



## **GYMNASIUM FLOOR REFINISHING**

**AT**

### **WEST POTOMAC HIGH SCHOOL**

**6500 QUANDER ROAD  
ALEXANDRIA, VA 22307**

### **INVITATION FOR BID# MMB-027-25**

**INTENT:**

It is the intent of this contract to refinish the Main Gymnasium wood floor at West Potomac High School. The contract shall include all related work as detailed in these specifications and provide a fully refinished hardwood gymnasium floor of approximately 22,000 sq. ft. ready for athletic instruction and competitive play. The scope of work shall include the repair of approximately 150 sq. ft. of hardwood floor in designated damaged areas. Work shall include sanding the hardwood floor surface, flooring repairs due to damage or gymnasium equipment removal or relocation, layout and painting of game lines, and specified logos and graphics where indicated on the existing floor. The Contractor will document existing logos and graphics for layout prior to refinishing and provide drawing to Owner for approval, and complete hardwood floor refinishing. All work shall be done in compliance with the floor finish manufacturer's specified instructions. All work shall be done by the Contractor including all associated materials and the complete installation as outlined in these specifications.

**FAIRFAX COUNTY PUBLIC SCHOOLS  
OFFICE OF FACILITIES MANAGEMENT  
5025 SIDEBURN ROAD  
FAIRFAX, VA 22032-2637  
(703) 764-2457**

*In the event of inclement weather that closes the Fairfax County Public Schools Central or Administrative Offices, bids will be due and opened at the same time, the following business day that offices are open. To confirm closing, visit us online at [www.fcps.edu](http://www.fcps.edu).*

**FAIRFAX COUNTY PUBLIC SCHOOLS  
West Potomac High School**



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## INVITATION FOR BID

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### INVITATION FOR BID

1. NOTICE OF INVITATION FOR BID

Notice is hereby given that the Fairfax County School Board (“Owner”) will receive bids for the **Gymnasium Floor Refinishing at West Potomac High School, before, 10:00 a.m. on Tuesday, October 22, 2024.**

2. RECEIPT OF BIDS

Bids shall be submitted in duplicate and shall be delivered and time stamped in Room 62, Sideburn Support Center, 5025 Sideburn Road, Fairfax, VA 22032 on or before the hour and date designated, at which time they will be opened and read in public.

3. LUMP SUM

Bids will be considered on a lump sum basis for the entire work described on the drawings and in the specifications.

4. DRAWINGS/SPECIFICATIONS

Drawings and specifications may be examined, and one (1) set obtained at the Office of Facilities Management, 5025 Sideburn Road, Fairfax, VA 22032-6009 or downloaded from <https://www.fcps.edu/get-involved/doing-business-fcps/facilities-management-current-solicitations>

5. MINORITY/SMALL BUSINESS

Minority contractors and small business enterprises are invited and encouraged to submit bids.

6. COMPLETION TIME

The Contractor shall substantially complete the project within the time specified GENERAL CONDITIONS Item Number 16. Failure to complete this project within these specified dates without written agreement by FCPS Office of Facilities Management may result in the enforcement of liquidated damages or ineligibility to be awarded contracts on future FCPS Office of Facilities Management projects or both.

END OF SECTION

INSTRUCTIONS TO BIDDERS

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INSTRUCTIONS TO BIDDERS

1. QUALIFICATION OF BIDDER:

If a contract is for one hundred twenty thousand dollars (\$120,000.00) or more, or if the total value of all construction removal, repair or improvements undertaken by the bidder within any twelve (12) month period is seven hundred fifty thousand dollars (\$750,000.00) or more, the bidder is required under Title 54, Chapter 11, Code of Virginia (1950) as amended, to show evidence of being licensed as "Class A Contractor." **(Non-Virginia licenses are not acceptable.)** If a contract is seventy-five hundred dollars (\$7,500.00) or more but less than one hundred twenty thousand dollars (\$120,000.00) the bidder is required to show evidence of being licensed as a "Class B Contractor." The bidder shall place on the outside of the envelope containing the bid and shall place in over his signature whichever of the following notations is appropriate:

"Licensed Class A Virginia Contractor No. \_\_\_\_\_"  
"Licensed Class B Virginia Contractor No. \_\_\_\_\_"

**The Code of Virginia does not allow an unlicensed contractor to submit a bid where the resultant contract will require a license.**

2. LICENSE REQUIREMENT:

All firms doing business in Fairfax County shall obtain a license as required by Chapter 4, Article 7, of The Code of the County of Fairfax, Virginia, as amended, entitled "Business, Professional and Occupational Licensing (BPOL) Tax." Questions concerning the BPOL tax should be directed to the Office of Assessments, telephone (703) 222-8234.

3. REGISTRATION OF BUSINESS ENTITY:

Authorization to Transact Business in Virginia: By submitting a bid in response to this solicitation, the bidder represents and warrants as follows: (a) it has authorization to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law; and (b) it shall not allow its existence to lapse or its certification of authority or registration to transact business in Virginia, if so required under Title 13.1 or Title 50 of the Code of Virginia, to be revoked or cancelled at any time during the term of this Contract.

Certificate of Authority: Any foreign business entity transacting business in Virginia shall secure a certificate of authority as required by Title 13.1 or Title 50 of the Code of Virginia, from the State Corporation Commission, Post Office Box 1197, Richmond, Virginia 23209. The Commission may be reached at (804) 371-9733 or (800) 552-7945.

4. MANDATORY PRE-BID MEETING:

A mandatory pre-bid meeting will be held October 14, 2024\* at 11:00 a.m. at **West Potomac High School, 6500 Quander Road, Alexandria, VA 22307**. Contractors shall meet in the Lobby of the buildings front entrance to sign the meeting roster. **NO ONE WILL BE ADMITTED AFTER 11:05 A.M.**

## INSTRUCTIONS TO BIDDERS

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*\* In the event of inclement weather on the date of the Mandatory Pre-Bid meeting that delays opening or closes the Fairfax County Public Schools Central or Administrative Offices, the meeting will be rescheduled by Addendum.*

The purpose of the pre-bid meeting is to provide potential Bidder's an opportunity to ask questions and obtain clarification about any aspect of this Invitation for Bid. Any changes or clarifications resulting from this pre-bid meeting will be issued in a written addendum.

It is important that all Bidders have a clear understanding of the specifications, scope of work, and requirements of this solicitation. Attendance at the pre-bid meeting will be a pre-requisite for submitting a Bid; attendance will be evidenced by the Contractor's signature on the meeting roster. Bidder's who do not attend the pre-bid meeting will not be permitted to submit a Bid. If a Bidder submits a Bid and did not attend the mandatory pre-bid meeting, the Bid will not be considered.

### 5. BIDDER'S QUESTIONS:

All contact between prospective Bidders and the Owner with respect to this solicitation will be formally held at scheduled meetings or will be conducted in writing through the Owner's Office of Facilities Management. Except as expressly authorized herein, communications between prospective bidders, their agents and/or representatives and any representative of the Owner concerning interpretation of all or any portion of this solicitation are prohibited and may not be relied upon for any purpose. No interpretation of the meaning of these documents will be made to any bidder orally.

Any question or request for an interpretation must be in writing and submitted to the Owner by U.S. Mail, commercially recognized overnight delivery service, or hand delivery during business hours addressed as follows:

Angela C. Mylechraine, CPPB, VCO, Contract Administrator  
Fairfax County Public Schools  
Department of Facilities and Transportation Services  
Office of Facilities Management  
5025 Sideburn Road, Room 62  
Fairfax, Virginia 22032  
Telephone Number: (703) 764-2457  
Email: [acmylechrain@fcps.edu](mailto:acmylechrain@fcps.edu)

In order to be eligible for consideration, a question or request for interpretation must be received on or before the date that is three (3) days before the date established for the submission of bids.

### 6. ADDENDA:

Any and all such responses, interpretations and any supplemental instructions will be returned in writing to the prospective bidder requesting such interpretation or will be in the form of written addenda which, if issued, will be not later than two (2) days prior to the date fixed for submission of bids.

It shall be the responsibility of each bidder to monitor the Owner's website for Addenda issued at the following URL: <https://www.fcps.edu/get-involved/doing-business-fcps/facilities-management-current-solicitations> Notwithstanding any provision to the contrary, the failure of any bidder to monitor the Owner's website or to otherwise receive any addenda shall neither constitute grounds for withdrawal of a bid nor relieve such bidder from any responsibility for incorporation of the

## INSTRUCTIONS TO BIDDERS

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provisions of any addenda into its bid.as submitted. All addenda so issued shall become part of the Contract Documents.

### 7. BID SECURITY:

Bids \$100,000 or above shall be accompanied by a certified or cashier's check, cash escrow, or a bidder's bond in an amount not less than five percent (5%) of the amount of the bid, made payable to the Fairfax County Public Schools, Fairfax, Virginia. No other form of bid security is acceptable. The bidder's bond shall be issued by a surety company licensed to conduct business in Virginia and shall be on the form herein provided. Said check, escrow, or bond shall be given as a guarantee that the bidder will enter into a contract if awarded the work and, in case of refusal or failure to enter into said contract, the check, escrow, or bond will be declared forfeited to the Owner.

### 8. CONTRACT SECURITY:

- A. For contracts \$100,000 or above, the successful bidder, simultaneously with execution of the Contract, shall furnish a Performance Bond and a Payment Bond each in an amount equal to one hundred percent (100%) of the Contract price. Bonds shall be on the forms herein provided and shall be issued by a surety company licensed to conduct business in Virginia. The Owner reserves the right to request documentation from the surety company as to its financial capabilities, past experience, etc. In the event that the Contractor's surety company becomes insolvent, bankrupt or in any way is incapable of providing the services and/or security of the Performance and Payment Bonds, the Contractor shall within ten (10) days furnish a new Payment and a new Performance Bond to the Owner from a surety licensed to conduct business in Virginia. Any additional cost in securing new bonding will be the responsibility of the Contractor.
- B. In lieu of a payment or performance bond, a bidder may furnish a certified check, cashier's check, or cash escrow in the face amount required for the bond.
- C. The Contractor shall have the option to require all subcontractors furnishing labor and materials under this Contract in excess of two thousand five hundred dollars (\$2,500.00) to furnish to the successful bidder a payment bond in the amount of fifty percent (50%) of the work sublet to the Contractor.

### 9. BIDS:

- A. In order to be eligible for consideration, bids shall be made in accordance with the following instructions:
  - 1. Before submitting a bid, each bidder shall become familiar with the requirements of the Contract Documents and shall include in its bid prices a sum sufficient to cover the cost of all items and services described herein.
  - 2. Bids shall be made upon the Bid Form prepared and furnished by the Owner, a copy of which is bound herein. Bids must contain a bid for each of the items shown on the bid form. Failure to complete all requested prices shall be cause for rejection of the bid. The signatures of all persons shall be in longhand. The completed form shall be without erasures, exceptions, or alterations.
  - 3. Bidder are required to submit with their completed Bid Forms the Bid Bond (or other authorized bid security) and all attachments to the Bid Form. Failure to provide all required documentation with the Bidder's response to this IFB may

## INSTRUCTIONS TO BIDDERS

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result in rejection of the Bid. In addition, a Bidder's failure to sign the Bid Form (or any attachment) or Bidder's taking exception to the terms of any of the Contract Documents may result in rejection of its Bid.

4. Bids shall not contain any recapitulation of the work to be done, and alternate bids will not be considered unless called for. No oral, telegraphic bids or modifications will be considered.
5. Bids shall be time-stamped in Room 62, Sideburn Support Center, 5025 Sideburn Road, Fairfax, VA 22032, on or before the day and hour set for the opening of bids, enclosed in an opaque sealed envelope and bearing the title of the work, name of the bidder, and the bidder's Virginia Class A Contractor's License number. Bids may be modified or withdrawn by bidders prior to, but not later than, the time fixed for the opening of same.
6. It is the sole responsibility of each bidder to deliver its bid timely and to the precise location indicated as the place for receipt and opening of bids. Accordingly, bids which are transmitted via US Mail, commercial courier, or overnight delivery service to the Owner are not guaranteed to be brought timely to the attention of the Owner's official who is responsible for opening the bids for this project.

### 10. OPENING OF BIDS:

Bids will be opened and read aloud at the time and place set forth in the Invitation for Bid. Bidders, or their representative, and other interested persons may be present at the opening of the bids.

### 11. WITHDRAWAL OF BIDS:

- A. A bidder may withdraw his bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or materials made directly in the completion of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. The bidder must give notice in writing of his claim of right to withdraw his bid within two (2) business days after the conclusion of the bid opening procedure. Any claim of a bidder for withdrawal shall be governed by Section 2.2-4330(B)(1) of the Code of Virginia, as amended.
- B. No bid may be withdrawn when the result would be the awarding of this Contract to another bidder in which the ownership of the withdrawing bidder is more than five percent (5%).
- C. If a bidder is permitted to withdraw a bid under this section, he may not thereafter, for compensation, supply any material or labor, or perform any subcontract or other work agreement for the person or firm to whom the Contract is ultimately awarded, or otherwise benefit directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.

## INSTRUCTIONS TO BIDDERS

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### 12. REJECTION OF BIDS:

The Owner reserves the right to accept or reject any or all bids, and/or to waive any informality which does not affect the price, quality, quantity or delivery scheduling for the goods, services or construction being procured in any one or all bids received.

### 13. AWARD OF CONTRACT:

- A. The Contract will be awarded, if at all, to the lowest responsive and responsible bidder complying with these instructions and the Invitation for bid. The responsibility of bidders will be considered in making the award.
- B. Bids shall be made upon the Bid Form prepared and furnished by the Owner, a copy of which is bound herein. Bids must contain a bid for the base bid and unit prices shown on the bid form. Failure to complete all requested prices shall be cause for rejection of the bid. Bids shall be stated both in writing and in figures. The signatures of all persons shall be in longhand. The complete form shall be without erasures or alternations. Bids will be evaluated on the basis of a firm fixed price and award will be made to the lowest responsive and responsible bidder complying with all provisions of the Invitation for bid.
- C. Unless cancelled or rejected, a responsive bid from the responsible bidder shall be accepted as submitted, except that if a bid from the responsive and responsible bidder exceeds available funds, then the Owner may negotiate with such responsive and responsible bidder to obtain a contract price that is within available funds.

Negotiation may be undertaken when there is insufficient time to re-advertise with a modified specification and/or there are not clearly definable elements of the specifications, which can be removed to permit a re-advertisement or it is otherwise in the best interest of the Owner to negotiate.

If negotiation is undertaken, the Owner may negotiate changes in the solicitation with the lowest responsive and responsible bidder to obtain a satisfactory price within available funds. If a satisfactory price cannot be agreed upon, then the negotiation shall be terminated, and the solicitation cancelled.

- D. The Owner reserves the right to require any one or more bidders to submit the items specified in Subsection I below. Bidders are advised that it is the Owner's intention not to award a contract hereunder to any bidder whose past performance shows his firm to be generally late in performance of contracts or services. The ability of the lowest bidder with to provide the required bonds will not in and of itself establish the responsibility of the bidder.
- E. The Owner reserves the right to defer award of Contract for a period of forty-five (45) calendar days after due date of bids. Bid prices shall be binding for forty-five (45) calendar days following bid-opening date, unless extended by mutual consent of all parties.
- F. A "responsive bidder" shall mean a bidder who has submitted a bid, which conforms, in all material respects, to the requirements of the bidding documents.
- G. A "responsible bidder" shall mean a bidder who has the capability, in all respects, to perform fully the Contract requirements and the moral and business integrity and



## INSTRUCTIONS TO BIDDERS

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reliability, which will assure good faith performance. In determining responsibility, the following criteria will be considered:

1. The ability, capacity, and skill of the bidder to perform the Contract or provide the service required;
  2. The ability of the bidder to perform the Contract or provide the service promptly, or within the time specified, without delay or interference;
  3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
  4. The quality of the bidder's performance on previous contracts or services;
  5. The previous and existing compliance by the bidder with laws and ordinances relating to contracts or services;
  6. The sufficiency or the financial resources and ability of the bidder to perform the Contract or provide the service.
  7. The quality, availability and adaptability of the goods or services to the particular use required;
  8. When the bidder is in arrears to the Owner or the County, or has defaulted on a project for the Owner or the County, or is delinquent on taxes and assessments to the County or on amounts due the Owner;
  9. Such other information as may be deemed by the Owner as having a bearing on the decision to award the Contract, including, but not limited to:
    - a. The ability, experience and commitment of the bidder properly to plan, schedule, coordinate, and execute the work under the Contract.
    - b. Whether the bidder has ever been debarred from bidding or found ineligible for bidding on any other projects.
- H. The purpose of subparagraph G, above, is to enable the Owner to select the bid, which is in its best interests
- I. The Owner reserves the right to require from any one or more bidders the following:
1. Upon request of Owner, Bidders agree to submit references within one (1) business day after the opening of the bid;
  2. A list of a minimum of five (5) projects completed by the bidder within the last two (2) years that are similar in size and scope to the services described herein; and
  3. Financial statements indicating current financial status, prepared in accordance with generally accepted accounting principles, by a C.P.A. licensed to do business in Virginia.
- J. Notice of intention to award a contract, as well as the award of the contract, will be posted on the website of the Owner's website at the following URL:  
<https://www.fcps.edu/school-board/school-board-meetings> While the school division staff

## INSTRUCTIONS TO BIDDERS

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may communicate procurement results to bidders or offerors, each bidder or offeror has the responsibility to monitor the website for its own purposes.

### 14. PROTEST OF AWARD OR DECISION TO AWARD:

- A. Any bidder may protest the award or the decision to award this Contract by submitting a protest in writing to Fairfax County Public Schools (FCPS) Superintendent or Designee, no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first; however, that no protest shall lie for a claim that the selected bidder is not a responsible bidder.

The written protest must include the basis for the protest and the nature of the relief sought. The Owner's Division Superintendent or Designee shall issue a decision in writing within ten (10) days after receipt of the protest, stating the reasons for the action taken.

This written decision shall be final unless the bidder appeals within ten (10) days after of receipt of the written decision by instituting legal action as provided in the Code of Virginia.

- B. If, prior to the award, it is determined that the decision to award is arbitrary and capricious, then the sole relief shall be as hereinafter provided:
1. Where the award has been made but performance has not yet begun, the performance may be declared void by the School Board.
  2. Where the award has been made and performance has begun, the Owner may declare the Contract void upon a finding that the action is in the best interest of the School Board.
  3. Where a contract is declared void, the performing contractor shall be compensated for the cost of performance at the rate specified in the Contract up to the time of declaration. In no event shall the performing contractor be entitled to lost profits.
- C. Pending final determination of a protest, the validity of the award shall not be affected by the fact that protest has been filed.
- D. An award need not be delayed for the period allowed a bidder to protest, but in the event of a timely protest, no further action to award this Contract will be taken unless the Owner's Division Superintendent or Designee makes a written determination that proceeding without delay is necessary to protect the public interest or that the bid offer will expire.

### 15. APPEAL OF DETERMINATION OF NON-RESPONSIVENESS OR NON-RESPONSIBILITY:

- A. Any bidder who, despite having the lowest bid, is determined not to be a responsive or responsible bidder for this Contract shall be notified in writing by the Owner. The written notice shall state the basis for the determination, and this determination shall be final unless the bidder appeals within ten (10) days after of receipt of the notice by instituting legal action as provided in the Code of Virginia. The bidder may not institute legal action until all statutory requirements have been met.

## INSTRUCTIONS TO BIDDERS

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- B. If it is determined that the Owner's decision was arbitrary and capricious, or otherwise in error, and this Contract has yet to be awarded, the sole relief available to the bidder shall be a finding that the Bidder is a responsive and responsible bidder for this Contract.
- C. If the award has already been made and performance has begun, then the Owner may declare the Contract void upon a finding that this action is in its best interests. Where a contract is declared void, the performing contractor shall be compensated for the cost of performance up to the time of such declaration. In no event shall the performing contractor be entitled to lost profits.

### 16. SUBSTITUTIONS:

Unless otherwise provided in the bid documents, the name of a certain brand, make, or manufacturer is intended to restrict bidders to the specific brand, make, or manufacturer specified. Substitute materials proposed as equal to materials specified shall be submitted in writing to the Owner by the bidder with full substantiating data for evaluation no later than ten (10) days prior to bid opening; substitute materials shall not be considered for evaluation after this time period. Proposed substitute materials which equal or exceed the performance standard of the specified materials in the sole judgment of the Owner will be included in an "Approved Substitute Materials Bulletin" to be issued prior to the bid opening date.

For purposes of this solicitation and any resulting contract, the Owner's designation of any one or more manufacturers, subcontractors and/or suppliers as "pre-approved" shall signify only that such manufacturers, subcontractors and suppliers previously have submitted work samples to the Owner that satisfied the Owner's requirements. The Owner's designation of any one or more manufacturers, subcontractors and/or suppliers as "pre-approved" shall in no event be deemed or construed to be a representation or warranty on the part of the Owner of any such manufacturer's, subcontractor's or supplier's capability of or capacity for (in terms of financial wherewithal, personnel and equipment availability, managerial ability, product quality or otherwise) performing or furnishing any portion of the Work in accordance with the requirements of this solicitation. Each bidder shall conduct such independent investigation into the qualifications, experience and abilities of its selected manufacturers, subcontractors and suppliers, as it deems appropriate under the circumstances.

### 17. FORM OF CONTRACT:

The Contract Documents are defined in the General Conditions to consist of "The Standard Construction Contract Agreement between Owner and Contractor, the Conditions of the Contract (General Conditions), the Special Provisions, the Drawings, the Specifications, the Bid Form (including all attachments), the Invitation for Bid, the Instructions to Bidder, all Addenda issued prior to execution of the Contract, and all Modifications thereto."

### 18. VIRGINIA FAIR EMPLOYMENT ACT:

The Contractor shall comply with the Virginia Fair Employment Act.

### 19. SMALL, MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES:

- A. The Fairfax County Human Rights Ordinances and relevant Federal and State Laws, orders and regulations require Fairfax County to ensure that its procurement practices are non-discriminatory and promote equality of opportunity for Small, Minority and Women-Owned Business Enterprises.

## INSTRUCTIONS TO BIDDERS

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- B. Small Business/Organization is an independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years.
- C. Minority Business is a business concern that is at least 51 percent owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals. Such individuals shall include Asian American, African American, Hispanic American, Native American, Eskimo or Aleut.
- D. Woman-Owned Business is a business concern that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens.

### 20. FAILURE TO EXECUTE CONTRACT:

In the event that the successful bidder, fails or refuses to execute the Contract within fifteen (15) days after he has received notice of the acceptance of his Bid, such bidder shall forfeit the bid security (which was submitted in form of Certified or Cashier's Check, cash escrow, or bid bond) with his Bid, as liquidated damages for such failure or refusal. The amount of such forfeiture will no exceed the lesser of: (a) the face amount of the bid security; and (b) the difference between the bid for which the bid security was provided and the next low bid for the Project.

### 21. SAFETY RESOLUTION:

Safety: The Contractor shall abide by, and shall be subject to, the Fairfax County Construction Resolution, as adopted by the Fairfax County Board of Supervisors on December 8, 2003, and as excepted and modified below:

- A. It shall be required that each bid submitted for a contractor for construction, alteration, and/or repairs, or any other construction, shall include a list of all the following actions which have become final in the three years prior to the bid submission.
  - 1. Willful violations, violations for failure to abate, or repeated violations, for which the bidder was cited by (a) the United States Occupational Safety and Health Administration; (b) the Virginia Occupational Safety and Health Administration; or (c) the occupational safety and health plan for any other state; or
  - 2. Three (3) or more serious construction safety violations for which the bidder was cited by the (a) United States Occupational Safety and Health Administration; (b) the Virginia Occupational Safety and Health Administration; or (c) the occupational safety and health plan from any other state.
  - 3. Termination of a contract between the Contractor and the County by the purchasing agent of his designee for safety violations.
- B. If the bidder has not received or been the subject of any such violations in the three years prior to the bid submission, then the bidder shall so indicate by certification of Safety

## INSTRUCTIONS TO BIDDERS

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Violations. The bidder will also be indicated on this form each state in which work was performed in the three (3) years prior to the bid submission.

- C. No construction contract, as discussed above, may be bid on by any bidder or Contractor who has been the subject of any citations for the type and number of violations listed in Paragraph A, above, which have become final within three (3) years prior to bid submission.
1. Notwithstanding the language of Paragraph C, above, any bidder or Contractor who has been the subject of a violation, as described in Paragraph A(1), which has become final within three (3) years prior to bid submission, may bid, after a mandatory waiting period of twelve (12) months from the date the violation became final, if the bidder or Contractor satisfactorily passes eligibility evaluation.
  2. Notwithstanding the language of Paragraph C, any bidder or Contractor who has been the subject of the type and number of violations as described in Paragraph A (2), which have become final within three (3) years prior to bid submission, may bid, after a mandatory waiting period of twelve (12) months from the date the last such violation became final, if the bidder or Contractor satisfactorily passes an eligibility evaluation.
  3. Notwithstanding the language of Paragraph C, above, any bidder or Contractor who has previously been terminated from a County contract, as described in Paragraph A(3), within three (3) years prior to the bid submission, may bid, after a mandatory waiting period of twelve (12) months from the date of termination, if the bidder or Contractor satisfactorily passes an eligibility evaluation.
- D. Prior to bidding on a project under the provisions of Paragraph C above, a Contractor may request that a determination be made regarding its eligibility to submit a bid on a contract under the terms of this resolution. However, this request for determination and any subsequent adjudication process must be completed prior to submitting a bid on any project and the request for determination must be received no later than twenty-one (21) days before bids are due, unless otherwise stated in the Advertisement for Bid.
- E. No Contractor or Subcontractor contracting for any part of the contract work shall require any laborer, mechanic, or other person employed in the performance of the Contract to work in surroundings or under working conditions which are hazardous or dangerous to his safety, as determined under construction safety standards promulgated by the U.S. Department of Labor, or the Virginia Department of Labor and Industry.
- F. No Contractor awarded a County construction contract shall knowingly employ or contract with any person, company, or corporation for services pursuant to that contract if such person, company or corporation could not have been awarded such contract due to the restrictions above.
- G. The Contractor shall also certify in writing that all safety related information provided in accordance with the Safety Resolution and contract requirements are complete, accurate and truthful.
- H. The failure to provide information requested pursuant to this Resolution or the failure to conform to the certification requirements of this Resolution shall be grounds for disqualifying a prospective bidder.

## INSTRUCTIONS TO BIDDERS

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22. COMPLIANCE WITH LAWS:

The successful bidder shall be required to comply with all local, state and federal laws, rules, regulations and ordinances (collectively, the "Laws and Regulations") applicable to the Contract and to the work contemplated thereby. Each and every provision of Laws and Regulations required to be included in this IFB shall be read and enforced as though such provisions were included herein and if, through mistake or otherwise, any such provision of Laws and Regulations is not included herein and if, through mistake or otherwise, any such provision of Laws and Regulations is not included or is not correctly included, then upon application of either party the Contract shall forthwith be physically amended to make such insertion.

23. CANCELLATION, REJECTION OF BIDS; WAIVER OF INFORMALITIES:

The Owner reserves the right to cancel this solicitation, to accept or reject any or all bids submitted hereunder, or to waive any informality in any one or all bids received.

END OF SECTION

BID FORM

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

TO: FAIRFAX COUNTY SCHOOL BOARD  
FAIRFAX COUNTY PUBLIC SCHOOLS  
DEPARTMENT OF FACILITIES AND TRANSPORTATION SERVICES  
OFFICE OF FACILITIES MANAGEMENT  
5025 Sideburn Road, Room 62  
Fairfax, Virginia 22032

Gentlemen:

The undersigned, having examined the Documents, Drawings, and Specifications entitled:

**Gymnasium Floor Refinishing  
at  
West Potomac High School**

which compose the Contract Documents and having visited the site and examined all conditions affecting the work, hereby proposes and agrees to furnish all labor, materials, and equipment to perform all operations necessary to complete the entire work in strict accordance with the Contract Documents for the following amount (set forth in words and figures):

BASE BID AMOUNT FOR:

A. West Potomac High School:

\$ \_\_\_\_\_

\_\_\_\_\_ Dollars

**1. Certain Agreements of the Bidder:** The undersigned Bidder hereby makes the following representations, warranties and covenants to the Owner, which representations, warranties and covenants are intended to be relied upon by the Owner in making an award of the above-referenced Contract:

- (a) Bidder has included in its bid all costs due to the Commonwealth of Virginia and County of Fairfax Sales and Use Taxes.
- (b) The undersigned bidder is cognizant of Conflict of Interest provisions in the Virginia Code and specified in General Conditions, Paragraph 2.

BID FORM

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- (c) The undersigned bidder agrees, if awarded the Contract, to perform Substantial and Final Completion of the Work on or before the respective Substantial and Final Completion Dates established in Summary of Work.
- (d) The Owner reserves the right to accept or reject any or all bids or to waive any informality in any one or all bids received.
- (e) The undersigned bidder acknowledges receipt of any and all Addenda which may have been issued by the Owner, and acknowledges that the cost, if any, of revisions set forth therein has been included in the bidder's prices.
- (f) The Owner reserves the right to defer award of Contract for a period of forty-five (45) days after due date of bids and the undersigned agrees that this Bid Form will remain open and binding during such period of time.
- (g) The undersigned bidder hereby acknowledges that time is of the essence to the Contract and agrees to commence the Work in compliance with the response times established in accordance herewith and to fully complete the Project within the specified time, including normal inclement weather delays. The undersigned hereby covenants and agrees to achieve timely completion of all services described herein and to comply with all emergency and non-emergency response times established pursuant to the Contract.

**2. Minority or small business firm's information:** Please check the following information relevant to your firm: (See Instructions to Bidders, Paragraph 19 for definitions)

Virginia Small Business and Supplier Diversity Certification Number: \_\_\_\_\_

SWaM Certification Type:

Minority Business Firm	Yes ___	No ___
Small Business Firm	Yes ___	No ___
Women-Owned Firm	Yes ___	No ___

The above information is requested for statistical purposes only. All bidders tendering responses will receive equal consideration for award.

**3. Safety:** The successful bidder shall abide by, and shall be subject to, the Fairfax County Construction Resolution, as adopted by the Fairfax County Board of Supervisors on December 8, 2003, and as modified and excerpted in the Instruction to Bidders (see, Paragraph 21 the "Safety Resolution").

Bidder's disclosure pursuant to Safety Resolution (as stated above):

\_\_\_\_\_

\_\_\_\_\_ (additional pages may be attached, as necessary for a complete response by the bidder)

**4. Incorporation by Reference:** This solicitation and any contract awarded hereunder are subject to all Laws and Regulations (as defined in the Instructions to Bidders).

**5. List of public jurisdictions:** (States and District of Columbia) in which Bidder performed work in the 3 years prior to bid submission:



\_\_\_\_\_  
\_\_\_\_\_  
(additional pages may be attached, as necessary for a complete response by the bidder)

**6. Bidder Affirmations and Certifications:** By signing this Bid, the undersigned bidder hereby confirms, certifies, and agrees as follows:

- (a) the undersigned has not received or been the subject of safety violations in the three (3) years prior to this Bid Submission and is in compliance with the requirements of Item 3 above.
- (b) neither the undersigned Bidder nor any employee of the Bidder who will have direct contact with students has been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child;
- (c) unless expressly disclosed in an attachment to this Bid on the Bidder's letterhead stationery, neither the undersigned Bidder nor any employee of the Bidder who will have direct contact with students has been convicted of a crime of moral turpitude;
- (d) the undersigned does not and shall not during the performance of the contract for goods and services in the Commonwealth of Virginia; knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986; and
- (e) The Owner reserves the right to accept or reject any proposed subcontractor or supplier.

The undersigned Bidder acknowledges and agrees that it will be deemed to have made each of the above certifications at and effective as of Bidder's execution of this Bid Form and upon acceptance of any Purchase Order, Task Order or Notice to Proceed issued to Bidder by the Owner under any contract awarded in response to this IFB.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Principal's Name (Signature)

\_\_\_\_\_  
Facsimile Number

\_\_\_\_\_  
Principal's Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Fairfax County Business/Professional  
Occupation License Number (BPOL)#

\_\_\_\_\_  
Virginia Contractors License No.

\_\_\_\_\_  
Virginia State Corporation Commission  
Identification Number (or attach an explanation  
as to why such is not required pursuant to  
Virginia Code § 2.2-4311.2) END OF SECTION

BID BOND

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(BIDS \$100,000 OR HIGHER)

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_ of \_\_\_\_\_ (hereinafter called the "Principal"), and \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_, with its principal office in \_\_\_\_\_, and authorized to do business in the Commonwealth of Virginia as a surety (hereinafter called the "Surety"), are held and firmly bound unto FAIRFAX COUNTY SCHOOL BOARD (hereinafter called the "Obligee") in the full and just sum which is equal to 5% of the total amount of the Principal's Bid (as that term is defined below), as submitted to the Obligee (such total amount referred to herein as the "Total Bid"), in good and lawful money of the United States of America, to be paid upon demand of the Obligee, for the payment of such sum well and truly to be made, the Principal and the Surety bind themselves, their respective successors, and permitted assigns, jointly and severally and firmly by these presents. The Total Bid is the aggregate amount (including amounts set forth with respect to any and all Alternates) set forth on the Principal's Bid Form for performance of the work described below, as submitted to and maintained by the Obligee (such Bid Form referred to herein as the "Bid"). The Surety hereby acknowledges and agrees that the Bid shall be deemed to be incorporated by reference in this Bid Bond to the same extent as if set forth fully herein. WHEREAS, the Principal intends to submit, or has submitted to the Obligee, a Bid for the Principal to perform work for the Obligee, designated as:

\_\_\_\_\_  
\_\_\_\_\_  
(hereinafter called the "Project") and,

WHEREAS, the Principal desires to provide this Bid Bond in lieu of a certified check or cash escrow otherwise required to accompany the Principal's Bid.

NOW THEREFORE, THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT, if the Bid be accepted by the Obligee, and if the Principal shall, within ten days after the date of receipt of a written Notice of Award from the Obligee or any agency or department thereof, (i) execute a Contract in accordance with the Bid and upon the terms, conditions and price set forth therein, in the form and manner required by the Obligee, (ii) execute a sufficient and satisfactory Performance Bond in the amount of 100% of the total Contract Sum and a sufficient and satisfactory Payment Bond in the amount of 100% of the total Contract Sum, each payable to the Obligee, on a form prescribed by Obligee and with a surety satisfactory to Obligee, and (iii) provide the Obligee with copies of all required insurance policies, then this obligation is to be void; otherwise this obligation shall be and remain in full force and in the event of the failure of any or all of the foregoing requirements to be satisfied within the time period specified above, the Principal and the Surety immediately shall pay to the Obligee, upon demand, the lesser of: (a) the amount hereof and (b) the difference between the Bid and the next low bid for the Project, in each case in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

Based upon the Surety's present knowledge and information, the Surety knows of no reason why it would not issue payment and performance bonds on behalf of the Principal for the above-referenced Project. The foregoing statement shall not be construed as a commitment on the part of the Surety to issue either or both of such bonds on behalf of the Principal.

The obligations evidenced hereby shall constitute the joint and several obligations of the Principal, the Surety, and their respective successors and permitted assigns.

Unless the context requires otherwise, capitalized terms not otherwise defined in this Bond shall have the meanings assigned to them in the Contract Documents.

BID BOND

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IN WITNESS WHEREOF, we have hereunto set our signatures and seals this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, all pursuant to due authorization.

(SEAL)

Principal

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Surety

(SEAL)

By: \_\_\_\_\_

Attorney-in-Fact (Attach Copy  
of Power of Attorney)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Countersigned for the  
Commonwealth of Virginia:

By: \_\_\_\_\_

Resident Agent

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

END OF SECTION

PERFORMANCE BOND

---

(BIDS \$100,000 OR HIGHER)

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that we,

\_\_\_\_\_ of (hereinafter called the "Principal"), and \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_, with its principal office in the City of \_\_\_\_\_ and authorized to transact business in the Commonwealth of Virginia as a surety (hereinafter called the "Surety"), are held and firmly bound unto the FAIRFAX COUNTY SCHOOL BOARD (hereinafter called the "Obligee") in the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) lawful money of the United States of America for the payment of which well and truly to be made, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally and firmly by these presents, to perform all Work in accordance with the requirements of the Contract Documents for the Project.

WHEREAS, the Principal has entered into a certain written agreement with the Obligee, dated as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, (hereinafter called the "Contract"), for \_\_\_\_\_, which Contract is by reference made a part hereof;

WHEREAS, the Principal is obligated to furnish security with respect to its obligation to perform the work to be performed under the Contract; and

WHEREAS, the Principal desires to furnish this Performance Bond in lieu of a certified check or cash escrow otherwise required to be provided to the Obligee.

NOW THEREFORE, THE CONDITIONS OF THE ABOVE OBLIGATIONS ARE SUCH THAT, if the Principal and its successors or assigns, or any of them shall:

Well and truly and in good, sufficient, and workmanlike manner perform or cause to be performed the Contract, and each and every of the covenants, promises, agreements, warranties, and provisions to be performed by the Principal set forth therein, in strict conformity with the plans and specifications, and complete the same within the time period specified therein, all as may be amended from time to time by the parties thereto, and fully indemnify and save harmless the Obligee from all costs and damages which it may suffer by reason of the Principal's failure to do so and fully reimburse and repay the Obligee all costs and expenses which it may incur in making good any such default, then these obligations shall be null and void, otherwise they shall remain in full force and effect.

PROVIDED, HOWEVER, that this bond is subject to the following conditions and limitations:

- (a) In no event shall the Surety, or its successors or assigns be liable hereunder for a greater sum than the amount of this bond.
- (b) No action on this bond shall be brought unless within one year after: (i) completion of the Contract, including the expiration of all warranties and guarantees; or (ii) discovery of the defect or breach of warranty, if the action be for such, in all other cases.

The Surety, for value received, on behalf of itself and its successors and assigns, hereby stipulates and agrees that the obligations of the Surety and of its successors and assigns under this bond shall not in any manner be impaired or affected by: (a) any extension of time, modification, omission, addition or

## PERFORMANCE BOND

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amendment of or to the Contract or the work to be performed thereunder; (b) any payment thereunder before the time required therein; (c) any waiver of any provision thereof; or (d) any assignment, subletting or other transfer of all or of any part thereof or of any work to be performed or of any moneys due or to become due thereunder; and the Surety, for itself and its successors and assigns, does hereby waive any right to receive notice of any and all of such extensions, modifications, omissions, additions, amendments, payments, waivers, assignments, subcontracts and transfers.

The Surety hereby stipulates and agrees that, in the event that the Obligee declares the Principal to be in default, the Surety will promptly, at the Obligee's election: (a) perform and complete the work to be performed under the Contract in accordance with the terms, conditions and covenants set forth therein with a duly licensed and qualified contractor designated by Obligee; (b) obtain bids from qualified contractors for completing the work to be performed under the Contract in accordance with the terms, conditions and covenants set forth therein and, upon determination by the Obligee and the Surety of the lowest responsible and responsible bidder, (i) arrange for a contract between such bidder and the Obligee and (ii) make funds available directly to the Obligee, or to such contractor(s) as the Obligee shall designate, to pay the costs of completion less the balance of the contract price as such may have been adjusted by change order (such amount, including other costs and damages for which the Surety may be liable hereunder, not to exceed the penal sum set forth in the first paragraph hereof); or (c) remedy the default. The Surety further stipulates and agrees that, within 45 days after its receipt of written notice from the Obligee specifying the Obligee's election of (a), (b) or (c) above, the Surety shall have resumed performance of the work or shall have caused the performance of the work to have been resumed, in accordance with the Obligee's election. In the event the Surety fails to resume the Work within such 45 day period, the Obligee may elect to perform or arrange for the performance of the Work at the sole cost and expense of the Surety in addition to any other rights and remedies available to Obligee. As employed herein, the phrases (i) "balance of the contract price" shall mean the total amount payable by the Obligee to the Principal under the Contract after all proper adjustments have been made, less the aggregate of all amounts paid by the Obligee to the Principal thereunder and (ii) "resume the Work" shall mean the commencement and diligent performance of actual work activities at the site, as demonstrated by discernable daily progress at the rate contemplated by the Contract. All payments to be made by the Surety hereunder shall be paid within thirty (30) days after the Surety's receipt of a request or demand therefor.

The Obligee's omission to call upon the Surety in any instance shall in no event release the Surety from any obligation hereunder.

All notices, requests, demands and other communications which are provided hereunder, shall be in writing and shall be deemed to have been duly given upon the hand delivery thereof during business hours, or upon the earlier of receipt or three (3) days after posting by registered mail or certified mail, return receipt requested, or on the next business day following delivery to a reliable overnight delivery service, if to the Principal or the Obligee, to the addresses set forth in the Contract, and if to the Surety, to the address set forth beneath its signature.

The obligations evidenced hereby shall constitute the joint and several obligations of the Contractor, the Surety, and their respective heirs, executors, administrators, successors and assigns.

Unless the context requires otherwise, capitalized terms not otherwise defined in this Bond shall have the meanings assigned to them in the Contract Documents.

[SIGNATURES ON FOLLOWING PAGE]

PERFORMANCE BOND

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IN WITNESS WHEREOF, the Principal and Surety have caused this Performance Bond to be signed and sealed by their duly authorized representatives as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(SEAL)

Principal

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Surety

(SEAL)

By: \_\_\_\_\_

Attorney-in-Fact (Attach Copy  
of Power of Attorney)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Countersigned for the  
Commonwealth of Virginia:

By: \_\_\_\_\_

Resident Agent

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

END OF SECTION

PAYMENT BOND

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(BIDS \$100,000 OR HIGHER)

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_ of (hereinafter called the "Principal"), and \_\_\_\_\_, a corporation created and existing under the laws of the State of \_\_\_\_\_, and having its principal office in the City of \_\_\_\_\_ and authorized to transact business in the Commonwealth of Virginia as Surety (hereinafter called the "Surety") are held and firmly bound unto FAIRFAX COUNTY SCHOOL BOARD (hereinafter called the "Obligee" in the sum of Dollars (\$\_\_\_\_\_) lawful money of the United States of America, for the payment of which well and truly to be made, the said Principal binds itself and its successors and assigns, and the said Surety binds itself and its successors and assigns, all jointly and severally, firmly by these presents to pay for all labor performed and material furnished in accordance with the Contract Documents for the Project.

WHEREAS, the Principal has entered into a certain written agreement with the Obligee, dated as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ (hereinafter called the "Contract"), for \_\_\_\_\_, which Contract is by reference made a part hereof.

WHEREAS, the Principal is obligated to furnish security with respect to its obligation to pay for all labor performed and material furnished pursuant to the Contract; and

WHEREAS, the Principal desires to furnish this Payment Bond in lieu of a certified check or cash escrow otherwise required to be provided to the Obligee.

NOW, THEREFORE, THE CONDITIONS OF THE ABOVE OBLIGATIONS ARE SUCH THAT, if the Principal and its successors or assigns, or any or either of them shall:

Pay or cause to be paid the wages and compensation for labor performed and services rendered of all persons engaged in the prosecution of the work provided for therein, whether such persons be agents, servants or employees of the Principal, and of its successors or assigns, or of any subcontractor or any assignee thereof, including all persons so engaged who perform the work of laborers or of mechanics regardless of any contractual relationship between the Principal, or its assigns, or any subcontractor or any assignee thereof, and such laborers or mechanics, but not including office employees not regularly stationed at the site of the work, and further, shall pay or cause to be paid all lawful claims of subcontractors and of materialmen and other third persons arising out of or in connection with the Contract and the work, labor, services, supplies and materials furnished in and about the performance and completion thereof, then these obligations shall be null and void, otherwise they shall remain in full force and effect.

PROVIDED, however, that this bond is subject to the following conditions and limitations:

- a. All persons who have performed or rendered services, as aforesaid, all subcontractors, and all persons, firms, corporations, including materialmen and third persons, as aforesaid, furnishing work, labor, services, supplies and material under or in connection with the Contract or in or about the performance and completion thereof, shall have a direct right of action (subject to the prior right of the Obligee under any claim which it may assert against the Principal and its successors, and assigns and/or the Surety and its successors and assigns) against the Principal and its successors, and assigns and/or the Surety and its successors and assigns on this bond, which right of action shall be asserted in proceedings instituted in the State in which such work, labor, services,

## PAYMENT BOND

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supplies or material was performed, rendered or furnished, or where work, labor, services, supplies or material has been performed, rendered or furnished, as aforesaid, in more than one State, then in any such State. Insofar as permitted by the laws of such State, such right of action shall be asserted in a proceeding instituted in the name of the Obligee to the use and benefit of the person, firm or corporation instituting such action and of all other persons, firms and corporations having claims hereunder, and any other person, firm or corporation having a claim hereunder shall have the right to be made a party to such proceedings (but not later than one year after the performance of the Contract including the expiration of any warranty or guarantee) and to have such claim adjudicated in such action and judgment tendered thereof. Prior to the institution of such a proceeding by a person, firm or corporation in the name of the Obligee, as aforesaid, such person, firm or corporation shall furnish the Obligee with a bond of indemnity for costs, which bond shall be in a form and in an amount satisfactory to the Obligee.

- b. Neither the Surety nor its successors or assigns shall be liable hereunder for any damages or compensation recoverable under any worker's compensation or employer's liability statute.
- c. In no event shall the Surety, or its successors or assigns be liable hereunder for a greater sum than the amount of this bond, or subject to any suit, action or proceeding thereon that is instituted by any person, firm or corporation under the provisions of the above section(s), later than one year after such person last performed labor or last furnished or supplied materials.

And the Surety, for value received, for itself and its successors and assigns, hereby stipulates and agrees that the obligations of the Surety and of its successors and assigns, and this bond shall in no way be impaired or affected by any extension of time, modification, omission, addition or change in or to the Contract or the work to be performed thereunder, or by any payment thereunder before the time required therein, or by a waiver of any provision thereof, or by an assignment, subletting or other transfer thereof, or of any part thereof, or of any work to be performed or of any moneys due or to become due thereunder; and the Surety, for itself and its successors and assigns, does hereby waive notice of any and all of such extensions, modifications, omissions, additions, changes, payments, waivers, assignments, subcontracts and transfers, and hereby stipulates and agrees that any and all things done and omitted to be done by and in relation to executors, administrators, successors, assignees, subcontractors, and other transferees, shall have the same effect as to the Surety and its successors and assigns, as though done or omitted to be done by and in relation to the Principal.

The Principal, for itself and its successors and assigns, and the Surety, for itself and its successors and assigns, do hereby expressly waive any objection that might be interposed as to the right of the Obligee to require a bond containing the foregoing provisions, and they do hereby further expressly waive any defense which they or either of them might interpose to an action brought hereon by any person, firm, or corporation, including subcontractors, materialmen and third persons, for work, labor services, supplies or material, performed, rendered or furnished as aforesaid, upon the ground that there is no law authorizing the Obligee to require the foregoing provisions to be placed in this bond.

Upon request by any person or entity appearing to be a potential beneficiary of this Bond, the Principal shall promptly furnish a copy of this Bond or shall permit a copy to be made on behalf of such potential beneficiary.

The obligations evidenced hereby shall constitute the joint and several obligations of the Contractor, the Surety, and their respective heirs, executors, administrators, successors and assigns.



PAYMENT BOND

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Unless the context requires otherwise, capitalized terms not otherwise defined in this Bond shall have the meanings assigned to them in the Contract Documents.

IN WITNESS WHEREOF, we have hereunto set our signatures and seals this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, all pursuant to due authorization.

(SEAL)

Principal

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Surety

(SEAL)

By: \_\_\_\_\_

Attorney-in-Fact (Attach Copy  
of Power of Attorney)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Countersigned for the  
Commonwealth of Virginia:

By: \_\_\_\_\_

Resident Agent

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

END OF SECTION

## GENERAL CONDITIONS

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### GENERAL CONDITIONS

#### 1. DEFINITIONS:

- A. Architect. The duly licensed individual or entity who has been engaged by the Owner to observe performance of the Work and to consult with and advise the Owner during the construction process. As employed herein, the term "Architect" may refer to an individual, an organization or to the Architect's authorized representative.
- B. Change Order. A written order to the Contractor signed by the Owner, the Architect, and the Contractor, which authorizes a change in the Work, an adjustment to the Contract Sum, and/or an adjustment to the Contract Period. The latest edition of AIA Standard Form G701 shall be utilized.
- C. Construction Schedule. The schedule for completion of the Work. The Construction Schedule shall be developed utilizing a Critical Path method of scheduling, indicating time periods allotted for the performance of all constituent parts of the Work within the Contract Period.
- D. Contract or Contract Documents. The terms "Contract" and "Contract Documents" shall be used interchangeably herein and shall consist of the following:
  - 1. The signed Agreement
  - 2. The General Conditions of the Contract, which appear herein;
  - 3. The Drawings and Specifications;
  - 4. The Supplementary Conditions;
  - 5. Any Addenda issued prior to execution of the Agreement;
  - 6. The Notice of Award issued by the Owner to the Contractor;
  - 7. The Notice to Proceed issued by the Owner to the Contractor;
  - 8. Any modifications which are issued subsequent to the execution of the Agreement and which may take the form of a Work Order, a Change Order, or written interpretations issued by the Architect;
  - 9. The Contractor's Payment and Performance Bonds;
  - 10. The Bidding Documents, which shall include the Contractor's completed Bid Proposal Form and the Instructions to Bidders; and
  - 11. All provisions required by Law or Regulation to be incorporated herein, regardless of whether any such provision is referred to or set forth expressly in these Contract Documents.

## GENERAL CONDITIONS

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- E. Contract Period. The period of time allotted in the Contract Documents for completion of the Work, as such period may be adjusted from time to time in the manner prescribed herein.
- F. Contract Sum. The total amount payable to the Contractor for performance of the Work. The Contract Sum is stated in the Contract Documents and shall be subject to adjustments in the manner specified herein.
- G. Contractor. The corporation, limited liability company, partnership or other person or entity that contracts with the Owner to perform the Work. As employed herein, the term "Contractor" may refer to an individual, an organization, or to the Contractor's authorized representative.
- H. Critical Path. The logical and necessary sequence through which all Work items must be completed within their respective timeframes or the completion date for the Project will change. A delay in the completion of any Work item that is on the Critical Path necessarily causes a corresponding delay to the Date of Substantial Completion.
- I. Date of Final Completion. The date certified by the Owner/Architect as the date upon which the Work is completely finished, which event shall be achieved by the Contractor within the time period specified in Schedule of Completion. Work consisting of the completion of punch-list items, submission of O&M Manuals, any and all other Contract requirements being completed by the Contractor.
- J. Date of Substantial Completion. The date certified by the Owner/Architect as the date upon which the Work has been sufficiently completed to allow the Work to be utilized by the Owner for the purpose for which it was intended. Such event shall be achieved by the Contractor within the time period specified in Schedule of Completion.
- K. Day. The term "day" shall mean "calendar day."
- L. Defective. An item described herein as "defective" shall be deemed to be unsatisfactory, faulty, or deficient in that it does not conform to the requirements of the Contract Documents, or does not meet the requirements of any inspection, reference standard, test, or approval referred to in the Contract Documents, or has been damaged prior to the Date of Final Completion of the Work (unless responsibility for the protection thereof has been assumed by the Owner as of an earlier date).
- M. Director, Office of Facilities Management. The official in charge of day to day construction matters for the Owner. The Director may designate a representative to act on his or her behalf.
- N. Float. The period of time between the early start date and the late start date, or the early finish date and the late finish date of any of the activities set forth on the Construction Schedule. The Owner shall have and retain exclusive ownership of the Float.
- O. Laws and/or Regulations. Any and all federal, state, and local laws, rules, regulations, ordinances, codes, and/or orders of any and all governmental bodies, agencies, authorities, and/or courts, which are applicable to the Work (or any aspect thereof) and are in effect at any time or from time to time during the Contract Period.

## GENERAL CONDITIONS

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- P. Notice. Notice shall mean written notice. Written notice shall be deemed to have been duly served on the Contractor if delivered by U.S. Mail, hand delivery, or facsimile transmission to the Contractor's office at the Project or to the business address or fax number of the Contractor as stated in its Bid Form Proposal; or if delivered in person to the Contractor, to the Contractor's foreman or superintendent for the Project, or any officer or director of the Contractor. Unless otherwise specified herein, Notice shall be deemed to have been duly served on the Owner if delivered by U.S. Mail, hand delivery, or facsimile transmission (with a duplicate copy transmitted by another means of delivery authorized hereunder) to the Office of Facilities Management, Fairfax County Public Schools, 5025 Sideburn Road, Fairfax, Virginia 22030, fax number (703) 239-0462.
- Q. Notice to Proceed. A written notice from the Owner to the Contractor, which gives consent for commencement of the Work. Unless otherwise provided, Work shall commence on the date specified in the Notice to Proceed.
- R. Overhead. All costs of administration, field office and home office costs (including extended costs), general superintendence, office engineering and estimating costs, other required insurance, materials used in temporary structures (not including form work), additional premiums on the Performance and Payment Bonds of the Contractor, the use of small tools, scheduling costs, cumulative impact costs and all other costs incidental to the performance of a change in the Work or to the cost of doing business. Small tools are defined as any tool with a replacement value less than \$1,000.
- S. Owner. The School Board of Fairfax County, Virginia, its authorized representatives and employees.
- T. Project. The entire improvement of which this Contract and the Work contemplated hereby forms a part. The Project may include construction and/or other activities that are to be performed by the Owner or by one or more Separate Contractors.
- U. Separate Contractor. Any corporation, limited liability company, partnership or other person or entity that contracts with the Owner to perform one or more portions of the Project, other than the Work.
- V. Shop Drawings. All drawings, diagrams, illustrations, schedules, and other data or information which are specifically prepared or assembled by or for the Contractor and are submitted by the Contractor to illustrate a portion of the Work. Shop Drawings are not Contract Documents.
- W. Site. The area upon or in which the Contractor's operations are performed and such other areas adjacent thereto as may be designated as such by the Architect. The Site may be shared by the Contractor with the Owner and with Separate Contractors and their subcontractors.
- X. Subcontractor. Any corporation, limited liability company, partnership or other person or entity, other than an employee of the Contractor, who contracts with the Contractor to furnish or who actually furnishes labor, materials, services or equipment, or any combination thereof to the Contractor in connection with the Work.
- Y. Submittal Schedule. A schedule for submission to the Architect of all required shop drawings, equipment data, and the like, which reflects lead times of critical submittals and is coordinated with the Construction Schedule for timely progress.

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- Z. Sub-Subcontractor. Any corporation, limited liability company, partnership or other person or entity, other than an employee of a Subcontractor, who contracts with a Subcontractor to furnish, or who actually furnishes labor, materials, service or equipment, or any combination thereof to a Subcontractor in connection with the Work.
- AA. Surety. Any entity that has executed as Surety the Contractor's performance and/or payment bonds securing performance of the Work contemplated by this Contract and/or providing for protection of claimants who have and fulfill contracts to supply labor or materials to the Contractor in connection with the Work.
- BB. Work. Everything explicitly or implicitly required to be furnished or performed under the Contract Documents. The Work may represent the whole, or a necessary and interdependent part of, the Project.

Number and Gender of Words. Whenever the Contract so admits or requires, all references to one number shall be deemed to extend to and include the other number, whether singular of plural, and the use of any gender shall be applicable to all genders.

### 2. INDEMNIFICATION:

The Contractor hereby assumes all liability for and agrees to indemnify and hold harmless the Owner and its Members, officers, authorized representatives and employees (each of whom shall be referred to herein as an "Indemnified Party") from and against any and all claims, losses, costs, damages, penalties, liabilities and fees (including reasonable attorneys' fees) and expenses resulting from: (i) any material breach of the representations, warranties, covenants and agreements of the Contractor contained in the Contract Documents; (ii) any injuries to persons or property caused by the negligence or other wrongful conduct of the Contractor, any Subcontractor, or any of its or their respective employees or authorized representatives; (iii) any claims filed by the Contractor (or by a Subcontractor, if permitted by law) that are adjudicated in favor of the Owner; or (iv) any other claim arising in any other manner-out of or in connection with the performance of this Contract by or on behalf of the Contractor.

Notwithstanding the foregoing, the Contractor will in no event be obligated hereunder to indemnify or hold harmless any Indemnified Party against liability for damage arising out of bodily injury to persons or damage to property suffered in the course of the Work, caused by or resulting solely from the negligence of such Indemnified Party.

### 3. CONFLICT OF INTEREST:

The provisions of the State and Local Government Conflict of Interests Act (Va. Code § 2.2-3100, *et seq.*) and Article IV of the Virginia Public Procurement Act entitled "Ethics in Public Contracting" (Va. Code § 2.2-4367 *et seq.*) are incorporated herein by reference. The Contractor shall incorporate the above conflict-of-interest clause in each subcontract entered into hereunder.

### 4. EXAMINATION OF SITE:

Bidders are required to visit the site, compare the Drawings and Specifications with any work in place, and inform themselves of all conditions, including other work, if any, being performed. Failure to visit the site in no way relieves the successful bidder from the necessity of furnishing any materials or performing any work that may be required to complete work in accordance with Drawings and Specifications without additional cost to the Owner.

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### 5. INSURANCE:

#### A. Contractor's Statutory and Legal Liability Insurance

During the Contract Period, the Contractor shall, at its own expense, purchase and maintain insurance to provide coverage for claims resulting from the Contractor's performance of the work. Such coverage shall extend to work performance by Subcontractors, persons or organizations directly or indirectly hired by the Contractor or any subcontractor in connection with the work, or any other person or organization who may cause liability to be incurred by the Contractor or any Subcontractor. Such coverage shall include, but not be limited to, the following:

1. Claims arising under workers' compensation, disability, or other related benefits programs.
2. Claims resulting from bodily injury, occupational illness or death of any employees performing the work.
3. Claims resulting from bodily injury, illness disease or death of any persons in contact with the work, but who are not engaged as employees.
4. Claims arising under personal injury liability coverage for injury to any employees, which are directly or indirectly attributable to his employment for performance of the work.
5. Claims arising under personal injury liability coverage for injury to any person not an employee which are attributable to performance of the work.
6. Claims arising for damage or destruction of tangible property, including loss of use of the affected property as a result.
7. Claims arising from pollution, including Loading and Unloading Cargo, Cargo In-transit, Site Pollution Clean-up Operations, and On-Going Contamination.

#### B. During the term of the Contract, the Contractor must maintain the following insurance with companies authorized to do business in Virginia. The Owner shall be designated on each policy as "The Fairfax County School Board" as an additional insured except for workers' compensation.

1. Workers Compensation including Occupational Disease and Employer's Liability Insurance: Statutory coverage as required by the District of Columbia, Maryland, and Virginia Workers Compensation Law, including provision for voluntary D.C. benefits as required in labor union agreements.
2. Employer's Liability:  
Bodily Injury by Accident -- \$100,000 Each Accident  
Bodily Injury by Disease -- \$500,000 Policy Limit  
Bodily Injury by Disease -- \$100,000 Each Employee
3. Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10 01 (or a substitute form providing equivalent coverage) with limits of \$1 million per occurrence and \$2 million aggregate per project to include the following:

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Contractual liability as required by the indemnification provision of Paragraph 1.  
Personal injury liability, including offenses related to employment.  
Coverage of explosion, collapse, or underground hazards.  
Broad form property damage liability, including completed operations coverage.

4. Business Auto Liability Insurance: including owned, non-owned and hired vehicles with policy limits of \$1,000,000 combined single limit per accident.
5. Pollution Liability Insurance covering the Contractor's completed operations. This insurance must include sudden and gradual coverage for third-party liability including defense costs and completed operations. The coverage must be maintained during the term of the contract and at least three years following ins completion/termination.
6. Umbrella/Excess Liability Insurance with coverage limits of \$5,000,000.

C. Additional Requirements:

1. The limits of liability of the insurance described may be superseded if the limits prescribed by law are greater.
2. If any insurance has been issued on a "claims made" basis, then Contractor must comply with either of the following conditions.
  - a. Provide insurance for all required coverage for a period of two (2) years after final completion. Such coverage shall be subject to a retroactive date that is not later than the commencement of performance under the Contract, or
  - b. Procure insurance for the extended reporting period endorsement for the policy or policies in force during the term of the Contract.
3. Notice of Insurance: Proof of insurance for each type of coverage listed herein shall be provided within ten (10) days after the Contractor's receipt of the Award Letter, and no work shall proceed unless all such insurance is in effect. The Contractor shall not allow any Subcontractor to commence work on its subcontract until all such insurance of the Subcontractor has been obtained and approved by the Contractor and found to be in accordance with the Contract. The Contractor certifies by commencement of the Work that its insurance and that of its Subcontractors is in effect and meets the requirements set forth herein.
4. Notice of Cancellation: The Contractor will give thirty (30) days prior written notice to the Owner if the policies are to be terminated or if any changes are made during the life of the Contract which will affect in any way the insurance requirements in the contract.
5. Copies of Insurance Policies: Upon demand, the Contractor shall provide the Owner with a copy of each policy, which the Contractor and each of its Subcontractors carry to meet the insurance requirements of the Contract, together with receipted bills evidencing proof of premium payment.

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6. Owner's Liability Insurance: The Owner may, at its own expense, purchase and maintain its own liability insurance to protect against claims which may arise in connection with the work, or the Owner may self-insure such risks.
7. No Waiver: Nothing contained herein shall have the effect of waiving or shall be deemed to affect a waiver of the Owner's sovereign immunity under law.

### 6. COMPLIANCE WITH LAWS; PERMITS, FEES, AND NOTICES:

The successful bidder shall be required to comply with all local, state and federal laws, rules, regulations and ordinances (collectively, the "Laws and Regulations") applicable to the Contract and to the work contemplated thereby. The successful bidder shall be required to obtain, at its expense, all permits, licenses and other authorizations necessary for the performance of the services, except that the Owner shall obtain, at its expense, all Building Permits that are required for completion of the Project. The successful bidder shall be responsible for giving all required notices and certifications, and for complying with all laws, ordinances, rules, regulations and directives of any public authority bearing on the performance of the work, regardless of whether those notices, certifications, laws, ordinances, rules, regulations and directives are expressly referenced in the Contract.

### 7. OCCUPIED AREA:

- A. The Contractor hereby certifies that: (i) neither the Contractor nor any employee of the Contractor who will have direct contact with students has been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) absent prior Notice to the Owner, neither the Contractor nor any employee of the Contractor who will have direct contact with students has been convicted of a crime of moral turpitude. The foregoing certification shall be binding upon the Contractor throughout the Contract Period and the Contractor hereby covenants and agrees to provide the Owner with immediate Notice of any event or circumstance that renders such certification untrue. The Contractor hereby covenants and agrees that it will require this certification to be included in every subcontract of every tier in order that the provisions contained herein will be binding upon each Subcontractor and Sub-subcontractor. The Contractor will ensure that no worker shall perform Work in occupied areas during school hours unless prior written approval has been granted by the Owner and proper safety precautions have been exercised to isolate the area of the Work.
- B. Alcoholic beverages, illegal drugs, and weapons are prohibited on the Site and shall constitute grounds for immediate removal from the Site of the Project. The Contractor shall ensure that neither its employees nor those of any Subcontractor shall fraternize in any manner with any student of Fairfax County Public Schools at the Site of the Work. The Owner shall have the right to remove from the job Site any person whose presence the Owner deems detrimental to the best interests of the Fairfax County Public Schools. Any individual who is removed from the Site pursuant to this paragraph may not return to such Site or to that of any other project of Owner without the prior written permission of the Owner.
- C. Drug-Free Workplace. During the performance of the Contract, the Contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such



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prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. As employed herein, the term "drug-free workplace" shall mean each site for the performance of work hereunder.

### 8. CLEANING:

The Contractor shall be totally responsible for periodic cleaning up of the building and premises daily. In addition to general broom cleaning, the Contractor shall remove all refuse, waste materials and debris of any kind regardless as to who may have left same. All such refuse shall be removed from the property of the Owner and disposed of in a legal manner to the end that at all times the building and premises shall present a neat, orderly and workmanlike appearance. The definition of "periodic" shall mean - "as necessary and/or at the direction of the Owner or his representative."

### 9. SUBCONTRACTORS:

Unless otherwise specified in the Contract Documents, within ten (10) days after the award of the Contract, the Contractor must submit a written statement to the Owner setting forth the name and address, and telephone number of each proposed Subcontractor and Sub-subcontractor and the portion of the Work and materials for which each such Subcontractor or Sub-subcontractor is responsible.

### 10. ASSIGNMENT AND LEGAL REPRESENTATIVES:

The Contract Documents shall not be assigned, sublet or transferred, in whole or in part, by operation of law or otherwise, by either of the parties hereto except with the prior written consent of the other. Unless specifically stated to the contrary in any written consent to an assignment, no assignment shall operate to release or discharge the assignor from any duty or responsibility under this Agreement.

### 11. TIME OF START:

The Contractor shall commence work within ten (10) calendar days after the date stated as the date to proceed in the Notice to Proceed. All work shall be performed during regular school business hours (7am – 5pm) only. Work performed outside of regular school business hours must be approved by the FCPS project manager or an FCPS representative prior to the work being performed.

### 12. EXTENSION OF TIME - NO WAIVER:

The Contractor shall be entitled to an extension of time for delay in completion of the Work only if obstructed or delayed in the commencement, prosecution or completion of any part of the work by any act or delay of the Owner, or by riot, insurrection, war, pestilence, acts of public authorities, fire, earthquakes, or by strikes, or other causes, which causes of delay mentioned in this Paragraph, in the opinion of the Owner, are entirely beyond the expectation and control of the Contractor. In such event, the period specified in any Notice to Proceed or Purchase Order for the completion of the work shall be extended by such time as shall be determined by the Owner.

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The parties agree that no extension beyond the date of completion fixed by the terms of the Contract shall be effective unless granted in writing and signed by the Owner.

### 13. LIQUIDATED DAMAGES:

The Owner and the Contractor hereby acknowledge and agree that time is of the essence with respect to this Contract and in the event the Contractor fails to complete any work within the established timeframe, the Owner will incur actual monetary damage. The amount of **\$500.00** per day is set forth as the liquidated damages for each day that the time consumed in completing the work exceeds the time allowed. This amount shall in no event be considered as a penalty or otherwise than as the liquidated and adjusted damages to the Owner because of the delay.

### 14. UNTIMELY PERFORMANCE BY CONTRACTOR:

The Owner and the Contractor hereby acknowledge and agree that time is of the essence with respect to the performance of the Work. In the event the Contractor fails to complete the Work within the established timeframe, the Owner as well as Community Users will incur actual and direct harm. This includes, but is not limited to, the disruption or loss of scheduled classes, disruption or loss of school activities, loss of revenue from these cancelled activities, disruption or loss of intermural academic and athletic tournaments, loss of revenue from these cancelled events, disruption or loss of scheduled community use of the schools and facilities.

In addition to the Owner's assessment of liquidated damages, unapproved project delays also can result in the Contractor's loss of eligibility for award of future FCPS Office of Facilities Management projects for a period of three years or more as determined by FCPS Office of Facilities Management.

### 15. PROGRESS SCHEDULE:

Prior to the first request for payment, submit Progress Schedule in such form as to readily indicate status of work as planned, scheduled, and so arranged so that at weekly intervals it may be clearly determined whether actual state of work is in accord with schedule to Owner as indicate actual progress thereon weekly. Contractor shall update schedule to show substantial completion of project and final completion as necessary when delays or change orders are agreed upon and issued.

### 16. SCHEDULE OF COMPLETION:

- A. All work shall be substantially completed and certified according to the following schedule:
  - 1. Onsite work shall begin on June 12, 2025.
  - 2. Substantial Completion on or before August 1, 2025. *(See Definition)*
  - 3. Final Completion on or before August 15, 2025. *(See Definition)*
- B. Phasing of the project within the completion date will be jointly prepared by the Contractor, Office of Facilities Management, and school personnel to afford the least amount of disruption to school operations.
- C. Construction and alteration will be performed while the building is in use and therefore, the Contractor shall give full cooperation to the school authorities in scheduling and

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performing the work. Contractor shall give forty-eight hours advance written notice to school authorities when work is to be performed.

### 17. CONSTRUCTION SCHEDULES:

- A. The Contractor, promptly after receipt of the Award Letter, shall prepare and submit to the Owner, for approval, a construction schedule for the Work. The Construction Schedule, as approved, shall not exceed the time limits provided in the Contract Documents, shall be revised at appropriate intervals as required by conditions of the Work and the Project, shall be related to the entire Project to the extent required by the Contract Documents and shall provide for the expeditious execution of the Work within the Contract Period.
- B. The Contractor shall prepare and keep current, for the Owner's review and approval, a schedule of submittals which is coordinated with the Construction Schedule and is maintained both on the job site and available for the Owners review.

### 18. SHOP DRAWINGS:

- A. The Contractor shall submit Shop Drawings and similar submittals required by the Contract Documents with reasonable promptness and in accordance with the Submittal Schedule as to cause no delay in the Work or in the activities of the Owner or of separate contractors.
- B. The Contractor shall perform no portion of the Work requiring submittal and review of Shop Drawings or similar submittals until the Owner has approved the respective submittal. Such Work shall be performed in accordance with the approved submittals.
- C. Delays in submission of shop drawings do not qualify for extension(s) in completion of the contract.
- D. Contractor is responsible for reviewing shop drawings from subcontractors and suppliers to verify that they meet the project requirements prior to submitting them to the Owner. The Contractor shall mark on the shop drawings the name of the reviewer and the date reviewed.
- E. Shop drawings must have an approval block, the FCPS project number, and the specification section reference or plan sheet number.

### 19. CHANGE ORDERS:

#### 19.1 PRELIMINARY PROCEDURES:

- A. Owner may initiate changes by submitting Proposed Modification to Contractor. Request will include:
  - 1. Detailed description of the Change, Products, and location of the change in the Project.
  - 2. Supplementary or revised Drawings and Specifications.
  - 3. A specific period of time during which the requested price will be considered valid, which shall be 90 calendar days, unless otherwise stated.
  - 4. The specific action to be initiated by the Contractor.
  - 5. The amounts of the unit prices to be:

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- a. Those stated in the Agreement and the Bid Form.
  - b. Those mutually agreed upon between Owner and Contractor.
- B. Contractor may initiate changes by submitting a written notice to Owner containing:
1. Description of the proposed changes.
  2. Statement of the reason for making the changes.
  3. Statement of the effect on the Contract Sum and the Contract Time.
  4. Statement of the effect on the work.
  5. Documentation supporting any changes in Contract Sum or Contract Time, as appropriate.
- C. All claims by the Contractor arising out of or relating to the performance of the work or any termination hereunder shall be made in writing and shall be decided by the Director of the Office of Facilities Management or his designated representative. All claims must be filed with the Office of Facilities Management within five (5) calendar days after sustaining the injury underlying the claim. Failure to comply with this provision shall constitute an absolute waiver of such claim. The Director or the Office of Facilities Management or his designated representative shall issue his written decision within thirty (30) days of his receipt of the written claim which decision shall be final.

### 19.2 DOCUMENTATION OF BIDS AND CLAIMS:

- A. Support each quotation for a lump-sum bid, and for each unit price, which has not previously been established, with sufficient substantiating data to allow Owner to evaluate the quotation.
1. Bid costs attributable to labor shall be based upon labor rates for each category of personnel. A list of labor rates shall be submitted to the Owner for review and concurrence within 30 calendar days of the Notice to Proceed. See paragraph B2 below for allowable inclusions for establishment of labor rates.
- B. Provide data for lump sum bids in accordance with the following criteria:
1. The Contractor's bid shall be itemized and segregated by labor, equipment, and materials for the various components of the Change in the Work (no aggregate labor total will be acceptable) and shall be accompanied by signed bids of any Subcontractors who shall perform any portion of the Change in the Work and of any entities who shall furnish materials or equipment for incorporation therein.
  2. The portion of the bid relating to labor, whether by the Contractor's forces or the forces of any of its Subcontractors, shall include anticipated gross wages of Job Site labor, including foremen, who shall be directly involved in the Change in the Work (for such time as they will be so involved), plus payroll costs (including premium costs of overtime labor, if overtime is authorized, Social Security, Federal or State unemployment insurance taxes and fringe benefits required by collective bargaining agreements entered into by the Contractor or any such Subcontractor in connection with such labor).
  3. The portion of the bid relating to materials may include the reasonable anticipated direct costs to the Contractor or to any of its Subcontractors of materials shall be purchased for incorporation in the Change in the Work, plus transportation and applicable sales or use taxes.

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4. The bid may further include the Contractor's and any of his Subcontractor's reasonable anticipated equipment rental costs, except small hand tools, in connection with the Change in the Work. For rented equipment an hourly rental rate shall be used which shall be determined by using the monthly rental rates taken from the current edition of the Rental Rate Blue Book for construction Equipment and dividing it by 176. An allowance shall be made for operating costs for each and every hour the equipment is actually operating in accordance with the rates listed in the aforesaid Rental Book. The Contractor shall be allowed no more than 65% of the rental rate on Contractor owned equipment.
  5. Base Cost is defined as the total of labor, material, and equipment rentals as described in Subparagraphs 17.2.B3 and 17.2.B4. The actual net cost in money to the Owner for the Change in the Work shall be computed as follows:
    - a. Contractor overhead and profit: If the Contractor performs the Change in the Work, his compensation shall be the Base Costs as described above, plus a mark-up of 20% on Base Costs less than or equal to \$10,000. If the Base Costs exceed \$10,000, his compensation shall be the Base Cost, plus a mark-up of 20% on Base Costs less than or equal to \$10,000, and a mark-up of 15% on Base Costs above \$10,000.
    - b. Subcontractor overhead and profit: If the work is performed by a Subcontractor, his compensation shall be the Base Costs as described above plus a mark-up as described in Paragraph 5.a. above for overhead and profit. The Contractor's compensation shall be a mark-up of ten percent (10%) of the Subcontractors Base Costs.
    - c. Sub-subcontractor overhead and profit: If the work is performed by a Sub-subcontractor, his compensation shall be the Base Costs as herein described plus a mark-up as described in paragraph 5.a. above for overhead and profit. The Subcontractors compensation shall be a mark-up of ten percent (10%) of the Sub-subcontractor's Base Costs for his overhead. The Contractor's compensation will be a mark-up of ten percent (10%) of the Sub-subcontractor Base Costs.
  6. The mark-up on the cost of labor, materials, and equipment described in above Paragraphs 5.a., 5.b., and 5.c. above shall compensate the Contractor, Subcontractor or Sub-subcontractor for all indirect costs associated with or relating to the Change in the Work including, but not limited to, labor and/or equipment inefficiency, changes in sequence, delays, interference, impact on unchanged work, gross receipts tax, superintendent, small tools, reproduction, administration, insurance, unrelated safety requirements, temporary structures and offices, all other general and administrative, home office, and field office expenses.
    - a. The mark-up on the cost of labor, materials, and equipment described in above Paragraphs 5.b. and 5.c. above shall compensate the contractor or Subcontractor for all indirect costs associated with or relating to the change in the Work including but not limited to, gross receipt tax, superintendent, reproduction, administration, and insurance.
- C. Support each claim for additional costs, and for work done on a time-and-material basis, with documentation as required for a lump-sum bid, plus additional information:

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1. Name of the Owner's authorized agent who ordered the work, and date of the order. Include copies of written authorization when applicable.
  2. Dates and times that work was performed, and by whom, verified and signed by Owner's Authorized Representative.
  3. Time record, summary of hours worked, and hourly rates paid.
  4. Receipts and invoices for:
    - a. Equipment used, listing dates and times of use.
    - b. Products used, including listing of quantities.
    - c. Subcontracts.
- C. Document requests for substitutions of Products as specified in Instructions to Bidders Section 16.

### 19.3 PREPARATION OF CHANGE ORDERS:

- A. Owner will prepare each Change Order. Two copies shall be prepared, each with original signature.
- B. Form: Change Order - AIA Document G701.
- C. Change Order will describe changes in the work, both additions, deletions and any voided proposed modifications.
- D. Change Order will provide an accounting of the adjustment in the Contract Sum and in the Contract Time.
- D. Upon completion of work under a Change Order, enters the pertinent changes in Record Documents.

### 19.4 CHANGE ORDER CONTENTS:

- A. Contents of Change Orders will be based on, either:
  1. Owner's proposed Modification and Contractor's responsive Bid as mutually agreed between Owner and Contractor.
  2. Contractor's Bid for a change as mutually agreed between Owner and Contractor.
- B. Owner will sign and date the Change Order as authorization for the Contractor to proceed with the changes.
- E. Contractor will sign and date the Change Order to indicate agreement with the terms therein.

### 20. CHANGES IN WORK:

#### 20.1 MINOR CHANGES:

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- A. **Owner's Right to Make Changes.** The Owner reserves the right to make such additions, deletions, or changes to the Work as may be necessary in its sole and absolute discretion to complete the Work; provided, however, that no such additions, deletions or changes shall materially affect the substance hereof or materially change the Contract Sum. This Contract shall in no way be invalidated by any such additions, deletions or changes. No claim shall be made by the Contractor for loss of anticipated profits resulting from any such addition, deletion, or change to the Work.
- B. **Construction Conditions.** Construction conditions may require minor changes in the location and installation of the Work and equipment to be furnished and other Work to be performed hereunder. The Contractor, when ordered by the Architect, shall make such adjustments and changes in the locations and Work as may be necessary without additional cost to the Owner, provided such adjustments and changes do not materially alter the character and quantity of the Work as a whole, or the Contract Sum, and provided further that Drawings and Specifications showing such adjustments and changes are given to the Contractor by the Owner or Architect within a reasonable time before work involving such adjustment and changes is begun. The Owner and the Architect shall be the sole judges of what constitutes a minor change for which no additional compensation shall be allowed.
- C. **Time Extension for Minor Changes.** The Contractor shall be entitled to an extension of time for such minor changes only for the number of days which the Architect may determine to be necessary to complete such changes and only to the extent that such changes actually delay the completion of the Project, and then only if the Contractor shall have strictly complied with all the requirements of the Contract Documents.

### 20.2 EXTRA WORK:

- A. The Owner may, in its sole discretion, at any time by a Proposed Modification or Change Order and without notice to the Sureties require the performance of such Extra Work as it deems necessary or desirable.
- B. A Work Order or a Change Order covering Extra Work shall be valid only if issued in writing and signed by the Owner and the Contractor, and the Extra Work so ordered must be performed by the Contractor and reflects the amount of compensation to be paid to the Contractor
- C. The amount of compensation to be paid to the Contractor for any Extra Work so ordered shall be determined as follows:
  - 1. By such applicable unit prices as set forth in the Contract; or
  - 2. If no such unit prices are set forth, then by a lump sum or other prices mutually agreed upon by the Owner and the Contractor.

### 21. CORRECTION OF WORK:

- A. The Contractor shall promptly correct any work, which fails to conform to the requirements of the Contract Documents (the "Rejected Work"), whether observed before or after Substantial Completion and whether or not fabricated, installed or completed. The Contractor shall bear all costs associated with the correction of any Rejected Work.

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- B. The Contractor's obligation to correct defective or non-complying work shall continue for a period of two (2) years after the date of Substantial Completion. The time period of this obligation may be extended by terms of warranties or other circumstances where required by law.

### 22. RIGHT TO SUPPLEMENT CONTRACTOR'S WORK FORCE:

In the event that the Contractor fails (in the opinion of the Owner) within 3 days following Notice from the Owner: (a) to correct defective Work; or (b) to supply labor, materials, or equipment that is necessary to complete the Work in strict accordance with the requirements of the Contract Documents, then the Owner shall have the right to (i) order the Contractor to stop the Work or a designated portion thereof; and/or (ii) supplement the Contractor's forces, in each case to the extent deemed necessary and advisable by the Owner and until such time as, in the opinion of the Owner, the cause of the order or action shall have been corrected. The Owner shall have the right to: (a) correct the deficiencies set forth in the Notice, either with its own forces or with a separate contractor engaged by the Owner to perform such corrections; (b) deduct the cost of correcting such deficiencies (including costs for additional services in connection therewith) from amounts then or thereafter due the Contractor under the Contract Documents; and (c) order the Contractor to re-start at a designated time all or any portion of the Work stopped by the Owner. If the amounts then or thereafter due the Contractor are insufficient to cover the cost of correcting the deficiencies, then the difference shall be payable by the Contractor to the Owner upon written demand. The Architect's determination of cost hereunder shall be final and binding upon the parties. The Owner's exercise of the right to correct deficiencies shall be in addition to, and shall in no way prejudice or limit, any other remedies available to the Owner. In the event that it is determined for any reason that grounds for stopping all or any portion of the Work did not exist, then, at the election of the Owner, the rights and obligations of the parties hereunder shall be the same as if the Notice directing the Contractor to stop the Work had been delivered under the provisions of Paragraph 23 hereof; provided, however, that the Contractor in such event shall be deemed to have received seven days prior written Notice of termination. Any compensation determined to be due the Contractor pursuant to Paragraph 23 shall be offset by the cost of correcting the Work. The Contractor shall in no event be entitled to receive anticipated profits or consequential damages of any kind in connection with any termination or action hereunder.

### 23. DISPUTED WORK:

If the Contractor is of the opinion that any work required by the Owner violates the terms and provisions of this Contract, then it shall, within four (4) days of commencing such work or action, notify the Owner of the asserted violation in writing. The Owner's Division Superintendent or Designee will make a determination within ten (10) days of the written request. Failure of the Contractor to so notify the Owner shall constitute a waiver and release of the Contractor's right to claim compensation for any work or damages resulting from such compliance.

### 24. CONTRACTOR CLAIMS:

- A. The Contractor must, within five (5) days after the occurrence of the event giving rise to a claim, deliver to the Owner's Division Superintendent or Designee a written statement specifying that the Contractor has sustained such damage, and detailing the basis of the claim against the Owner with a breakdown of the nature and amounts of such damages, duly verified by the Contractor and notarized. This itemized breakdown shall be made to the fullest extent possible, otherwise the claim shall be deemed to be waived.
- B. The Owner's Division Superintendent or Designee shall make a determination within twenty-five (25) days after receipt of the itemized breakdown, which decision shall be the final determination of the Owner.



## GENERAL CONDITIONS

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- C. No claim by the Contractor shall be made for loss of anticipated profits due to delay or extension of contract completion time. The Contractor shall be entitled to an extension of time for such minor changes only for the number of days which the Owner determines to be necessary to complete such changes and only to the extent the changes actually delay the completion of the project, and then only if the Contractor shall have strictly complied with all the requirements of the Contract Documents.

### 25. OWNER'S RIGHT TO TERMINATE FOR CONVENIENCE

The Owner shall have the right to terminate this Contract at its own convenience for any reason by giving seven (7) days prior written notice of termination to the Contractor. The Contractor shall be paid an amount equal to the lesser of: (1) the actual cost of any work, labor or materials actually performed or in place and the actual cost of any labor, equipment or materials ordered in good faith which could not be canceled, less the salvage value thereof, plus ten percent (10%) or (2) the pro rata percentage of completion based upon the Bid Breakdown plus the actual cost of any labor, equipment or materials ordered in good faith which could not be canceled, less the salvage value thereof.

### 26. CONTRACTOR'S DEFAULT AND TERMINATION:

- A. The parties agree that:
  - 1. if the Contractor is not prosecuting the Work with reasonable speed and diligence or is delaying the progress of the Work unreasonably or unnecessarily; or
  - 2. If the Contractor fails to begin the Work when required to do so; or
  - 3. if the force of workers or the quality or quantity of material furnished is not sufficient to insure completion of the Work within the specified time in the Contract Documents; or
  - 4. if the Contractor fails in any manner of substance to observe the provisions of this Contract; or
  - 5. if any of the Work, machinery, or equipment is defective and is not replaced; or
  - 6. if the Contractor fails to make prompt payments to suppliers or to Subcontractors for Work performed in connection with the Contract; or
  - 7. if the Contractor fails to cooperate in good faith with the Owner;than the Owner, without prejudice to any other rights or remedies it may have hereunder, shall have the right to declare the Contractor in default, in whole or in part.
- B. In the event the Owner elects to declare the Contractor in default, the Owner shall notify the Contractor and his Sureties by written notice describing the nature of the default and providing the Contractor a right to cure such default within three (3) calendar days after the date of the notice, or within such longer period as the Owner, in its sole and absolute discretion, may prescribe. In the event the default is not cured within the time period specified by the Owner, the Owner shall have the right to take any actions necessary to contract or complete the Work.
- C. Any costs incurred in connection with completing or correcting the Work shall be deducted from the amounts then or thereafter due the Contractor. In the event such amounts are not sufficient to cover the costs incurred in connection with

## GENERAL CONDITIONS

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completing or correcting the Work, the Contractor and his Surety shall pay to the Owner the amount of any deficiency.

- D. If, after issuance of a Notice of termination of the Contract under the provisions of this Paragraph, it is determined for any reason that the Contractor was not in default under the provisions of Paragraph 24(A)(1) through 24(A)(7), or that cause for such termination otherwise did not exist under the provisions of Paragraph 24(A)(1) through 24(A)(7), then the rights and obligations of the parties shall be the same as if the Notice of termination had been delivered under the provisions of Paragraph 23 hereof; provided, however, that the Contractor in such event shall be deemed to have received seven (7) days prior written Notice of termination. Any compensation thereupon owing to the Contractor under Paragraph 23 shall be offset by the cost of remedying any defective Work performed by or on behalf the Contractor. In no event shall the Contractor be entitled to recover anticipated profits or consequential damages of any kind in connection with any termination of these Contract Documents.

### 27. SUBSTANTIAL COMPLETION:

- A. When the Contractor considers that the Work is substantially complete, the Contractor shall provide the Owner written notification of such fact. The Owner shall prepare a comprehensive punch list of items to be completed and/or corrected. The Contractor shall proceed promptly to complete and correct the items on the punch list. Failure to include an item on the punch list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.
- D. It is the Contractor's responsibility to examine the work of all trades, to correct any deficiencies found, and to verify that all equipment is operating prior to notifying the Owner of Substantial Completion.
- E. "Substantially complete" means that all work described in the specifications or shown on the drawings is done, with only minor items needed to fully complete the work. Typical work that should be done in order to be considered substantially complete include: all equipment installed, piped, electrically connected, and tested with any problems corrected; control systems completed, calibrated and functioning as intended, insulation installed. Equipment should be fully functional and ready for use.

### 28. FINAL INSPECTION:

Upon written notification by the Contractor that the Work is finally complete, and upon the Contractor's submission of a final application for payment, the Owner will conduct a final inspection of the Work. When the Owner determines that the Work has been satisfactorily completed and the Contract Documents fully performed, including the submission of Operation and Maintenance Data as required in Section 34, he shall promptly prepare and issue a Final Certificate for Payment.

### 29. PAYMENTS AND COMPLETION:

For the Contractor's complete performance of the Work, the Owner agrees to pay, and the Contractor agrees to accept, subject to the terms and conditions hereof, the Contract Sum, taking into consideration any deductions based on award of a combination of alternates, if applicable, plus the amount required to be paid for Extra Work less credit for any Work omitted.

## GENERAL CONDITIONS

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### 30. SCHEDULE OF VALUES:

- A. At the start of the Contract the Contractor shall provide a schedule of values for the work for the Owner's approval. The form shall be completed in detail including quantities and unit costs.
- B. Submit three (3) copies to the project engineer for approval within 5 days of receipt of the Notice to Proceed.
- C. The schedule of values shall be completed in detail including quantities and unit costs. Identify Schedule with:
  - 1. Complete title of Project and Location
  - 2. Contract number
  - 3. Name and address of Contractor
  - 4. Date of Submission
  - 5. Labor per item to install (lump sum labor will not be acceptable)
  - 6. Total Contract Sum
- D. Organize the Content of Schedule into columns with headings as follows:
  - 1. Item Number (Column No. 1)
  - 2. Description of Item (Column No. 2)
  - 3. Quantity (Column No. 3)
  - 4. Unit of Measure (Column No. 4)
  - 5. Cost per unit (Column No. 5)
  - 6. Total cost of Item (Column No. 6)
- E. Each item shall include a directly proportional amount of the Contractors overhead and profit.

### 31. REQUESTS FOR PAYMENTS AND PARTIAL PAYMENTS:

- A. On or about the first of each month, the Contractor shall make and certify an estimate of the amount and fair value of the Work performed based on the schedule of values and may apply for partial payment. Invoice must have the FCPS contract number clearly indicated on it. The Contractor shall submit the request for payment on AIA Document G702 or equal detailing the schedule of values, work completed, retainage, etc.
- B. The Owner will retain five percent (5%) of the amount of each estimate until final completion and acceptance of all work covered by this Contract, and (10%) of all equipment delivered and properly stored on the site.

## GENERAL CONDITIONS

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C. Send all invoices to:

Fairfax County Public Schools  
Department of Facilities and Transportation Services  
Office of Facilities Management  
Sideburn Support Center  
5025 Sideburn Road  
Fairfax, VA 22032-2637  
Attention: Project Manager

32. CONTRACTUAL DISPUTES:

- A. Any dispute arising hereunder or in connection herewith which is not otherwise resolved by the parties shall be decided by the Owner's Division Superintendent or Designee who shall reduce his decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days. The decision of the Owner's Division Superintendent or Designee shall be final and conclusive unless the Contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in the Code of Virginia. A Contractor may not institute legal action, prior to receipt of the public body's decision on the claim, unless the public body fails to render such decision within the time specified.
- B. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

33. LEGAL ACTION:

No bidder, offeror, potential bidder or offeror, or Contractor shall institute any legal action until all statutory requirements have been met.

34. OPERATION AND MAINTENANCE DATA:

The Contractor shall compile data and related information appropriate for the Owner's record, maintenance and operation of products, equipment, materials and systems furnished under the Contract. This shall include as-built drawings.

- A. Provide two (2) complete copies of the Record and Information Booklet and one (1) copy of Record and Information in a CD format and delivered to the Owner. Booklet shall be a commercial quality three-ring binder with durable and cleanable plastic cover.
- B. The Contractor must include the Final Approved Equipment Submittal in the Booklet. The Contractor must provide a Warranty Letter indicating the warranty expiration date and a balancing report (if project is Mechanical/HVAC related) must be included in the Booklet.
- C. Neatly typewritten table of contents for each volume, arranged in a systematic order by specification divisions. Indicate contractor, name of project, contract number and address of project on the face of the binder. On the end of the binder the school name shall be printed with a permanent readable label.

## GENERAL CONDITIONS

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- D. As-built drawings shall be red lined to show location and routing of any items not installed as shown on the original drawings.

### 35. BUILDING PERMITS:

Necessary building permits will be obtained by the Owner. Trade permits shall be obtained by the Contractor for all work prior to start of the project.

### 36. RIGHT OF AUDIT:

The Owner and its authorized representatives shall, until the expiration of three years from the date of final payment under these Contract Documents, have the right to examine and copy those books, records, accounts, documents, papers and other supporting data which involve transactions related to this Contract or which otherwise permit adequate evaluation of the cost or pricing data submitted, along with the computations and projections used therein (the "Records"), and the Contractor hereby covenants to maintain the Records in good order for such time and to deliver promptly the Records to the Owner within 5 days after its written request. In the event that the Contractor fails to comply with this Paragraph, then the Owner, in addition to any other available remedies, shall have the right to withhold payment of amounts otherwise due the Contractor until such time as the Contractor shall have complied fully with the obligations set forth herein.

### 37. NOTICES:

All notices required or permitted hereunder shall be in writing and delivered in the manner prescribed herein. Written notice shall be deemed to have been duly served on the Contractor if delivered by U.S. Mail, hand delivery, or facsimile transmission to the Contractor's office at any Project or to the business address or fax number of the Contractor as stated in its Bid Form; or if delivered in person to the Contractor, to the Contractor's foreman or superintendent for the Project, or any officer or director of the Contractor. Unless otherwise specified herein, Notice shall be deemed to have been duly served on the Owner if delivered by U.S. Mail, hand delivery, or facsimile transmission (with a duplicate copy transmitted by another means of delivery authorized hereunder) to the Office of Facilities Management, Fairfax County Public Schools, 5025 Sideburn Road, Fairfax, Virginia 22032, fax number (703) 239-0462.

### 38. ORDER OF PRECEDENCE:

The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work, including without limitation, all labor, materials, equipment and furnishings required in connection therewith. The Contract Documents are complimentary, and what is required by one shall be as binding as if required by all. In the event of any conflict, error or ambiguity in or among the various Contract Documents, such documents shall be accorded the following order of precedence:

- A. Change Orders;
- B. Notice to Proceed;
- C. Notice of Award;
- D. Special Provision;
- E. General Conditions;

## GENERAL CONDITIONS

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- F. Agreement;
- G. Addenda;
- H. Drawings and Specifications;
- I. Payment and Performance Bonds; and
- J. The Bidding Documents, which shall include the Contractor's completed Bid Form and the Instructions to Bidders

END OF SECTION

## GENERAL REQUIREMENTS

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### GENERAL REQUIREMENTS

1. CONFLICT OF PROVISIONS:

Any provision of the Conditions of the Contract or of any other document incorporated herein by reference, which is in conflict or inconsistent with "Instructions to Bidders," except such provisions as are required by applicable codes, laws or regulations, shall be void to the extent of such conflict or inconsistency.

2. SITE CONDITIONS:

The Contractor is expected to have become familiar with, and taken into consideration, site conditions which may affect the work and to have checked all dimensions at the site.

- A. No plea of ignorance of conditions that exist or may hereafter exist on the work site, or difficulties that may be encountered in execution of the work as a result of failure to make necessary investigations and examinations, will be accepted as an excuse for any failure or omission on the part of the Contractor to fulfill in every detail all the requirements of the Contract documents and to complete the work for the consideration set forth therein, or as a basis for any claim whatsoever.

3. GENERAL:

Minor details not usually shown or specified but necessary for the proper installation and operation shall be included in the work and in the Contractor's bid, the same as if herein specified or shown.

- A. With submission of bid, the Contractor shall give written notice to the Owner of any materials or apparatus believed inadequate or unsuitable, in violation of Federal, State and Local Laws, Codes, Ordinances, and any necessary items of the work omitted. In the absence of such written notice, it is mutually agreed the Contractor has included the cost of all required items in his bid and that he will be responsible for the approved satisfactory functioning of the entire system without extra compensation.
- B. All Contractors and subcontractors shall have current Virginia and Fairfax County licenses to do this kind of work.
- C. A copy of these plans and specifications shall be kept at the job site for the duration of the project. If the Contractor requires additional copies of the plans and specifications it will be the Contractor's responsibility to request up to two (2) additional copies from the Owner at no cost to the Contractor. If additional copies are requested these will be supplied to the Contractor at a cost of \$50 per set by the Owner. Owner will NOT perform any inspections, punch lists, or progress payments unless a copy of plans and specifications are on the job site.
- D. Successful bidder shall meet the Owner's Representative at the site or at the Owner's Representative's Office for a pre-construction meeting. After receipt of the Notice to Proceed the Contractor will contact the Owner's Representative to arrange the date, time and location of the meeting.
- E. It is the intention of the specifications and drawings to call for finished work, tested and ready for operation. Whenever the word "provide" is used, it shall mean "provide and

## GENERAL REQUIREMENTS

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install complete and ready for use."

- F. Any apparatus, appliance, material or work not indicated in the drawings but mentioned in the specifications, or vice versa or any incidental accessories necessary to make the work complete and perfect in all respects and ready for operation, even if not particularly specified, shall be furnished, delivered and installed by the Contractor without additional expense to the Owner.
  - G. Contractor shall install all equipment, materials in accordance with the Manufacturer's instructions, the drawings and these specifications.
  - H. Contractor shall include in the work, without additional cost to the Owner, any labor, materials, services, apparatus, drawings (in addition to the Contract Documents), required to comply with all applicable laws, ordinances, rules and regulations, whether or not shown or specified.
  - I. For security purposes, all personnel working at this building shall check in and check out at the building's office each day and wear any identification badges required by the building. **Contractor employees/representatives are required to have photo identification and be able to present upon request.** Contractor shall further supply all personnel with a form of identification as to company, name of employee and photographic likeness.
  - J. All work shall comply with current County, City, State and/or Federal codes and standards, whichever may apply.
  - K. The Contractor shall obtain Owner's approval for any revisions items specified prior to incorporation into the work.
  - L. Contractor shall inform all employees that Fairfax County has a NO SMOKING policy on school grounds. Therefore workers shall comply with this policy when students/school personnel are present.
4. SCAFFOLDING, RIGGING AND HOISTING:
- A. Contractor shall furnish all scaffolding, rigging, hoisting, shoring and services necessary for erection and delivery into the premises, for equipment and apparatus furnished and removal of same from premises when no longer required.
  - B. No crane work will be done during regular school hours. The work area around cranes shall be protected with barricades, warning signs, and the Contractor shall provide personnel as necessary to prevent access to the work area by children or adults.
  - C. At no time the units shall be placed on the roof and rolled across the roof. Units shall be lifted directly onto the existing structural support on the roof.
5. ASBESTOS INSULATION:
- A. The Owner will provide upon request copies of asbestos inspections/reports if necessary in the performance of this Contract.
  - B. If the Contractor encounters any suspected asbestos he shall immediately stop work and inform the Owner of the conditions.
  - C. The Owner will be responsible for testing and if necessary removal of any asbestos



## GENERAL REQUIREMENTS

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containing material encountered in the performance of this Contract.

- D. No materials or equipment containing asbestos shall be utilized in the construction of the project.

### 6. SITE PROTECTION:

- A. While work is in progress, new materials and work area appurtenances shall be covered or protected from dust, debris or damage.
- B. The Contractor shall maintain the job site in a clean, safe, orderly working condition and shall leave the premises completely clean each day.
- C. The Contractor shall be responsible for the repair or replacement of any roof, grass, asphalt pavement, building, or building contents damaged during the course of this Contract. In addition, any fencing removed by the Contractor shall be re-installed without any damage and to the satisfaction of the Owner.
- D. The Contractor shall provide all necessary manpower, barricades, safety signs and protection needed to safely perform the required work during the Contract.
- E. All openings in building components required for installation of piping or wiring shall be cut, patched and repaired.
- F. All items (lights, pipes, fencing, etc.) that have to be removed during the course of this work shall be reinstalled or relocated as necessary to complete the project.
- G. Contractor shall protect all contents and infrastructure located within the work space and adjacent to the work areas. These shall include but not limited to bleachers, floor plates, lighting, sports padding, walls and ceiling. Gymnasium shall be left clean and free of all dust and debris.
- H. Smoke dust and any construction odors shall not be allowed to enter the occupied building. Contractor shall provide exhaust fans, ducts, seal openings into the school, and if necessary, schedule work during off-hours to prevent problems during the times that students and teachers are in the building.

### 7. WARRANTY:

Contractor shall warrant the workmanship and materials against defects for a period of two (2) years from the date of final acceptance after all tests and inspections are complete. Manufacturer's warranty individual equipment shall be for two (2) years.

- A. Any portion of the work supplied or performed by the Contractor, which fails within the warranty period shall be repaired or replaced by the Contractor without additional cost to the Owner. Repairs will be initiated within 24 hours of receiving a call from the Owner during the warranty period.
- B. One (1) month prior to the expiration of the warranty, Contractor shall revisit the project with the Owner's representative to determine if any items require correction or if any items previously reported have not been corrected. If necessary, Contractor shall correct noted items even if correction work extends beyond the warranty expiration date.

## GENERAL REQUIREMENTS

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8. INSTRUCTION OF OWNER'S REPRESENTATIVE:

- A. The Contractor shall furnish, without additional expense to the Owner, full instruction in the care, adjustment, and operation of all parts and controls to the Owner's employees.
- B. The instruction shall be given at a mutually agreed upon time with the Owner during the regular workweek after the equipment has been accepted and turned over to the Owner for regular operation. Where significant changes or modifications in equipment are made under the terms of guarantee, additional information shall be provided as may be necessary to acquaint the operating personnel with the changes or modifications.

9. OWNER'S REPRESENTATIVE:

The Director of the Office of Facilities Management, 5025 Sideburn Road, Fairfax, Virginia 22032, has designated **Will Jordan** as the point of contact (571) 205-9783. The Director, Office of Facilities Management, may designate such other individual(s) as he deems necessary to assist in the administration of this Contract. These individuals shall have the authority to inspect the Contractor's performance.

10. RELEASE OF BONDS:

The Surety Corporation providing the bonds for this project shall obtain a written release from the Owner prior to the expiration date of the bonds.

11. LOCKOUT AND TAGOUT:

The Contractor shall have an established lockout/tagout procedure, which meets the requirements of VOSH Standard 29 CFR Part 1910, Subpart J, Subsection 147, entitled Control of Hazardous Energy Sources. The Contractor shall coordinate with the Owner's Representative to conform to the Owner's lockout/tagout program requirements.

12. BARRICADES, WARNING SIGNS AND LIGHTS:

Comply with recognized standards and code requirements for the erection of substantial, structurally adequate barricades where needed to prevent accidents and losses. Paint with appropriate colors, graphics and warning signs to inform personnel at the site and the public of the hazard being protected against. Provide lighting where appropriate and needed, including flashing yellow lights where appropriate.

13. CONFINED SPACES:

The Contractor shall have an established confined space procedure that meets the requirements of VOSH Standard 29 CFR 1910, Subpart J, §146, titled "Permit-Required Confined Spaces." The Contractor is responsible to provide confined space air monitoring and rescue equipment, as well as any other required devices or equipment on site to all employees. The Contractor must be able to provide safety training records of its employees performing work in a confined space to the Owner upon request. The Contractor shall coordinate with the Owner's representative to ensure the Contractor conforms to all confined space program requirement.

END OF SECTION

## TECHNICAL SPECIFICATIONS

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### TECHNICAL SPECIFICATIONS

#### 1. SCOPE OF WORK:

It is the intent of this contract to refinish the Main Gymnasium wood floor at West Potomac High School. The contract shall include all related work as detailed in these specifications and provide a fully refinished hardwood gymnasium floor of approximately 18,000 sq. ft. ready for athletic instruction and competitive play. The scope of work shall include the repair of approximately 200 sq. ft. of hardwood floor in designated damaged areas. Work shall include sanding the hardwood floor surface, flooring repairs due to damage or gymnasium equipment removal or relocation, layout and painting of game lines, specified logos and graphics where indicated on the existing floor. The Contractor will document existing logos and graphics for layout prior to refinishing and provide drawing to Owner for approval, and complete hardwood floor refinishing. All work shall be done in compliance with the floor finish manufacturer's specified instructions. All work shall be done by the Contractor including all associated materials and the complete installation as outlined in these specifications.

#### 2. QUALITY ASSURANCE AND SUBMITTALS:

A. In addition to required information as mentioned in previous sections, the Contractor shall submit evidence of the items as further described.

1. The flooring contractor shall be a firm experienced in this type of work and have a minimum with 5 years' experience completing projects of this size and scope.
2. The Contractor shall submit a list of at least three equally sized projects to the Owner for review with owner's name, address and phone number(s).
3. The Contractor shall submit samples of floor finish and color chart for game lines and graphics. A scaled and engineered mockup drawing showing all game lines, graphic art, fonts, etc. with all of the specific colors and dimensions shall be submitted to the owner for final approval prior to installation on the gymnasium floor.
4. The Contractor shall submit MSDS sheets for all materials.
5. The Contractor shall submit proof of certification of applying Hillard "Icon" gym floor epoxy-based finish part A and B. The Contractor shall include Court Guard sealer and must have knowledge of entire process of installation.

B. The Guarantee and Warranty shall be two (2) years for all workmanship, and for materials supplied and installed by Contractor unless damage is caused in whole or in part by excessive dryness or excessive moisture from humidity, spillage, migration through the slab or wall or any other source after completion of project.

#### 3. PRODUCTS – WATER BASED EPOXY WOOD FLOOR FINISHES:

A. Description: This description covers a two-part epoxy wood floor finish. Product covered by this specification shall be furnished in new, non-returnable, commercial type, factory sealed container. Containers shall have labels firmly secured giving adequate use instructions.

**TECHNICAL SPECIFICATIONS**

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**B. Requirements:**

1. Appearance: The mixed product (parts combined) shall be white in color.
2. Slip Resistance: The product shall be slip resistant using ASTM D2047 and Underwriters Laboratories, Inc's, Method 410.
3. The product shall not contain polyfunctional aziridine for any purpose within the formulation.
4. The product shall be MAS Certified Green® or have equivalent independent third-party testing that designates the product as a Low VOC-Emitting Finish in accordance with the following standards:
  - a. LEED v4 EQ Credit: Low-Emitting Materials General Emissions Evaluation
  - b. Collaborative for High Performance Schools (US-CHPS) EQ 7.1.5
  - c. California Dept. of Public Health (CDPH) Standard Method V1.1
5. The Product shall be certified by MFMA under Group 5 Water-Based Finishes ([www.maplefloor.org](http://www.maplefloor.org))
6. Green Seal Certifiable: This product meets Green Seal standard (GS-11) based on effective performance, minimized packaging, and protective limits on VOC's and human toxicity.

**C. TESTS:** The finish must conform to the following tests:

<b>PROPERTIES</b>	<b>REQUIREMENTS</b>	<b>METHOD</b>
Analysis/physical properties: A	I.R. Spectrum	ASTM D2743, Method
Instrumental analysis Nonvolatile content A	45% ± 1%	ASTM D1644, Method
(Parts combined/ mixed Viscosity (Brookfield) (Parts combined/mixed)	35 - 55 cps	ASTM D1545
Flash Point (TCC) (Parts A, B, & parts combined/mixed)	None to 200°F	ASTM D56
Gloss, 60° Specular (Black Glass)	Not less than 90	ASTM A1455
Pot Life, minimum	1-hour	Manufacturer shall certify
Chlorinated solvent content	None present	Manufacturer shall certify
Package Stability (Each part separately in original container)	One-year minimum	Manufacturer shall certify
Density, minimum (Parts combined/ mixed)	8.9 lbs./gal	ASTM D1475
Volatile organic compounds (Parts combined/mixed)	Less than 150 g/l	ASTM D3960
Coverage Rate	400-600 sq.ft./gal	Manufacturer shall certify

- D. Paint for game lines shall be a water-based Sherwin-Williams "Armorseal 1K" paint or a oil based Sherwin-Williams "Industrial Enamel HS" paint, or pre-approved equal.
- E. The floor shall be tacked with Hillyard "Pregame" tacking solution or pre-approved equal.

## TECHNICAL SPECIFICATIONS

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- F. The floor sealer shall be Hillyard "Court Guard" (# HIL 00334) floor sealer or pre-approved equal.
  - G. The floor finish shall be Hillyard "Icon" (# HIL 00274) gym floor epoxy-based finish, parts A and B, or pre-approved equal.
4. EXECUTION:
- A. The area of work shall include the entire main gymnasium floor, except the portion of the floor which is located under the gymnasium bleachers when in the fully closed (stacked) position.
  - B. The Contractor shall provide temporary exhaust fan(s) and shall cover all gymnasium entrances with plastic. Evacuate all product fumes and ventilate the work space and surrounding areas. The Contractor shall also secure doors to prevent unauthorized persons from entering the gymnasium during work or during drying (curing) time.
  - C. The Contractor shall sand the entire gymnasium floor with a large riding drum sander, edger, buffer and hand scraper as required. **No small drum sanders will be permitted.** The Contractor shall use a course (#60), a medium (#80) and a fine (#100) sandpaper to remove all existing game lines and graphics and create a smooth fine finish. After the entire gymnasium has been completely sanded smooth, buff entire floor using 120 grit screen back or equivalent grit sandpaper. The sanded floor shall be smooth, and contain no drum stop marks, gouges, streaks or shiners.
  - D. Allowable moisture content for finishing of wood gym floor shall be 9-9.5%. The Contractor shall demonstrate moisture content to the Owner using a calibrated moisture gauge. Finishing shall not proceed until proper moisture content has been achieved.
  - E. The Contractor shall fill cracks and holes with epoxy filler to match adjacent wood color. This work shall be at no additional cost to the Owner.
  - F. The Contractor shall completely vacuum or tack floor before first coat of sealer is applied.
  - G. The Contractor shall apply two (2) coats of Hillyard "Court Guard" (# HIL 00334) floor sealer in accordance with manufacturer's instructions and application rates using an applicator bar with tank to continuously feed the sealer using approved applicators. The approved applicator is the "Multi- Flo XP" or a pre-approved equal.
  - H. The Contractor will ensure all game lines shall be installed with all original dimensions, colors and orientations. The Contractor shall apply all game lines after seal coat buffing and vacuuming. The Contractor will ensure that all game lines shall be applied straight and concise with crisp sharp lines in colors previously approved by Owner and Project Manager. There shall be a minimum 1" inch break between any and all dissimilar colors. No dissimilar colors shall touch another.
  - I. The Contractor shall screen and tack the floor between coats after drying time per the manufacturer's instructions.
  - J. The Contractor shall apply one (1) coat of Hillyard "Court Guard" (# HIL 00334) floor sealer in accordance with all manufacturer's instructions and with application rates using an applicator bar with tank to continuously feed the sealer using approved applicators. The approved applicator is the "Multi- Flo XP" or a pre-approved equal.

## TECHNICAL SPECIFICATIONS

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- K. The Contractor shall apply a minimum of one (1) coat of Hillyard "Icon" (# HIL 00274) gym floor epoxy-based finish parts A and B, on all floor surfaces, in accordance with the manufacturer's instructions and application rates using approved applicators. The approved applicator is the "Multi- Flo XP" or a pre-approved equal.
- L. The Contractor shall clean up all materials and debris and properly remove from premises. All debris shall be properly disposed of at no cost to the Owner.

END OF SECTION

# Court Guard

Court Guard is a 30% solids, water-based seal and primer for wood sports floors. Court Guard offers superior clarity that minimizes the impact on the natural look of the floor, higher solids for greater build, higher viscosity that makes it easier to apply, and excellent powdering characteristics when screening after the first coat on bare wood floors. Court Guard is an excellent choice as a seal on bare wood floors or as a first coat for scrub and recoat procedures.

- Fast drying.
- Low odor.
- Very light in color.

## Technical Specifications

Appearance	Milky white liquid
Dilution Rate	RTU
Color	Milky white
Scent	Mild solvent
Non Volatile Matter	29.5 - 30.5%
pH @ 25 deg. C	7.5 - 8.5

## HMIS (Concentrate/RTU)

Flammability = 0      Health = 2      Reactivity = 0

## Directions

**Preparation:** New or freshly sanded wood: Proper floor preparation and adherence to label directions are critical for successful results. After the floor has been properly sanded and screened, sweep and vacuum the floor until the surface and seams are free of sanding dust and debris. Tack the floor with terry cloth towels dampened with Kleen-up Solvent® and allow floor to dry at least 1 hour. **FLOOR MUST BE CLEAN AND DRY.** **Dry floor preparation on newer floors:** Pre-clean the floor using Pre-Game® or Tack- It® to remove surface soils. **DO NOT FLOOD THE FLOOR.** Allow the floor to dry 1 hour. Dry abrade using 3M Surface Preparation Pads (SPP) (250- 500 ft2 per side). Use dust containment precautions and dust masks when dry abrading floor. Be sure to sweep, vacuum and tack the floor until it is completely dust free after abrading. Tack the floor with terry cloth towels dampened with Pre-Game or Tack-It. Allow floor to dry at least 30 minutes. Tack floor a final time using cleaning cloth CHI214 to remove fine dust particles before applying finish. **Scrub and recoat (Pre-Game and SPP procedure):** The floor may be scrubbed and coated the same day. Work small areas. **DO NOT FLOOD THE FLOOR.** Scrub with Pre-Game, using 3M SPP (250-500 ft2 per side). Pick up solution with an autoscrubber or wet vacuum. Autoscrub or tack the floor with terry cloth towels dampened with Tack-It or Pre-Game. Allow floor to dry at least 1 hour. Tack floor a final time using cleaning cloth CHI214 to remove fine dust particles before applying finish.

**Application:** As a sealer: Before applying Court Guard, tack the floor a final time with cleaning cloth CHI214 to remove fine dust. Apply the 1st coat of Court Guard at a coverage rate of 400-600 ft2/gal with an approved applicator (see below). Avoid leaving puddles of Court Guard on the floor. Allow 2-4 hours between coats of seal. Abrasion is not



## Safety

See material safety data sheet and product for safety information, handling and proper use.

## Availability

necessary between the 1st and 2nd coats of seal, if coated within 24 hours, but for best results and to ensure a smooth surface with minimal grain raise, abrade 1st coat of seal with 3M SPP (250-500 ft<sup>2</sup> per side) or 120 grit screen discs (250 ft<sup>2</sup> per side) to remove grain raise. Allow 2nd coat of seal to dry a minimum of 4 hours. Before applying game lines or finish coats, abrade entire floor with Hillyard Maroon Pads (250 ft<sup>2</sup> per side). Tack the floor with towels dampened with Tack-It or Pre-Game. Allow floor to dry 1 hour. Tape and apply game lines using Hillyard approved paint. (Be sure to check local VOC laws when selecting Hillyard approved paint options.) Allow paint to dry 24 hours. Once the paint has dried, abrade the entire floor using Hillyard Maroon Pads (250 ft<sup>2</sup> per side). The paint must be abraded using Hillyard Maroon Pads to ensure proper adhesion between the finish and paint. If the Court Guard or paint dries longer than 48 hours, abrade with SPP (250 ft<sup>2</sup> per side). Once the paint and floor have been abraded, tack the entire floor with Tack-It or Pre-Game to remove all dust and debris. Apply gym finish with approved applicator at 500-600 ft<sup>2</sup>/gal. Two to three finish coats are recommended on newly sanded floors over new paint. As a bridge/primer coat under Hillyard solvent-based urethanes: Provided the existing finish is in good condition and well bonded, Court Guard may be used as a primer and/or bridge coat under Hillyard solvent-based urethane finishes. Prepare the floor using one of the approved methods described above. Once the floor is properly prepared, apply 1 coat of Court Guard using an approved applicator at a coverage rate of 500-600 ft<sup>2</sup>/gal. Allow the Court Guard to dry 4-6 hours and abrade entire floor using Hillyard Maroon Pads (250 ft<sup>2</sup> per side). Tack the floor with terry cloth towels dampened with Tack-It or Pre-Game. Allow floor to dry 1 hour. Tack floor a final time using cleaning cloth CHI214 to remove fine dust particles before applying finish. Apply Hillyard solvent-based urethane (Gold Medalist® or 450 Gym Finish®), following label directions. Allow floor to dry for 72 hours for light traffic; wait 1 week before scheduled activities when top coating with solvent-based finishes. As a bridge/primer coat under Hillyard water-based gym finishes: Provided the existing finish is in good condition and well bonded, Court Guard may be used as a primer and/or bridge coat under Hillyard water-based gym finishes. Prepare the floor using one of the approved methods described above. Once the floor is properly prepared, apply 1 coat of Court Guard using an approved applicator at a coverage rate of 500-600 ft<sup>2</sup>/gal. Allow the Court Guard to dry 4-6 hours and apply Trophy® H2O, Icon®, or Contender®, following label directions. If floor is not recoated within 24 hours, abrade entire floor using Hillyard Maroon Pads (250 ft<sup>2</sup> per side). Tack the floor with terry cloth towels dampened with Tack-It or Pre-Game. Allow floor to dry 1 hour. Tack floor a final time using cleaning cloth CHI214 to remove fine dust particles before applying finish.

Clean-Up: Use warm water to clean application equipment.

NOTE: Turn on the exhaust system 1-2 hours after each application of Court Guard.

APPROVED APPLICATORS: Hillyard Multi-Flo® XP and lightweight T-Bar with synthetic pad.

IMPORTANT: Prior to recoating, if game lines need to be touched up, use Hillyard approved paint, following label directions. Worn areas should be patched with Court Guard prior to recoating the entire floor.

NOTE: Best results are obtained with adequate ventilation and floor temperatures above 60°F (16°C). Temperature and humidity affect curing properties; low humidity may cause the coating to dry too quickly. Floor temperature should be between 60 and 95°F. During the drying process, avoid direct drafts on floor. On newer floors, be cautious not to flood expansion joints with excess seal and finish. Keep container closed when not in use. Do not pour unused finish back into container.

NOTE: For wood substrates only.

NOTICE: Saw dust from freshly sanded floors or dust from wood floors that have been abraded between coats will spontaneously catch fire, if improperly discarded. Immediately after abrading or sanding wood floors, place dust waste in a sealed, water-filled metal container and immediately remove from building.

NOTICE: Rags or applicators soaked in a combustible liquid will spontaneously catch fire, if improperly discarded.

Immediately after using rags or applicators soaked in a combustible liquid, place waste in a sealed, water-filled metal container and immediately remove from building.

MEETS WITH STRICT CLEAN AIR REQUIREMENTS: Volatile organic compounds = Less than 185 grams/liter.



**1. Identification**

**Product identifier** Court Guard

**Other means of identification**

**SDS number** 583N-66D

**Product code** HIL00334

**Recommended use** Wood Floor Seal

**Recommended restrictions** For Labeled Use Only  
Protect from Freezing

**Manufacturer/Importer/Supplier/Distributor information**

**Manufacturer**

**Company name** HILLYARD INDUSTRIES

**Address** 302 North Fourth St.  
St. Joseph, MO 64501

**Contact person** Regulatory Affairs

**Telephone number** (800) 365-1555 (Ext. 8206)

**Fax** (816) 383-8406

**E-mail** regulatoryaffairs@hillyard.com

**Emergency telephone #** (800) 424-9300  
(Only in the event of chemical emergency involving a spill, leak, fire, exposure or accident involving chemicals)

**2. Hazard(s) identification**

**Physical hazards** Not classified.

**Health hazards** Acute toxicity, inhalation Category 5

**Environmental hazards** Not classified.

**OSHA defined hazards** Not classified.

**Label elements**

**Hazard symbol** None.

**Signal word** Warning

**Hazard statement** May be harmful if inhaled.

**Precautionary statement**

**Prevention** Avoid breathing vapors. Observe good industrial hygiene practices.

**Response** IF INHALED: Remove person to fresh air and keep comfortable for breathing. Call a POISON CENTER/doctor if you feel unwell.

**Storage** Store away from incompatible materials.

**Disposal** Buyer assumes all risk and liability associated with disposal of this product (original concentration or dilution) in violation of applicable law in compliance with applicable federal, state and local requirements. CONTAINER DISPOSAL: Triple rinse (or equivalent). Then offer clean, dry container for recycling or reconditioning.

**Hazard(s) not otherwise classified (HNOC)** None known.

**Supplemental information** None.

**3. Composition/information on ingredients**

**Mixtures**

Chemical name	Common name and synonyms	CAS number	%
Dipropylene Glycol Methyl Ether		34590-94-8	1 - < 3
Other components below reportable levels			90 - 100

## 4. First-aid measures

<b>Inhalation</b>	If breathing is difficult, remove to fresh air and keep at rest in a position comfortable for breathing. Call a poison center or doctor/physician if you feel unwell.
<b>Skin contact</b>	Wash off with soap and water. Get medical attention if irritation develops and persists.
<b>Eye contact</b>	Rinse with water. Remove contact lenses, if present and easy to do. Continue rinsing. Get medical attention if irritation develops and persists.
<b>Ingestion</b>	Rinse mouth. Get medical attention if symptoms occur.
<b>Most important symptoms/effects, acute and delayed</b>	Direct contact with eyes may cause temporary irritation.
<b>Indication of immediate medical attention and special treatment needed</b>	Provide general supportive measures and treat symptomatically. Keep victim under observation. Symptoms may be delayed.
<b>General information</b>	Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves.

## 5. Fire-fighting measures

<b>Suitable extinguishing media</b>	Water fog. Foam. Dry chemical powder. Carbon dioxide (CO <sub>2</sub> ).
<b>Unsuitable extinguishing media</b>	Do not use water jet as an extinguisher, as this will spread the fire.
<b>Specific hazards arising from the chemical</b>	During fire, gases hazardous to health may be formed.
<b>Special protective equipment and precautions for firefighters</b>	Self-contained breathing apparatus and full protective clothing must be worn in case of fire.
<b>Fire fighting equipment/instructions</b>	Move containers from fire area if you can do so without risk.
<b>Specific methods</b>	Use standard firefighting procedures and consider the hazards of other involved materials.
<b>General fire hazards</b>	No unusual fire or explosion hazards noted.

## 6. Accidental release measures

<b>Personal precautions, protective equipment and emergency procedures</b>	Keep unnecessary personnel away. Keep people away from and upwind of spill/leak. Wear appropriate protective equipment and clothing during clean-up. Avoid inhalation of vapors and spray mists. Ensure adequate ventilation. Local authorities should be advised if significant spillages cannot be contained. For personal protection, see section 8 of the SDS.
<b>Methods and materials for containment and cleaning up</b>	Large Spills: Stop the flow of material, if this is without risk. Dike the spilled material, where this is possible. Absorb in vermiculite, dry sand or earth and place into containers. Following product recovery, flush area with water.  Small Spills: Wipe up with absorbent material (e.g. cloth, fleece). Clean surface thoroughly to remove residual contamination.  Never return spills to original containers for re-use. For waste disposal, see section 13 of the SDS.
<b>Environmental precautions</b>	Avoid discharge into drains, water courses or onto the ground.

## 7. Handling and storage

<b>Precautions for safe handling</b>	Not available.
<b>Conditions for safe storage, including any incompatibilities</b>	Do not allow material to freeze.

## 8. Exposure controls/personal protection

### Occupational exposure limits

The following constituents are the only constituents of the product which have a PEL, TLV or other recommended exposure limit. At this time, the other constituents have no known exposure limits.

#### US. OSHA Table Z-1 Limits for Air Contaminants (29 CFR 1910.1000)

Components	Type	Value
Dipropylene Glycol Methyl Ether (CAS 34590-94-8)	PEL	600 mg/m <sup>3</sup>
		100 ppm

**US. ACGIH Threshold Limit Values**

Components	Type	Value
Dipropylene Glycol Methyl Ether (CAS 34590-94-8)	STEL	150 ppm
	TWA	100 ppm

**US. NIOSH: Pocket Guide to Chemical Hazards**

Components	Type	Value
Dipropylene Glycol Methyl Ether (CAS 34590-94-8)	STEL	900 mg/m3
		150 ppm
	TWA	600 mg/m3
		100 ppm

**Biological limit values** No biological exposure limits noted for the ingredient(s).

**Exposure guidelines****US - California OELs: Skin designation**

Dipropylene Glycol Methyl Ether (CAS 34590-94-8) Can be absorbed through the skin.

**US - Tennessee OELs: Skin designation**

Dipropylene Glycol Methyl Ether (CAS 34590-94-8) Can be absorbed through the skin.

**US ACGIH Threshold Limit Values: Skin designation**

Dipropylene Glycol Methyl Ether (CAS 34590-94-8) Danger of cutaneous absorption

**US NIOSH Pocket Guide to Chemical Hazards: Skin designation**

Dipropylene Glycol Methyl Ether (CAS 34590-94-8) Can be absorbed through the skin.

**US. OSHA Table Z-1 Limits for Air Contaminants (29 CFR 1910.1000)**

Dipropylene Glycol Methyl Ether (CAS 34590-94-8) Can be absorbed through the skin.

**Appropriate engineering controls**

Good general ventilation should be used. Ventilation rates should be matched to conditions. If applicable, use process enclosures, local exhaust ventilation, or other engineering controls to maintain airborne levels below recommended exposure limits. If exposure limits have not been established, maintain airborne levels to an acceptable level.

**Individual protection measures, such as personal protective equipment**

**Eye/face protection** Avoid contact with eyes. If contact is likely, safety glasses with side shields are recommended.

**Skin protection**

**Hand protection** Not normally needed. For prolonged or repeated skin contact use suitable protective gloves.

**Other** None normally required. If unable to avoid prolonged or repeated contact with skin, wear impervious clothing.

**Respiratory protection**

If engineering controls do not maintain airborne concentrations below recommended exposure limits (where applicable) or to an acceptable level (in countries where exposure limits have not been established), an approved respirator must be worn.

**Thermal hazards**

None known.

**General hygiene considerations**

Always observe good personal hygiene measures, such as washing after handling the material and before eating, drinking, and/or smoking. Routinely wash work clothing and protective equipment to remove contaminants.

**9. Physical and chemical properties**

<b>Appearance</b>	Milky white liquid
<b>Physical state</b>	Liquid.
<b>Form</b>	Liquid.
<b>Color</b>	Milky white
<b>Odor</b>	Mild solvent odor
<b>Odor threshold</b>	Not available.
<b>pH</b>	7.25 - 8.25
<b>Melting point/freezing point</b>	Not applicable / Not available
<b>Initial boiling point and boiling range</b>	> 200 °F (> 93.33 °C)
<b>Flash point</b>	> 200.0 °F (> 93.3 °C) Tag Closed Cup
<b>Evaporation rate</b>	< 1 ethyl ether=1
<b>Flammability (solid, gas)</b>	Not applicable.

**Upper/lower flammability or explosive limits**

Explosive limit - lower (%) Not available.

Explosive limit - upper (%) Not available.

Vapor pressure 17.16 mm Hg

Vapor density 1.0311 Air=1

Relative density 1.034 g/cm<sup>3</sup>**Solubility(ies)**

Solubility (water) 100 %

Partition coefficient (n-octanol/water) Not available.

Auto-ignition temperature Not available.

Decomposition temperature Not available.

Viscosity 30 - 50 cP

**Other information**

Density 8.61 lb/gal

Explosive properties Not explosive.

Oxidizing properties Not oxidizing.

Percent volatile 69.5 - 70.5 %

VOC &lt; 180 g/l

**10. Stability and reactivity****Reactivity** The product is stable and non-reactive under normal conditions of use, storage and transport.**Chemical stability** Material is stable under normal conditions.**Possibility of hazardous reactions** No dangerous reaction known under conditions of normal use.**Conditions to avoid** Avoid temperatures exceeding the flash point. Contact with incompatible materials.**Incompatible materials** Strong oxidizing agents.**Hazardous decomposition products** No hazardous decomposition products are known.**11. Toxicological information****Information on likely routes of exposure****Inhalation** May be harmful if inhaled.**Skin contact** No adverse effects due to skin contact are expected.**Eye contact** Direct contact with eyes may cause temporary irritation.**Ingestion** Expected to be a low ingestion hazard.**Symptoms related to the physical, chemical and toxicological characteristics** Direct contact with eyes may cause temporary irritation.**Information on toxicological effects****Acute toxicity** May be harmful if inhaled.

Product	Species	Test Results
Court Guard		
<b>Acute</b>		
<b>Dermal</b>		
LD50	Rabbit	46120 mg/kg
<b>Oral</b>		
LD50	Rat	48380 mg/kg
<b>Components</b>		
<b>Species</b>		
<b>Test Results</b>		
Dipropylene Glycol Methyl Ether (CAS 34590-94-8)		
<b>Acute</b>		
<b>Dermal</b>		
LD50	Rabbit	9.5 g/kg

Components	Species	Test Results
<b>Oral</b> LD50	Rat	5.35 g/kg
<b>Skin corrosion/irritation</b>	Prolonged skin contact may cause temporary irritation.	
<b>Serious eye damage/eye irritation</b>	Direct contact with eyes may cause temporary irritation.	
<b>Respiratory or skin sensitization</b>		
<b>Respiratory sensitization</b>	Not a respiratory sensitizer.	
<b>Skin sensitization</b>	This product is not expected to cause skin sensitization.	
<b>Germ cell mutagenicity</b>	No data available to indicate product or any components present at greater than 0.1% are mutagenic or genotoxic.	
<b>Carcinogenicity</b>	Not classifiable as to carcinogenicity to humans.	
<b>IARC Monographs. Overall Evaluation of Carcinogenicity</b>		
Not listed.		
<b>OSHA Specifically Regulated Substances (29 CFR 1910.1001-1053)</b>		
Not listed.		
<b>US. National Toxicology Program (NTP) Report on Carcinogens</b>		
Not listed.		
<b>Reproductive toxicity</b>	This product is not expected to cause reproductive or developmental effects.	
<b>Specific target organ toxicity - single exposure</b>	Not classified.	
<b>Specific target organ toxicity - repeated exposure</b>	Not classified.	
<b>Aspiration hazard</b>	Not an aspiration hazard.	
<b>Chronic effects</b>	Prolonged inhalation may be harmful.	

## 12. Ecological information

<b>Ecotoxicity</b>	The product is not classified as environmentally hazardous. However, this does not exclude the possibility that large or frequent spills can have a harmful or damaging effect on the environment.		
<b>Product</b>	<b>Species</b>	<b>Test Results</b>	
Court Guard			
<b>Aquatic</b>			
Crustacea	EC50	Daphnia	287938144, 48 hours estimated
Fish	LC50	Fish	40315.2773, 96 hours
<i>Acute</i>			
Crustacea	EC50	Daphnia	242625824, 48 hours estimated
Fish	LC50	Fish	20155.2617, 96 hours estimated
<b>Persistence and degradability</b>	No data is available on the degradability of this product.		
<b>Bioaccumulative potential</b>			
<b>Mobility in soil</b>	No data available.		
<b>Other adverse effects</b>	The product contains volatile organic compounds which have a photochemical ozone creation potential.		

## 13. Disposal considerations

<b>Disposal instructions</b>	Collect and reclaim or dispose in sealed containers at licensed waste disposal site. Dispose of contents/container in accordance with local/regional/national/international regulations.
<b>Local disposal regulations</b>	Dispose in accordance with all applicable regulations.
<b>Hazardous waste code</b>	The waste code should be assigned in discussion between the user, the producer and the waste disposal company.
<b>Waste from residues / unused products</b>	Dispose of in accordance with local regulations. Empty containers or liners may retain some product residues. This material and its container must be disposed of in a safe manner (see: Disposal instructions).
<b>Contaminated packaging</b>	Since emptied containers may retain product residue, follow label warnings even after container is emptied. Empty containers should be taken to an approved waste handling site for recycling or disposal.

## 14. Transport information

### DOT

Not regulated as dangerous goods.

### IATA

Not regulated as dangerous goods.

### IMDG

Not regulated as dangerous goods.

**Transport in bulk according to Annex II of MARPOL 73/78 and the IBC Code** Not established.

## 15. Regulatory information

**US federal regulations** This product is a "Hazardous Chemical" as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200.

**Toxic Substances Control Act (TSCA)** One or more components of the mixture are not on the TSCA 8(b) inventory or are designated "inactive".

### TSCA Section 12(b) Export Notification (40 CFR 707, Subpt. D)

Not regulated.

### CERCLA Hazardous Substance List (40 CFR 302.4)

Not listed.

### SARA 304 Emergency release notification

Not regulated.

### OSHA Specifically Regulated Substances (29 CFR 1910.1001-1053)

Not listed.

### Superfund Amendments and Reauthorization Act of 1986 (SARA)

#### SARA 302 Extremely hazardous substance

Not listed.

**SARA 311/312 Hazardous chemical** Yes

**Classified hazard categories** Acute toxicity (any route of exposure)

#### SARA 313 (TRI reporting)

Not regulated.

### Other federal regulations

#### Clean Air Act (CAA) Section 112 Hazardous Air Pollutants (HAPs) List

Not regulated.

#### Clean Air Act (CAA) Section 112(r) Accidental Release Prevention (40 CFR 68.130)

Not regulated.

**Safe Drinking Water Act (SDWA)** Contains component(s) regulated under the Safe Drinking Water Act.

### US state regulations

#### California Proposition 65

California Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65): This material is not known to contain any chemicals currently listed as carcinogens or reproductive toxins. For more information go to [www.P65Warnings.ca.gov](http://www.P65Warnings.ca.gov).

### International Inventories

Country(s) or region	Inventory name	On inventory (yes/no)*
Canada	Domestic Substances List (DSL)	No
Canada	Non-Domestic Substances List (NDSL)	No
United States & Puerto Rico	Toxic Substances Control Act (TSCA) Inventory	Yes

\*A "Yes" indicates that all components of this product comply with the inventory requirements administered by the governing country(s)

A "No" indicates that one or more components of the product are not listed or exempt from listing on the inventory administered by the governing country(s).

## 16. Other information, including date of preparation or last revision

**Issue date** 10-09-2018

**Revision date** 05-04-2023

**Version #**  
**HMIS® ratings**

03  
Health: 1  
Flammability: 0  
Physical hazard: 0

**Disclaimer**

No representations or warranties, either express or implied, of merchantability, fitness for a particular purpose, or of any nature are made with respect to the product(s) or information contained in this material safety data sheet. The information and recommendations contained in this Material Safety Data Sheet are supplied pursuant to 29 CFR 1910.1200 of the Occupational Safety and Health Standards Hazard Communication Rule. All information contained herein is presented in good faith and is believed to be appropriate and accurate. The buyer or user assumes all risks associated with the use, misuse or disposal of this product. The buyer or user is responsible to comply with all federal, state or local regulations concerning the use, misuse or disposal of these products.

**Revision information**

Product and Company Identification: Alternate Trade Names  
Physical & Chemical Properties: Multiple Properties  
Regulatory information: California Proposition 65



Formula Type	Liquid
Dilution Ratio	RTU
PH	9.75 - 10.75
Non-Volatile Matter	44.00 - 46.00%
Solids Content	45
Coverage SqFt/Gallon	500-600
Dry Time (hrs.)	72
Sheen	Gloss
Green Seal Certified	Yes

**Safety**

See safety datasheet (if applicable) and product label for safety information, handling and proper use.

**Directions for Use**

**IMPORTANT:** Temperature and humidity affect pot life and curing properties. High temperature may shorten useful pot life of product and low humidity may cause coating to dry too quickly. Floor temperature should be between 60 and 95°F; do not apply product if relative humidity is higher than 80%. **Preparation:** New or freshly sanded wood: Icon is not intended to be used as a seal on raw wood. On newly installed or freshly sanded wood floors, 3 coats of seal and 1 coat of Icon are recommended. Use Court Guard™ or Star® when a water-based seal is required. Proper floor preparation and adherence to label directions are critical for successful results. After the floor has been properly sanded and screened, sweep and vacuum the floor until the surface and seams are free of sanding dust and debris. Tack the floor with terry cloth towels dampened with Kleen-up Solvent® and allow floor to dry at least 1 hour. **FLOOR MUST BE CLEAN AND DRY. Dry floor preparation on newer floors:** Pre-clean the floor using Pre-Game® or Tack-It® to remove surface soils. **DO NOT FLOOD THE FLOOR.** Allow the floor to dry 1 hour. Dry abrade using 3M Surface Preparation Pads (SPP) (250-500 ft<sup>2</sup> per side). Use dust containment precautions and dust masks when dry abrading the floor. Be sure to sweep, vacuum and

From the company that is First in Gym Finishes, Icon is the first Green Seal Certified gym finish. Icon's unique, high-solids, epoxy-based formula offers significant advantages over the conventional water-based urethane finishes, including ease-of-application, higher gloss and unsurpassed durability. Icon provides the toughness, abrasion resistance, and durability necessary to stand up to the heaviest of traffic and tournament play.

**Features & Benefits**

- Ultra-durable
- High gloss
- Low VOC
- Green Seal Certified
- MAS Certified

**Item Number & Unit of Measure**

Item Number	HIL0027406
Unit of Measure	1 gal Bottle

**Specifications**

Color	White
Appearance	Viscous emulsion
Fragrance	Slight Amine



tack the floor until it is completely dust free after abrading. Tack the floor with terry cloth towels dampened with Pre-Game or Tack-It. Allow floor to dry at least 30 minutes. Tack floor a final time using cleaning cloth CHI214 to remove fine dust particles before applying finish. **Scrub and recoat (Pre-Game and SPP procedure):** The floor may be scrubbed and coated the same day. Work small areas. DO NOT FLOOD THE FLOOR. Scrub with Pre-Game using 3M SPP (250-500 ft<sup>2</sup> per side). Pick up scrubbing solution with an autoscrubber or wet vacuum. Autoscrub or tack the floor with terry cloth towels dampened with Tack-It or Pre-Game. Allow floor to dry at least 1 hour. Tack floor a final time using cleaning cloth CHI214 to remove fine dust particles before applying finish. **Mixing Instructions:** While thoroughly mixing with a drill-type mixer, add the Activator to Part A. Once the Activator has been added, pour Part B into the pail and continue mixing for 5 minutes. Use product within one hour of mixing for best results. **Application:** Before applying Icon, tack the floor a final time with cleaning cloth CHI214. Adequate air handling and circulation are extremely important during the application and curing process, especially if the relative humidity exceeds the room temperature. Avoid direct drafts on the floor. Apply at a coverage rate of 500-600 ft<sup>2</sup> /gal using an approved applicator (see below). Only 1 coat of Icon is needed to protect the floor. If additional coats are desired, build up the floor surface using Court Guard or Star, following label directions, followed by a single coat of Icon. Avoid leaving puddles of finish on the floor. **Note:** **Turn on the exhaust system 1-2 hours after each application. If after abrading, the floor sits for longer than 24 hours before being coated, re-abrade and tack before applying additional finish coats to prevent peeling from occurring. Under normal drying conditions, allow the floor to cure 72 hours before opening to light traffic; allow 1 week before scheduling normal activities. Clean-Up:** Use warm water to clean application equipment. **APPROVED APPLICATORS:** Hillyard

Multi-Flo® XP and lightweight T-Bar with synthetic pad. **IMPORTANT:** Prior to recoating, if game lines need to be touched up, use Hillyard approved paint, following label directions. For white and light color paints, use Contender Line Paint or Hillyard approved latex paint for best results. Worn areas should be patched in with Court Guard prior to recoating the entire floor. **MAINTENANCE:** Use a cotton dust mop, treated with Hillyard Super Hil-Tone®, daily to remove loose dirt and grit. Clean floor, as scheduled, with Hillyard Super Shine-All®. **NOTE:** For wood substrates only. **NOTE:** Best results are obtained with adequate ventilation and floor temperatures above 60°F (16°C). Temperature and humidity affect curing properties; low humidity may cause the coating to dry too quickly. Floor temperature should be between 60 and 95°F. During the drying process, avoid direct drafts on floor. Do not use cleaners on Icon until coating has cured one week. On newer floors, be cautious not to flood expansion joints with excess seal and finish. Keep container closed when not in use. Do not pour unused finish back into container. **NOTICE: Saw dust from freshly sanded floors or dust from wood floors that have been abraded between coats will spontaneously catch fire if improperly discarded. Immediately after abrading or sanding wood floors, place dust waste in a sealed, water-filled metal container and immediately remove from building. NOTICE:** Rags or applicators soaked in a combustible liquid will spontaneously catch fire if improperly discarded. Immediately after using rags or applicators soaked in a combustible liquid, place waste in a sealed, water-filled metal container and immediately remove from building.

## Certifications

This product meets Green Seal Standard GS-11 based on effective performance, minimized/recycled packaging, and protective limits on VOCs and human toxicity. GreenSeal.org.



# Scrub and Recoat Procedure (DRY PREPARATION)

Icon™

**IMPORTANT!**

Wood floors must contain sufficient finish build to use the **wet preparation method**. New or sanded floors must be recoated 2 or 3 times before wet preparation.

Glue-down installations must only be prepared dry.

1

**Inspect the floor**

1. Remove any gum or tape from the floor.
2. Review the product label instructions.
3. Note any issues that need to be addressed with the customer before proceeding.

2

**Clean and Abrade****Equipment and Supplies**

- Terry cloth towels
- Push broom
- Mop bucket & wringer
- Hillyard Pre-Game® Tacking Solution
- Hillyard Quick-Pass wide area hard surface cleaner (optional)
- A 175-RPM standard floor machine or an orbital floor machine and driver
- 3M Surface Preparation Pads (SPP)

**Procedure**

1. Dilute Pre-Game (1:4), soak the terry cloth towel, and wring it out.
2. Damp tack the floor until clean with the terry cloth towel. Allow the floor to dry. A Quick-Pass may be used for tacking.
3. Using a floor machine, abrade the entire floor with the 3M SPPs, overlapping appropriately. Flip the SPP after 250 ft<sup>2</sup> and replace the pad after one use of each side.
4. Vacuum and dispose of dust according to the directions on the gym finish label.

3

**Tack****Equipment and Supplies**

DAMP

- Terry cloth towels
- Push broom
- Mop bucket & wringer
- Chix Brand Stretch 'N Dust or Masslinn tool and cloths
- Hillyard Quick-Pass wide area hard surface cleaner (optional)
- Blue painter's tape



DRY

**Procedure**

1. Dilute Pre-Game (1:4) in the mop bucket. Soak the terry cloth towel and wring it out.
2. Damp tack the floor until clean with the terry cloth towel. Allow the floor to dry. A Quick-Pass may be used for tacking.
3. Dry tack the floor with the Chix tool and cloths.
4. Cover volleyball standards or related objects with blue painter's tape to prevent finishing over them.

**Additional Resources**[Video](#)Gym Floor  
Dry Preparation[Video](#)Gym Floor  
Wet Preparation[Video](#)Gym Floor Finish  
Application[Web](#)Hillyard.com  
Online Catalog[Web](#)Icon  
Product Page[Web](#)Download This  
Document

# Scrub and Recoat Procedure (WET PREPARATION)

Icon™



## IMPORTANT!

Wood floors must contain sufficient finish build to use the **wet preparation method**. New or sanded floors must be recoated 2 or 3 times before wet preparation.

Glue-down installations must only be prepared dry.

1

## Inspect the floor



1. Remove any gum or tape from the floor.
2. Review the product label instructions.
3. Note any issues that need to be addressed with the customer before proceeding.

2

## Clean and Abrade



New or sanded floors must be recoated 2 or 3 times before wet preparation.

### Equipment and Supplies

### Procedure



- Automatic scrubber
- 3M Surface Preparation Pads (SPP)
- Hillyard Pre-Game® Tacking Solution

1. Dilute Pre-Game (1:4) into the solution tank and put 3M SPPs on the scrubber.
2. Scrub the floor thoroughly, overlapping appropriately. Flip the SPP after 250-500 ft<sup>2</sup> and replace the pad after one use of each side.
3. Rinse the floor with clean water to remove squeegee marks and residue.

### Equipment and Supplies

### Procedure



- A 175-RPM standard floor machine or an orbital floor machine and driver
- 3M Surface Preparation Pads (SPP)
- Hillyard Pre-Game Tacking Solution
- Mop buckets, clean mops and handles
- Wet vacuum

1. Dilute Pre-Game (1:4) into the mop bucket and put the 3M SPP on the floor machine.
2. Apply the Pre-Game solution over a 10' x 10' area and scrub the floor thoroughly, overlapping appropriately. Flip the SPP after 250-500 ft<sup>2</sup> and replace the pad after one use of each side.
3. Vacuum the slurry with the wet vacuum.
4. Rinse the same area with clean water and pick up the residue with the wet vacuum.
5. Repeat these steps until the entire floor has been cleaned and abraded.

3

## Tack

### Equipment and Supplies

### Procedure



- Terry cloth towels
- Push broom
- Mop bucket & wringer
- Chix Brand Stretch 'N Dust or Masslinn tool and cloths

1. Dilute Pre-Game (1:4) in the mop bucket. Soak the terry cloth towel and wring it out.
2. Damp tack the floor until clean with the terry cloth towel. Allow the floor to dry. A Quick-Pass may be used for tacking.



- Hillyard Quick-Pass wide area hard surface cleaner (optional)
- Blue painter's tape

3. Dry tack the floor with the Chix tool and cloths.
4. Cover volleyball standards or related objects with blue painter's tape to prevent finishing over them.



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# Scrub and Recoat Procedure (FINISH APPLICATION)

Icon™

## 5 Mix Icon (Paddle Mixer Required)

**5-Gallon Kit:** Pour Part A into the provided oversized pail for blending. While thoroughly mixing with a drill-type mixer, add the Activator to Part A. Once the Activator has been added, pour Part B into the pail and continue mixing for 5 minutes. Use the mixture within one hour of mixing for the best results.

## 5 Apply Icon Gym Finish, T-Bar Method

### Equipment and Supplies



- Lightweight T-Bar
- Synthetic T-Bar pad
- Watering can
- Icon Gym Finish



[Video](#)

Gym Floor Finish  
T-Bar Application

### Procedure



#### IMPORTANT!

No inter-coat abrasion is necessary if recoated within 24 hours. Otherwise, dry abrade the floor with a floor machine and Hillyard Maroon Pads at a rate of 250 ft<sup>2</sup> per side, then tack the floor using the procedure in step 3.

1. Run a bead of Icon Gym Finish the length of the gym using the watering can.
2. Saturate the T-Bar pad and pull the applicator at a 30° angle the length of the floor, always keeping the Icon Gym Finish flowing toward the unfinished side of the floor.
3. When reaching the end of the run, turn the T-Bar 180° and pull in the opposite direction. Always feather with the grain of the wood.
4. Continue until the entire floor is coated. Apply Icon Gym Finish at a rate of 500-600 ft<sup>2</sup> / gallon.
5. Turn on the exhaust system immediately after application.

## 5 Apply Icon Gym Finish, Multi-Flo XP Method

### Equipment and Supplies



- Multi-Flo XP w/ pads
- Lightweight T-Bar
- Synthetic T-Bar Pad
- Watering Can
- Icon Gym Finish



[Video](#)

Gym Floor Finish  
Application

### Procedure



#### IMPORTANT!

No inter-coat abrasion is necessary if recoated within 24 hours. Otherwise, dry abrade the floor with a floor machine and Hillyard Maroon Pads at a rate of 250 ft<sup>2</sup> per side, then tack the floor using the procedure in step 3.

1. Place the Icon Gym Finish container on the Multi-Flo XP and set it up as described in the manual.
2. Use the long bar with one weight. Adjust weights and walking speed to ensure an application rate of 500-600 ft<sup>2</sup> per gallon.
3. Run a bead of finish the length of the gym floor using the Multi-Flo XP.
4. Saturate the Multi-Flo XP pads and pull the applicator at a 30° angle the length of the floor. Always keep the Icon Gym Finish flowing toward the unfinished side of the floor.
5. When reaching the end of the run, turn the applicator 180° and pull the Multi-Flo XP in the opposite direction. A lightweight T-Bar may be used to feather the ends.
6. Continue until the entire floor is coated. Apply Icon Gym Finish at a rate of 500-600 ft<sup>2</sup> / gallon.
7. Turn on the exhaust system immediately after application.

## 5 Allow the Floor Finish to Cure



Turn on the exhaust system immediately after application. Allow Icon Gym Finish to cure at least 72 hours before opening up to light traffic and one week before opening up to athletic use. NOTE: Temperature and humidity will affect the drying and curing properties.

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### 3. Composition/information on ingredients

#### Mixtures

The manufacturer lists no ingredients as hazardous according to OSHA 29 CFR 1910.1200.

Chemical name	Common name and synonyms	CAS number	%
Oxirane, 2,2'-[(1-methylethylidene)bis(4,1-ph enyleneoxymethylene)]bis-,homopol ymer		25085-99-8	50 - < 60
Other components below reportable levels			40 - < 50

\*Designates that a specific chemical identity and/or percentage of composition has been withheld as a trade secret.

### 4. First-aid measures

<b>Inhalation</b>	Move to fresh air. Call a physician if symptoms develop or persist.
<b>Skin contact</b>	Remove contaminated clothing immediately and wash skin with soap and water. In case of eczema or other skin disorders: Seek medical attention and take along these instructions.
<b>Eye contact</b>	Rinse immediately with plenty of water, also under the eyelids, for at least 15 minutes. Remove contact lenses, if present and easy to do. Continue to rinse for at least 15 minutes. Get medical attention if irritation develops and persists.
<b>Ingestion</b>	Rinse mouth. Never give anything by mouth to a victim who is unconscious or is having convulsions. Do not induce vomiting without advice from poison control center. If vomiting occurs, keep head low so that stomach content doesn't get into the lungs. If ingestion of a large amount does occur, call a poison control center immediately. Get medical attention if symptoms occur.
<b>Most important symptoms/effects, acute and delayed</b>	May cause an allergic skin reaction. Dermatitis. Rash.
<b>Indication of immediate medical attention and special treatment needed</b>	Provide general supportive measures and treat symptomatically. Keep victim under observation. Symptoms may be delayed.
<b>General information</b>	Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves. Wash contaminated clothing before reuse.

### 5. Fire-fighting measures

<b>Suitable extinguishing media</b>	Water fog. Foam. Dry chemical powder. Carbon dioxide (CO2).
<b>Unsuitable extinguishing media</b>	Do not use water jet as an extinguisher, as this will spread the fire.
<b>Specific hazards arising from the chemical</b>	During fire, gases hazardous to health may be formed.
<b>Special protective equipment and precautions for firefighters</b>	Self-contained breathing apparatus and full protective clothing must be worn in case of fire.
<b>Fire fighting equipment/instructions</b>	Move containers from fire area if you can do so without risk.
<b>Specific methods</b>	Use standard firefighting procedures and consider the hazards of other involved materials.
<b>General fire hazards</b>	No unusual fire or explosion hazards noted.

### 6. Accidental release measures

<b>Personal precautions, protective equipment and emergency procedures</b>	Keep unnecessary personnel away. Keep people away from and upwind of spill/leak. Wear appropriate protective equipment and clothing during clean-up. Avoid breathing mist or vapor. Do not touch damaged containers or spilled material unless wearing appropriate protective clothing. Ensure adequate ventilation. Local authorities should be advised if significant spillages cannot be contained. For personal protection, see section 8 of the SDS.
<b>Methods and materials for containment and cleaning up</b>	This product is miscible in water.  Large Spills: Stop the flow of material, if this is without risk. Dike the spilled material, where this is possible. Cover with plastic sheet to prevent spreading. Absorb in vermiculite, dry sand or earth and place into containers. Following product recovery, flush area with water.  Small Spills: Wipe up with absorbent material (e.g. cloth, fleece). Clean surface thoroughly to remove residual contamination.  Never return spills to original containers for re-use. For waste disposal, see section 13 of the SDS.

**Environmental precautions** Avoid discharge into drains, water courses or onto the ground.

## 7. Handling and storage

**Precautions for safe handling** Avoid breathing mist or vapor. Avoid contact with eyes, skin, and clothing. Provide adequate ventilation. Wear appropriate personal protective equipment. Observe good industrial hygiene practices.

**Conditions for safe storage, including any incompatibilities** Store in original tightly closed container. Store away from incompatible materials (see Section 10 of the SDS).

## 8. Exposure controls/personal protection

**Occupational exposure limits** No exposure limits noted for ingredient(s).

**Biological limit values** No biological exposure limits noted for the ingredient(s).

**Appropriate engineering controls** Good general ventilation (typically 10 air changes per hour) should be used. Ventilation rates should be matched to conditions. If applicable, use process enclosures, local exhaust ventilation, or other engineering controls to maintain airborne levels below recommended exposure limits. If exposure limits have not been established, maintain airborne levels to an acceptable level.

### Individual protection measures, such as personal protective equipment

**Eye/face protection** Chemical splash goggles where there is a potential for eye contact.

#### Skin protection

**Hand protection** Wear appropriate chemical resistant gloves.

#### Other

Avoid contact with the skin. Wear appropriate chemical resistant clothing. Use of an impervious apron is recommended.

**Respiratory protection** Not normally required with adequate ventilation.

**Thermal hazards** None known.

**General hygiene considerations** Always observe good personal hygiene measures, such as washing after handling the material and before eating, drinking, and/or smoking. Routinely wash work clothing and protective equipment to remove contaminants. Contaminated work clothing should not be allowed out of the workplace.

## 9. Physical and chemical properties

**Appearance** White Liquid

**Physical state** Liquid.

**Form** Liquid.

**Color** White

**Odor** Slight amine odor

**Odor threshold** Not available

**pH** Not available

**Melting point/freezing point** Not applicable / Not available

**Initial boiling point and boiling range** 212 °F (100 °C)

**Flash point** > 212.0 °F (> 100.0 °C) Tag Closed Cup

**Evaporation rate** > 1 (ethyl ether = 1)

**Flammability (solid, gas)** Not available.

### Upper/lower flammability or explosive limits

**Explosive limit - lower (%)** Not available.

**Explosive limit - upper (%)** Not available.

**Vapor pressure** 2.3 mm Hg

**Vapor density** 0.62 Air =1

**Relative density** 1.0928 at 77°F

### Solubility(ies)

**Solubility (water)** 100 % Complete

**Partition coefficient (n-octanol/water)** Not available

**Auto-ignition temperature** Not available



<b>Decomposition temperature</b>	Not available
<b>Viscosity</b>	Not available
<b>Other information</b>	
<b>Density</b>	9.10 lbs/gal
<b>Percent volatile</b>	44 - 46 %
<b>VOC (Weight %)</b>	< 130 g/l After Mixing with Part A, Part B, and Activator

## 10. Stability and reactivity

<b>Reactivity</b>	The product is stable and non-reactive under normal conditions of use, storage and transport.
<b>Chemical stability</b>	Material is stable under normal conditions.
<b>Possibility of hazardous reactions</b>	No dangerous reaction known under conditions of normal use.
<b>Conditions to avoid</b>	Avoid temperatures exceeding the flash point. Contact with incompatible materials.
<b>Incompatible materials</b>	Strong oxidizing agents.
<b>Hazardous decomposition products</b>	No hazardous decomposition products are known.

## 11. Toxicological information

### Information on likely routes of exposure

<b>Inhalation</b>	No adverse effects due to inhalation are expected.
<b>Skin contact</b>	May cause an allergic skin reaction.
<b>Eye contact</b>	Direct contact with eyes may cause temporary irritation.
<b>Ingestion</b>	Expected to be a low ingestion hazard.

<b>Symptoms related to the physical, chemical and toxicological characteristics</b>	May cause an allergic skin reaction. Dermatitis. Rash.
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### Information on toxicological effects

<b>Acute toxicity</b>	May cause an allergic skin reaction.
<b>Skin corrosion/irritation</b>	Prolonged skin contact may cause temporary irritation.
<b>Serious eye damage/eye irritation</b>	Direct contact with eyes may cause temporary irritation.

### Respiratory or skin sensitization

<b>Respiratory sensitization</b>	Not a respiratory sensitizer.
<b>Skin sensitization</b>	May cause an allergic skin reaction.

<b>Germ cell mutagenicity</b>	No data available to indicate product or any components present at greater than 0.1% are mutagenic or genotoxic.
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<b>Carcinogenicity</b>	This product is not considered to be a carcinogen by IARC, ACGIH, NTP, or OSHA.
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### US. OSHA Specifically Regulated Substances (29 CFR 1910.1001-1050)

Not listed.

<b>Reproductive toxicity</b>	This product is not expected to cause reproductive or developmental effects.
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<b>Specific target organ toxicity - single exposure</b>	Not classified.
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<b>Specific target organ toxicity - repeated exposure</b>	Not classified.
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<b>Aspiration hazard</b>	Prolonged inhalation may be harmful.
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## 12. Ecological information

<b>Ecotoxicity</b>	The product is not classified as environmentally hazardous. However, this does not exclude the possibility that large or frequent spills can have a harmful or damaging effect on the environment.
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<b>Persistence and degradability</b>	No data is available on the degradability of this product.
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<b>Bioaccumulative potential</b>	No data available.
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<b>Mobility in soil</b>	No data available.
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<b>Other adverse effects</b>	No other adverse environmental effects (e.g. ozone depletion, photochemical ozone creation potential, endocrine disruption, global warming potential) are expected from this component.
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### 13. Disposal considerations

<b>Disposal instructions</b>	Collect and reclaim or dispose in sealed containers at licensed waste disposal site. Dispose of contents/container in accordance with local/regional/national/international regulations. Buyer assumes all risk and liability associated with disposal of this product (original concentration or dilution) in violation of applicable law.
<b>Local disposal regulations</b>	Dispose in accordance with all applicable regulations.
<b>Hazardous waste code</b>	The waste code should be assigned in discussion between the user, the producer and the waste disposal company.
<b>Waste from residues / unused products</b>	Dispose of in accordance with local regulations. Empty containers or liners may retain some product residues. This material and its container must be disposed of in a safe manner (see: Disposal instructions).
<b>Contaminated packaging</b>	Empty containers should be taken to an approved waste handling site for recycling or disposal. Since emptied containers may retain product residue, follow label warnings even after container is emptied.

### 14. Transport information

#### DOT

Not regulated as dangerous goods.

### 15. Regulatory information

<b>US federal regulations</b>	This product is a "Hazardous Chemical" as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200. All components are on the U.S. EPA TSCA Inventory List.
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#### **TSCA Section 12(b) Export Notification (40 CFR 707, Subpt. D)**

Not regulated.

#### **CERCLA Hazardous Substance List (40 CFR 302.4)**

Not listed.

#### **SARA 304 Emergency release notification**

Not regulated.

#### **US. OSHA Specifically Regulated Substances (29 CFR 1910.1001-1050)**

Not listed.

#### **Superfund Amendments and Reauthorization Act of 1986 (SARA)**

<b>Hazard categories</b>	Immediate Hazard - Yes Delayed Hazard - No Fire Hazard - No Pressure Hazard - No Reactivity Hazard - No
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#### **SARA 302 Extremely hazardous substance**

Not listed.

<b>SARA 311/312 Hazardous chemical</b>	No
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#### **SARA 313 (TRI reporting)**

Not regulated.

#### **Other federal regulations**

<b>Safe Drinking Water Act (SDWA)</b>	Not regulated.
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#### **US state regulations**

##### **US. California Controlled Substances. CA Department of Justice (California Health and Safety Code Section 11100)**

Not listed.

##### **US. Massachusetts RTK - Substance List**

Not regulated.

##### **US. New Jersey Worker and Community Right-to-Know Act**

Not listed.

##### **US. Pennsylvania Worker and Community Right-to-Know Law**

Not listed.

##### **US. Rhode Island RTK**

Not regulated.

## US. California Proposition 65

California Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65): This material is not known to contain any chemicals currently listed as carcinogens or reproductive toxins.

## International Inventories

Country(s) or region	Inventory name	On inventory (yes/no)*
United States & Puerto Rico	Toxic Substances Control Act (TSCA) Inventory	Yes

\*A "Yes" indicates that all components of this product comply with the inventory requirements administered by the governing country(s)

A "No" indicates that one or more components of the product are not listed or exempt from listing on the inventory administered by the governing country(s).

## 16. Other information, including date of preparation or last revision

Issue date	02-14-2015
Revision date	02-24-2016
Version #	03
HMIS® ratings	Health: 2 Flammability: 0 Physical hazard: 0

**Disclaimer** No representations or warranties, either express or implied, of merchantability, fitness for a particular purpose, or of any nature are made with respect to the product(s) or information contained in this material safety data sheet. The information and recommendations contained in this Material Safety Data Sheet are supplied pursuant to 29 CFR 1910.1200 of the Occupational Safety and Health Standards Hazard Communication Rule. All information contained herein is presented in good faith and is believed to be appropriate and accurate. The buyer or user assumes all risks associated with the use, misuse or disposal of this product. The buyer or user is responsible to comply with all federal, state or local regulations concerning the use, misuse or disposal of these products.

**Revision Information** Product and Company Identification: Product and Company Identification  
Exposure controls/personal protection: Eye/face protection  
Exposure controls/personal protection: Respiratory protection  
Exposure controls/personal protection: Thermal hazards  
Physical & Chemical Properties: Multiple Properties  
Physical and chemical properties: Odor



### 3. Composition/information on ingredients

#### Mixtures

Chemical name	Common name and synonyms	CAS number	%
Tetraethylenepentamine		112-57-2	1 - < 3
Other components below reportable levels			90 - 100

\*Designates that a specific chemical identity and/or percentage of composition has been withheld as a trade secret.

### 4. First-aid measures

<b>Inhalation</b>	Move to fresh air. Call a physician if symptoms develop or persist.
<b>Skin contact</b>	Remove contaminated clothing immediately and wash skin with soap and water. In case of eczema or other skin disorders: Seek medical attention and take along these instructions. Wash contaminated clothing before reuse.
<b>Eye contact</b>	Immediately flush eyes with plenty of water for at least 15 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Get medical attention immediately.
<b>Ingestion</b>	Rinse mouth. Never give anything by mouth to a victim who is unconscious or is having convulsions. If ingestion of a large amount does occur, call a poison control center immediately. Do not induce vomiting without advice from poison control center. If vomiting occurs, keep head low so that stomach content doesn't get into the lungs.
<b>Most important symptoms/effects, acute and delayed</b>	Severe eye irritation. Symptoms may include stinging, tearing, redness, swelling, and blurred vision. Permanent eye damage including blindness could result. Skin irritation. May cause redness and pain. May cause an allergic skin reaction. Dermatitis. Rash.
<b>Indication of immediate medical attention and special treatment needed</b>	Provide general supportive measures and treat symptomatically. Keep victim under observation. Symptoms may be delayed.
<b>General information</b>	Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves. Wash contaminated clothing before reuse.

### 5. Fire-fighting measures

<b>Suitable extinguishing media</b>	Water fog. Foam. Dry chemical powder. Carbon dioxide (CO <sub>2</sub> ).
<b>Unsuitable extinguishing media</b>	Do not use water jet as an extinguisher, as this will spread the fire.
<b>Specific hazards arising from the chemical</b>	During fire, gases hazardous to health may be formed.
<b>Special protective equipment and precautions for firefighters</b>	Self-contained breathing apparatus and full protective clothing must be worn in case of fire.
<b>Fire fighting equipment/instructions</b>	Move containers from fire area if you can do so without risk.
<b>Specific methods</b>	Use standard firefighting procedures and consider the hazards of other involved materials.
<b>General fire hazards</b>	No unusual fire or explosion hazards noted.

### 6. Accidental release measures

<b>Personal precautions, protective equipment and emergency procedures</b>	Keep unnecessary personnel away. Keep people away from and upwind of spill/leak. Wear appropriate protective equipment and clothing during clean-up. Avoid breathing mist or vapor. Do not touch damaged containers or spilled material unless wearing appropriate protective clothing. Ensure adequate ventilation. Local authorities should be advised if significant spillages cannot be contained. For personal protection, see section 8 of the SDS.
<b>Methods and materials for containment and cleaning up</b>	<p>This product is miscible in water.</p> <p>Large Spills: Stop the flow of material, if this is without risk. Dike the spilled material, where this is possible. Cover with plastic sheet to prevent spreading. Absorb in vermiculite, dry sand or earth and place into containers. Following product recovery, flush area with water.</p> <p>Small Spills: Wipe up with absorbent material (e.g. cloth, fleece). Clean surface thoroughly to remove residual contamination.</p> <p>Never return spills to original containers for re-use. For waste disposal, see section 13 of the SDS.</p>
<b>Environmental precautions</b>	Avoid discharge into drains, water courses or onto the ground.

## 7. Handling and storage

### Precautions for safe handling

Do not get this material in contact with eyes. Avoid breathing mist or vapor. Avoid contact with eyes, skin, and clothing. Avoid prolonged exposure. Provide adequate ventilation. Wear appropriate personal protective equipment. Observe good industrial hygiene practices.

### Conditions for safe storage, including any incompatibilities

Store in original tightly closed container. Store away from incompatible materials (see Section 10 of the SDS).

## 8. Exposure controls/personal protection

### Occupational exposure limits

#### US. AIHA Workplace Environmental Exposure Level (WEEL) Guides

Components	Type	Value	Form
Tetraethylenepentamine (CAS 112-57-2)	TWA	5 mg/m <sup>3</sup>	Aerosol.
		1 ppm	Aerosol.

### Biological limit values

No biological exposure limits noted for the ingredient(s).

### Exposure guidelines

#### US WEEL Guides: Skin designation

Tetraethylenepentamine (CAS 112-57-2)

Can be absorbed through the skin.

### Appropriate engineering controls

Good general ventilation (typically 10 air changes per hour) should be used. Ventilation rates should be matched to conditions. If applicable, use process enclosures, local exhaust ventilation, or other engineering controls to maintain airborne levels below recommended exposure limits. If exposure limits have not been established, maintain airborne levels to an acceptable level. Eye wash facilities and emergency shower must be available when handling this product.

### Individual protection measures, such as personal protective equipment

#### Eye/face protection

Use safety eyewear with splash guards or side shields, chemical goggles, or face shields.

#### Skin protection

##### Hand protection

Wear appropriate chemical resistant gloves.

##### Other

Normal work clothing (long sleeved shirts and long pants) is recommended.

#### Respiratory protection

Not normally required with adequate ventilation.

#### Thermal hazards

None known.

### General hygiene considerations

Always observe good personal hygiene measures, such as washing after handling the material and before eating, drinking, and/or smoking. Routinely wash work clothing and protective equipment to remove contaminants. Contaminated work clothing should not be allowed out of the workplace.

## 9. Physical and chemical properties

### Appearance

White Liquid

#### Physical state

Liquid.

#### Form

Liquid.

#### Color

White

### Odor

Slight amine odor

### Odor threshold

Not available

### pH

9.8 - 10.8 Concentrate

### Melting point/freezing point

Not applicable / Not available

### Initial boiling point and boiling range

212 °F (100 °C) corr.

### Flash point

> 212.0 °F (> 100.0 °C)

### Evaporation rate

< 1 Not available

### Flammability (solid, gas)

Not available.

### Upper/lower flammability or explosive limits

#### Flammability limit - lower (%)

Not available.

#### Flammability limit - upper (%)

Not available.

#### Explosive limit - lower (%)

Not available.

<b>Explosive limit - upper (%)</b>	Not available.
<b>Vapor pressure</b>	2.3 mm Hg
<b>Vapor density</b>	0.62 Air =1
<b>Relative density</b>	1.0199 at 77°F
<b>Solubility(ies)</b>	
<b>Solubility (water)</b>	100 % Complete
<b>Partition coefficient (n-octanol/water)</b>	Not available
<b>Auto-ignition temperature</b>	Not available
<b>Decomposition temperature</b>	Not available
<b>Viscosity</b>	Not available
<b>Other information</b>	
<b>Density</b>	8.49 lb/gal
<b>Percent volatile</b>	74 - 76 %
<b>VOC (Weight %)</b>	< 130 g/l After Mixing with Part A, Part B, and Activator

## 10. Stability and reactivity

<b>Reactivity</b>	The product is stable and non-reactive under normal conditions of use, storage and transport.
<b>Chemical stability</b>	Material is stable under normal conditions.
<b>Possibility of hazardous reactions</b>	No dangerous reaction known under conditions of normal use.
<b>Conditions to avoid</b>	Avoid temperatures exceeding the flash point. Contact with incompatible materials.
<b>Incompatible materials</b>	Strong oxidizing agents.
<b>Hazardous decomposition products</b>	No hazardous decomposition products are known.

## 11. Toxicological information

### Information on likely routes of exposure

<b>Inhalation</b>	Prolonged inhalation may be harmful.
<b>Skin contact</b>	Causes skin irritation. May cause an allergic skin reaction.
<b>Eye contact</b>	Causes serious eye damage.
<b>Ingestion</b>	Expected to be a low ingestion hazard.

**Symptoms related to the physical, chemical and toxicological characteristics** Severe eye irritation. Symptoms may include stinging, tearing, redness, swelling, and blurred vision. Permanent eye damage including blindness could result. Skin irritation. May cause redness and pain. May cause an allergic skin reaction. Dermatitis. Rash.

### Information on toxicological effects

**Acute toxicity** May cause an allergic skin reaction.

Product	Species	Test Results
ICON PART B		
<b>Acute</b>		
<i>Dermal</i>		
LD50	Rabbit	175.6721 g/kg estimated
<i>Oral</i>		
LD50	Rat	558.9566 g/kg estimated

\* Estimates for product may be based on additional component data not shown.

**Skin corrosion/irritation** Causes skin irritation.  
**Serious eye damage/eye irritation** Causes serious eye damage.

### Respiratory or skin sensitization

**Respiratory sensitization** Not a respiratory sensitizer.  
**Skin sensitization** May cause an allergic skin reaction.

<b>Germ cell mutagenicity</b>	No data available to indicate product or any components present at greater than 0.1% are mutagenic or genotoxic.
<b>Carcinogenicity</b>	This product is not considered to be a carcinogen by IARC, ACGIH, NTP, or OSHA.
<b>US. OSHA Specifically Regulated Substances (29 CFR 1910.1001-1050)</b>	
Not listed.	
<b>Reproductive toxicity</b>	This product is not expected to cause reproductive or developmental effects.
<b>Specific target organ toxicity - single exposure</b>	Not classified.
<b>Specific target organ toxicity - repeated exposure</b>	Not classified.
<b>Aspiration hazard</b>	Prolonged inhalation may be harmful.
<b>Chronic effects</b>	Prolonged inhalation may be harmful.

## 12. Ecological information

<b>Ecotoxicity</b>	The product is not classified as environmentally hazardous. However, this does not exclude the possibility that large or frequent spills can have a harmful or damaging effect on the environment.
<b>Persistence and degradability</b>	No data is available on the degradability of this product.
<b>Bioaccumulative potential</b>	
<b>Partition coefficient n-octanol / water (log Kow)</b>	
Tetraethylenepentamine	1.503
<b>Mobility in soil</b>	No data available.
<b>Other adverse effects</b>	No other adverse environmental effects (e.g. ozone depletion, photochemical ozone creation potential, endocrine disruption, global warming potential) are expected from this component.

## 13. Disposal considerations

<b>Disposal instructions</b>	Collect and reclaim or dispose in sealed containers at licensed waste disposal site. Do not allow this material to drain into sewers/water supplies. Do not contaminate ponds, waterways or ditches with chemical or used container. Dispose of contents/container in accordance with local/regional/national/international regulations. Buyer assumes all risk and liability associated with disposal of this product (original concentration or dilution) in violation of applicable law.
<b>Local disposal regulations</b>	Dispose in accordance with all applicable regulations.
<b>Hazardous waste code</b>	The waste code should be assigned in discussion between the user, the producer and the waste disposal company.
<b>Waste from residues / unused products</b>	Dispose of in accordance with local regulations. Empty containers or liners may retain some product residues. This material and its container must be disposed of in a safe manner (see: Disposal instructions).
<b>Contaminated packaging</b>	Empty containers should be taken to an approved waste handling site for recycling or disposal. Since emptied containers may retain product residue, follow label warnings even after container is emptied.

## 14. Transport information

<b>DOT</b>	Not regulated as dangerous goods.
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## 15. Regulatory information

<b>US federal regulations</b>	This product is a "Hazardous Chemical" as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200. All components are on the U.S. EPA TSCA Inventory List.
<b>TSCA Section 12(b) Export Notification (40 CFR 707, Subpt. D)</b>	
Not regulated.	
<b>CERCLA Hazardous Substance List (40 CFR 302.4)</b>	
Not listed.	
<b>SARA 304 Emergency release notification</b>	
Not regulated.	
<b>US. OSHA Specifically Regulated Substances (29 CFR 1910.1001-1050)</b>	
Not listed.	



## Superfund Amendments and Reauthorization Act of 1986 (SARA)

**Hazard categories** Immediate Hazard - Yes  
Delayed Hazard - No  
Fire Hazard - No  
Pressure Hazard - No  
Reactivity Hazard - No

### SARA 302 Extremely hazardous substance

Not listed.

**SARA 311/312 Hazardous chemical** No

**SARA 313 (TRI reporting)**  
Not regulated.

## Other federal regulations

**Safe Drinking Water Act (SDWA)** Not regulated.

## US state regulations

### US. California Controlled Substances. CA Department of Justice (California Health and Safety Code Section 11100)

Not listed.

### US. Massachusetts RTK - Substance List

Tetraethylenepentamine (CAS 112-57-2)

### US. New Jersey Worker and Community Right-to-Know Act

Tetraethylenepentamine (CAS 112-57-2)

### US. Pennsylvania Worker and Community Right-to-Know Law

Tetraethylenepentamine (CAS 112-57-2)

### US. Rhode Island RTK

Not regulated.

### US. California Proposition 65

California Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65): This material is not known to contain any chemicals currently listed as carcinogens or reproductive toxins.

## International Inventories

Country(s) or region	Inventory name	On inventory (yes/no)*
United States & Puerto Rico	Toxic Substances Control Act (TSCA) Inventory	Yes

\*A "Yes" indicates that all components of this product comply with the inventory requirements administered by the governing country(s)

A "No" indicates that one or more components of the product are not listed or exempt from listing on the inventory administered by the governing country(s).

## 16. Other information, including date of preparation or last revision

**Issue date** 02-14-2015  
**Revision date** 02-24-2016  
**Version #** 03  
**HMIS® ratings** Health: 3  
Flammability: 0  
Physical hazard: 0

### Disclaimer

No representations or warranties, either express or implied, of merchantability, fitness for a particular purpose, or of any nature are made with respect to the product(s) or information contained in this material safety data sheet. The information and recommendations contained in this Material Safety Data Sheet are supplied pursuant to 29 CFR 1910.1200 of the Occupational Safety and Health Standards Hazard Communication Rule. All information contained herein is presented in good faith and is believed to be appropriate and accurate. The buyer or user assumes all risks associated with the use, misuse or disposal of this product. The buyer or user is responsible to comply with all federal, state or local regulations concerning the use, misuse or disposal of these products.

### Revision Information

Product and Company Identification: Product and Company Identification  
Composition / Information on Ingredients: Ingredients  
Exposure controls/personal protection: Respiratory protection  
Exposure controls/personal protection: Thermal hazards  
Physical & Chemical Properties: Multiple Properties  
Physical and chemical properties: Appearance  
Physical and chemical properties: Color  
Physical and chemical properties: Odor



Chemical name	Common name and synonyms	CAS number	%
Oxirane, Methyl-, Polymer With Oxirane, Mono(3,5,5,-trimethylhexyl) Ether		204336-40-3	5 - < 10
Poly modified trisiloxane		134180-76-0	1 - < 3
Other components below reportable levels			90 - 100

\*Designates that a specific chemical identity and/or percentage of composition has been withheld as a trade secret.

#### 4. First-aid measures

<b>Inhalation</b>	Move to fresh air. Call a physician if symptoms develop or persist.
<b>Skin contact</b>	Wash off with soap and water. Get medical attention if irritation develops and persists.
<b>Eye contact</b>	Rinse with water. Get medical attention if irritation develops and persists.
<b>Ingestion</b>	Rinse mouth. Get medical attention if symptoms occur.
<b>Most important symptoms/effects, acute and delayed</b>	Direct contact with eyes may cause temporary irritation.
<b>Indication of immediate medical attention and special treatment needed</b>	Treat symptomatically.
<b>General information</b>	Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves.

#### 5. Fire-fighting measures

<b>Suitable extinguishing media</b>	Water fog. Foam. Dry chemical powder. Carbon dioxide (CO2).
<b>Unsuitable extinguishing media</b>	Do not use water jet as an extinguisher, as this will spread the fire.
<b>Specific hazards arising from the chemical</b>	During fire, gases hazardous to health may be formed.
<b>Special protective equipment and precautions for firefighters</b>	Self-contained breathing apparatus and full protective clothing must be worn in case of fire.
<b>Fire fighting equipment/instructions</b>	Move containers from fire area if you can do so without risk.
<b>Specific methods</b>	Use standard firefighting procedures and consider the hazards of other involved materials.
<b>General fire hazards</b>	No unusual fire or explosion hazards noted.

#### 6. Accidental release measures

<b>Personal precautions, protective equipment and emergency procedures</b>	Keep unnecessary personnel away. Keep people away from and upwind of spill/leak. Wear appropriate protective equipment and clothing during clean-up. Ensure adequate ventilation. Local authorities should be advised if significant spillages cannot be contained. For personal protection, see section 8 of the SDS.
<b>Methods and materials for containment and cleaning up</b>	This product is miscible in water. Prevent product from entering drains.  Large Spills: Stop the flow of material, if this is without risk. Dike the spilled material, where this is possible. Absorb in vermiculite, dry sand or earth and place into containers. Following product recovery, flush area with water.  Small Spills: Wipe up with absorbent material (e.g. cloth, fleece). Clean surface thoroughly to remove residual contamination.  Never return spills to original containers for re-use. For waste disposal, see section 13 of the SDS.
<b>Environmental precautions</b>	Avoid release to the environment. Inform appropriate managerial or supervisory personnel of all environmental releases. Prevent further leakage or spillage if safe to do so.

#### 7. Handling and storage

<b>Precautions for safe handling</b>	Provide adequate ventilation. Wear appropriate personal protective equipment. Avoid release to the environment.
<b>Conditions for safe storage, including any incompatibilities</b>	Store in original tightly closed container. Store away from incompatible materials (see Section 10 of the SDS).

## 8. Exposure controls/personal protection

<b>Occupational exposure limits</b>	This mixture has no ingredients that have PEL, TLV, or other recommended exposure limit.
<b>Biological limit values</b>	No biological exposure limits noted for the ingredient(s).
<b>Appropriate engineering controls</b>	Ensure adequate ventilation, especially in confined areas. Eye wash facilities and emergency shower must be available when handling this product.
<b>Individual protection measures, such as personal protective equipment</b>	
<b>Eye/face protection</b>	Wear safety glasses with side shields (or goggles).
<b>Skin protection</b>	
<b>Hand protection</b>	Wear appropriate chemical resistant gloves.
<b>Other</b>	Not normally needed.
<b>Respiratory protection</b>	Not normally required with adequate ventilation.
<b>Thermal hazards</b>	None known.
<b>General hygiene considerations</b>	Always observe good personal hygiene measures, such as washing after handling the material and before eating, drinking, and/or smoking. Routinely wash work clothing and protective equipment to remove contaminants.

## 9. Physical and chemical properties

<b>Appearance</b>	Light yellow liquid
<b>Physical state</b>	Liquid.
<b>Form</b>	Liquid.
<b>Color</b>	Light yellow.
<b>Odor</b>	Odorless.
<b>Odor threshold</b>	Not available.
<b>pH</b>	Not available.
<b>Melting point/freezing point</b>	Not available.
<b>Initial boiling point and boiling range</b>	Not available.
<b>Flash point</b>	> 200.0 °F (> 93.3 °C) Tag Closed Cup
<b>Evaporation rate</b>	Not available.
<b>Flammability (solid, gas)</b>	Not applicable.
<b>Upper/lower flammability or explosive limits</b>	
<b>Explosive limit - lower (%)</b>	Not available.
<b>Explosive limit - upper (%)</b>	Not available.
<b>Vapor pressure</b>	Not available.
<b>Vapor density</b>	Not available.
<b>Relative density</b>	1.02
<b>Solubility(ies)</b>	
<b>Solubility (water)</b>	Dispersable
<b>Partition coefficient (n-octanol/water)</b>	Not available.
<b>Auto-ignition temperature</b>	Not available.
<b>Decomposition temperature</b>	Not available.
<b>Viscosity</b>	150 mPa·s
<b>Other information</b>	
<b>Density</b>	8.49 lb/gal
<b>Explosive properties</b>	Not explosive.
<b>Oxidizing properties</b>	Not oxidizing.
<b>Percent volatile</b>	Not available

## 10. Stability and reactivity

<b>Reactivity</b>	The product is stable and non-reactive under normal conditions of use, storage and transport.
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<b>Chemical stability</b>	Material is stable under normal conditions.
<b>Possibility of hazardous reactions</b>	No dangerous reaction known under conditions of normal use.
<b>Conditions to avoid</b>	Avoid temperatures exceeding the flash point. Contact with incompatible materials.
<b>Incompatible materials</b>	Strong oxidizing agents.
<b>Hazardous decomposition products</b>	No hazardous decomposition products are known.

## 11. Toxicological information

### Information on likely routes of exposure

<b>Inhalation</b>	No adverse effects due to inhalation are expected.
<b>Skin contact</b>	No adverse effects due to skin contact are expected.
<b>Eye contact</b>	Direct contact with eyes may cause temporary irritation.
<b>Ingestion</b>	Expected to be a low ingestion hazard.

**Symptoms related to the physical, chemical and toxicological characteristics** Direct contact with eyes may cause temporary irritation.

### Information on toxicological effects

<b>Acute toxicity</b>	Not known.
<b>Skin corrosion/irritation</b>	Prolonged skin contact may cause temporary irritation.
<b>Serious eye damage/eye irritation</b>	Direct contact with eyes may cause temporary irritation.

### Respiratory or skin sensitization

<b>Respiratory sensitization</b>	Not a respiratory sensitizer.
<b>Skin sensitization</b>	This product is not expected to cause skin sensitization.

**Germ cell mutagenicity** No data available to indicate product or any components present at greater than 0.1% are mutagenic or genotoxic.

**Carcinogenicity** This product is not considered to be a carcinogen by IARC, ACGIH, NTP, or OSHA.

#### IARC Monographs. Overall Evaluation of Carcinogenicity

Not listed.

#### US. National Toxicology Program (NTP) Report on Carcinogens

Not listed.

#### US. OSHA Specifically Regulated Substances (29 CFR 1910.1001-1050)

Not regulated.

**Reproductive toxicity** This product is not expected to cause reproductive or developmental effects.

**Specific target organ toxicity - single exposure** Not classified.

**Specific target organ toxicity - repeated exposure** Not classified.

**Aspiration hazard** Not an aspiration hazard.

## 12. Ecological information

<b>Ecotoxicity</b>	Harmful to aquatic life.
<b>Persistence and degradability</b>	No data is available on the degradability of this product.
<b>Bioaccumulative potential</b>	No data available.
<b>Mobility in soil</b>	No data available.
<b>Other adverse effects</b>	No other adverse environmental effects (e.g. ozone depletion, photochemical ozone creation potential, endocrine disruption, global warming potential) are expected from this component.

## 13. Disposal considerations

**Disposal instructions** Collect and reclaim or dispose in sealed containers at licensed waste disposal site. Do not allow this material to drain into sewers/water supplies. Do not contaminate ponds, waterways or ditches with chemical or used container. Dispose of contents/container in accordance with local/regional/national/international regulations.

**Local disposal regulations** Dispose in accordance with all applicable regulations.

<b>Hazardous waste code</b>	The waste code should be assigned in discussion between the user, the producer and the waste disposal company.
<b>Waste from residues / unused products</b>	Dispose of in accordance with local regulations. Empty containers or liners may retain some product residues. This material and its container must be disposed of in a safe manner (see: Disposal instructions).
<b>Contaminated packaging</b>	Since emptied containers may retain product residue, follow label warnings even after container is emptied. Empty containers should be taken to an approved waste handling site for recycling or disposal.

## 14. Transport information

### DOT

Not regulated as dangerous goods.

### IATA

Not regulated as dangerous goods.

### IMDG

Not regulated as dangerous goods.

**Transport in bulk according to Annex II of MARPOL 73/78 and the IBC Code** Not established.

## 15. Regulatory information

**US federal regulations** This product is a "Hazardous Chemical" as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200.

### TSCA Section 12(b) Export Notification (40 CFR 707, Subpt. D)

Oxirane, Methyl-, Polymer With Oxirane, 1.0 % One-Time Export Notification only.  
Mono(3,5,5,-trimethylhexyl) Ether (CAS 204336-40-3)

### CERCLA Hazardous Substance List (40 CFR 302.4)

Not listed.

### SARA 304 Emergency release notification

Not regulated.

### US. OSHA Specifically Regulated Substances (29 CFR 1910.1001-1050)

Not regulated.

### Superfund Amendments and Reauthorization Act of 1986 (SARA)

**Hazard categories** Immediate Hazard - No  
Delayed Hazard - No  
Fire Hazard - No  
Pressure Hazard - No  
Reactivity Hazard - No

### SARA 302 Extremely hazardous substance

Not listed.

**SARA 311/312 Hazardous chemical** No

### SARA 313 (TRI reporting)

Not regulated.

### Other federal regulations

**Safe Drinking Water Act (SDWA)** Not regulated.

### US state regulations

#### US. California Proposition 65

California Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65): This material is not known to contain any chemicals currently listed as carcinogens or reproductive toxins.

### International Inventories

Country(s) or region	Inventory name	On inventory (yes/no)*
Canada	Domestic Substances List (DSL)	Yes
United States & Puerto Rico	Toxic Substances Control Act (TSCA) Inventory	Yes

\*A "Yes" indicates that all components of this product comply with the inventory requirements administered by the governing country(s)

A "No" indicates that one or more components of the product are not listed or exempt from listing on the inventory administered by the governing country(s).

## 16. Other information, including date of preparation or last revision

**Issue date** 02-24-2016  
**Revision date** 08-22-2016  
**Version #** 03  
**HMIS® ratings** Health: 0  
Flammability: 0  
Physical hazard: 0

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**Revision information** This document has undergone significant changes and should be reviewed in its entirety.