ALABAMA A&M UNIVERSITY  
NOTICE AND INSTRUCTIONS TO BIDDERS 

Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing) 

Bid No. 2K16-03F 

Contact: JEFFREY ROBINSON  
Director of Purchasing  
Phone: 256.372.8211  
Fax: 256.372.5746
1 GENERAL INSTRUCTIONS ..........................................................3
1.1 PROPOSAL SUBMITTAL REQUIREMENTS ................................3
1.2 INQUIRIES, REQUESTS OF CLARIFICATION, & ADDENDUM ........4
1.3 TERMS AND CONDITIONS ..................................................5
1.4 SITE INSPECTION .............................................................5
1.5 INTENT OF THE DOCUMENTS ...........................................6
1.6 CONTRACTOR’S RESPONSIBILITIES ...................................6
1.7 LABOR, MATERIALS, AND EQUIPMENT ................................7
1.8 PERFORMANCE AND COMPLETION OF WORK ....................7
1.9 SAFETY AND PROTECTION ................................................8
1.10 OWNER RESPONSIBILITIES ............................................8
1.11 CONTRACT MODIFICATION PROCEDURE .........................8
This Section specifies administrative and procedural requirements for handling and processing Contract modifications ........................................8
MINOR CHANGES IN THE WORK .............................................8
1.12 LITIGATION AND NOTIFICATION ..................................9
1.13 SUBCONTRACTING ..........................................................9
2 EVALUATION CRITERIA AND CONTRACT AWARD ...............10
2.1 EVALUATION CRITERIA ...................................................10
2.2 PROTEST OF AWARD .....................................................10
ATTACHMENT A - ................................................................11
REQUIRED DOCUMENTS ..........................................................11
CERTIFICATION OF PRIMARY PARTICIPANTS REGARDING DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSIONS ..........................13
CERTIFICATION OF RESTRICTIONS ON LOBBYING .........................31
CERTIFICATION OF INSURANCE COVERAGE ...............................32
EXCEPTIONS TO SCOPE OF WORK ........................................33
SUBCONTRACTORS ..............................................................34
ALABAMA IMMIGRATION ACT E-VERIFY CONTRACTOR’S E-VERIFY CLAUSE AND AFFIDAVIT ..........................................................35
AFFIDAVIT 1 ........................................................................36
AFFIDAVIT 2 ........................................................................41
Proof of Citizenship Demonstration and Declaration ..........................42
Verification, Demonstration, and Declaration of Lawfully Present Alien ....44
1 GENERAL INSTRUCTIONS
1.1 PROPOSAL SUBMITTAL REQUIREMENTS
A. Proposal should be delivered in sealed envelopes or boxes and must be received no later than 2:00 pm on April 12, 2016. Mandatory Pre-bid April 5, 2016 at 10:00 am at Facilities Service Building. Envelope or box must be addressed to:

Jeffrey Robinson
Alabama A&M University
Department of Purchasing– Room 305
4900 Meridian Street
Normal, Alabama 35762

B. Sealed bids will be received by the Department of Purchasing, on behalf of the facilities (physical plant) department, in room 305 in the Patton Hall, 4900 Meridian Street, on the 12th day of April, 2016, until 2:00 pm, o’clock, local time, and then publicly opened and read for the furnishing of all labor and material (where required) and equipment for performing a public works project according to the drawings and specifications.

C. When the amount bid for a contract exceeds $50,000, the bidder must be licensed by the State Licensing Board for General Contractors and must show the Owner evidence of license before bidding or the bid will not be received by the Owner or considered by the Awarding Authority. A bid exceeding the bid limit stipulated in the bidder’s license, or which is for work outside of the type or types of work stipulated in the bidder’s license, will not be considered. In case of a joint venture of two or more contractors, the amount of the bid shall be within the maximum bid limitation as set by the State Licensing Board for General Contractors of the combined limitations of the partners to the joint venture.

D. Errors and Omissions. The prospective bidder shall not be allowed to take advantage of any errors or omissions in these specifications and attached drawings. Where errors or omissions occur in the specifications and drawings, the bidder shall promptly notify the AAMU representative contact person listed in Section 1.2 A in these specifications. Any request for change orders that meet this section and other sections within these specifications will not be considered for approval.

E. No oral, telephone, or telegraphic responses will be considered.

F. Bids received after the above cited time will be considered a late bid will not be accepted.

G. Such business entity or employer shall provide a copy of such affidavit to the University as part of its bid or proposal for the contract along with documentation establishing that the business entity or employer is enrolled in the E-Verify program. The required affidavit form is included at the end of this notice.

H. Bids shall include the following documentation in the order listed below:
   1. Exceptions
      Clearly explain all exceptions to the terms, conditions, and scope of work contained
2. Required Forms and Documentation

All forms must be signed by an authorized signer who is legally able to bind the Bidder (see Attachment A).

   a. Bid Bond
   b. Certification of Primary Participants Regarding Debarment, Suspension, and other Ineligibility and Voluntary Exclusions
   c. Certification of Restrictions on Lobbying
   d. Certification of Insurance Coverage
   e. Exceptions to the Scope of Work
   f. Subcontractors
   g. Alabama Immigration Act E-Verify, Contractor’s E-Verify Clause and Affidavit
   h. Proof of Citizenship Demonstration and Declaration
   i. Verification, Demonstration, and Declaration of Lawfully Present Alien
   j. Bid Sheet
   k. Disclosure Statement

1.2 INQUIRIES, REQUESTS OF CLARIFICATION, & ADDENDUM

NOTE: Before submitting a bid for the Work, the bidders shall carefully examine the Bid Documents, visit the site, and satisfy themselves as to the nature and location of the Work, and the general and local conditions, including weather, the general character of the site or building, the character and extent of existing work within or adjacent to the site and any other work being performed thereon at the time of submission of their bids. They shall obtain full knowledge as to transportation, disposal, handling, and storage of materials, availability of water, electric power, and all other facilities in the area which will have a bearing on the performance of the Work for which they submit their bids. The submission of a bid shall constitute a representation by the bidder that the bidder has made such examination and visit and has judged for and satisfied himself or herself as to conditions to be encountered regarding the character, difficulties, quality, and quantities of work to be performed and the material and equipment to be furnished, and as to the contract requirements involved.

Explanations and interpretations, should any bidder observe any ambiguity, discrepancy, omission, or error in the drawings and specifications, or in any other bid document, or be in doubt as to the intention and meaning of these documents, the bidder should immediately report such to the Architect and request clarification. Clarification will be made only by written Addenda sent to all prospective bidders. Neither AAMU nor the AAMU representative shall be responsible in any manner for verbal answers or instructions regarding intent or meaning of the Bid Documents. In the case of inconsistency between drawings and specifications or within either document, a bidder will be deemed to have included in its bid the better quality or greater quantity of the work involved unless the bidder asked for and obtained the Owners written clarification of the requirements before submission of a bid.

A. All technical inquiries regarding this request should be directed, via email, to Mr. Brian Shipp, Director of Facilities Administration and Planning brian.shipp@aamu.edu, 256.372.5829. No inquiries may submitted after 5 days prior to bid opening.
B. Answers to questions that are in the interest of all proposers will be made available in writing, email, or by fax as appropriate to all proposers.

C. Questions and answers will be posted in the form of an addendum on the University’s website and sent to all prospective Proposers who attend the mandatory pre-proposal conference. Oral responses provided by the University at the pre-proposal meeting shall not be considered official until posted on the website.

D. It is the sole responsibility of a proposer to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum will be published on the university’s facilities website www.aamu.edu/administrativeoffices/business-and-finance/facilities/pages/default.aspx in the banner titled “Information for Current Projects”.

1.3 TERMS AND CONDITIONS

A. Terms of Contract

1. The Contract is for the specific project proposed for the services to be performed.

2. The term shall begin with the execution of the Notice to Proceed.

3. Section 39-1-1(f) of Code of Alabama provides that the contractor shall, immediately after project completion of the contract, give notice of the completion by advertisement in a newspaper of general circulation published in within the city or county in which the work has been done.

B. Type of Contract

This is a firm-fixed price Contract.

C. Conformity with Scope of Work

All deviations from the scope of work shall be authorized in writing by the University. It is further agreed that no extra compensation for labor shall be allowed for services evidently necessary within the general intent of these specifications for the thorough delivery of services.

1.4 SITE INSPECTION

Proposed site is open for scheduled inspection by Bidders. A Bidder’s failure to inspect the station sites shall not bar or be an excuse for non-performance arising out of or based on the site conditions.
Alabama A&M University
Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)

The location is Carver Complex Annex (Thomas Wing) located at 305 Akimbo Road NE. Bidders are required to visit the site to ascertain pertinent conditions readily determined by inspection and inquiry, such as location, accessibility and general character of site.

1.5 INTENT OF THE DOCUMENTS

It is the intent of the specifications to describe a complete project to be fulfilled in accordance with the Contract Documents. The specifications are so drafted as to indicate the conditions existing to the best knowledge and belief of the Owner, but are not guaranteed 100 percent accurate. Should any inconsistency or error appear or occur in the specifications, it is the contractor’s responsibility to report it to the Owner or owner’s administrator and obtain proper adjustments before proceeding with the work. The Contract Documents comprise the entire agreement between the Owner and Contractor. They may be altered only by a written modification properly executed by the Owner and Contractor.

1.6 CONTRACTOR’S RESPONSIBILITIES

The site is available to prospective bidders for the inspection and examination of the area and conditions under which the work is to be performed. Prior to the bid, the prospective bidders will notify the Owner of any conditions detrimental to the timely and proper accomplishment of the work. Lines shown on plans are for bidding purposes only. The successful bidder shall be responsible for taking of all field measurements for the proper installation of all materials.

