

PORT GAMBLE S'KLALLAM TRIBE

Natural Resource Department Remodel Project

PROJECT MANUAL
ISSUED FOR BID

OCTOBER 9, 2026

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SECTION 1 - INVITATION TO BID

1.1 NOTICE

A. Invitation to Bid first published on **10/9/2026**

B. Notice is hereby given that sealed proposals will be received by the Port Gamble S'Klallam Tribe ("the Tribe"), 31912 Little Boston Road NE, Kingston, WA 98346, until three o'clock PM (12:00 PM) local time on **11/6/2026**, for the Natural Resources Remodel project located in Kingston, Washington. Bids received after that date and time, even if mailed earlier, will not be accepted.

C. Plan Holders List: To ensure notification of all addendums or updates, bidders must register as Plan Holders by sending an email as follows:

1. Subject line: **Plan Holders List – NR Remodel 288th**

2. Email Address: Rory McLeod (**Rorym@pgst.nsn.us**).

D. Project Documents: Plans and specs can be found on the Tribe's website under the planning department

E. Questions, requests for clarification, and substitution requests:

i. Questions will be taken at the mandatory walk through. Questions and responses will be posted on the Tribe's website by Friday, 10/23/2026.

F. Pre-Bid Site Visit

a. There will be a mandatory pre-bid site visit at **10:00 a.m**. on **10/21/2026** at the building, 7764 NE 288th St, Kingston, WA 98346.

b. Site. Bidders may not visit the site at other times. To register for the Site Visit, please send an email as follows:

c. Subject line: **Pre-Bid Site Visit – NR Remodel 288th**

d. Email Address: Rory McLeod (**Rorym@pgst.nsn.us**)

1.2 WORK COVERED BY CONTRACT DOCUMENTS

A. Project Identification:

1. The Project consists of interior renovations and exterior addition to the Port Gamble S'Klallam Tribe Natural Resources' new office building, which occupies an existing one-story single-family residence located at **7764 NE 288TH ST, Kingston, WA 98346**.

2. The project reconfigures and changes the use of an existing single family residence space to provide office, reception, and storage space. The project includes interior demo, remodeled garage and mud room to conditioned space, new restrooms and minor modifications to building exterior openings. A new public entry porch is also included.

3. Modifications to existing plumbing, HVAC, electrical, and low-voltage systems shall be performed by the Contractor on a design/build basis based on architectural schematic drawings included in Bid Set.

a. Bid Price for each design/build discipline shall be included as an allowance as indicated in BID FORMS.

4. The project will be constructed in accordance with the requirements of the 2021 Washington State Building Code (IBC) and 2021 Washington State Energy Code (WSEC), and other applicable codes and regulations.

5. Estimated bid range: $1,400,000 - $ 1,700,000

B. The Work consists of the following:

1. Unless otherwise noted, all materials and labor are to be provided by the General Contractor., including all accessories as shown on the Drawings, specified, or otherwise clarified in the Contract for Construction for a complete installation, excepting only those items specifically shown, noted, or specified as "Not In Contract."

1.3 SALES TAX EXEMPTION

A. This project *is* located on the Port Gamble S'Klallam Reservation and is therefore exempt from Washington State Sales Tax on both materials and labor.

1.4 BID FORM

A. Each bid must be submitted on the prescribed forms. All bids must be submitted in a sealed Envelope that is marked with the project name: **PGST NATURAL RESOURCES DEPARTMENT REMODEL**. The envelope must also show the Bidder's Name and Address.

1.5 BID SECURITY

A. The bid must be accompanied by a bid bond, certified check or a cashier's check in an amount not less than five (5) percent of the base bid, not including Washington state sales tax. The bid bond is a guarantee that the accepted bidder will, within 30 calendar days of The Notice of Award, execute a contract document with the Tribe. Should the selected Bidder fail to execute the contract documents within the specified time, the bid bond shall be Subject to forfeit.

1.6 ACCEPTANCE OR REJECTION OF BIDS

A. The Port Gamble S'Klallam Tribe reserves the right to reject any or all bids, waive any irregularities or technicalities, and to accept any bid if that action is believed to be in the best interest of the Authority. The Tribe reserves the right to select any item(s) or reject any or all item(s).

1.7 BID WITHDRAWAL

A. All bids shall be valid for a period of 60 calendar days following and including the day of bid Opening, and no bids may be withdrawn for 30 days after bid opening without the expressed written consent of the Tribe.

1.8 SCHEDULE

A. The selected bidder shall execute a contract with the Tribe no later than **11/18 /2026**, including all components of the Agreement per Section 5-CONTRACTING FORMS AND SUPPLEMENTS.
B. The selected bidder must be able to begin Work within ten (10) working days after receiving a Notice to Proceed.
    a. Notice to Proceed is anticipated on or about **11/30/26**.
    b. All work must be completed within one hundred eighty (180) calendar days including the first day on the site.

