



PROJECT SPECIFICATIONS

FOR

PROJECT NO. SU-IT-27-26

**IT Building - Dehumidifiers
Maintenance Project**

Salisbury University

April 30, 2026

**Salisbury University
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GENERAL REQUIREMENTS

A. SCOPE OF WORK

1. The following summarizes the scope of work: Salisbury University (SU) is seeking a mechanical contractor to install eight (8) dehumidifiers in SU's Information Technology (IT) Building. The IT Building was built in 1950 and has been renovated several times, with the latest renovation occurring in 2010. The building's existing HVAC system is made up of multiple split systems and ductless split systems, but numerous areas throughout the building have ongoing humidity issues and require supplemental dehumidification.
 - Meet with the University and conduct a systems survey (noninvasive visual observations, all testing excluded) to gather data on existing conditions.
 - Furnish and install four (4) ducted dehumidifiers, as indicated on drawings. Connect to existing building's electrical service and provide wall mounted humidistats. Install condensate pumps on dehumidifiers installed in the mezzanine and connect condensate piping to existing drains.
 - Furnish and install four (4) wall mounted dehumidifiers, as indicated on drawings. Connect to building's existing electrical service. Condensate shall be routed to existing floor drains or connected to existing drain piping.
 - Meet with the University's Project Manager for progress/coordination as necessary.

B. CONTRACT DOCUMENTS - DRAWINGS

1. The following PDF drawing documents, dated April 13, 2026 are hereby made a part of the Contract Documents:

CS-1	Cover Sheet
M-1	Mechanical Legends, Details, Specifications, and Schedules
M-2	First Floor Plan – Mechanical
M-3	Mezzanine Floor Plan – Mechanical
E-1	First Floor Plan – Electrical
E-2	Mezzanine Floor Plan – Electrical

C. GENERAL REQUIREMENTS

1. Contractor shall provide three reference projects of similar scope, size, and complexity. Contractor shall also provide the manufacturer and model number of the proposed equipment being used for the project. The above will be evaluated prior to awarding the contract.
2. Contractor shall at all times enforce strict discipline and good order among their work crew and shall not employ any unfit person or anyone not skilled in the work assigned to him.
3. The Contractor is solely responsible for construction means and methods, and for the safety of its workers. The Contractor shall be responsible for all safety measures, including pedestrian and vehicle barriers, staging areas, and all OSHA and other applicable regulations, including fall protection measures prescribed on OSHA.

4. The Contractor shall restore all areas to the condition prior to construction. Document pre-construction conditions with photos, video, and written paragraphs of description and place a copy on file with the Owner prior to the start of construction.
5. The Contractor is solely responsible for acceptance of shipments and getting materials on-site. Shipments shall not be sent to the Salisbury University address.
6. Smoking is prohibited on the campus of Salisbury University (“University”). This consists of all buildings, including residence halls; all grounds, including exterior open spaces, parking lots and garages, on-campus sidewalks, streets, driveways, stadiums, recreational spaces and practice facilities. This policy applies to all individuals on Salisbury University’s campus, including faculty, staff, students, parents, contractors, vendors and visitors. Visitors who violate this policy may be denied access to the University campus. Concerns regarding student, faculty/staff, and visitor violations of this policy should be respectively referred to the Office of Student Affairs, the Office of Human Resources and the University Police Department.
7. The University reserves the right to require a proposer to demonstrate that he has the skills, equipment and other resources to satisfactorily perform work of the nature and magnitude necessary to complete the project within the proposed contract schedule.

D. PRICE AND PAYMENT PROCEDURES.

1. Contractor shall provide a lump sum price to perform the base bid work as described within the Contract Documents. The price shall include all inherent and associated costs such as scaffolding, permits, inspections, safety items, traffic control, etc.
2. Schedule of Values: A schedule of dollar values shall be submitted to the University not less than seven (7) days prior to the first Request for Payment and shall be a condition precedent to processing the first payment. Schedule of Values shall be submitted on the University’s standard payment request form. This breakdown shall follow the trade divisions of the specification and each item thereunder, in addition to materials and labor costs, shall include its pro rata part of overhead and profit so the sum of the items will equal the contract price. Breakdown shall include the work of all subcontractors
3. Application for Payment: Submit Application(s) for Payment (invoices) according to the University’s Procurement Office Request for Quotation, Instruction for Submittal of Quotes. In approving such payments, there shall be retained five percent (5%) of the amount due and approved until 100% completion and acceptance of all work covered by the contract.
4. Submit Final Request for Payment Application once the Owner has declared the project 100% complete.
5. Change order procedures:
 - a. At such time as the Contractor and the University agree as to the need for a change, and upon request by the University representative, the Contractor shall submit an original or electronic copy of their change order request to the University representative for processing. Detailed cost estimates, invoices,

breakdown of material and labor costs, overhead and profit, etc. must accompany the request.