Errors and Omissions. The prospective bidder shall not be allowed to take advantage of any errors or omissions in these specifications and attached drawings. Where errors or omissions occur in the specifications and drawings, the bidder shall promptly notify the contact person listed in the “Notice to Bid”, and report the identified errors or omissions. Inconsistencies in the specifications or drawings are to be reported in a timely manner before the bids are submitted to Brian Shipp Director of Facilities and Administrative Services at AAMU.

It shall be the responsibility of the contractor to provide personnel to meet the perspective code-enforcement inspectors on-site for all required code inspections. When the inspector’s access to the project’s area, that must be inspected, is not continually manned by the owner’s personnel during regular business hours, it is the contractor’s responsibility to notify the owner’s representative, in advance, to gain access.

The contractor entering into a public works contract shall before commencing work, shall provide a performance bond, with penalty equal to 100 percent of the contract price. In addition, another bond payable to the municipality letting the contract shall be executed in an amount not less than 50 percent of the contract price as per the provisions in the Code of Alabama 39-1-1.

The Contractor shall supervise and direct the work efficiently and with his best skill and attention. He shall be solely responsible for the means, methods, techniques, sequences and procedures throughout this project. Contractor shall be responsible to see that the finished work complies accurately with the Contract Documents.

Design, Permits, and Fees.
1. If required by code or the Authorities Having Jurisdiction, the Contractor shall provide design and necessary design documents for all work in these specifications and indicated on the attached drawings. Design documents must be prepared and stamped by the appropriate professional designer as required by state and local codes. All designs shall incorporate all code requirements and the special requirements set forth in the appropriate sections of this document. All costs associated with these requirements shall be the responsibility of the Contractor.
a. The design and design documents must be submitted to and approved by the Owner prior to submittal to the Authorities Having Jurisdiction.

2. If required by code or the Authorities Having Jurisdiction, the Contractor shall be responsible for obtaining all licenses and permits, and the payment of all required fees. Copies of all permit applications shall be submitted to the Owner’s representative prior to the start of the project. Copies or proof of all final inspection approvals by the Authorities Having Jurisdiction shall be furnished to the Owner’s representative prior to final acceptance.

3. **It shall be the responsibility of the contractor to provide personnel to meet the perspective code-enforcement inspectors on-site for all required code inspections. When the inspector’s access to the project’s area, that must be inspected, is not continually manned by the owner’s personnel during regular business hours, it is the contractor’s responsibility to notify the owner’s representative, in advance, to gain access.**

Work once started shall be diligently carried out toward completion. All work shall be done in a workmanship-like manner in accordance with standard practices, local codes and ordinances, applicable statutes and in accordance with manufacturer’s recommendations, where applicable.

1.7 **LABOR, MATERIALS, AND EQUIPMENT**

Contractor shall provide competent, suitably qualified personnel to perform the services as required by the Contract Documents.

Contractor shall furnish all equipment, labor, transportation, machinery, tools and all other facilities and incidentals necessary for the execution, initial operation and completion of the work.

All materials and equipment to be installed shall be new and shall be applied, installed, connected, cleaned and conditioned in accordance with the instructions of the manufacturer, except as otherwise provided in the Contract Documents.

1.8 **PERFORMANCE AND COMPLETION OF WORK**

The Contractor shall furnish sufficient forces and equipment as may be necessary to insure the progress of the work in accordance with the Contract Documents. If, to maintain satisfactory progress, it is necessary to increase the work force or to work overtime, such additional work shall be without additional cost to the Owner.
Failure of the Contractor to comply with the requirements of the Contract under this provision will be grounds for determination by the Owner that the Contractor is not pursuing the work with such diligence as will insure completion within the specified time limits. Upon such determination by the Owner, it may terminate the Contractor’s right to proceed with the work.

1.9 SAFETY AND PROTECTION

Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work and shall comply with all requirements and regulations of OSHA/MIOSHA.

1.10 OWNER RESPONSIBILITIES

The University reserves the right to add or delete services under this Contract by written amendment executed by both parties.

1.11 CONTRACT MODIFICATION PROCEDURE

This Section specifies administrative and procedural requirements for handling and processing Contract modifications.

MINOR CHANGES IN THE WORK

Owner will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time.

PROPOSAL REQUESTS

Owner-Initiated Proposal Requests: When requested by the Owner, the Contractor will draft a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.

1. Proposal Requests by Owner are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.

2. Within time specified in Proposal Request after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.

   a. Include costs of labor and supervision directly attributable to the change.
   b. Include an updated Contractor’s Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship.

Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to Owner.

1. Include a statement outlining reasons for the change and the effect of the change on the
Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.

2. Include costs of labor and supervision directly attributable to the change.

3. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

CHANGE ORDER PROCEDURES

A. Change Order will be issued upon the Owner's approval of a Proposal Request, Owner

1.12 LITIGATION AND NOTIFICATION

A. The Contractor shall notify the University if any of the following occur:

1. The Contractor or any of the Subcontractors are served with notice of violation of any law, regulation, permit or license which relates to this Contract.
2. Proceedings are commenced which could lead to revocation of related permits or licenses.
3. Permits, licenses or other Government authorizations relating to this Contract are revoked.
4. Litigation is commenced which would affect this Contract.

1.13 SUBCONTRACTING

A. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall identify in the proposal, the names, qualifications and experience of the proposed Subcontractors. Any changes in Subcontractors after award of the Contract shall be subject to approval by the University.

B. No portion of the work shall be subcontracted without prior written consent of the University, and any Subcontractors must be identified as per the paragraph above.

C. The Contractor shall submit to the University for approval and attachment to this Contract, a list of Subcontractors and their required signed certifications/contracts and contact information. During the period of performance, the Contractor shall not substitute Subcontractors and/or key personnel without the written approval of the University. The Contractor shall notify the University within five calendar days after the occurrence of any of these events and provide information as to the circumstances necessitating the proposed change, new Subcontractor information and other information as requested.

D. Proposed substitutions must have comparable qualifications and experience to those being replaced. The University will notify the Contractor within ten calendar days after the receipt of all required information if this change is approved and the University and the Contractor shall subsequently amend the required Contract documents.
EVALUATION CRITERIA AND CONTRACT AWARD

2.1 EVALUATION CRITERIA

A. The University will receive proposals from firms having specific experience, resources, and qualifications in the proposed scope of work.

B. Until the final award by Alabama A&M University, said University reserves the right to reject any and/or all BIDs, to waive technicalities, to re-advertise, or to proceed otherwise when the best interest of said University will be realized hereby.

2.2 PROTEST OF AWARD

Any protest by a bidder must be timely and in conformance with applicable procurement regulations. The fifteen (15) day protest period for a responsive Bidder shall begin on the day following the University’s written notification to all responding bidders. Protests must be written and must include the name and address of the protestor and the number assigned to this bid by the University. It also must contain a statement of grounds for protest including appropriate supporting exhibits. The timely protest must be delivered to:

Jeffrey Robinson
Purchasing Department
Alabama A&M University
305 Patton Hall
4900 Meridian Street
Normal, Alabama 35762
The **PRINCIPAL** *(Bidder’s Name and Address)*

The **SURETY** *(Name and Principal Place of Business)*

The **OWNER** *(Name and Address)*

The **PROJECT** for which the Principal’s Bid is submitted: *(Project name as it appears in the Bid Documents)*

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned Principal and Surety, jointly and severally, hereby bind ourselves, our heirs, executors, administrators, successors, and assigns to the Owner in the **PENAL SUM of five percent (5%) of the amount of the Principal’s bid, but in no event more than Ten-thousand Dollars ($10,000.00).**

**THE CONDITION OF THIS OBLIGATION** is that the Principal has submitted to the Owner the attached bid, which is incorporated herein by reference, for the Project identified above.

NOW, THEREFORE, if, within the terms of the Bid Documents, the Owner accepts the Principal’s bid and the Principal thereafter either:

- **(a)** executes and delivers a Construction Contract with the required Performance and Payment Bonds (each in the form contained in the Bid Documents and properly completed in accordance with the bid) and delivers evidence of insurance as prescribed in the Bid Documents, or
- **(b)** fails to execute and deliver such Construction Contract with such Bonds and evidence of insurance, but pays the Owner the difference, not to exceed the Penal Sum of this Bond, between the amount of the Principal’s Bid and the larger amount for which the Owner may award a Construction Contract for the same Work to another bidder,

then, this obligation shall be null and void, otherwise it shall remain in full force and effect.

The Surety, for value received, hereby stipulates and agrees that the obligation of the Surety under this Bond shall not in any manner be impaired or affected by any extension of the time within which the Owner may accept the Principal’s bid, and the Surety does hereby waive notice of any such extension.

**SIGNED AND SEALED** this day of , .

**ATTEST**

**PRINCIPAL:**

By ________________________________

__________________________________

Name and Title

**ATTEST**

**SURETY:**

By ________________________________

__________________________________

Name and Title
Alabama A&M University
Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)

CERTIFICATION OF PRIMARY PARTICIPANTS REGARDING DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSIONS

(The Contractor) or __________________________ (Subcontractor) __________________________ certifies, by submission of this bid/proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by an federal department or agency.

(If the Prime Contractor or Subcontractor is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this bid/offer).

(The Contractor) or __________________________ (Subcontractor) __________________________ certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Sections 3801 ET. SEQ. are applicable thereto.