1.9 STATE/LOCAL REQUIREMENTS

A. Davis Bacon wage rates and requirements are applicable to all activities related to this project, and must be complied with by all contractors, subcontractors, and lower tier subcontractors.

1.10 INDIAN PREFERENCE

A. The Port Gamble S'Klallam Tribe may use Indian Ownership Interest in the General Contractor or major subcontractors as one factor in determining the winning bid. Eligible entities should include proof of Native-ownership as part of materials submitted with bid.

END OF SECTION

SECTION 2 - AVAILABLE PROJECT INFORMATION

1.1 EXISTING CONDITIONS

A. Certain information relating to existing surface and subsurface conditions and structures is available to bidders but will not be part of Contract Documents, as follows:

B. Hazardous Materials Report

1. A hazardous materials survey was conducted and resuts show no Asbestos in the purposed building areas. Report is available upon request.

END OF SECTION

SECTION 3 - PREVAILING WAGE LAW AND RATES

1.1 PREVAILING WAGE

A. By submitting a bid for the Project, Contractor hereby certifies that all contractors and subcontractors performing work on the Project shall comply with Davis Bacon wage rates, regulations and proper reporting with the Dept of L&I.

   a. Washington State Department of Labor & Industries (L&I) website can be used to report certified payroll for public works projects. Contractors are required to file these records online at least monthly through the My L&I contractor portal.

   b. Contractor shall also submit certified payroll reports (CPRs) and related documentation to the Owner for review on a monthly basis.

   c. Bidders are responsible to verify and use the most recent prevailing wage rates. The "Effective Date" for this project is the Bid Proposal due date above.

B. Prevailing Wage Rates must be posted on site for the duration of the Project.

END OF SECTION

SECTION 4 - BID FORMS

1.1 FORMS

A. The document forms included in this Section shall be completed by the Bidder,

submitted with the Sealed Bid. Forms shall be signed and Notarized where indicated:

1. Bid Bond

2. Statement of Qualifications

3. Proposal

4. Acknowledgement of Addenda

5. Bid Form – Stipulated Sum (Single-Prime Contract)

6. Substitution Request Form

BID BOND

We, the undersigned, _____ ,as Principal,

and _____, as Surety, are hereby held and firmly bound unto the Port Gamble S'Klallam Tribe, as Owner in the penal sum

of_____ , for the payment of which, well and truly made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

SIGNED this _____day of _____, 20____.

The condition of the above obligation is such that whereas the Principal has submitted to the Port Gamble S'Klallam Tribe (Owner) a certain Bid, attached hereto and hereby made a part hereof to enter into a contract in writing for the: NATURAL RESOURCES REMODEL PROJECT.

NOW, THEREFORE,

a) If said Bid shall be rejected, or in the alternate,

b) If said Bid shall be accepted and the Principal shall execute and deliver a Contract in the Form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a bond for his faithful performance of said Contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such Bid; and said Surety does hereby waive notice of any extension.

IN WITNESS WHEREOF: The Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

SEAL

_____

(Principal)

_____

(Surety)

By: _____

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

STATEMENT OF QUALIFICATIONS

SIMILAR PROJECTS COMPLETED:

Name of Project	Address	Date Completed	Type of Improvement	Value of Contract:

SIMILAR PROJECTS UNDER CONTRACT:

Name of Project	Address	Date Completed	Type of Improvement	Value of Contract:

Firm:_____

Name:_____

Signature:_____

PROPOSAL
NATURAL RESOURCES DEPARTMENT REMODEL PROJECT

Port Gamble S'Klallam Tribe
31912 Little Boston Road NE
Kingston, WA 98346

To Whom it May Concern:

1. The undersigned hereby certifies that he/she has examined the location and construction detail work as outlined on the Plans and Specifications for the Port Gamble S'Klallam Tribe NATURAL RESOURCES DEPARTMENT REMODEL PROJECT, is familiar with the local conditions at the location of the work to be done, and has read and thoroughly understands the Plans and Specifications and the Contract governing the work and the method by which payment will be made for said work in accordance with said Plans, Specifications, and Contract at the following scheduled unit prices. All items shall be filled out showing total amount of each item.

2. The Contract amount shall be a Stipulated Sum in accordance with the work as described in the Contract Drawings and Specifications.

a. The undersigned has checked the above amounts and understands that the Owner will not be responsible for any errors or omissions on the part of the undersigned in making up this proposal.

b. In order for the Owner to consider a proposal, all items on the proposal must be filled in completely.

3. It is agreed that this proposal may not be withdrawn within a period of thirty (30) days after the date set for the opening thereof.