- b. The University assumes no responsibility for changes before Contractor has received written approval of such change order.
- c. Minor Changes: The Owner may issue Supplemental Instructions (SI) and/or directives for minor changes which shall not affect Project Cost or Project Time.
- d. Refer to General Conditions of the Contract for additional information regarding changes.

E. ADMINISTRATIVE REQUIREMENTS

- 1. The Contractor is required to maintain on site at all times when work is in progress, an individual who represents the Contractor (designated Site Superintendent), is responsible for the entire project, and can communicate in English with the University representative.
- 2. Existing Conditions
 - a. The nature of the project precludes accurate determination of existing conditions; therefore, the Drawings and these specifications are general and diagrammatical in nature and are provided for guidance to the Contractor.
 - b. The Contractor assumes full responsibility for investigation and determination of actual conditions and for providing a complete and finished Project in accord with the intent of the Drawing and these specifications once all building factors have been uncovered. The Contractor must make a reasonable examination and assessment of existing conditions, as future claims for unknown conditions uncovered during the construction process may not be honored.
- 3. Meetings: A pre-construction conference will be held prior to commencement of work for the purpose of reviewing scope of work and schedule, building access, construction methods, protections and temporary barriers, and resolving current questions. Attendance of Contractor Project Manager, Construction Superintendent/Foreman, and key Subcontractors are mandatory.

F. CONSTRUCTION SCHEDULE

- 1. The Contract Time and Notice to Proceed shall be determined by the Procurement Officer.
- 2. Duration of on-site construction activity is **estimated** to be three (3) weeks to complete the work and to be Substantially Complete. On-site work will begin on **June 29, 2026** and the Substantial Completion date is **July 24, 2026**.
- 3. Contractor shall have 14 calendar days after date of Substantial Completion to reach Final Completion on **August 7, 2026**.
- 4. Refer to Execution and Closeout Requirements paragraph for schedule following Substantial Completion.

G. SUBMITTAL PROCEDURES

1. Shop Drawings: Contractor's shall submit for review and approval to the University Representative, one (1) electronic copy in pdf format of all products proposed for use. All submittal content shall be proceeded with Contractor letterhead and include title of project, SU project number, date, name of Contractor representative making the submittal, and brief description of the submittal.
 - a. Submit shop drawings within seven (7) days of the issuance of the Notice to Proceed. Allow five (5) days following receipt of submittal for review and approval by University Representative.
 - b. The University is the final determinate if a product is deemed an acceptable equivalent to a basis-of-design product specified.

H. QUALITY CONTROL

1. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
2. Comply with manufacturers' instructions, including each step in sequence.
3. Perform Work by persons qualified to produce required and specified quality.
4. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.
5. Verify existing substrate is capable of structural support or attachment of new Work being applied or attached.

I. TEMPORARY FACILITIES and CONTROLS

1. Electricity: Employ power service from existing receptacles.
2. Sanitary Facilities: Contractor shall provide sanitary facilities (port-a-potty) for use by the contractor's personnel. Locate where directed by the Owner. Do not use buildings for lunches or for breaks, unless written permission is granted by the University.
3. Provide security and facilities to protect all new Work, existing facilities, and University's operations from unauthorized entry, vandalism, or theft.
4. Progress Cleaning: Maintain work area in a clean and orderly condition on a daily basis. Do not stockpile debris on the site.

J. PRODUCT REQUIREMENTS

1. Products: Means new material, machinery, components, equipment, fixtures, and systems forming the Work, but does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work. Products may also include existing materials or components specifically identified for reuse.

2. Material incorporated into project shall be new, of specified quality, and furnished in sufficient quantity to facilitate proper and speedy execution of the work.
3. Transport, handle and store products in accordance with manufacturer's instructions. Staging area shall be approved by the University's Representative.
4. Materials shall be delivered to the site in original packaging with labels and trademarks intact, and such labels and trademarks shall remain intact until used.
5. Contractor shall confine his apparatus, storage of materials, and operations of their workers to limits adjacent to work area, and shall arrange temporary staging and storage of materials in an orderly manner leaving all walks, driveways, roads, and entrances unencumbered.
6. Parking of vehicles and storage of materials shall be coordinated with the University representative to the satisfaction of the University. Contractor must maintain clear access to buildings, parking areas, dumpsters, or mechanical rooms.
7. All equipment and other building components, site features and building surfaces shall be protected from physical damage and from the elements by measures satisfactory to the University.
8. All interior building components and building contents shall be protected from damage resulting from work under this contract. Damaged building components or contents shall be replaced by the Contractor.
9. Materials not meeting the requirements of the contract documents shall be removed from the project and replaced by the Contractor without expense to University.