Signature of Authorized Official __________________________________________
Typed Name __________________________________________
Title of Authorized Official __________________________________________
Date __________________________________________
Alabama A&M University
Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)

CERTIFICATION OF RESTRICTIONS ON LOBBYING

I, hereby certify on behalf of __________________________ that:
(Name of Firm/Contractor Official) __________________________

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an office or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. No federal assistance funds shall be used for activities designed to influence Congress or State Legislature on legislation or appropriations, except through proper, official channels.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an office or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contract under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Executed this ________ day of ____________, 2016
CERTIFICATION OF INSURANCE COVERAGE

I, hereby certify on behalf of (Name of Firm/Contractor Official) that:

In accordance with the Contract terms, if awarded the Contract, the organization and any Subcontractors will have the required insurance coverages prior to the Contract award. I further certify that the organization and any Subcontractors shall maintain these insurance coverages during the entire term of the Contract and that all insurance coverages shall be provided by insurance companies authorized to sell insurance in Alabama.

Executed this day of , 2016

By

Typed Name

Title
EXCEPTIONS TO SCOPE OF WORK

The Bidder shall state whether it accepts the Scope of Work or if exceptions are taken. Company Name: ________________________________

Check one:

[ ] accepts the Scope of Work as presented in this solicitation and takes no exceptions.

[ ] takes exceptions to the Scope of Work. Exceptions are specifically identified on the attached pages.
SUBCONTRACTORS

Proposers shall identify any Subcontractors and the type of work anticipated to be performed during the term of the Contract.

*Make additional copies of this page as necessary.*

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ALABAMA IMMIGRATION ACT E-VERIFY CONTRACTOR’S E-VERIFY CLAUSE AND AFFIDAVIT

Effective immediately, this notice shall be included in all Requests for Proposals (BIDs) or Invitations to Bid to provide labor, supplies, or services for Alabama A&M University pursuant to contracts to be signed on or after January 1, 2012. Complete Affidavit 1 or 2.

E-VERIFY – NOTICE (BID)
The Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, Code of Alabama (1975) § 31-13-1 through 31-13-30” (also known as and hereinafter referred to as “the Alabama Immigration Act”) is applicable to contracts with Alabama A&M University (the “University”). As a condition for the award of a contract and as a term and condition of the contract with the University, in accordance with § 31-13-9 (a) of the Alabama Immigration Act, any business entity or employer that employs one or more employees shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien and shall attest to such by sworn affidavit signed before a notary. Such business entity or employer shall provide a copy of such affidavit to the University as part of its bid or proposal for the contract along with documentation establishing that the business entity or employer is enrolled in the E-Verify program. The required affidavit form is included at the end of this notice. A response to this BID/Invitation which does not include the required affidavit and proof of E-Verify enrollment will be considered non-conforming and non-responsive. The University at its sole discretion may allow a reasonable period, not to exceed ten (10) business days, for non-conforming bids to be amended to comply with the Alabama Immigration Act. However, the University has no duty to alert any bidder that their response is non-conforming in any aspect.

At the time of execution of the awarded contract, the contractor will be required to execute another affidavit in substantially the same form. In addition, during the performance of the contract, such contracting business entity or employer shall continue to participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The contracting business entity or employer shall assure and require that every subcontractor performing under the contract shall also comply with §31-13-9(c), and the contracting business entity or employer shall maintain records that are available upon request by the University, state authorities, or law enforcement to verify its compliance and the compliance of all subcontractors with the requirements of the Alabama Immigration Act. Failure to comply with these requirements may result in breach of contract, termination of the contract or subcontract, and possibly Page 21 of 27 suspension or revocation of business licenses and permits in accordance with §31-13-9 (e) (1) & (2) or in the case of a subcontractor, in accordance with §31-13-9 (f) (1) & (2).

E-Verify Affidavit
Compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, Code of Alabama (1975) § 31-13-1 through 31-13-30” (also known as and hereinafter referred to as “the Alabama Immigration Act”) is required for Alabama A&M University contracts as a condition of the contract performance. Please provide a duly executed and notarized affidavit in the appropriate form as describe below.
Alabama A&M University
Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)

AFFIDAVIT 1

I, ________________________________, a duly authorized officer or agent of ________________________________ (contractor), do execute this affidavit on behalf of ________________________________ (contractor) and by executing this affidavit, the undersigned contractor verifies that it is a sole proprietorship, partnership, corporation or other business entity (circle one) that has no employees. The undersigned agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Alabama A&M University, that the Contractor will secure from such subcontractor(s) verification of compliance with Code of Alabama (1975) § 31-13-9 in a form substantially similar to this affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Alabama A&M University, at the time the subcontractor is retained to perform such services.

Name of Contractor

____________________________________________________________

Signature of Authorize Officer or Agent of Contractor

____________________________________________________________

Title of Authorized Officer or Agent of Contractor

____________________________________________________________

Printed Name of Authorized Officer or Agent

____________________________________________________________

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____________ DAY OF __________ 2016.

____________________________________________________________

Notary Public

My commission Expires: ____________________________
AFFIDAVIT 2

I, ___, a duly authorized officer or agent of ____(contractor), do execute this affidavit on behalf of ____(contractor) and by executing this affidavit, the undersigned contractor verifies its compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (Code of Alabama (1975) § 31-13-9), stating affirmatively that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien and that the sole proprietorship, partnership, or corporation or other business entity (circle one) which is contracting with Alabama A&M University has registered with and is participating in the federal work authorization program known as “E-verify”, web address https://e-verify.uscis.gov/enroll operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions of the Alabama Immigration Act.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Alabama A&M University, that the Contractor will secure from such subcontractor(s) verification of compliance with Code of Alabama (1975) § 31-13-9 in a form substantially similar to this affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Alabama A&M University, at the time the subcontractor is retained to perform such services.

E-Verify Employment Eligibility Verification User Identification Number

Name of Contractor

Signature of Authorized Officer or Agent of Contractor

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE __ day of ___________ 2016.

________________________________________
Notary Public

My commission Expires: ______________________
Proof of Citizenship Demonstration and Declaration
(To be provided with Affidavit Form 1)

In order for an individual, including an individual who is a sole proprietor, a partner in a partnership, a general partner in a limited partnership, a partner in a non-registered limited liability partnership, or a sole member of a single member limited liability company, who is a U.S. Citizen to receive a public benefit or conduct a business transaction with Alabama A&M University, each such citizen must declare his or her U.S. citizenship by executing the declaration at the bottom of this form, and must demonstrate his or her U.S. citizenship by presenting a legible copy of one of the following items.

Note that if the presented item does not include picture identification, please also provide a copy of a valid form of picture identification, and if the presented item does not show the person’s current legal name, please also provide a copy of a supporting document to verify the legal name change. Please check which of the listed items has been provided:

☐ Driver's license or non-driver's identification card (issued by Alabama or the division of motor vehicles or the equivalent governmental agency of another state within the United States if the agency indicates on the applicant's driver's license or non-driver's identification card that the person has provided satisfactory proof of United States citizenship).

☐ Birth certificate.

☐ Pertinent pages of a United States valid or expired passport (identifying the applicant and the applicant's passport number).

☐ United States naturalization documents or the number of the certificate of naturalization. (If only the number of the certificate of naturalization is provided, the applicant shall not be awarded any contract until the number of the certificate of naturalization is verified with the United States Bureau of Citizenship and Immigration Services by the designated City Official, pursuant to 8 U.S.C. § 1373(c)).

☐ Other documents or methods of proof of United States citizenship (issued by the federal government pursuant to the Immigration and Nationality Act of 1952, and amendments thereto).

☐ Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.

☐ Consular report of birth abroad of a citizen of the United States of America.

☐ Certificate of citizenship (issued by the United States Citizenship and Immigration Services).

☐ Certification of report of birth (issued by the United States Department of State).

☐ American Indian card, with KIC classification, (issued by the United States Department of Homeland Security).

☐ Final adoption decree (showing the applicant's name and United States birthplace).

☐ Official United States military record of service (showing the applicant's place of birth in the United States).
Extract from a United States hospital record of birth (created at the time of the applicant’s birth indicating the applicant’s place of birth in the United States).

CITIZENSHIP DECLARATION

Under penalty of perjury, I, _____________________________, (print name of undersigned) the undersigned do hereby declare that I am a citizen of the United States of America.

__________________________________________ (Declarant’s Signature and Date)
Verification, Demonstration, and Declaration of Lawfully Present Alien
(To be provided with Affidavit Form 1)

A. SAVE Verification. In order for an individual, including an individual who is a sole proprietor, a partner in a partnership, a general partner in a limited partnership, a partner in a non-registered limited liability partnership, or sole member of a single member limited liability company, who is a lawfully present alien to receive a public benefit or conduct a business transaction with the City, the City must verify, using the Systematic Alien Verification of Entitlement (SAVE) Program, that such alien is lawfully present in the United States. In order to obtain such verification, each such alien must provide: (1) his or her Alien Registration Number, which is as follows: _______________________________________; and (2) a copy of non-citizen immigration documents.

B. Presumptive Lawful Presence. In order for an individual, including an individual who is a sole proprietor, a partner in a partnership, a general partner in a limited partnership, a partner in a non-registered limited liability partnership, or sole member of a single member limited liability company, who is a lawfully present alien to receive a public benefit or conduct a business transaction on a temporary basis pending final verification, each such alien must declare that he or she is a lawfully present alien, by executing the declaration at the bottom of this form, and must demonstrate presumptive lawful presence, by presenting a legible copy of one of the following items. Page 25 of 27

Note that if the presented item does not include picture identification, please also provide a valid form of picture identification, and if the presented item does not show the person’s current legal name, please also provide a copy of a supporting document to verify the legal name change.

Please check which of the listed items has been provided:

☐ A valid, unexpired Alabama driver’s license.

☐ A valid, unexpired Alabama non-driver identification card.

☐ A valid tribal enrollment card or other form of tribal identification (bearing a photograph or other biometric identifier).

☐ Any valid United States federal or state government issued identification document (bearing a photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the United States before issuance).

☐ A foreign passport with an unexpired United States Visa and a corresponding stamp or notation (by the United States Department of Homeland Security indicating the bearer’s admission to the United States).

☐ A foreign passport issued by a visa waiver country (with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer’s admission to the United States).

DECLARATION OF LAWFULLY PRESENT ALIEN

Under penalty of perjury, I, _____________________________, (print name of undersigned) the undersigned do hereby declare that I am a lawfully present alien in the United States of America.

______________________________ (Declarant’s Signature and D
Alabama A&M University  
Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)

BID SHEET

The undersigned agrees to enter into an agreement with the Owner to provide the services described for: Carver Complex Annex (Thomas Wing) Door Hardware & Lighting Upgrade as per specifications.

$ ________________________________
(above amount in words)

TOTAL: $ ________________________________
(above amount in words)

X ________________________________
Alabama A&M University
Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)

Certification Pursuant To Act No. 2006-557

The following statement is applicable to all Requests for Formal Bid and Contracts for Professional Services that are required on all taxable sales and leases into Alabama:

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama.

By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.
State Of Alabama
Disclosure Statement
(Required by Act 2001-955)

This form is provided with:
☐ Contract  ☐ Proposal  ☐ Request for Proposal  ☐ Invitation to Bid  ☐ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?
☐ Yes  ☐ No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

<table>
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<th>STATE AGENCY/DEPARTMENT</th>
<th>TYPE OF GOODS/SERVICES</th>
<th>AMOUNT RECEIVED</th>
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Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?
☐ Yes  ☐ No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

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<th>STATE AGENCY/DEPARTMENT</th>
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1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

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<th>NAME OF PUBLIC OFFICIAL/EMPLOYEE</th>
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2. List below the name(s) and address (es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

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<th>NAME OF FAMILY MEMBER</th>
<th>ADDRESS</th>
<th>NAME OF PUBLIC OFFICIAL/PUBLIC EMPLOYEE</th>
<th>STATE DEPARTMENT/AGENCY WHERE EMPLOYED</th>
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

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<th>NAME OF PAID CONSULTANT/LOBBYIST</th>
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By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed $10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature ___________________________ Date _____________

Notary’s Signature ___________________________ Date _____________ Date Notary Expires _____________

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of $5,000.
1. Award: Alabama Agricultural and Mechanical University reserves the right to accept or to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of the University. In making an award, intangible factors such as bidder’s service, integrity, facilities, equipment, reputation, and past performance will be weighed along with the quality displayed in the samples submitted. Bids may be awarded either item by item or in product groups, or all or none, whichever appears to be in the best interest of the University. The University reserves the right to waive any or all formalities.

2. Bid Withdrawal: No bids may be withdrawn without approval from Alabama Agricultural and Mechanical University Purchasing Department. Any requests for withdrawal must be in writing to the Purchasing Department within five (5) days after opening date with justification for reason of withdrawal. More than two (2) such requests could result in removal from our bid list. No bid may be withdrawn after the issuance of a purchase order. If a withdrawal is made after the purchase order is issued, the vendor will be considered in default refer to "Default of Contractor".

3. Prices and Payment Terms: Bidders should quote applicable cash discounts. The University will not take into consideration in bid evaluation any cash discount of less than thirty (30) days duration. However, we will take advantage of all discounts for which we are eligible. Identify these discounts in your bid response. Bids containing "payment in advance" or "C.O.D." requirements may be rejected.

4. Applicable Law: It is agreed that this quotation is valid to the extent that it does not violate the constitution or the laws of the State of Alabama.

5. Bidder represents and warrants that all article and services covered by this bid meet or exceed the safety standards established and promulgated under the Federal, Occupational Safety and Health Act of 1970, No 2006, and its regulations in effect or proposed as of the date of this bid.

6. The furnishing of materials, supplies, equipment or service to Alabama Agricultural and Mechanical University under this purchase order, contract, solicitation for bids, or construction specification constitutes assurance by the vendor or contractor of his compliance with applicable provisions of and pertinent regulations promulgated under Executive Order 11246, date September 28, 1965 issued by the President of the United States of America and Public Law 88-352. 88th Congress, the "Civil Rights Act of 1964".

7. Non-Collusion: Any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise, shall render the bids of such bidders void. Each bidder certifies that he has not been a party to such an agreement by signing this bid.

8. New Products: Unless specifically called for in the bid, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the bid. The manufacturer's standard warranty will apply unless otherwise specified in the bid. All requests should be supplied complete, ready to be installed, including all cabling and connectors where applicable.

9. Bonds: Bid performance security bond, when required, will be indicated.

10. Bid Submission: Failure to submit a bid on the official AAMU form provided for that purpose shall be a cause for rejection of the bid. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the bid; however, AAMU reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.

11. All information shall be entered in ink or typewritten in the appropriate space on the form. Mistakes may be crossed out and corrections inserted before submission of your bid. Corrections shall be initialed in ink by the person signing the bid.

12. All bids must be signed. Failure to do so will result in rejection of the bid.

13. Delivery: Time of delivery shall be stated as the number of calendar days following receipt of the order by the vendor, to receipt of the goods by Alabama Agricultural and Mechanical University.

14. Delivery time may be a criterion in awarding bids. Specify earliest possible delivery after receipt of order.

15. Failure to deliver within the time vendor specified in the bid will constitute a default and may cause cancellation of the contract. Refer to "Default of Contractor".
Alabama A&M University
Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)

16. All prices quoted are to be F.O.B. delivered to Alabama agricultural and mechanical university, Central Receiving Building, 3409 Meridian Street, Huntsville, Alabama 35811 (unless another F.O.B. point is stated by the University on bid form). The successful bidder must assume full responsibility for damage in transit. When installation is required, it will be stated. If you are not quoting a delivered price, indicate your shipping point, and provide shipping cost for evaluation purposes.

17. Bid Terms: Show unit prices, extensions, and total price. In the event of a discrepancy between the unit price and the extension, the unit price shall govern. Bids shall remain firm for minimum thirty (30) days from date of bid opening and any exception must be clearly stated.

18. Bid Opening: Bidders may attend the bid opening, but no information or opinions concerning the ultimate award will be given at the bid opening or during the evaluation process. After the public opening of this bid, the results will not be available to bidders not attending the opening until after an award is made.

19. Bids are Public Record: All bids become a matter of public record at bid award. The University accepts no responsibility for maintaining confidentiality of any information submitted with bid whether labeled confidential or not.

20. Standards of Quality: When a material, article or piece of equipment is identified in these specifications by reference to manufacturer's or vendor's name, trade name, catalog and stock numbers, etc., it is intended merely to establish a standard; and, any material, article or equipment of other manufacturer and vendor which will perform equally the duties imposed by the general design, provided the material, article, or equipment proposed is in the opinion of the Purchasing Agent of equal substance and function it shall not be purchased or installed by the contractor without the Purchasing Agents' written approval.

21. The bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable AAMU to determine if the product offered meets the requirements of the invitation. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the bidder clearly indicates in its bid that the product offered is an "Equal" product, such bid will be considered to offer the brand name product referenced in the invitation. Alabama Agricultural and Mechanical University will be sole judge of EQUAL items bid.

22. Vendor Authorization: Vendor must be an authorized distributor/agent to sell products proposed in this bid request. When it is deemed to be in the best interest of the University, the Purchasing Department may request an on-site premise visit to examine the facility.

23. Default of Contractor: Where the University has determined the contractor to be in default, the University reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

24. Fiscal Funding Clause: The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient money to provide the continuation of a contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

25. Contract Cancellation: The Purchasing Department has the right to cancel any contract, in accordance with Purchasing Rules and Regulations for cause, including but not limited to, the following: (1) failure to deliver within the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy, or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state of federal law; and (6) any other breach of contract.

26. Warranties: Should merchandise described on this bid contain a manufacturer's warranty, bidders must state the warranty terms in the space provided on the bid. Bids offered for merchandise when no warranty applies must clearly state "NO WARRANTY COVERAGE". Warranty information may be criteria in making this award. Failure of bidders to furnish this data may cause rejection of the complete bid as being non-responsive.

27. Disclosure Statement: The successful bidder will be required to file with the Purchasing Department a disclosure statement of relationship between contractor's grantees and employees/officials of the University. This form must be completed prior to issuance of the Purchase Order by Alabama Agricultural and Mechanical University.
SECTION 08710

DOOR HARDWARE

PART 1 GENERAL

1.1 SECTION INCLUDES

A. All items known commercially as Finish or Door Hardware.

1.2 REFERENCES

A. Builders Hardware Manufacturing Association (BHMA)
C. SDI-107-84 - Hardware on Steel Doors. (Reinforcement – Application.
D. ANSI-A156.8 – Material and Finishes
G. ADA - Americans with Disabilities Act.
H. All applicable state and local codes.

1.3 SUBMITTALS

A. Product Data - Submit two (2) copies of manufacturer's catalog sheets describing each item of hardware to be supplied.

B. Schedules - Submit six (6) copies of hardware schedules for Owner's approval. Schedules are to include quantity, type, location finish and manufacturer of each item of hardware for each opening. Include riser diagrams, wiring diagrams and an operational description for all electrical and electro-mechanical hardware furnished under this section. Schedule may be horizontal or vertical format. No material is to be ordered until the submittal is approved. After approval, no substitutions will be allowed without the written approval of the Owner.

C. Samples - If requested by the Owner, submit a sample of each hardware item in the design and finish to be used on the project. Samples maybe used on the project provided they are undamaged during the submittal process.

D. Templates - Furnish template information to the General Contractor for use by other trades in fabricating related materials.

E. Project Closeout - On completion of the project, furnish one (1) copy of the "as furnished" hardware schedule along with one (1) copy each of the keying schedule, manufacturers maintenance instructions and any special tools which may be required to maintain or adjust the hardware. Furnish copies of all manufacturer's warranties for the owner's records.
Alabama A&M University
Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)

1.4 QUALITY ASSURANCE

A. Acceptable manufacture and products are listed in Part 2 and the hardware sets of the specification.

B. The hardware supplier shall be a firm specializing in the furnishing and servicing of finish hardware and have been engaged in this business for a period of not less than five (5) years. This firm shall have in its employ a full time, certified Architectural Hardware Consultant (AHC) or person of equivalent experience. This person shall be available to the Owner at reasonable times for consultation regarding the project. This supplier shall be a factory authorized, direct distributor for the manufacturer of the products being furnished.

C. The hardware manufacturer shall be a recognized firm regularly engaged in the manufacture and sale of finish hardware items.

D. If required, the hardware supplier shall furnish certification and documentation that his materials meet all physical and environmental requirements of the project.

E. Obtain each type of hardware (hinges, locks, closers, etc) from a single manufacturer.

F. Provide hardware for fire rated openings that complies with the requirements of NFPA 80 - 2009 and authorities having jurisdiction. Provide only items of door hardware that have been tested and listed by Underwriters Laboratories, Factory Mutual, Warnock-Hersey or other testing organization acceptable to the authorities having jurisdiction.

G. All hardware shall meet the requirements set forth in the Americans with Disabilities Act (ADA) and state and local handicapped codes.

H. The hardware schedule listed in this specification is to indicate the general quality and type of hardware required for the project. It is not intended to be used as a detailed hardware list. It is the hardware supplier's responsibility to verify quantities, functions and operation of all hardware items and to furnish any items required for proper functioning of the opening. Any discrepancies are to be brought to the attention of the architect prior to the bid. Where existing frames and doors are to be re-used, verify existing frame and door preparations and cut outs to ensure proper fit and operation of specified hardware.

1.5 DELIVERY, STORAGE AND PROTECTION

A. Packing and Shipping: Deliver products in original unopened packaging with legible manufacturer's identification. Package hardware to prevent damage during transit and storage.

B. Package each item individually. Label and clearly identify each package with item nomenclature and door opening. Correlate all markings and opening numbers to match the hardware schedule.

C. The General Contractor is to provide a secure, locked storage area for all items delivered to the jobsite.

D. Within forty-eight hours of receipt of material at the project site, the General Contractor shall inventory all items and advise the supplier immediately of any shortages.

E. Storage and Protection: Comply with manufacturer's recommendations.
1.6 PROJECT CONDITIONS

A. Furnish hardware of proper design for use on doors and frames of the thickness, profile, swing, security, and similar requirements indicated as necessary for the proper installation and function, regardless of omissions or conflicts in the information on the Contract Documents.

1.7 WARRANTY

D. All hardware items (except for those noted below) are to be warranted, in writing, by the manufacturer against failure due to defective materials and workmanship for a minimum period of one (1) year from date of substantial project completion.

1. Door Closers bodies: ten (10) years
2. Electro-mechanical openers: two (2) years,
3. Mortise Locksets & Cylinders: seven (7) years,
4. Mechanical exit devices: five (5) years.

E. Warranty is to cover failure due to manufacturing defects or material failure only. It shall not cover abuse, vandalism, improper installation or maintenance. Defective materials are to be replaced at no cost to the owner.

1.8 OWNER’S INSTRUCTION

D. Instruct Owner’s personnel in operation and maintenance of hardware units.

1.9 MAINTENANCE

D. Extra Service Materials: Deliver to Owner extra service materials from same production run as products installed. Package products with same protective covering and identify with descriptive labels.

1. Special Tools: Provide special wrenches and tools applicable to each different or special hardware component.
2. Maintenance Tools: Provide maintenance tools and accessories supplied by hardware component manufacturer.
3. Delivery, Storage, and Protection: Comply with Owner’s requirements for delivery, storage, and protection of extra service materials.

B. Maintenance Service: Submit for Owner’s Consideration maintenance service agreement for electronic products installed.

PART 2 PRODUCTS

2.1 MANUFACTURERS

A. Only manufacturers listed below shall be accepted. Obtain each type of finish hardware from a single manufacturer. See Campus Hardware Standards in Section 4.0.

2.2 MATERIALS AND FABRICATION

A. BASE METALS:

B. Produce hardware units of basic metal and forming method indicated using manufacturer’s standard metal alloy, composition, temper, and hardness, but in no case of lesser (commercially recognized) quality than specified for applicable hardware units for finish designations indicated.

B. SCREWS AND FASTENERS:

1. Provide hardware manufactured to conform to published templates, generally prepared for
machine screw installation. Do not provide hardware that has been prepared for self-tapping sheet metal screws, except as specifically indicated.

2. Furnish screws for installation with each hardware item. Provide Phillips flat-head screws except as otherwise indicated. Finish exposed (exposed under any condition) screws to match hardware finish or if exposed in surfaces of other work, to match finish of this other work as closely as possible including "prepared for paint" surfaces to receive painted finish.

3. Provide concealed fasteners for hardware units that are exposed when door is closed except to the extent no standard units of type specified are available with concealed fasteners. Do not use thru-bolts for installation where bolt heads or nuts are exposed on opposite face unless their use is the only means of adequately securing the hardware or where required on labeled doors. In no case are thru-bolts to be used as a substitute for proper reinforcement of doors or frames.

2.3 FINISHES

A. Finishes for all items are as listed in the hardware schedule at the end of this section.

B. Finish designations are as listed in ANSI/BHMA A156.18 "American Standards for Materials and Finishes" and are the industry recognized standard commercial finishes.

2.4 KEYS & KEYING

A. All cylinders must be keyed into the existing Best key system per owner’s direction, keyed to existing system. Consult with owner for exact keying requirements. Furnish cylinders keyed to existing key system. Furnish temporary construction cores for all locks.

B. Cylinders, removable and interchangeable core system: Best CORMAX Patented 7-pin.

C. Key quantities:
   1. Four (4) of each Grandmaster Key and Masterkey.
   2. Three (3) keys per lock.
   3. Four (4) Construction master keys for temporary cores.
   4. One (1) of each Control key (Temporary and Permanent).
   5. Consult with Owner and follow his instructions for delivery of permanent cores and keys.

D. Permanent Keys and Cores: Stamped with the applicable key mark for identification. Visual key control marks or codes will not include the actual key cuts. Permanent keys will also be stamped “Do Not Duplicate”.

E. Furnish a key control system including cabinet with a capacity of 100% of key changes on project plus 25% expansion, tags, envelopes, loan register and cards. Hardware supplier is to assist owner in initial set-up of key cabinet.

   1. Specified Manufacturer: Telkee
   2. Approved Substitutes: Lund

F. Keying Schedule: Arrange for a keying meeting, and a programming meeting with Owner and hardware supplier, and other involved parties to ensure locksets and locking hardware, are functionally correct and keying and programming complies with project requirements. Furnish 3 typed copies of the keying and programming schedule to the Owner.
Alabama A&M University  
Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)

PART 3 EXECUTION

3.1 EXAMINATION

A. Verification of Conditions: Installer is to examine doors, frames, related items and conditions under which work is to be performed and identify conditions detrimental to proper and or timely completion. Installer is to inspect the openings that are to receive hardware before beginning the installation. Check that frames are level, plumb and square with a tool such as a PLS Frameset. He is to advise the General Contractor of any condition that would prevent the proper installation and operation of hardware items.

1. Do not proceed until unsatisfactory conditions have been corrected.

A. Hardware Locations

3.2 INSTALLATION

A. Before commencing installation, General Contractor is to conduct a pre-installation meeting with the hardware supplier, the installer and any related trades or suppliers such as door supplier, security contractor, etc. The hardware supplier is to review the hardware schedule and types of hardware with related trades. Special emphasis is to be placed on unusual conditions, hardware types and, in the case of electrical hardware, wiring diagrams and power requirements. This supplier is to address any concerns or questions the installer or related trades may have before installation begins.

B. Hardware Locations: Mount Hardware units at heights indicated in the following publications except as specifically indicated or required to comply with the governing regulations.

1. Recommended locations for Builder’s Hardware for Standard Steel Doors and Frames by the Door and Hardware Institute (DHI).
2. Recommended locations for Architectural Hardware for flush wood doors (DHI).

C. Install each hardware item in compliance with the manufacturer's instructions and recommendations. Where cutting and fitting is required to install hardware onto or into surfaces that are later to be painted or finished in another way, coordinate removal, storage, and reinstallation or application of surface protection with finishing work.

D. Set units level, plumb, and true to line and location. Adjust and reinforce the attachment substrate as necessary for proper installation and operation.

E. Drill and countersink units that are not factory prepared for anchorage fasteners. Space fasteners and anchors in accordance with industry standards. Do not use “Riv-Nuts” or similar products.

3.2 FIELD QUALITY CONTROL AND FINAL ADJUSTMENT

A. Contractor/Installers, Field Services: After installation is complete, contractor shall inspect the completed door openings on site to verify installation of hardware is complete and properly adjusted, in accordance with both the Contract Documents and final shop drawing.

1. Check latchset and lockset devices are properly installed and adjusted to ensure proper operation.
   a. Verify levers are free from binding.
   b. Ensure latchbolts and deadbolts are engaged into strike and hardware is functioning.

2. Report findings, in writing, to Owner indicating that all hardware is installed and functioning properly. Include recommendations outlining corrective actions for
Alabama A&M University  
Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)  
improperly functioning hardware, if required.

### 3.3 ADJUSTING AND CLEANING

A. Installer is to adjust and check each operating item of hardware and each door to ensure proper operation or function of every unit. Advise General Contractor at once of any item that cannot be adjusted properly. Units that cannot be adjusted to operate freely and smoothly or as intended for the application made, are to be replaced.

B. Where door hardware is installed more than one month prior to acceptance or occupancy of a space or area, return to the installation during the week prior to acceptance or occupancy and make final check and adjustment of all hardware items in the space or area. Clean operating items as necessary to restore proper functions and finish of hardware and doors following manufacturer's printed instructions. Adjust door control devices to compensate for final operation of heating and ventilating equipment.

C. Clean adjacent surfaces soiled by hardware installation.

### 3.03 HARDWARE SCHEDULE

A. All locksets and door knobs, excluding written exceptions, are to be replaced with mortise locksets and lever handles.

B. All restroom doors should receive push plates on side used to enter and pull bar with plate on side used to exit. Plates should properly conceal opening used with current hardware.

C. Hardware finish is to match existing door hardware.

D. Only rooms housing mechanical, electrical and network equipment shall have deadbolts replaced. All other deadbolts shall be replaced with blank plates to match hardware.

**Ground Floor Level**

27 Replacements

Note: Hardware for one (1) set of aluminum doors and two (2) sets of solid metal doors are to be excluded.

**Main Floor Level (Entrance from Parking Lot)**

40 Replacements

**Upper Floor Level**

49 Replacements

Note: Hardware for one (1) set of hollow metal doors accessing Carver Complex South (bonner wing) are to be excluded.
### Alabama A&M University

**Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)**

**PART 4 CAMPUS HARDWARE STANDARDS FOR NEW CONSTRUCTION / RENOVATION PROJECTS**

**Hanging Devices**

<table>
<thead>
<tr>
<th>Description</th>
<th>Manufacturer</th>
<th>Model / Series</th>
<th>Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortise Hinge</td>
<td>Stanley</td>
<td>(Interior Doors) FBB179 4.5 x 4.5 Standard Weight</td>
<td>626</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FBB168 4.5 x 4.5 Heavy Weight (High traffic openings)</td>
<td>626</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FBB168 4.5 x 4.5 Heavy Weight doors over 36” Wide</td>
<td>626</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Exterior Door) FBB191 4.5 x 4.5 Standard Weight for 36”</td>
<td>630</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and less</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FBB199 4.5 x 4.5 Heavy Weight doors over 36” Wide</td>
<td>630</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(All Exterior Doors to have NRP)</td>
<td></td>
</tr>
<tr>
<td>Continuous Hinge</td>
<td>Stanley</td>
<td>662HD UL (On all Exterior Doors)</td>
<td>AL</td>
</tr>
<tr>
<td></td>
<td>Alternate</td>
<td>Continuous Hinges to match Alum Framing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bommer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>McKinney</td>
<td></td>
<td></td>
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</table>

**Securing Devices / Access Control Devices**

<table>
<thead>
<tr>
<th>Mortise Lock Set</th>
<th>Best</th>
<th>45H Series - 14J Trim Style</th>
<th>626</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lock Function</strong></td>
<td><strong>Room type</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45HON</td>
<td>Closet (Non-Lockable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45HOL</td>
<td>Private Restroom w/ VIN Option</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45H_AB</td>
<td>Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45H_D</td>
<td>Storeroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45H_R</td>
<td>Classroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45H_T</td>
<td>Dormitory</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Provide lock functions as required for project as appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td>No Substitution (Best - Campus Standard)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cylindrical Lock Set</th>
<th>Best</th>
<th>9K Series - 14D Trim Style</th>
<th>626</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lock Function</strong></td>
<td><strong>Lock Type</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9K3ON</td>
<td>Closet (Non-Lockable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9K3OL</td>
<td>Private Restroom w/ VIN Option</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9K3_AB</td>
<td>Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9K3_D</td>
<td>Storeroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9K3_R</td>
<td>Classroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9K3_T</td>
<td>Dormitory</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Provide lock functions as required for project as appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td>No Substitution (Best - Campus Standard)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cylindrical Deadbolt</th>
<th>Best</th>
<th>8T Series</th>
<th>626</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>* Provide lock function as necessary to application</td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td>No Substitution (Best - Campus Standard)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Cylinders | Best | 1E74 x RP3 x Cam as required (Mortise)                  | 626    |
|           |      | 1E72 x RP (Rim)                                       | 626    |
|           |      | * Provide as necessary to operate locking hardware     |        |
| Alternate | No Substitution (Best - Campus Standard)                  |        |
## Alabama A&M University
### Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)

<table>
<thead>
<tr>
<th>Description</th>
<th>Manufacturer</th>
<th>Model / Series</th>
<th>Finish</th>
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<tbody>
<tr>
<td><strong>Access Control - Wireless</strong></td>
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<tr>
<td>Mortise Lock Set</td>
<td>Best</td>
<td>45HQ Series – 14MS Trim Style</td>
<td>626</td>
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<tr>
<td></td>
<td></td>
<td>45HQ DV (Latch w/ Key)</td>
<td>626</td>
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<tr>
<td></td>
<td></td>
<td>45HQ TV (Deadbolt w/ Key)</td>
<td>626</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provide lock functions as required for project as appropriate</td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td></td>
<td>No Substitution (Best Campus Standard)</td>
<td></td>
</tr>
<tr>
<td>Cylindrical Lock Set</td>
<td>Best</td>
<td>9KQ Series – 14MS Trim Style</td>
<td>626</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9KQ3 DV (Latch w/Key)</td>
<td>626</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Alternate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No Substitution (Best - Campus Standard)</td>
<td></td>
</tr>
<tr>
<td>Exit Device Trim</td>
<td>Best</td>
<td>EXQ Series – 14MS x PH2 (Precision Exit Device)</td>
<td>626</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provide as necessary Exit Device locking type, (Rim or Mortise)</td>
<td></td>
</tr>
<tr>
<td>Key Systems</td>
<td>Best</td>
<td>CorMax Patented System / Interchangeable Core</td>
<td>626</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 7 Pin Best “Cormax” key system</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2 cut keys per lockset</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• All Cores must be manufactured by Best</td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td></td>
<td>No Substitution – (Best &quot;Cormax&quot; - Campus Standard)</td>
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</tr>
<tr>
<td>Exit Device</td>
<td>Precision</td>
<td>2000 Series</td>
<td>630</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2100 Series on Flush and Wide Stile Doors</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2400 Series on Narrow Stile Doors</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Use Escut. With Lever “D” where applicable</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Lever handle shall match lockset design</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Keyed Removable Mullions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provide &quot;FL&quot; Fire Rated exit device at Labeled openings</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• &quot;CD&quot; Cylinder Dogging at Non-Rated Exit Devices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provide additional Exit Device functions as appropriate</td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td></td>
<td>No Substitution (Precision - Campus Standard)</td>
<td></td>
</tr>
<tr>
<td>Padlocks</td>
<td>Best</td>
<td>21B Series</td>
<td>626</td>
</tr>
<tr>
<td></td>
<td></td>
<td>41B Series</td>
<td>626</td>
</tr>
<tr>
<td>Alternate</td>
<td></td>
<td>No Substitution (Best - Campus Standard)</td>
<td></td>
</tr>
<tr>
<td>Cabinet &amp; Drawer Locks</td>
<td>Best</td>
<td>5L Series (Latchbolt)</td>
<td>626</td>
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<tr>
<td></td>
<td></td>
<td>5L Series (Deadbolt)</td>
<td>626</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5E Series (3/4” Utility Cylinder)</td>
<td>626</td>
</tr>
<tr>
<td>Closing / Auto-Operators Devices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closers</td>
<td>Stanley</td>
<td>D4550 Series (Exterior)</td>
<td>689</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D3550 Series (Interior)</td>
<td>689</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• D4550 with EDA at Exterior Doors</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• D3550 at Interior Doors</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• High Traffic Doors to have EDA</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Low Traffic Doors to have Std Arms w/ PA Option Available</td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td></td>
<td>No Substitution (Stanley Door Closers - Campus Standard)</td>
<td></td>
</tr>
</tbody>
</table>
## Alabama A&M University
Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)

<table>
<thead>
<tr>
<th>Description</th>
<th>Manufacturer</th>
<th>Model / Series</th>
<th>Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Auto-Operators</strong></td>
<td>Stanley</td>
<td>Magic-Force Series</td>
<td>689</td>
</tr>
<tr>
<td><strong>Stops &amp; Holder Devices</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead Door</td>
<td>ABH</td>
<td>4400 Series</td>
<td>630</td>
</tr>
<tr>
<td>Stops</td>
<td></td>
<td>9000 Series</td>
<td>630</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9000A Series</td>
<td>630</td>
</tr>
<tr>
<td>Overhead Door</td>
<td>ABH</td>
<td>2100 Series (Recessed) Wall Mounted</td>
<td>630</td>
</tr>
<tr>
<td>Holders</td>
<td></td>
<td>2300 Series (Surface) Wall Mount</td>
<td>630</td>
</tr>
<tr>
<td></td>
<td>Alternates</td>
<td>Glynn Johnson</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Russwin</td>
<td></td>
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<tr>
<td><strong>Protection Devices</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Push Plate</td>
<td>Trimco</td>
<td>1001-3 4&quot; x 16&quot; (.050)</td>
<td>630</td>
</tr>
<tr>
<td>Pull</td>
<td>Trimco</td>
<td>1017-3B 8&quot; CTC Pull (.050)</td>
<td>630</td>
</tr>
<tr>
<td>Kick Plate</td>
<td>Trimco</td>
<td>KO050 10&quot; x 1&quot; LDW Pull Side</td>
<td>630</td>
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<tr>
<td></td>
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<td>KO050 10&quot; x 2&quot; LDW Push Side</td>
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<tr>
<td>Mop Plate</td>
<td>Trimco</td>
<td>KM050 6&quot; x 1&quot; LDW Pull Side</td>
<td>630</td>
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<tr>
<td></td>
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<td>KM050 6&quot; x 2&quot; LDW Push Side</td>
<td></td>
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<tr>
<td>Armor Plate</td>
<td>Trimco</td>
<td>KA050 36&quot; x 1&quot; LDW x B4E (Pair doors)</td>
<td>630</td>
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<tr>
<td>Door Stops</td>
<td>Trimco</td>
<td>1270CVSV (Concave)</td>
<td>626</td>
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<td></td>
<td></td>
<td>1270CVSV (Convex)</td>
<td>626</td>
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<tr>
<td></td>
<td></td>
<td>Allow for maximum swing of doors</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Backing required at wall stop</td>
<td></td>
</tr>
<tr>
<td>Floor Stops</td>
<td>Trimco</td>
<td>1211 Series Floor Mounted (Interior)</td>
<td>626</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Allow for maximum swing of doors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trimco</td>
<td>1209 Series Floor Mounted (exterior)</td>
<td>626</td>
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<tr>
<td></td>
<td></td>
<td>Allow for maximum swing of doors</td>
<td></td>
</tr>
<tr>
<td>Flush Bolts</td>
<td>Trimco</td>
<td>3917 (Manual) Metal Doors</td>
<td>626</td>
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<tr>
<td></td>
<td></td>
<td>3915 (Manual) Wood Doors</td>
<td>626</td>
</tr>
<tr>
<td>Dust Proof Strike</td>
<td>Trimco</td>
<td>3910</td>
<td>630</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3910N</td>
<td>630</td>
</tr>
<tr>
<td>Coordinator</td>
<td>Trimco</td>
<td>3094B x width of opening</td>
<td>600</td>
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<tr>
<td></td>
<td></td>
<td>3096 (Closer Bracket) supplied in conjunction with 3094B</td>
<td>600</td>
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<tr>
<td></td>
<td>Alternates</td>
<td>Rockwood (For all Protection Devices)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hager (For all Protection Devices)</td>
<td></td>
</tr>
<tr>
<td><strong>Gasketing &amp; Threshold Devices</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Weather Seal</td>
<td>National Guard</td>
<td>127SA (Head &amp; Jambs)</td>
<td>AL</td>
</tr>
<tr>
<td>Smoke Seal</td>
<td>National Guard</td>
<td>5050C</td>
<td></td>
</tr>
<tr>
<td>Door Sweep</td>
<td>National Guard</td>
<td>101VA (Exterior)</td>
<td>AL</td>
</tr>
<tr>
<td>Mullion Seal</td>
<td>National Guard</td>
<td>5100 (verify color)</td>
<td></td>
</tr>
<tr>
<td>Rain Drip</td>
<td>National Guard</td>
<td>16A (4&quot; greater than door width)</td>
<td>AL</td>
</tr>
<tr>
<td>Threshold</td>
<td>National Guard</td>
<td>425A (1/2&quot; x 5&quot; Saddle series)</td>
<td>AL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>896A (1/2&quot; x 5&quot; Bumper series)</td>
<td>AL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>442-5 (1/2&quot; x 5&quot;) Interlocking Threshold (Ext. In-swing)</td>
<td>AL</td>
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<tr>
<td></td>
<td>Alternates</td>
<td>Reese (For all Gasketing Devices)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Zero (For all Gasketing Devices)</td>
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### Alabama A&M University
**Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Manufacturer</th>
<th>Model / Series</th>
</tr>
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<tbody>
<tr>
<td><strong>Miscellaneous Devices</strong></td>
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<tr>
<td>Key Control Software</td>
<td>Best</td>
<td>KS600N Software</td>
</tr>
<tr>
<td>Key Cabinet</td>
<td>MMF</td>
<td>STEELMASTER® Dupli-Key® Two-Tag Cabinet</td>
</tr>
<tr>
<td></td>
<td>Alternate</td>
<td>LUND</td>
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<tr>
<td>Electronic Key Cabinets</td>
<td>Key Systems</td>
<td>SAM Cabinets w/ GFMS Software</td>
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**END OF SECTION**
Alabama A&M University
Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)

SECTION 16511

INTERIOR LIGHTING

PART 1 GENERAL

1.6 SECTION INCLUDES

A. Interior lighting fixtures, lamps, and ballasts.
B. Emergency lighting units.
C. Lighting fixture supports.
D. Retrofit kits for fluorescent lighting fixtures.

1.7 DEFINITIONS

I. BF: Ballast factor.
J. CRI: Color-rendering index.
K. CU: Coefficient Utilization
L. HID: High-intensity discharge.
M. LER: Luminaire efficacy rating
N. Luminaire: Complete lighting fixture, including ballast housing provided.
O. RCR: Room Cavity Ratio.

1.8 SUBMITTALS

F. Product Data - Submit two (2) copies of manufacturer’s catalog sheets describing each item of hardware to be supplied. Product Data: For each type of lighting fixture, arranged in order of fixture designation. Include data on features, accessories, finishes, and the following:

1. Physical description of lighting fixture including dimensions.
2. Emergency lighting units including battery and charger.
5. Air and Thermal Performance Data: For air-handling lighting fixtures. Furnish data required in “Submittals” Article in Division 23 Section “Diffusers, Registers, and Grilles.”
7. Photometric data, in IESNA format, based on laboratory tests of each lighting fixture type, outfitted with lamps, ballasts, and accessories identical to those indicated for the lighting fixture as applied in this Project.
   a. For indicated fixtures, photometric data shall be certified by a qualified independent testing agency. Photometric data for remaining fixtures shall be certified by the manufacturer.
   b. Photometric data shall be certified by a manufacturer’s laboratory with a current accreditation under the National Voluntary Laboratory Accreditation Program (NVLAP) for Energy Efficient Lighting Products.

B. Shop Drawings: Show details of nonstandard or custom lighting fixtures. Indicate dimensions, weights, methods of field assembly, components, features, and accessories.


C. Samples - Samples for Verification: Interior“ lighting fixtures designated for sample submission in Interior Lighting Fixture Schedule. Each sample shall include the following:

1. Lighting Fixtures
2. Suspended Ceiling Components.

D. Product Certificates: For each type of ballast for bi-level and dimmer-controlled fixtures, signed by product manufacturer.

E. Qualification Data: For agencies providing photometric data for lighting fixtures.
D. Field quality-control test reports.
E. Operation and Maintenance Data: For lighting equipment and fixtures to include in emergency, operation, and maintenance manuals.
F. Warranties: Special warranties specified in this Section.

1.9 QUALITY ASSURANCE

A. Luminaire Photometric Data Testing Laboratory Qualifications: Provided by manufacturers' laboratories that are accredited under the National Volunteer Laboratory Accreditation Program for Energy Efficient Lighting Products.
B. Luminaire Photometric Data Testing Laboratory Qualifications: Provided by an independent agency, with the experience and capability to conduct the testing indicated, that is an NRTL as defined by OSHA in 29 CFR 1910.7.
C. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
D. Comply with NFPA 70.
E. FMG Compliance: Lighting fixtures for hazardous locations shall be listed and labeled for indicated class and division of hazard by FMG.
F. Mockups: Provide interior lighting fixtures for room or module mockups, complete with power and control connections.
   1. Obtain Owner’s approval of fixtures for mockups before starting installations.
   2. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
   3. Approved fixtures in mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

1.10 DELIVERY, STORAGE AND PROTECTION

B. Packing and Shipping: Deliver products in original unopened packaging with legible manufacturer's identification. Package hardware to prevent damage during transit and storage.
F. Package each item individually. Label and clearly identify each package with item nomenclature and door opening. Correlate all markings and opening numbers to match the hardware schedule.
G. The General Contractor is to provide a secure, locked storage area for all items delivered to the jobsite. Within forty-eight hours of receipt of material at the project site, the General Contractor shall inventory all items and advise the supplier immediately of any shortages.

1.8 WARRANTY

A. Special Warranty for Emergency Lighting Batteries: Manufacturer's standard form in which manufacturer of battery-powered emergency lighting unit agrees to repair or replace components of rechargeable batteries that fail in materials or workmanship within specified warranty period.
B. Special Warranty for Ballasts: Manufacturer's standard form in which ballast manufacturer agrees to repair or replace ballasts that fail in materials or workmanship within specified warranty period.
   1. Warranty Period for Electronic Ballasts: Five years from date of Substantial Completion.

C. Special Warranty for T8 and TB Fluorescent Lamps: Manufacturer's standard form, made out to
Owner and signed by lamp manufacturer agreeing to replace lamps that fail in materials or workmanship, f.o.b. the nearest shipping point to Project site, within specified warranty period indicated below.

1. Warranty Period: One year(s) from date of Substantial Completion.

E. Warranty is to cover failure due to manufacturing defects or material failure only. Defective materials are to be replaced at no cost to the owner.

1.10 EXTRA MATERIALS

D. Furnish extra materials described below that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.

E. Lamps: 10 for every 100 of each type and rating installed. Furnish at least one of each type.

F. Plastic Diffusers and Lenses: 1 for every 100 of each type and rating installed. Furnish at least one of each type.

G. Ballasts: 1 for every 100 of each type and rating installed. Furnish at least one of each type.

H. Globes and Guards: 1 for every 20 of each type and rating installed. Furnish at least one of each type.

1.11 OWNER’S INSTRUCTION

D. Instruct Owner’s personnel in operation and maintenance of lighting units.

PART 2 PRODUCTS

2.2 MANUFACTURERS

A. Lighting fixtures: Products of the following manufacturers may be submitted for evaluation by the Owner. Fixture submittals must provide adequate information to show equivalence, including but not limited to, photograph or isometric drawing of fixture, photometric data, dimensional data, optional features listing, and information on construction, type of finish, etc.

1. Lithonia
2. Cooper
3. Thomas/Genlyte
4. Hubbell

B. Ballasts: Products of the following, which comply with these specifications, are acceptable.

1. Advance
2. Roberts
3. Universal

C. Controls: Products of the following, which comply with these specifications, are acceptable.

1. Lutron
2. Leviton
3. Hubbell

2.5 MATERIALS DESCRIPTION

A. Recessed Fixtures: Comply with NEMA LE4 for ceiling compatibility for recessed fixtures.

C. Ballasts: Ballasts shall be rated for the voltage and circuiting indicated for each fixture type. Be provided with documentation showing manufacturer has at least ten (10) years’
Alabama A&M University
Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)

experience manufacturing electronic ballasts with a documented failure rate of less than 5 percent of units in service.

1. Ballast manufacturer shall warrant ballasts to be free from defects in material and workmanship for at least five (5) years from date of manufacture under normal conditions of use. Any ballast failing within the guarantee period shall be replaced by the manufacturer at no expense to the Owner.

2. Electronic Ballasts shall:
   a. Comply with ANSI C82.11; instant-start type, unless otherwise indicated, and designed for type and quantity of lamps served. Ballasts shall be designed for full light output unless dimmer or bi-level control is indicated.
   b. Total Harmonic Distortion Rating: Comply with A.N.S.I. and I.E.E.E. standards for total harmonic distortion (THD). THD shall be less than 10%.
   c. Comply with F.C.C. requirements governing electromagnetic and radiofrequency interference.
   d. Transient Voltage Protection: Comply with I.E.E.E. standards line voltage transient protection. Category “A” or better.
   e. Be specifically designed to operate rapid-start T8 lamps, unless otherwise noted.
   f. Operating Frequency: Be electronic type and operate lamps at a frequency above 20 kHZ from an input of 60 kHZ.
   g. Parallel Lamp Circuits: Multiple lamp ballasts shall comply with ANSI C 82.11 and shall be connected to maintain full light output on surviving lamps if one or more lamps fail or is removed.
   h. Lamp Current Crest Factor: 1.7 or less.
   i. BF: 0.85 or higher.
   j. Power Factor: 0.98 or higher.

D. Fluorescent Fixtures: Comply with UL 1598. Where LER is specified, test according to NEMA LE5 and NEMA LE5A as applicable.

E. Lamps: Conform to ANSI Standards, C78 series applicable to each type of lamp. Unless otherwise indicated, linear fluorescent lamps shall be rapid-clear, T8, 3500K white, CRI of 75 or greater.

1. All fixtures shall be equipped with lamps. Lamps shall be installed new, immediately prior to final inspection.

2. Fluorescent Lamps: Standard fluorescent lamps shall be cool white unless noted otherwise, as manufactured by G.E., Westinghouse or Sylvania.

3. Lamp Warranty: Lamps shall be warranted according to type as follow:
   a. Fluorescent and H.I.D. lamps shall be guaranteed for one full year.
   b. Incandescent lamps shall be guaranteed for one month.
   c. All quartz lamps for four (4) months.
   d. Note: Warranty period shall begin from “date of substantial completion”

4. Low-Mercury Lamps: Comply with EPA’s toxicity characteristic leaching procedure test; shall yield less than 0.2 mg of mercury per liter when tested according to NEMA LL 1.

5. TS rapid-start low-mercury lamps, rated 32 W maximum, nominal length of 48 inches, 2800 initial lumens (minimum), CRI 75 (minimum), color temperature 4100 K, and average rated life 20,000 hours, unless otherwise indicated.

6. T5HO rapid-start, high-output low-mercury lamps, rated 54 W maximum, nominal
Alabama A&M University
Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)

length of 45.2 inches (1150 mm), 5000 initial lumens (minimum), CRI 85 (minimum), color temperature 4100 K, and average rated life of 20,000 hours, unless otherwise indicated.

7. Compact Fluorescent Lamps: 4-Pin, low mercury (26W and less), CRI 80 (minimum), color temperature 3500 K, average rated life of 10,000 hours at 3 hours operation per start, unless otherwise indicated.
   a. 13 W: T4, double or triple tube, rated 900 initial lumens (minimum).
   b. 18 W: T4, double or triple tube, rated 1200 initial lumens (minimum).
   c. 26 W: T4, double or triple tube, rated 1800 initial lumens (minimum).
   d. 32 W: T4, triple tube, rated 2400 initial lumens (minimum).
   e. 42 W: T4, triple tube, rated 3200 initial lumens (minimum).
   f. 55 W: T4, triple tube, rated 4300 initial lumens (minimum).

8. Lighting Fixture Support Components:
   2. Twin-Stem Hangers: Two, 1/2-inch steel tubes with single canopy designed to mount a single fixture. Finish same as fixture.
   5. Rod Hangers: 3/16-inch minimum diameter, cadmium-plated, threaded steel rod.
   6. Hook Hangers: Integrated assembly matched to fixture and line voltage and equipped with threaded attachment, cord, and locking-type plug.
   7. Sheet Metal Components: 22 gauge, cold-rolled steel, powder-coated throughout after fabrications, no exceptions.

H. Doors, Frames, and Other Internal Access: Smooth operating, free of light leakage under operating conditions, and designed to permit relamping without use of tools. Designed to prevent doors, frames, lenses, diffusers, and other components from falling accidentally during relamping and when secured in operating position.

I. Reflecting surfaces shall have minimum reflectance as follows, unless otherwise indicated:
   1. White Surfaces: 93 percent.
   2. Specular Surfaces: 83 percent.
   3. Diffusing Specular Surfaces: 75 percent.

H. Plastic Diffusers, Covers, and Globes:
   1. Acrylic Lighting Diffusers: 100 percent virgin acrylic plastic. High resistance to yellowing and other changes due to aging, exposure to heat, and UV radiation.
      a. Lens Thickness: At least 0.125 inch minimum unless different thickness is indicated.
      b. UV stabilized.
   2. Glass: Annealed crystal glass, unless otherwise indicated.

F. Fuses: All lighting to be factory installed fusing. Fuses to be glass metal and have amp rating
Alabama A&M University
Door Hardware and Lighting Upgrade – Carver Complex Annex (Thomas Wing)

of no more than 5 amps.

PART 3 EXECUTION

3.1 INSTALLATION

A. Lighting fixtures: Set level, plumb, and square with ceilings and walls. Install lamps in each fixture.

B. Support for Lighting Fixtures in or on Grid-Type Suspended Ceilings: Use grid as a support element.
   1. Install a minimum of four ceiling support system rods or wires for each fixture. Locate not more than 6 inches from lighting fixture corners.
   2. Support Clips: Fasten to lighting fixtures and to ceiling grid members at or near each fixture corner with clips that are UL listed for the application.
   3. Fixtures: Products of the following manufacturers may be submitted for evaluation by the Owner. Fixture submittals must provide adequate information to show equivalence, including but not limited to, photograph or isometric drawing of fixture, photometric data, dimensional data, optional features listing, and information on construction, type of finish, etc.

C. Suspended Lighting Fixture Support:
   1. Pendants and Rods: Where longer than 48 inches, brace to limit swinging.
   3. Continuous Rows: Use tubing or stem for wiring at one point and tubing or rod for suspension for each unit length of fixture chassis, including one at each end.

D. Air-Handling Lighting Fixtures: Install with dampers closed and ready for adjustment.

E. Adjust aimable lighting fixtures to provide required light intensities.

F. Verify that only lamps approved by the fixture manufacturer are installed in fixtures.

G. Verify that fixtures, including wiring and service access methods, are acceptable to the local inspecting authorities having jurisdiction.

H. Fixtures shall have metal parts, glassware, plastic diffusers, etc. free from scratches, chips, cracks, and other defects.

3.2 FIELD QUALITY CONTROL

A. Upon completion of installation of fixtures, and after circuitry has been energized with power source, verify operation of all fixtures, lamps, and associated controls. Correct malfunctioning units, then retest to demonstrate compliance with standards.

B. Test for Emergency Lighting: Interrupt power supply to demonstrate proper operation. Verify transfer from normal power to battery and retransfer to normal.

C. Prepare a written report of tests, inspections, observations, and verifications indicating and interpreting results. If adjustments are made to lighting system, retest to demonstrate compliance with standards.

END OF SECTION