4. In accordance with the Specifications, the undersigned further agrees to plan the work and to prosecute it with such diligence that said work shall be commenced within ten (10) calendar days after notice to proceed. All work on this project shall be completed within 180 calendar days including the first day on the site.

_____ _____

Contractor's License No. Contractor's UBI No.

By: _____ _____

Firm Name Authorized Official

_____

Signature

_____

Address

ACKNOWLEDGMENT OF ADDENDA
NATURAL RESOURCES DEPARTMENT REMODEL PROJECT

Receipt of the following Addenda to the Plans and/or Specifications is hereto acknowledged:

Addendum No.	Addendum Receipt date	Signed Acknowledgment

CONTRACT BID – STIPULATED SUM
NATURAL RESOURCES DEPARTMENT REMODEL PROJECT

Bid amount Div. 1 - General Requirements	$
Bid amount Div. 2 - Existing Conditions	$
Bid amount Div. 3 - Concrete	$
Bid amount Div. 4 - Masonry	$
Bid amount Div. 5 - Metals	$
Bid amount Div. 6 - Wood, Plastics, and Composites	$
Bid amount Div. 7 – Thermal and Moisture Protection	$
Bid amount Div. 8 – Openings	$
Bid amount Div. 9 – Finishes	$
Bid amount Div. 10 – Specialties	$
Bid amount Div. 11 – Equipment	$
Bid amount Div. 12 – Furnishings	$

Allowance for Div. 22 - design/build Plumbing scope	$
Allowance for Div. 23 - design/build HVAC scope	$
Allowance for Div. 26 - design/build Electrical scope	$
Allowance for Div. 28 - design/build Low-voltage & Telecom scope	$
TOTAL	**$**

SUBSTITUTION REQUEST FORM

PROPOSED SUBSTITUTION

SPECIFIED ITEM

SECTION PAGE PARAGRAPH DESCRIPTION

1.1 PROPOSED SUBSTITUTION:

A. Undersigned certifies following items, unless modified by attachments, are correct:
    a. Proposed substitution does not affect dimensions shown on drawings.
    b. Undersigned will pay for changes to building design, including engineering design, detailing, and construction costs caused by proposed substitution.
    c. Proposed substitution has no adverse effect on other trades, construction schedule, or specified warranty requirements.
    d. Maintenance and service parts are available locally or are readily obtainable for proposed substitution.
    e. Undersigned further certifies the function, appearance, and quality of the proposed substitution are equivalent or superior to the specified item.
    f. Undersigned agrees, if this page is reproduced, the terms and conditions for substitutions found in Bidding Documents apply to this proposed substitution.
    g. Undersigned further certifies the function, appearance, and quality of the proposed substitution are equivalent or superior to the specified item.

h. Undersigned agrees, if this page is reproduced, the terms and conditions for substitutions found in Bidding Documents apply to this proposed substitution.

Submitted by:

_____ _____

Name Contractor / Subcontractor

_____

Signature For Use by The Tribe

_____ Approved Approved as Noted

Telephone

_____ Not Approved Received Too Late

Email

Accepted By: _____

SECTION 5 – CONTRACTING FORMS AND SUPPLEMENTS

1.1 AGREEMENT AND CONDITIONS OF THE CONTRACT

A. CONTRACTOR IS RESPONSIBLE FOR OBTAINING A VALID LICENSE TO USE ALL COPYRIGHTED DOCUMENTS SPECIFIED BUT NOT INCLUDED IN THE PROJECT MANUAL.

B. The Agreement to be Entered into between the Owner and the successful Bidder (henceforth referred to as "Contractor") shall be as follows in this section. It includes the following components:

1) Contract for Construction between the Port Gamble S'Klallam Tribe and the Contractor.

a) A sample contract form is available upon request.

C. Insurance and Bonds

a. Minimum Limits Shall be as follows:

1) Commercial General Liability Insurance

a) $2,000,000 each occurrence
b) $2,000,000 general aggregate
c) $2,000,000 products-completed operations hazard

2) Automobile Liability

a) $2,000,000 per accident

3) Fidelity Insurance

a) $1,000,000
b) Subcontractors that receive $10,000 or more per year in funding through this contract shall also secure fidelity insurance of $1,000,000 naming the Contractor as beneficiary.
c) Professional Liability (for professional services associated with delegated design and bidder-designed components).
    a. $1,000,000

b. Additional Insured:

1) Commercial General Liability

a)Owner, Designer, and Designer's consultants for claims caused in whole or in part by Contractor's negligent acts or omissions.

c. Payment Bond

1) Equal to 50% of the total Contract Amount.

d. Performance Bond

1) Equal to 50% of the total Contract Amount.

e. Retainage bond

1) Equal to 10% of the total Contract Amount.

f. Owner shall maintain builder's risk insurance

1) "All-risks" completed value or equivalent total value of the project on a replacement cost basis.

