
CONTRACT CLOSEOUT, TAKEOVER & WARRANTIES

PART 1 GENERAL**1.1 Description of Work**

- .1 Accomplish Work in an orderly progression of steps to satisfy performance requirements of the Specification.

1.2 Related Requirements

- .1 General Conditions of the Contract: Fiscal provisions, legal submittals, and other administrative requirements.

1.3 Related Work

- .1 Section [01330](#) Submittals
- .2 Section [01450](#) Quality Control & Inspection
- .3 Section [01740](#) Cleaning

PART 2 PRODUCTS (Not Applicable)**PART 3 EXECUTION****3.1 Final Submission Format**

- .1 All final documents requested shall be organized as stated below unless otherwise stated in this Section. Submit to the Consultant.
 - .1 Submission format is as follows:
 - .1 Table of Contents
 - .2 Title of the project labelled
 - .3 8.5" x 11" format or drawings accordion folded to this size if larger
 - .4 3 hole punched, and binders to suit document capacity.
 - .5 Dividers with indexed tables
 - .2 Binders:
 - .1 Commercial quality, fabric coated, hard covers attached to spine with metal piano hinges, three hole, designed to accommodate 8.5" x 11" paper.
 - .3 Electronic Files:
 - .1 As-built drawings are to be placed on CD and submitted in both AutoCAD and .pdf formats.

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- .4 Collect reviewed submittals and assemble documents executed by Subcontractors, suppliers and manufacturers.
- .5 All photographs are to be placed on a CD or made available by digital download and submitted.
- .6 Submit material prior to final application for Substantial Performance.

3.2 Operating And Maintenance Data Final Submission

- .1 General: Provide operating and maintenance manuals and training as required herein.
- .2 Manuals and reports : Provide three (3) binders containing one (1) clean copy each of all applicable operating and maintenance data as described below prior to Acceptance of the Work (if applicable):
 - .1 Operating Instructions: manufacturer's printed instructions describing proper operation.
 - .2 Installation Instructions: manufacturer's printed instructions describing manufacturer's recommended installation procedures.
 - .3 Equipment Identification: Name plate information for each piece of equipment, on forms approved by the Consultant.
 - .4 Maintenance or Operational Instructions: manufacturer's printed instructions describing manufacturer's recommended maintenance. Include type of frequency of cleaning. Repair data including drawings, diagrams, and catalogue cuts and parts list.
 - .5 Spare Parts Lists: parts lists and manufacturer's recommended spare parts.
 - .6 Suppliers and Contractors List: list of contractors and suppliers who supplied and installed equipment, systems, materials or finishes, organized by Division and system. Includes company name, address, and telephone number.
 - .7 Shop Drawings: final reviewed shop drawings.
 - .8 Product Data: manufacturer's product data for equipment, systems, materials, and finishes.

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- .9 Certifications: includes the following:
 - .1 Copies of inspection reports prepared by authorities having jurisdiction.
 - .2 Certified copies of test reports prepared by independent testing agencies.
 - .3 Any other certificates required by the Contract Documents.
 - .4 Contractor is responsible for obtaining certificates of closure of all Building Permits from the City of Brampton Building department. All certificates to be provided.
- .10 Manufacturer's Warranty and Bonds, guarantee forms and service contracts.
- .11 Reports documenting the performance of tests required by the Contract Documents and the results of those tests.
- .12 Documentation of other material, equipment or system related information required by the Contract Documents.

3.3 Equipment And Systems Demonstration And Instructions

- .1 Prior to inspection, demonstrate operation of each system to the Consultant and others required for maintenance if required.
- .2 Equipment Presentations
 - .1 Present information dealing with equipment. Include the following in presentations:
 - 1. Explanation of how equipment operates.
 - 2. Recommend preventative and routine maintenance.
- .3 Seminar Organization
 - .1 Coordinate content and presentations for seminars.
 - .2 Coordinate individual presentations and ensure representatives scheduled to present at seminars are in attendance.
 - .3 Coordinate proposed dates for seminars with the Consultant.
- .4 System Demonstrations
 - .1 Demonstrate operation of equipment and systems. Include the following in demonstration:

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- .1 Start-up and shut-down
- .2 Operation
- .3 Scheduled and preventative maintenance
- .4 Troubleshooting

3.4 Warranty

- .1 Warranty submittals to be made within ten (10) days from the Substantial Performance Certificate issued. The warranty period for the project commences on the date of Certification of Substantial Performance of the total contract amount, unless otherwise stated.
- .2 Submission Requirements:
 - .1 Submit extended warranties as part of “Operating and Maintenance Data Final Submission”
 - .2 Warranties must include the following information:
 - .1 Name and address of the project
 - .2 Owner: City of Brampton
 - .3 Seal or Certification stamp
 - .4 Date of warranty start
 - .5 Duration (date of end of warranty expiry)
 - .6 Conditions (including restrictions and exclusions)
 - .7 **All work shall be guaranteed for a minimum of two (2) years (24 months) from the date of Substantial Performance of the work unless otherwise stated.**
 - .8 The Consultant is responsible for reviewing defects and deficiencies during the warranty period, and notifying the contractor of items requiring attention. Prior to the anniversary date of the two (2) year warranty, the Consultant is to arrange a review of the project. The review will include:
 - .1 The Consultant
 - .2 Owner: (City Representative)
 - .3 The Contractor
 - .4 The commissioning agent (if applicable)
 - .9 Expedite and complete deficiencies and defects identified by the Consultant. All deficiencies to be rectified as agreed upon by the Consultant and Contractor.

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- .10 Submit one (1) copy of all approved extended warranties.

3.5 Project Commissioning Submittals

- .1 Record and provide "As-Built" record drawings for completeness and submit one (1) full size hard copy and digital copy in both .pdf and AutoCAD to the Consultant.
- .2 Provide digital site photos showing progression the project and submit to the Consultant.
- .3 Following issuance of the Certificate of Substantial Performance, publish Substantial Performance in the Daily Commercial News and provide the Consultant with proof of publication.
- .4 Provide a hard copy of the Electrical Safety Authority (ESA) and Canadian Standards Association (CSA) Permits.
- .5 Provide a digital copy of all Shop Drawings, Permits, approvals, and certificates of acceptance inspection.

3.6 Inspection And Take-Over Procedures

- .1 Prior to application for Certificate of Substantial Performance, the Contractor is to carefully inspect the Work and ensure it is complete, that major and minor construction deficiencies are complete, defects are corrected and site is clean and in condition for acceptance. Notify the Consultant in writing, of satisfactory completion of the Work and request an inspection.
- .2 During the Consultant's inspection, a list of deficiencies and defects will be recorded. The Contractor shall correct such deficiencies and defects within the time specified by the Consultant.
- .3 The Certificate of Substantial Performance can be made when the Consultant considers deficiencies and defects corrected and the requirements of the Contract have been performed.

END OF SECTION - 01700