulting from settlement, judgment, or verdict, and includes the award of any attorneys fees even if in excess of Alaska Civil Rule 82. This indemnification agreement applies to the fullest extent permitted by law and is in full force and effect whenever and wherever any action, claim, or lawsuit is initiated, filed, or otherwise brought against CBJ relating to this contract. The obligations of Contractor arise immediately upon actual or constructive notice of any action, claim, or lawsuit. CBJ shall notify Contractor in a timely manner of the need for indemnification, but such notice is not a condition precedent to Contractor's obligations and may be waived where the Contractor has actual notice.

FINAL PAYMENT. Prior to final payment of the final 5% of this contract, the Contractor must submit the following documents:

1. Employment Security Tax Clearance for the Contractor and each Subcontractor from Alaska Department of Labor, Juneau Field Tax Office – (form to be provided with Notice to Proceed)
2. Compliance Certificate and Release Form – (form to be provided with Notice to Proceed)
3. Approved Notice of Completion of Public Works (from DOL)

AS-BUILT PLANS. This request for bids may include a portion of an as-built plan. As-built plans are prepared from the best available information; however, the plans may not reflect actual utility locations. The CBJ is not responsible for costs incurred by the Contractor due to any discrepancy in the as-built plans.

SPEC AND DRAWING INDEX

Floor Plan – Copy is available from Engineering Department, Contracts Division. Electronic copy is not available.

Project & Site Safety – Last Section in Document

BID AND SIGNATURE PAGE

RAINFOREST RECOVERY FLOORING INSTALLATION

Bid No. E11-121

Dated: _____ Bidder: _____
(Company Name)

By: _____
(Signature)

Printed Name: _____

Title: _____

Telephone No.: _____ Address: _____
(Street or P.O. Box)

Fax No.: _____
(City/State and Zip Code)

TOTAL BID - The Contractor shall provide all labor, equipment, materials and perform all Work for the removal and installation of flooring and related accessories as required for a complete installation within the Rainforest Recovery Center (RRC) at Bartlett Regional Hospital (BRH).

\$ _____
(Price in Figures)

Bidder has examined the bid documents, including the following addenda (receipt of all of which is hereby acknowledged by the undersigned). Give number and date of each Addenda below. Failure to acknowledge receipt of all Addenda may cause the Bid to be non-responsive and may cause its rejection. If there are no addenda, "none" or "0" must be filled out.

Addenda No.	Date Issued	Addenda No.	Date Issued

LIST OF SUBCONTRACTORS (AS 36.30.115)

SUBCONTRACTOR ADDRESS	¹ AK Contractor License No. 2 AK Business	¹ Contact Name 2 Phone Number	Type of Work	Contract Amount	DBE?
1. _____ _____ _____	¹ _____ ² _____	_____ _____	_____ _____	\$ _____ _____	<input type="checkbox"/>
2. _____ _____ _____	¹ _____ ² _____	_____ _____	_____ _____	\$ _____ _____	<input type="checkbox"/>
3. _____ _____ _____	¹ _____ ² _____	_____ _____	_____ _____	\$ _____ _____	<input type="checkbox"/>
4. _____ _____ _____	¹ _____ ² _____	_____ _____	_____ _____	\$ _____ _____	<input type="checkbox"/>

I certify that the above listed Alaska Business License(s) and CONTRACTOR Registration(s), if applicable, were valid at the time Bids were opened for this Project.

CONTRACTOR, Authorized Signature

CONTRACTOR, Printed Name

PROJECT & SITE SAFETY

PART 1 – GENERAL

1.1 SAFETY PROGRAM

A. General:

1. The safety of bidders, the CONTRACTOR, their work forces in total, the Using Agency's personnel, patients and the public is a major concern of the BRH Project Manager. To ensure Project and campus wide safety the CONTRACTOR shall carefully adhere to the following requirements.
2. CONTRACTOR shall employ a safety program to insure that CONTRACTOR's personnel and all personnel of the Subcontractors, Suppliers, Installers and material workers are trained and kept abreast of hospital safety requirements. In addition to the safety requirements enforced by code or jurisdictional entities, the CONTRACTOR's safety program shall also address, fire safety and deployment plans for the Project site, response to accidental release of hazardous materials, breach of infection containment barriers, and general emergency response.
3. CONTRACTOR's safety program will be provided to the BRH Project Manager, in writing, prior to commencement of WORK. Plans shall be periodically revised in response to issues that may arise during the course of construction. Such revisions shall be provided promptly to the BRH Project Manager.