1.2 ADDITIONAL PROOFS AND FORMS

A. The following proofs, forms, and additional documentation shall be submitted to the Owner at the time the Contract is executed:

1. Schedule of Values
2. Draft construction schedule
3. ACCORD certificate or equivalent proof of insurance coverages as indicated above, including listing of additionally insured
4. Payment and Performance Bonds
5. Business license(s) for jurisdiction(s) where work is performed.

1.3 CONTRACT MODIFICATION FORMS

A. Use the following forms for the specified purposes unless otherwise indicated elsewhere in Contract Documents.
    1. Clarification and Modification Forms:
        a. Change Order Form
            i. Contractor to provide change order form for Tribe's approval

END OF SECTION

SECTION 6 – SUPPLEMENTARY CONDITIONS

1.1 STORED MATERIALS

A. The Contractor may not apply for payment for materials or fixtures ("Stored Materials")
for the Project until such time as the same have been incorporated into the improvements and permanently affixed to the real property.
B. Exceptions to this policy will be made on a case-by-case basis and will be subject, in
addition to satisfaction of the other conditions to disbursements contained in this Contract, and to the Owner's receipt of evidence reasonably acceptable that such:

a. Stored Materials are included within the coverages of insurance policies carried by the Contractor in accordance with this Contract;
b. Stored Materials have been, or upon disbursement of the requested advance will be, fully paid for with the ownership thereof vested in the Contractor free of any liens or claims of third parties;
c. Stored Materials are stored either on the Property or in a bonded warehouse;
d. Stored Materials are suitably protected against casualty, theft or damage; and

e. Stored Materials, if they are finished components, are ready for installation and are appropriate for purchase during the current stage of construction.

END OF SECTION

DIVISION 01 – GENERAL REQUIREMENTS

SUMMARY OF WORK

A. Project Identification:

1. The Project consists of interior renovations and exterior addition to the Port Gamble S'Klallam Tribe Natural Resources' new office building, which occupies an existing one-story single-family residence located at **7764 NE 288TH ST, Kingston, WA 98346**.

2. The project reconfigures and changes the use of an existing single family residence space to provide office, reception, and storage space. The project includes interior demo, remodeled garage and mud room to conditioned space, new restrooms and minor modifications to building exterior openings. The building will be completely resided. A new public entry porch with accessibility ramp is also included. An electrical hookup to the new EV space will also be included in the bid. The work includes all structural and finish items shown in the documents dated **03/19/2026.**

3. Gross conditioned area of the work is approximately **5,800** square feet.

B. The Work consists of the following:

1. Unless otherwise noted, all materials and labor are to be provided by the General Contractor., including all accessories as shown on the Drawings, specified, or otherwise clarified in the Contract for Construction for a complete installation, excepting only those items specifically shown, noted, or specified as "Not In Contract."

1) Contractor shall provide complete functional installations and/or modifications of existing systems for heating, ventilation, air conditioning, line-voltage and low-voltage electrical and telecommunications systems, plumbing systems, and fire alarm systems on a design/build basis, refer to:
   (a) 22 00 00 DESIGN/BUILD PLUMBING SYSTEMS
   (b) 23 00 00 DESIGN/BUILD HVAC SYSTEMS
   (c) 26 00 00 DESIGN/BUILD LINE VOLTAGE ELECTRICAL SYSTEMS
   (d) 28 00 00 DESIGN/BUILD LOW VOLTAGE ELECTRICAL SYSTEMS

C. Items not in contract:

(1) site work including demo, paving, landscaping, including additional topsoil,
(2) Office furnishings indicated by owner

1.2 WORK UNDER OTHER CONTRACTS

A. General:

Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract. Coordinate the Work of this Contract with work performed under separate contracts.

1.3 OWNER-FURNISHED PRODUCTS

A. Owner will furnish products indicated. The Work includes receiving, unloading, handling, storing, protecting, and installing Owner-furnished products.

B. Items noted NIC (Not in Contract) or FOIO (Furnished by Owner, Installed by Owner) will be supplied and installed by Owner before Substantial Completion. Items include, but are not limited to:

1. Furnishings.
2. Small equipment.
3. Equipment furnished by Owner's vendors, such as commercial laundry machines or similar.