K. EXECUTION AND CLOSEOUT REQUIREMENTS

1. Substantial Completion:
 - a. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and Work is Substantially Complete in accordance with Contract Documents and ready for University Representative's inspection.
 - b. Submit a comprehensive list (initial Punch List) indicating items to be completed or corrected and value of incomplete or nonconforming Work.
 - c. Perform final cleaning according to this Section.
 - d. Owner will inspect and verify the Work is complete, amend Punch List as needed, and upon acceptance of the Work, issue Certificate of Substantial Completion for Owner and Contractor signature, establishing warranty commencement date and allotted time to be 100% Complete (Final Completion).
 - e. Unless otherwise determined, the Contractor will have fourteen (14) days to complete the Punch List items and submit to the Owner the Close-out documents as described within the Certificate of Substantial Completion.
2. Final Completion:
 - a. At the end of the above specified time period, the Owner will issue a Certificate of Final Completion and Acceptance at which time the Contractor certifies that

they have submitted to the Owner the following Close-out Documents and O&M manuals:

- i. Directory, listing names, addresses, and telephone numbers of Owner, Contractor, Subcontractors, and major material suppliers.
 - ii. Operation and maintenance instructions arranged by system and subdivided by Specification Section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Include the following:
 - Significant design criteria.
 - List of equipment.
 - Parts list for each component.
 - Operating instructions.
 - Maintenance instructions for equipment and systems.
 - Maintenance instructions for special finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
 - Safety precautions to be taken when operating and maintaining or working near equipment.
 - iii. Project documents and certificates. Include the following:
 - Shop Drawings and product data.
 - Air and water balance reports.
 - Certificates.
 - Originals of warranties.
 - Test and Inspection Reports
 - Start-Up Reports
 - Commissioning Reports
 - iv. Signed Certificate of Substantial Completion
 - v. Warranties and Warranty Contacts Form
- b. Perform final cleaning according to this Section.
- i. Clean interior and exterior glass and surfaces exposed to view; remove temporary labels, stains, and foreign substances; polish transparent and glossy surfaces.
 - ii. Vacuum carpeted and soft surfaces. Sweep and mop all floors. Ceramic tile and resilient floors shall be finished according to manufacturer's instructions.
 - iii. Clean equipment and fixtures to sanitary condition with appropriate cleaning materials.
 - iv. Clean debris from roofs, gutters, downspouts, and drainage systems.
 - v. Clean Site; sweep paved areas, rake clean landscaped surfaces.
 - vi. Remove waste and surplus materials, rubbish, and construction facilities from Site.
- c. Submit final Application and Request for Payment.
3. Warranties:
- a. The Contractor shall provide a written 2-year warranty in accordance with the Request for Quotation Article E2, and longer duration manufacturer warranties

when applicable. Submit all warranties within (7) seven days of Substantial Completion, electronically and in PDF file format.

CLOSEOUT SUBMITTAL CHECKLIST

Submittal Item:	Req'd Date	Actual Date	Comments (if any)	Aprvd Date	PM Initials
PRE SUBSTANTIAL COMPLETION					
O&M Manual – (1) review copy					
Pre-Training Equipment O&M Manuals					
Test & Balance Report Review Copy					
Owner Training					
SUBSTANTIAL COMPLETION					
Contractor Written Certification/Request for Inspection					
Contractor Initial Punchlist					
Inspection Certificates (Fire Marshal, Boiler, Elevator, etc)					
A/E Certificate of Substantial Completion –executed					
POST SUBSTANTIAL COMPLETION					
O&M Manuals - (2) Binder & PDF					
Warranties – (1) Binder & PDF (Contractor 2-year and Mfr. Extended/Special Warranties)					
Warranty Contact Form					
Attic Stock					
Spare Parts and Parts List					
HVAC Test and Balance Reports					
Equipment Start-up Reports					
Commissioning Reports					
TeleComm Test Reports					
Roofing Mfr Reports					
As-Built Record Docs (Initial Review Set to include Addenda, RFIs, ASIs, CCDs, COs)					
As-Built Record Docs (Final & PDF)					
Construction Waste Disposal Forms					

END OF GENERAL REQUIREMENTS