B. The CONTRACTOR shall:

1. Abide by all applicable safety practices and requirements, irrespective of their origins.
2. Attend safety related meetings as periodically required by the BRH Project Manager.
3. CONTRACTOR shall employ a safety program to insure that CONTRACTOR's personnel and all personnel of the Subcontractors, Suppliers, Installers and material workers are trained and kept abreast of hospital safety requirements. Maintain program throughout construction period until Final Completion.

1.2 SAFETY STANDARDS

- A. Applicable safety related standards promulgated by safety or code enforcement agencies, such as but not limited to: AK-DEC, OSHA, Building Officials and Fire Marshal's Office representatives.
- B. Safety guidelines and policies established by the Department of Infection Control/Safety/Facilities of Bartlett Regional Hospital covering Infection Control for Construction and Renovation. (See BRH Policy at the end of this section.)
- C. Safety guidelines and policies established by Bartlett Regional Hospital covering Interim Life Safety Plan. (See BRH Policy at the end of this section.)
- D. Safety requirements required by the Contract Documents.

PROJECT & SITE SAFETY

1.3 SAFETY PROCEDURES

- A. In addition to devices required by enforcement entities, the CONTRACTOR shall employ safety and containment devices (barricades, temporary separation/isolation walls, etc.) and warning signs at all locations where the public, patients or hospital staff may have access to, or mistakenly venture into, an area of active construction. The BRH Project Manager will have the final determination as to the locations and the extent of the required safety and containment devices and signage.
- B. As determined by the BRH Project Manager, and where conditions necessitate the construction of temporary exit routes, the CONTRACTOR shall construct such routes to the standards of the Contract Documents, or the enforcement agency. Such routes shall be Approved by the BRH Project Manager prior to putting them into use.
- C. CONTRACTOR shall cooperate with and assist the Using Agency in the establishment and maintenance of “user oriented” directional signage. CONTRACTOR shall not remove, block, or otherwise obscure such directional signage without specific written direction by the BRH Project Manager. Signage that has been disrupted during the course of construction shall be immediately repaired or replaced by the CONTRACTOR.
- D. When Directed by the BRH Project Manager, CONTRACTOR shall provide fire watch and other fire/life safety personnel on the Project.

1.4 SECURITY SERVICE

- A. The CONTRACTOR shall:
 - 1. Provide all security personnel and programs as described in Specification Section 015220, Security.
 - 2. Cooperate with the BRH Project Manager, Using Agency and security forces employed by the Using Agency in ensuring the security and safety of the Project, and all other facilities on the hospital campus.
 - 3. Be advised that the BRH Project Manager may observe safety practices via audio and video means.

1.5 RESTRICTIONS WITHIN ACTIVE CONSTRUCTION AREAS

- A. The CONTRACTOR shall restrict entry of persons and vehicles into the active construction areas as appropriate. Allow entry only to authorized persons with proper identification.
- B. Provide immediate notification to the BRH Project Manager, Using Agency and security forces employed by the Using Agency of entry, or desired entry, into the active construction areas of any individual not properly authorized.

PART 2 - PRODUCTS (Not Used)

PROJECT & SITE SAFETY

Bartlett Regional Hospital

Title: **INFECTION CONTROL FOR CONSTRUCTION AND RENOVATION**

Department: Infection Control/Safety/Facilities

Original Date: 07-02

Author: Jan Beauchamp

PART 3 - EXECUTION (Not Used)

PURPOSE:

To establish a process for the identification and reduction of risk from airborne transmission of infectious agents during construction, demolition, renovation, and repair on the Bartlett Regional Hospital Campus.

DEFINITIONS:

- A. **ICRA:** Infection Control Risk Assessment. Analysis of a construction, demolition, or renovation project to establish infection risk and control by a multidisciplinary group designated for that purpose.
- B. **Infection Control Permit:** A permit issued by Infection Control for construction and renovation projects that are Class III or above as determined by the Infection Control Risk Group Matrix. (in the Infection Control Risk Assessment Packet, Appendix C)
- C. **ICRAC:** Infection Control Risk Assessment Committee. An ad hoc subcommittee of the BRH Infection Control Committee tasked with development, oversight, and enforcement of this policy.
- D. **HEPA Filter:** High efficiency particulate air filters. (99% of 0.3-micron size particles)
- E. **HVAC:** Heating, Ventilation, Air-conditioning. (Air-handling unit.)
- F. **CRP:** Construction and Renovation Policy. (This policy.)

POLICY:

- A. An Infection Control Risk Assessment (ICRA) will be performed for every construction, demolition, and renovation project on the BRH campus, including site work (utilities, landscaping, etc) even when no building is being constructed or renovated.
- B. Bartlett Regional Hospital requires any subcontractor, sub-subcontractor, vendor, employee, or agent to be bound by these requirements. Before any demolition or construction on-site begins, the contractor and contractor's employees will attend mandatory training sessions provided by a Bartlett Regional Hospital Safety or Infection Control representative. Course objectives will be distributed at class.
- C. An Infection Control Permit (see the Infection Control Risk Assessment Packet Appendix C) will be issued by the ICRAC and posted at the work-site as appropriate for the duration of the project, as indicated by the ICRA.
- D. Infection Control and Safety inspections are the responsibility of the ICRAC.

PROJECT & SITE SAFETY

- E. Changes to the ICRA may be made by the ICRAC at any time during the project. Changes will be communicated to the Construction Manager or designee.
- F. Bartlett Regional Hospital's Safety Officer or the ICRAC may modify performance requirements for certain activities. A modification made by BRH personnel does not relieve the contractor of compliance with proper infection control procedures.
- G. When required by the Infection Control Permit, HEPA equipped filtration machines shall provide air flow into construction area not less than 100 FPM at barricade entrances with doors fully open. HEPA equipped air filtration machines shall be connected to normal power and ganged to a single switch for emergency shutoff and shall run continuously. In the event of a power failure and no back-up power is immediately available, work will be stopped until power becomes available.
- H. Documentation of the ICRA process will be maintained by the Construction Manager or designee.
- I. Regular reports will be provided to the Infection Control Committee by a representative of the ICRAC.

PROCEDURES:

A. Responsibilities During Project Planning

- A.1. An interdisciplinary team including architects, construction managers, contractors, department personnel, the Infection Control Coordinator, and Safety Officer will evaluate any construction project from design through completion for infection control concerns.
- A.2. The Infection Control Coordinator will be involved in the design phase of any project. The design and function considerations for infection control are listed in Appendix A. These considerations are for the duration of the project, as well as considerations for the infection control issues for the finished project. The Construction Manager or designee will contact the Infection Control Coordinator for obtaining input on the project.
- A.3. Each project will have an Infection Control Risk Assessment (ICRA) performed during the planning phase of the project. Projects in Class III, III/IV, or IV require an Infection Control Permit to be posted at the site for the duration of the project. (Appendix C)
- A.4. Construction measures required by the ICRA will be communicated to the contractors by the Construction Manager or designee during the bidding phase of the project. All contractors and contract construction personnel be responsible for maintaining and complying with the general and class specific infection control and safety practices for the project.

B. Responsibilities During the Active Construction Phase

- B.1. The Construction Manager or designee will perform a Safety and Infection Control Risk Assessment for every day that there is work on the site (Appendix B). Unsafe conditions will be corrected immediately and corrections documented on the form. The Construction Manager or designee is responsible for oversight and documentation of this process.
- B.2. As a quality control measure, a member of the ICRAC will inspect each project of Class III or greater on a weekly basis, using the BRH Safety and Infection Control Risk Assessment form. (Appendix C) The Construction Manager or designee will be notified immediately to correct any unsafe conditions.
- B.3. The contractor shall be required to take immediate action to correct all deficiencies.

PROJECT & SITE SAFETY

- B.4. The ICRAC has the authority to stop construction for any breach in the infection control practices, or for any patient safety concern related to infection and construction. This will be done through the Construction Manager or designee.
- B.5. Failure of the contractor to promptly correct such deficiencies will result in corrective action taken by CBJ and BRH Construction Management per project documents.
- B.6. The Contractor will notify the Construction Manager or designee for any assistance with medical waste, work in negative pressure areas, or any concerns involving patients or patient care areas.

C. General Infection Control Practices for All Construction and Renovation Projects

- C.1. Construction activities causing disturbance of existing dust, or creating new dust, must be conducted in tight enclosures cutting off any flow of particles into patient areas.
- C.2. Construction areas will have dust mops, wet mops, brooms, buckets, and clean rags for wiping fine dust from floors and surfaces in adjacent areas.
- C.3. Walk-off mats shall be used outside of every construction entrance. Any dust outside the barrier shall be cleaned up immediately using a HEPA-filtered vacuum or wet mop.
- C.4. Debris from the construction site will be removed with carts that are covered in a manner that does not allow the escape of dust.
- C.5. Any ceiling tiles that are moved (even for visualization) outside of the construction barrier will be replaced immediately when unattended.
- C.6. Barriers
 - C.6.1. Closed door with masking tape applied over the frame and door is acceptable for projects that can be contained within a single room.
 - C.6.2. Construction, demolition or reconstruction not capable of containment within a single room must have the following barriers erected:
 - C.6.2.1. Small, short duration projects generating minimal dust may use fire-rated plastic sheeting that extends from floor to ceiling. Seams must be sealed with tape to prevent dust and debris from escaping and have at least 2-foot overlapping flaps for access to entry.
 - C.6.2.2. Any project generating moderate to high levels of dust or of more than short duration must require rigid dust-proof, and fire-rated barrier walls (e.g. drywall) with caulked seams. An interim plastic dust barrier may be required to protect the area while the rigid impervious barrier is being constructed.
 - C.6.2.3. Barriers are required at penetrations of ceiling envelopes, chases and ceiling spaces to stop movement of air and debris.
 - C.6.2.4. Large dusty projects require an anteroom or double entrance vestibule for workers to remove protective clothing or vacuum off existing clothing.
- C.7. HEPA-filtered negative pressure units will be run continually during the course of the project (24 hours per day).

D. Performing An Infection Control Risk Assessment

- D.1. Each project will have an Infection Control Risk Assessment done during the programming phase of the project. The results will be communicated with the architect and contractor. (See ICRA Packet, Appendix C).
- D.2. Class III and higher projects require an Infection Control Permit before construction begins. (ICRA Packet, Appendix C)

PROJECT & SITE SAFETY

REFERENCES:

Bartley, J., ed. (1999). APIC Infection Control Toolkit Series: Construction and Renovation. Washington, DC: Association for Professionals in Infection Control and Epidemiology, Inc.

Centers for Disease Control and Prevention, Healthcare Infection Control Practices Advisory Committee. (2001). Draft Guideline for Environmental Infection Control in Healthcare Facilities.

Comprehensive Manual on Accreditation of Hospitals (2001). Oakbrook, IL.: Joint Commission on Accreditation of Hospitals and Healthcare Organizations: 2001.

Davis, S. (2001). "Don't Wait for Dust to Settle on Patient Risk." In Environment of Care Leader (6) 11. (May 21, 2001).

Approval/Review/Revision					
Date:	Signature:	Date:	Signature:	Date:	Signature:

PROJECT & SITE SAFETY

APPENDIX A:

Construction Design and Function Considerations for Environmental Infection Control

- A. Location of sinks and handwashing product dispensers.
- B. Types of faucets (aerated vs. non-aerated, and type of faucet e.g. wrist blades, knee, foot, or infrared controlled).
- C. Air-handling systems engineered for optimal performance and easy maintenance and repair.
- D. Air changes per hour (ACH) and pressure differentials to accommodate special patient care areas.
- E. Location of fixed sharps containers.
- F. Types of surface finishes (non-porous vs. porous).
- G. Well-caulked wall with minimal seams.
- H. Location of adequate storage and supply areas.
- I. Appropriate location of medicine preparation areas (e.g. >3ft. from a sink).
- J. Appropriate location and type of ice machines.
- K. Appropriate materials for sinks and wall coverings.
- L. Appropriate traffic flow (no “dirty” movement through “clean” areas).
- M. Isolation rooms with anterooms as required.
- N. Appropriate flooring (e.g. seamless floors in dialysis units).
- O. Sensible use of carpeting (e.g. no carpeting in special care areas or areas likely to become wet.)
- P. Properly engineered areas for linen services and solid waste management.
- Q. Location of main generator to minimize risk of system failure from flooding or other emergency.
- R. Installation guidelines for gypsum wallboard.

From: Centers for Disease Control (2001) Guidelines for Environmental Infection Control in Healthcare Facilities (draft).

PROJECT & SITE SAFETY

APPENDIX B:

Safety and Infection Control Risk Assessment Tool

Project No. _____ Date _____ Time _____

DAILY INFECTION CONTROL MONITOR:

Standard			
A. Construction Barricades:			
Barricades sealed, no penetrations			
Walk-off mats at all exits			
Barricade doors have closers			
Door frames gasketed, close and seal properly			
Adjacent ceiling areas intact			
Adjacent floors clean, no dust tracked			
B. Negative Air:			
Negative pressure at barricade entrance			
All windows and doors closed behind barricade			
Negative air machines running, filters clean, discharge hoses intact			
Demonstrated use of appropriate equipment to prevent airborne particulate matter: this includes HEPA filtration units, HEPA vacuum equipment, and continuous use of exhaust fans			
No construction activity within 25 feet of existing fresh air intake			
C. Jobsite:			
Project area clean, debris removed daily			
Debris removed in suitable closed containers			
No signs of pests			
No signs of water leakage			
D. Occupied Areas:			
Work authorized and scheduled			
Sheet plastic barricade in place and properly sealed			
Surrounding area clean			
Patient care equipment and supplies removed from construction area			
Ceiling tiles replaced when not being accessed (if occupied area, adjacent patient doors are closed)			

PROJECT & SITE SAFETY

DAILY SAFETY MONITOR:

Standard			
A. General Safety:			
Contract workers wearing required identification			
Construction personnel wearing required PPE (e.g. hardhat, goggles, coveralls, etc.)			
Construction area secure (e.g. barriers adequate to prevent entry of unauthorized persons)			
Construction personnel following safe work practices (e.g. ladder safety, no smoking, trip and fall hazards, etc.)			
Power secured at end of each day			
Extension cords grounded, in good condition			
B. Exits			
Exits provide free and unobstructed access			
Alternate egress established and workers received training			
Negative air machines running, filters clean, discharge hoses intact			
C. Fire Equipment:			
Fire alarms, detection, and suppression systems operational			
Additional fire equipment and training provided for personnel			
D. Fire Safety:			
No smoking policy implemented			
Minimum of two fire drills per shift per quarter			
Area free of storage, housekeeping materials, food waste, and debris to reduce flammable and combustible fire load of building			

Additional comments and observations: _____

Inspector Signature: _____

**INFECTION
CONTROL
RISK
ASSESSMENT
PACKET**

PROJECT & SITE SAFETY

An Infection Control Risk Assessment (ICRA) will be performed by the Construction Manager or designee for every construction, demolition, and renovation project on the Bartlett Regional Hospital campus, including site work (utilities, landscaping, etc.) even when no building is being constructed or renovated.

1. Step #1: Using the following table, determine the type of construction activity and circle Type A, B, C, or D.:

The construction activity types are defined by the amount of dust generated, the duration of the activity, and the amount of shared HVAC systems.

Contact Infection Control if any activity is questionable under these guidelines.

Circle one **Type** below:

Type A	Inspection and Non-Invasive Activities Includes, but is not limited to: <ul style="list-style-type: none">• removal of ceiling tiles for visual inspection limited to 1 tile per 50 square feet• painting (but not sanding)• wall covering, electrical trim work, minor plumbing, and activities which do not generate dust or require cutting of walls or access to ceilings other than for visual inspection
Type B	Small Scale, Short Duration Activities Which Create Minimal Dust Includes, but is not limited to: <ul style="list-style-type: none">• installation of telephone and computer cabling• access to chase spaces• cutting of walls or ceiling where dust migration can be controlled
Type C	Work That Generates a Moderate to High Level of Dust or Requires Demolition or Removal of Any Fixed Building Components or Assemblies Includes, but is not limited to: <ul style="list-style-type: none">• sanding of walls for painting or wall covering• removal of floor coverings, ceiling tiles and casework• new wall construction• minor duct work or electrical work above ceilings• major cabling activities• any activity which cannot be completed within a single workshift
Type D	Major Demolition and Construction Projects Includes, but is not limited to: <ul style="list-style-type: none">• activities that require consecutive work shifts• requires heavy demolition or removal of a complete cabling system• new construction

PROJECT & SITE SAFETY

2. Step # 2.: Using the following table, identify the Infection Control Risk Group or Groups that will be affected by the construction activity, and *circle* Group 1, 2, 3, or 4.

***Circle the appropriate Risk Group(s) below:**

Group 1 Low Risk	Group 2 Medium Risk	Group 3 High Risk	Group 4 Highest Risk
<ul style="list-style-type: none"> • Office Areas • Public Areas (except when associated with a higher risk area) • All other non-patient work areas (e.g. facilities, stores) • Behavioral Health Units 	<ul style="list-style-type: none"> • Cafeteria • Patient care areas, inpatient and outpatient, except as noted in Groups 3 and 4. 	<ul style="list-style-type: none"> • Emergency Department • Radiology • PACU • Same Day Surgery • Laboratory • Kitchen • Obstetrics • Newborn Nursery • Pharmacy • PT: Tub and Treatment Rooms 	<ul style="list-style-type: none"> • Critical Care Unit • Special Care Nursery • Operating Rooms, including C-Section Rooms • Central Sterile Supply • Endoscopy • Infusion Therapy • Pharmacy Admixture • Negative Pressure Isolation Rooms

3. Step # 3: Determine the Level of Infection Control Activity required by *matching* the Construction Type with the Risk Level using the matrix below.

Circle one **Class** below:

	Construction Activity-Infection Control Matrix			
	Construction Activity			
Risk Level	Type A	Type B	Type C	Type D
Group 1	I	II	II	III/IV
Group 2	I	II	III	IV
Group 3	I	II	III/IV	IV
Group 4	II	III/IV	III/IV	IV

PROJECT & SITE SAFETY

4. Step # 4. Obtain an Infection Control Permit:

- An Infection Control Permit and approval will be required when the Construction Activity and Risk Level indicate Class III or higher (shaded areas).
- This permit will remain posted at the worksite for the duration of the project.
- This permit will be returned to the Construction Manager or designee at the completion of the project.

5. Step # 5. Identify Areas Surrounding Project Area

Identify the **areas** surrounding the project area, assessing potential impact. *

Identify Unit Below	Identify Unit Above	Identify Lateral Unit	Identify Lateral Unit	Identify Unit Behind	Identify Unit Front
Identify Risk Group: 1 2 3 4	Identify Risk Group 1 2 3 4	Identify Risk Group 1 2 3 4	Identify Risk Group 1 2 3 4	Identify Risk Group 1 2 3 4	Identify Risk Group 1 2 3 4
Potential Impact? Yes___ No___	Potential Impact? Yes___ No___	Potential Impact? Yes___ No___	Potential Impact? Yes___ No___	Potential Impact? Yes___ No___	Potential Impact? Yes___ No___
See comments__	See comments__	See comments__	See comments__	See comments__	See comments__

Comments*

***note:**

Another aspect of “Areas Surrounding Project Area” are any nearby buildings where patients are present that could be in the path of blown dust coming from building demolition, excavation, foundation construction, and site work

6. Step # 6. Identify specific site of activity, e.g.: patient rooms, medication room, etc._____

7. Step # 7. Work hours: Can or will the work be done during non-patient care hours?

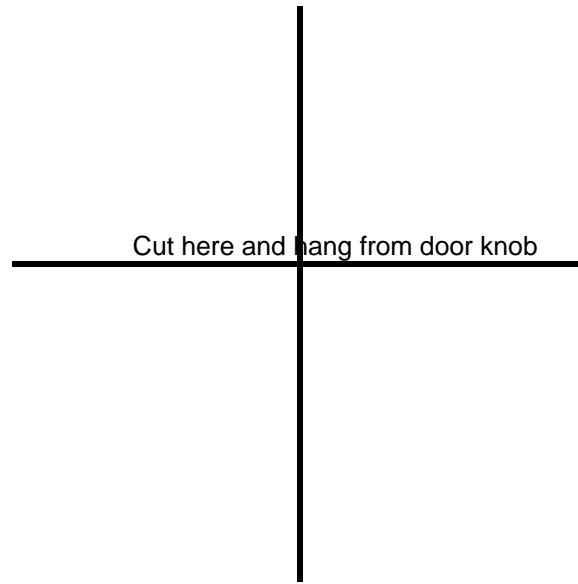
Yes_____ No_____ Not applicable_____

Other_____

PROJECT & SITE SAFETY

INFECTION CONTROL PERMIT

Bartlett Regional Hospital Infection Control Construction Permit					
					Permit No:
Location of Construction:				Project Start Date:	
Project Coordinator				Estimated Duration:	
Contractor Performing Work				Permit Expiration Date:	
Supervisor:				Telephone:	
YES	NO	CONSTRUCTION ACTIVITY	YES	NO	INFECTION CONTROL RISK GROUP
		TYPE A: Inspection, non-invasive activity			GROUP 1: Least Risk
		TYPE B: Small scale, short duration, moderate to high levels			GROUP 2: Medium Risk
		TYPE C: Activity generates moderate to high levels of dust, requires greater 1 work shift for completion			GROUP 3: Medium/High Risk
		TYPE D: Major duration and construction activities Requiring consecutive work shifts			GROUP 4: Highest Risk
CLASS I		1. Execute work by methods to minimize raising dust from construction operations. 2. Immediately replace any ceiling tile displaced for visual inspection. 3. Minor Demolition for Remodeling			
CLASS II		1. Provides active means to prevent air-borne dust from dispersing into atmosphere 2. Water mist work surfaces to control dust while cutting. 3. Seal unused doors with duct tape. 4. Block off and seal air vents. 5. Wipe surfaces with disinfectant. 6. Contain construction waste before transport in tightly covered containers. 7. Wet mop and/or vacuum with HEPA filtered vacuum before leaving work area. 8. Place dust mat at entrance and exit of work area. 9. Remove or isolate HVAC system in areas where work is being performed.			
CLASS III		1. Obtain infection control permit before construction begins. 2. Isolate HVAC system in area where work is being done to prevent contamination of the duct system. 3. Complete all critical barriers or implement control cube method before construction begins. 4. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units. 5. Do not remove barriers from work area until complete project is thoroughly cleaned by Env. Services Dept. 6. Vacuum work with HEPA filtered vacuums. 7. Wet mop with disinfectant 8. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction. 9. Contain construction waste before transport in tightly covered containers.			
Date					
Initial					
Class IV		1. Obtain infection control permit before construction begins. 2. Isolate HVAC system in area where work is being done to prevent contamination of duct system. 3. Complete all critical barriers or implement control cube method before construction begins. 4. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units. 5. Seal holes, pipes, conduits, and punctures appropriately. 6. Construct anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum cleaner before leaving work site or they can wear cloth or paper coveralls that are removed each time they leave the work site. 7. All personnel entering work site are required to wear shoe covers 8. Do not remove barriers from work area until completed project is thoroughly cleaned by the Environmental Service Dept. 9. Vacuum work area with HEPA filtered vacuums. 10. Wet mop with disinfectant. 11. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction. 12. Contain construction waste before transport in tightly covered containers. 13. Cover transport receptacles or carts. Tape covering. 14. Remove or isolate HVAC system in areas where is being done.			
Date					
Initial					
Additional Requirements:					
Date			Initials		
			Exceptions/Additions to this permit Date, Initials are noted by attached memoranda.		



Bartlett Regional Hospital

**MAINTENANCE/CONSTRUCTION
IN PROCESS**

KEEP DOOR CLOSED

**Per Infection Control Policy
Contact the Project Manager**

at _____ for questions

PROJECT & SITE SAFETY

Bartlett Regional Hospital

Title: **Interim Life Safety Plan**

Department/s: All Departments

Original Date:

Author: B. Sharp

PURPOSE: To provide protection when normal life safety processes are affected by construction to temporarily compensate for the hazard posed by existing life safety deficiencies.

POLICY:

A. The Safety Officer will:

- A.1. Be responsible for training personnel working in the construction areas to the ILSM program. Documentation of this training will be maintained in the employees file.
- A.2. All hospital staff will be trained when structural and component features of fire safety are compromised.

B. The Construction Manager will:

- B.1. Be responsible for initiation of the Interim Life Safety Measures to ensure that a safe environment is maintained throughout construction or alterations to buildings and grounds.
- B.2. Be responsible for training the contractor or designee in the elements of the BRH life safety and interim life safety measures.

C. Free and unobstructed access to all existing exits in the building under construction will be provided at all times. Personnel will receive training if alternate exits must be designated.

D. Free and unobstructed access to emergency departments or services shall be maintained at all times.

E. Fire alarm, detection and suppression systems must not be impaired. A temporary but equivalent system will be provided when any fire alarm system is impaired. Temporary systems will be tested and inspected monthly. If a fire alarm system or the fire suppression systems are taken out of service or impaired for a period greater than 4 hours in a 24 hour period, the fire department will be notified and a fire watch provided.

F. Temporary construction partitions will be smoke tight and built of noncombustible materials.

G. The no-smoking policy in construction areas will be strictly enforced in accordance with BRH tobacco use policy.

H. Storage and removal of construction debris that reduces the flammable and combustible fire load to the lowest level necessary for daily operations will be strictly enforced.

I. The frequency of fire drills will be increased to two per shift per quarter.

J. Hazard surveillance of buildings, construction areas and construction storage will be increased.

SCOPE: All employees in all departments of BRH.

PROJECT & SITE SAFETY

PROCEDURE:

- A. The Construction Manager and the Facilities Manager will facilitate compliance with ILSM using BRH Interim Life Safety Measures checklist.
- B. The Construction Manager, Facilities Manager or designee will conduct daily inspections of all major construction areas where life safety deficiencies may exist. These inspections will be documented and deficiencies will be corrected immediately.
- C. The Construction Manager, Facilities Manager or a designee will ensure that the ILSM deficiencies are resolved as soon as possible and monitored daily until completed.
- D. The Safety Officer or designee will receive periodic updates concerning the ILSM programs and will report compliance to the Safety Committee and include this information in the quarterly board report.

REFERENCES:

Interim Life Safety Code, NFPA 101-1997

JCAHO 2002 Hospital Accreditation Standards, EC 1.5

Approval/Review/Revision					
Date:	Signature:	Date:	Signature:	Date:	Signature:

END OF SECTION