C. Owner furnished products for FOIC (Furnished by Owner, Installed by Contractor):

1. Contractor to receive, store, and install Owner furnished products.

1.4 APPLICABLE CODES

A. This project is subject to the editions of the following codes that have been adopted by the local jurisdiction:

1. 2021 Washington State Building Code (IBC)
2. 2021 Washington State Energy Code (WSEC)
3. 2021 International Fire Code (IFC)
4. 2021 Uniform Plumbing code (UPC)
5. 2021 International Mechanical code (IMC)
6. National electric code (NEC)

1.5 USE OF PREMISES AND WORK RESTRICTIONS

A. General: Contractor shall have full use of premises for construction operations as indicated on Drawings by the Contract limits.

B. Use of Site: Limit use of premises to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
   1. Limits: Confine construction operations to areas as indicated on drawings.
   2. Do not obstruct roadways, sidewalks, or other public ways without permit.

C. Work Restrictions, General: Comply with restrictions on construction operations. Refer to Access and Staging Plan for additional information.

   1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
   2. Post work restrictions, safety information, and project information signage on job site for duration of project.

   3. Parking
      ii. Contractor parking shall be allowed only in areas designated by Owner.

4. Staging and Laydown Area:
    iii. All staging, laydown, and materials storage shall be located within the staging area indicated in the Drawings.

5. On-Site Work Hours:
    c. Non-Holiday Weekdays: 7:00am - 6:00pm

    a. Weekends and Holidays: Low-noise-impact work is permitted on:
        i. Saturdays: 9:00am - 5:00pm
        ii. Sundays: 10:00am - 5:00pm

    b. Existing Utility Interruptions: By mutual agreement with Owner.
        i. Min. 48 notice of utility interruptions shall be given to Owner.

    c. Existing Utility Interruptions: By mutual agreement with Owner.
        i. Min. 48 notice of utility interruptions shall be given to Owner.

    d. Noise: Contractor shall abide by the following:
        ii. Outdoors: Limit conduct of especially noisy exterior work to the hours of 8 am to 5 pm.

6. Smoking shall only be allowed in the designated smoking area located near the site. General Contractor shall establish and enforce no smoking area policy at all other locations at all times.

7. Controlled Substances: Use of marijuana products and other controlled substances on Project site is not permitted.

8. General Contractor shall protect work installed from damage by other construction activities.

1.6 SPECIFICATION FORMATS AND CONVENTIONS

A. Specification Format: The Specifications are organized into Divisions and Sections using the CSI/CSC's "2016 MasterFormat" numbering system.
    1. Division 01: Sections in Division 01 govern the execution of the Work of all Sections in the Specifications.

1.7 EXECUTION, CORRELATION AND INTENT – CONTRACT DOCUMENTS

A. General: Drawings and specifications shall be considered complimentary or equal value. Contact Rory McLeod immediately for clarification of conflicts, corrections and clarifications.

B. In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities:

1. Modifications or amendments to the Contract for Construction.
2. The Contract for Construction.
3. Addenda, with those of later date having precedence over those of earlier date.
4. The Supplementary Conditions (if any).
5. The A201 General Conditions (as modified).
6. Drawings and specifications, with drawings governing specifications for quantity and location and specifications governing drawings for quality and performance.
7. Drawings, with the largest scale having precedence.

C. For pricing purposes, until discrepancies are resolved:

1. Conflicts: Assume the costliest of conflicting requirements.
2. Omissions and uncertainties: Assume a level of quality consistent with the general quality level of the project.

1.8 DESIGNER'S DIGITAL FILES

A. Use of Designer's Digital Files: Designer's CAD, BIM, or other digital data may or may not, at Designer's discretion, be made available for Contractor's use in connection with the Project. Where digital data is made available:

1. Make requests for copies of digital data in written form, including list of data requested, and its intended use.
2. Designer makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.

SUBMITTALS SCHEDULE

A. Preparation: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, resubmittal, ordering, manufacturing, fabrication, and delivery when establishing dates.

    1. Coordinate Submittals Schedule with list of subcontracts, the Schedule of Values, and Contractor's Construction Schedule.

    2. Submit concurrently with the first complete submittal of Contractor's Construction Schedule.

1.10 SUBMITTAL PROCEDURES

Submissions shall be required where called for in the Specifications. Submissions shall be required for those items noted "as Approved," "approve," and "or equal." Submit to provide sufficient time for **Tribe's** review and comment.

Submittals are to be made as follows:

1. Shop drawings: Submit one print and or digital copy. Print or digital copy with be returned to Contractor
2. Product Data: Submit sufficient copies assuming the Tribe will retain one for their records
3. Samples: Submit sufficient numbers of samples assuming the Tribe will retain one for their records.

Shop drawings or catalog cuts, as appropriate, shall be provided for the following:

1. Manufactured framing products
2. Windows
3. Plumbing fixtures
4. Electrical fixtures
5. Fabricated steel work
6. Cabinets.

Retain all submittals on the job site until Substantial Completion

Note: All wall penetrations, exterior and interior, devices, utility boxes, etc., if not located and shown on the Drawings, much be approved by the **Tribe** before installation. Submit sufficient information for **Tribe**'s review. Any device or penetration that is not approved in advance of installation will be subject to removal and repair at Contractor's expense.

1.11 PROJECT CLOSEOUT

SUMMARY

A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:

1. Substantial completion
2. Final completion procedures & warranties.
3. Post-occupancy review.
4. Final cleaning.

1. Substantial Completion:
    a. Substantial completion is the earliest date on which, in the opinion of the **Tribe**, the owner (**Tribe**) may occupy the building without undue inconvenience. The **Tribe** shall be the sole judge of the term "undue inconvenience". Prior to obtaining a declaration of Substantial Completion, the contractor must have obtained a Certificate of Occupancy from the permit issuing jurisdiction.
    b. Requests for a punch list inspection should be made at least fourteen (14) days before scheduled final completion of the work.

    c. On request from the Contractor, the **Tribe** shall provide the Contractor with a "punch list" which, when completed, shall mark the day of Substantial Completion. Time of completion and damages for delays shall be written into the contract and will end at Substantial Completion.

    d. At the time of substantial completion, a second punch list shall be issued and the Contractor shall be paid all retained money, less twice the assessed value of all items on the second punch list. The Tribe shall be the judge of the value of those incomplete items.

2. Final Completion: Contractor shall call for Final Inspection. The Contractor shall have completed all items on the second punch list. The Contractor shall submit

the Owner (the Tribe) all record drawings, warrantees, maintenance and instruction manuals. Final payment shall be made after the preceding conditions are met.

a. Submit original "release of lien" affidavits from all major subcontractors and suppliers prior to final acceptance of the work.

3. Post-occupancy review

a. Inspection: Submit to Architect and Owner a written request for post-occupancy walk-through a minimum of 10 days prior to the 11-month anniversary of Substantial Completion.

4. Final cleaning

A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
    1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
        a) Clean Project site, yard, and grounds, in areas disturbed by construction activities related to the building, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
        b) Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
        c) Rake grounds that are not planted, mulched, or paved to a smooth, even-textured surface.
        d) Remove tools, construction equipment, machinery, and surplus material from Project site.
        e) Remove snow and ice to provide safe access to building.
        f) Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
        g) Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
        h) Sweep concrete floors broom clean in unoccupied spaces.
        i) Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
        j) Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
        k) Remove labels that are not permanent.
        l) Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.

m) Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
n) Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
o) Replace parts subject to unusual operating conditions.
p) Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
q) Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
r) Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.
s) Leave Project clean and ready for occupancy.

C. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

END OF SECTION

SPECIFICATIONS – DIVISION 06 41 00
WOOD, PLASTICS, AND COMPOSITES
CASEWORK (CABINETS)

PART 1 – GENERAL

1.1 SUMMARY

A. Work includes but is not limited to following:
    i. Complete custom cabinet installations indicated in reception and break room, including upper and base wall cabinets, and countertops.
    ii. This section includes plastic laminate faced custom cabinets
    iii. Cabinet hardware to be an allowance. Coordinate with **The Tribe**.

1.2 SUBMITTALS

A. Submit in accordance with the requirements of Submittal Procedures and the following:

    i. Design Data: Conform to referenced AWI Standards for "Premium Quality" when receiving transparent finish and AWI Standards "Custom Quality" when receiving opaque finish.

    ii. Show compliance with reference standards.

    iii. Shop Drawings:

        1. Indicate all pertinent details including connections and intersections with other work and the like.

2. Show profiles, joint details, and other pertinent items.

3. Minimum scale of shop drawing plans and elevations 3/8 inch.

4. Submit a cabinet schedule and elevations, plans, sections, and details.

iv. Samples:

1. Plastic Laminate and Countertop material: Submit duplicate 8 x 10 inch samples of manufacturers standard color lines for use on countertops and cabinet surfaces.

2. Samples of door and drawer hardware.

3. Adhesive for Custom Casework: one sample applied to core material with specified edge material applied to one edge.

v. Product Certificates: For the following:

1. High-pressure decorative laminate.

2. Adhesives.

vi. Warranty: Submit manufacturer warranty and ensure forms have been completed in Owner's name and registered with manufacturer.

vii. Maintenance Data: For users operation and maintenance of system including:

1. Methods for maintaining system's materials and finishes.

2. Precautions about cleaning materials and methods that could be detrimental to components, finishes, and performance.

3. Recommendations on maintenance schedule.

1.3 WARRANTY

A. Two (2) years from date of Substantial Completion on workmanship with manufacturer's standard warranty on installed products.

B. Special warranty conditions for repair and replacement of components:

1. Products and parts shall be available for replacement for a minimum of five (5) years from the date of Substantial Completion.

END OF SECTION 06 41 00

SPECIFICATIONS – DIVISION 07 20 00
THERMAL AND ACOUSTIC INSULATION

PART 1 - GENERAL

1.1 SUMMARY

A. Work includes but is not limited to following:
   1. Mineral Wool Batts or Glass Fiber Batts for acoustic insulation
   2. Thermal Insulation indicated on Drawings.

1.2 SUBMITTALS

A. Submit in accordance with the requirements of Submittal Procedures and the following:

   1. Product Data:
      a. Manufacturer's product data and installation instructions
      b. Test Reports: Upon request, submit Fire, Sound, and/or Thermal test reports from recognized test laboratories.
      c. Product Warranty documentation

PART 2 - PRODUCTS

2.1 MATERIALS

A. Sound Batt Insulation: Mineral Fiber (Stone wool) insulation for use in interior wall partitions; non-combustible; complying with ASTM C665.
   1. Thickness: 3-1/2" or to match framing depth
   2. Manufacturers/Products
      a. RockWool JM SAFE'n'SOUND
      b. Owens-Corning THERMAFIBER® FIRE & SOUND GUARD® PLUS
      c. other reviewed and accepted alternate

END OF SECTION 07 20 00

SPECIFICATIONS – DIVISION 08 20 00
WOOD DOORS

PART 1 - GENERAL

1.1 SUMMARY

A. Work includes but is not limited to following:
   1. Interior doors shall be 1 3/4" thick flush solid core veneered doors with clear half lite or flush solid core veneered where indicated on the schedule. Paint grade finish.
   2. Exterior doors shall be 1 3/4" thick solid core doors manufactured with solid wood – no veneers; half lite where indicated on schedule. Transparent finish.
   3. Door hardware to be an allowance. Coordinate door hardware with **The Tribe**.

1.2 SUBMITTALS

B. Submit in accordance with the requirements of Submittal Procedures and the following:

   2. Product Data: For each type of component indicated. Include:
      a. Manufacturer's product data and installation instructions
      b. Details of core and edge construction and trim for openings.
      c. Factory-finishing specifications.
      d. Door construction descriptions

1.3 REGULATORY REQUIREMENTS

A. Fire-Rated Wood Doors: Provide doors complying with NFPA 80 that are listed and labeled for fire ratings indicated. Base on testing according to NFPA 252.
B. Fire door assemblies shall be labeled for fire resistance and smoke control ("S" label) in accordance with UBC Standard 7-2.
   1. Meet appropriate Factory Mutual, Underwriters Laboratories, or Warnock Hersey requirements and have acceptance label permanently attached to each fire door assembly.

C. For stair doors, and where indicated or required by Building Code in exit enclosures, provide doors that have a temperature-rise rating of 450 deg F maximum in 30 minutes of fire exposure.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Obtain flush wood doors from single manufacturer

END OF SECTION 08 20 00
SPECIFICATIONS – DIVISION 08 50 00
WINDOWS

PART 1 - GENERAL

1.1 SUMMARY

B. Work includes but is not limited to following:
    1. Milgard vinyl windows, white color frame. Or similar. Window performance indicated on schedule (u-value, SHGC, VT).

1.2 SUBMITTALS

C. Submit in accordance with the requirements of Submittal Procedures and the following:

    3. Product Data: For each type of component indicated. Include:
        a. Manufacturer's product data and installation instructions.
        b. Factory-finishing specifications.
        c. Window construction descriptions.

END OF SECTION 08 50 00

SPECIFICATIONS – DIVISION 09 20 00
GYPSUM WALLBOARD

PART 1 - GENERAL

1.1 SUMMARY

1. U.S. Gypsum "Sheetrock" or Approved, 5/8"-thick, tapered edges for interior walls and ceilings. Install board, tape, and spackle joints in accordance with manufacturer's directions. Provide external metal corners. Finish smooth wall. Level 4.
    a. Apply two layers of 5/8" – thick on partition walls between offices indicated on plans. Both sides.
2. U.S. Gypsum "Mold Tough" or Approved, 5/8" - thick, tapered edges for bathroom walls and ceilings.

END OF SECTION 09 20 00

SPECIFICATIONS – DIVISION 09 60 00
FLOORING

PART 1 - GENERAL

1.1 SUMMARY

1. Luxury vinyl tile throughout interior space. Finishes to be coordinated with **The Tribe**. Submit samples for verification.

END OF SECTION 09 60 00

SPECIFICATIONS – DIVISION 09 90 00
PAINTINGS & COATINGS

PART 1 - GENERAL

1.1 SUMMARY

1. Interior -
    a. Trim - to be painted white. Benjamin Moore. Coordinate color with **The Tribe.**
    b. GWB walls and ceilings – Paint – two coats latex paint over primer finish. In bathrooms two coats acrylic "satin" finish over primer finish. Coordinate color.
2. Exterior -
    a. All existing to remain trim to be repainted. Color to be coordinated with **The Tribe**.
        i. New trim to be painted to match existing
    b. New exterior lap siding to be painted. Color to be coordinated with **The Tribe**.

2.1 MANUFACTURERS

A. All paint to be Benjamin Moore or similar.

END OF SECTION 09 90 00

SPECIFICATIONS – DIVISION 22 00 00
DESIGN/BUILD PLUMBING SYSTEMS

1.1 SUMMARY

A. Contractor to complete full plumbing system design including but not limited to fixtures, piping, controls, valves, and other system components required for a full and complete working plumbing system; and submit engineer-stamped drawings to **Tribe** for review prior to construction.

    i. Design shall utilize existing components and equipment to the greatest degree feasible, with modifications to accommodate revised layout.

    ii. Design scope shall include coordination of plumbing systems with requirements of other design/build components, including but not limited to electrical systems, heating, ventilation, air conditioning, and low-voltage electrical systems.

    iii. Design scope shall include up to the point of connection to the water meter.

B. Schematic plumbing fixture layout included in the Drawings is intended to indicate the general scope of required systems. Fixture types indicated in Drawings are intended to show type and intent only. Contractor shall be responsible for proposing specific fixtures, controls, accessories, and other components required for complete installation.

C. Contractor shall be responsible for coordinating inspection requirements with the **Tribe's** building officials.

   i. Work under this section shall be designed to comply with the Uniform Plumbing Code, State of Washington Building Code, Washington State Energy Code, and the Americans with Disabilities Act.

   ii. Contractor shall obtain permits and pay fees required by governmental agencies having jurisdiction over this work.

   iii. Contractor shall arrange for inspections required during construction. On completion of work, furnish satisfactory evidence to show all work installed in accordance with codes.

D. Contractor shall furnish and install all materials, products, and equipment necessary to provide a complete and functional installation of plumbing systems as indicated above.

END OF SECTION 22 00 00

SPECIFICATIONS – DIVISION 23 00 00
DESIGN/BUILD HVAC SYSTEMS

1.1 SUMMARY

A. Contractor to complete full heating, ventilation, and air conditioning (HVAC) system design including but not limited to fans and equipment, distribution ductwork, supply and return registers, and other system components required for a full and complete working HVAC system; and submit engineer-stamped drawings to architect for review prior to construction.

   i. Design shall utilize existing components and equipment to the greatest degree feasible, with modifications to accommodate revised layout.
   ii. Design scope shall include coordination of HVAC systems with requirements of other design/build components, including but not limited to electrical systems, plumbing systems, and low-voltage electrical systems.
   iii. Design scope shall include up to the point of connection to the electrical panel.

B. Schematic diffuser and register locations shown on the Drawings are intended to indicate the general scope of required systems and approximate dimensions of visible components. Contractor shall be responsible for proposing specific equipment, fixtures, distribution routing, controls, accessories, and other components required for complete installation.

C. Contractor shall be responsible for coordinating permit and inspection requirements with the **Tribe's building officials** and the Dept of L&I for electrical inspections.

   i. Work under this section shall be designed to comply with the International Mechanical Code, State of Washington Building Code, Washington State Energy Code, Requirements of OSHA, EPA and WISHA, National Fire Protection Association Codes, ASME codes for boiler and pressure vessels, SMACNA HVAC Duct Construction Standards, latest edition, and all local and state amendments.
   ii. Contractor shall obtain permits and pay fees required by governmental agencies having jurisdiction over this work.
   iii. Contractor shall arrange for inspections required during construction. On completion of work, furnish satisfactory evidence to show all work installed in accordance with codes.

D. Contractor shall furnish and install all materials, products, and equipment necessary to provide a complete and functional installation of HVAC systems as indicated above.

END OF SECTION 23 00 00
SPECIFICATIONS – DIVISION 26 00 00
DESIGN/BUILD LINE VOLTAGE ELECTRICAL SYSTEMS

1.1 SUMMARY

B. Contractor to complete full electrical system design including but not limited to sub-metering, lighting, power, panels, circuiting and switching; and submit engineer-stamped drawings to architect for review prior to construction.

   i. Design shall utilize existing components and equipment to the greatest degree feasible, with modifications to accommodate revised layout.
   ii. Design scope shall include coordination of power and other electrical requirements of other design/build components, including but not limited to heating, ventilation, air conditioning, and low-voltage electrical systems, **including fire alarm system.**
   iii. Design scope shall include up to the point of connection to the electrical panel.

C. