Typical Filed Sub-bid Specification Language

The following trades must have a separate filed sub-bid section if the estimate for that trade is $25,000 or more and the entire contract is over $150,000. Filed sub-bidders must be certified by DCAMM in the respective trade.

* Acoustical Tile
* Electrical work, including Radiation and Heating
* Elevators
* Fire Protection Sprinkler Systems, as defined in section 81 of chapter 146
* Glass and Glazing
* HVAC
* Lathing and Plastering
* Masonry Work
* Metal Windows
* Miscellaneous and Ornamental Iron
* Painting
* Plumbing
* Resilient Floors
* Roofing and Flashing
* Marble

**Marble, Tile, and Terrazzo may be combined but each trade must be a subsection, see paragraph 102(C)**

* Tile
* Terrazzo
* Waterproofing, Damp-proofing, and Caulking
* See <https://www.mass.gov/doc/dcamm-categories-for-bidders-and-filed-sub-bids-on-project-over-100000/download> for sub-sub-bid categories.

EOHLC requires using the CSI numbering system BUT for filed sub trades it is strongly recommended that all work for each trade be included in ONE specification section and not broken out into multiple specification sections if possible. The boiler plate language for a sample trade follows. Include the technical specifications starting at Part 2.

**Section 23 00 00**

**Heating, Ventilation and Air Conditioning**

**(FILED SUB-BID REQUIRED)**

**Part 1 GENERAL**

**1.01 General**

1. The 00.72.00 **Conditions of the Contract** and all sections of **Division 01**, General Requirements shall be part of this section unless otherwise specifically excluded.
2. Examine all conditions as they exist at the project prior to submitting a bid for the work of this SECTION
3. Refer to SECTION 01 23 00 ALTERNATES for working affection this SECTION.

**1.02** **Filed Sub-bids**

**A**. Sub-bids shall be submitted for the Work of this Section in accordance with the provisions of M.G.L. c.149 44A-J. The time and place for submission of sub-bids are set forth in the **Advertisement.**  The procedures and requirements for submitting sub-bids are set forth in the **Instructions to Bidders.**

**B.** Sub-bidders must be DCAMM Certified in the listed trade and shall include a Current DCAMM sub-bidder Certificate of Eligibility and a signed DCAMM Sub-bidder’s Update Statement with the bid

**C.** The Work of this section is shown on Drawings: **XX - XX**

***The specifications must clearly spell out where a filed sub-bidder can find the work required under this section. Catch all phrases don't work! Don't forget, if the electrician has to wire pumps and fans you must direct their attention to them so they know what to include in the bid***

# *This is a requirement of the Statute - not just a nice idea it’s the Law*

***If Sub-sub bids ARE required use the following language:***

**D. SUB-SUB LISTINGS**

* 1. Sub sub trades are categories of work within a filed sub bid trade and are indicated in paragraph E on the Form for Sub Bid. If sub-sub trades are requested and identified follow the instructions below. The proposed contract price submitted by the filed sub bidder on the Form for Sub Bid includes the cost of any sub-sub trades**.**
     1. Sub-sub bids are required for the following subcategories of this section:

**Class of Work** **Reference Paragraph**

***Typical sub-sub classes (when estimated to cost over $10,000)***

## HVAC: Sheetmetal

### Pipe Insulation

***Duct Insulation***

***Automatic Temperature Controls***

#### Balancing

***Chemical Treatment***

## Plumbing: Pipe Insulation

**2.** Sub-bidders shall include the appropriate information for the above listed sub-categories in Paragraph E of the Form for Sub-bid.

**3.** If the filed sub bidder customarily performs the above work with its own workforce the sub-bidder should list its own name and trade, and leave the dollar amount blank.

**4.** If the filed sub bidder does not customarily perform the above work with its own workforce the sub bidder should list the name of the contractor performing the work, the trade and insert a dollar amount.

***If Sub-sub bids are NOT required use the following language:***

**D. SUB-SUB TRADES**

**1.** Sub-sub bid trades are not required.

**1.03 SCOPE OF WORK**

***Provide a narrative scope of work to be included under this section.***

A. The scope of work consists of the installation of all materials to be furnished under Section 23.00.00, and without limiting the generality thereof, consists of furnishing all labor, materials, equipment, plant, transportation, rigging, staging up to 8 feet, appurtenances, and services necessary and/or incidental to properly complete all work as shown on the **Heating, Ventilating and Air Conditioning** drawings, as described in the Specifications, or as reasonably inferred from either, in the opinion of the Architect*Provide an itemized list of the work to be provided under this section. If you leave something off of this list and it is shown on the drawings you may not automatically assume the sub-bidder will carry the item in the bid price.*

***Cross Reference!!!!***

**1.04 RELATED WORK SPECIFIED ELSEWHERE**

***Include information that may be germane to this section. Do not think that because something is required to complete a system that it will automatically be included in a sub-bidder’s price. Coordinate work, refer back to paragraph XX-102(B). Do not refer sub-bidders to a non-existent specification section.***

**A**. The following related work or materials shall be provided under the designated Sections and coordinated by the Contractor:

***Add/Delete/Coordinate appropriate specification sections***

1. Section 01.73.73 Cutting and Patching including openings in concrete masonry floors, walls and roof: Sub contractors shall perform incidental Cutting and Patching required for work of this trade.

2. Section 02.06.13 Existing Subsurface Conditions

3. Section 02.06.20 Existing Building Conditions

4. Section 03.30.00 Concrete ***including Equipment Foundations (If you want concrete equipment foundations make sure you specify them in Section 03.30.00).***

5. Section 07.30.00 Asphalt Shingles including flashing for all roof openings and penetrations: ***If the Roofing is a filed sub-bid that section needs to include flashing of heating equipment found in this section or on H- drawings.***

6. Section 09.90.00 Painting:

7. Section 23.00.00 Plumbing – ***if you need water for heating equipment coordinate the specification***s

8 Section 26.00.00 Electrical ***– if you need to wire equipment provided by other trades coordinate the specifications***

9. Section 31.00.00 Excavation.

**1.05 ALTERNATES**

***· Alternates that impact filed sub-bid categories and other trades can result in serious confusion during bidding.***

***· Accurately and clearly cross reference between Section 01.23.00 Alternates and all filed sub-bid sections.***

***· Be especially careful not to get the General Contractor's Work intermingled with work that should be done by a filed subcontractor***

###### *Use the following language or delete this section if there are no Alternates*

**A.** Attention is directed to Section 01.23.00 ALTERNATES for a detailed description of all Alternates.

**B.** The **Heating, Ventilating, and Air Conditioning** subcontractor shall be responsible for examining the scope of each Alternate and for the Work caused by the Alternates and for including the costs thereof in the appropriate space in paragraph A of the Form for Sub-bid.

**1.06 SUBMITTALS**

*Coordinate with General Conditions Article 4 and 5 and Specification Section 01.33.00*

1. Attention is directed to Specification Section 01300 Submittals.
2. Attention is directed to Specification Section 01.25.13 OR Equals

***Consultants should pay special attention to the Or Equal provisions noted above.   
Do not include alternative or conflicting procedures in the sub-trade sections.***

**1.07 RECORD DRAWINGS**

**A.** Refer to Specification Section 01.78.39 for the Record Drawing requirements for this section.

**B.** The marked up As Built Drawings required to be maintained under this section are of Drawings **XX**-1 - **XX**-.

**C.** Availability of marked up As Built drawings shall be a prerequisite to scheduling final inspection of this contract and said drawings and original contract documents will be used in checking completion of the work..

**D.** Non-availability of marked up As Built drawings or inaccuracies therein may be grounds for cancellation and postponement of any scheduled final inspection by the Architect until the discrepancy has been corrected.

**1.08 TEMPORARY HEAT**

***TEMPORARY ELECTRICITY – Coordinate with Temporary Electric Section***

***TEMPORARY WATER - Coordinate with Plumbing Section***

***TEMPORARY HEAT for construction is always the responsibility of the Contractor. Coordinate with HVAC Section***

***On Modernization projects the Architect, LHA, and DHCD project manager must determine what arrangements will be made for temporary heat and electricity.***

***Typically in units that will remain occupied during the Work, the Contractor is allowed to use existing equipment that is available and the LHA or residents continue to pay for the heat When special equipment is required specific arrangements need to be written into the specifications. During total rehab or when most of the units are vacant or when the responsibility for fuel and operation can reasonably be turned over to the Contractor, then the responsibility should be clearly specified as the General Contractor’s.***

***DO NOT make providing Temporary Heat a requirement of the HVAC filed sub.***

# *In either case coordinate the HVAC specification with section 01.50.00 Temporary Facilities*

**A.** Refer to section 01.50.00 for the Temporary Heat requirements for this Contract**.**

**B.** The Contractor shall pay the costs of all fuel and electricity required for temporary heating until substantial completion

**1.09 OPERATING AND MAINTENANCE MANUALS**

**A.** Refer to Section 01.77.00 Close Out Procedures for the Operating and Maintenance Manual requirements for this Contract..

**B.** The **Heating, Ventilating and Air Conditioning** subcontractor shall provide the Contractor two (2) sets of operating and maintenance instructions of all mechanical and electrical equipment furnished and installed under this section.

**C.** The Contractor shall collect the operating instructions, bind them into two complete sets and deliver them to the Architect who will check for completeness and deliver them to the Owner.

**D.** Delivery of the operating and maintenance manuals shall be a condition precedent to final payment.

**1.10 Instruction of Owner’s Personnel**

A. Refer to Section 01.77.00 for the Instruction of Owner’s Personnel requirements for this Contract.

B. The **Heating, Ventilating and Air Conditioning** subcontractor shall instruct the Owner’s personnel, at the site, in the use and maintenance of equipment installed under this section.

C. Submission to the Architect of a certificate of compliance to this requirement, signed by the Contractor and the Owner’s Representative shall be a condition precedent to final payment.

**1.11 Guarantee and Service**

A. Notwithstanding any other requirements of this contract, the **Heating, Ventilating and Air Conditioning** Subcontractor shall guarantee the performance of the installation and equipment included in this Section for one year from the date of Substantial Completion as defined in Article 9.6 of the General Conditions. Should any defects in materials or workmanship appear during this period, they shall be corrected or replaced by the **Heating, Ventilating and Air Conditioning** Subcontractor to the satisfaction of the Architect, and at no expense to the Owner.

**1.12 PERMITS**

A. The subcontractor’s attention is directed to subparagraph 4.16 of the General Conditions and Specification Section 01.41.23 Fees and Permits.

**1.13 OTHER SECTIONS**

***OTHER POSSIBLE PARAGRAPHS IN THIS SECTION MIGHT INCLUDE:***

***Quality Assurance***

*Reference Standards*

***Delivery and Storage***

***Sequencing and Scheduling***

**Part 2 MATERIALS**

***Coordinate with information in paragraph 1.03***

***c.30 c.30§39M requires that at least three (3) manufactures are named in the specification or absolutely sure that if a performance specification is written that it can be met by at least three (3) manufacturers, or equal***

***This is not just DHCD policy,***

***it's the LAW***

***List requirements for spare parts or extra stock in this section of the specifications***

**Part 3 EXECUTION**

***TYPICAL PARAGRAPHS IN THIS SECTION MIGHT INCLUDE:***

##### *A. Inspection*

***B. Preparation***

***C. Installation/Application/Erection***

***D. Field Quality Control***

***E. Adjusting Cleaning, and Balancing***

***• Pay special attention to permanent items that are used as Temporary Facilities***

***F. Protection***

***G. Testing***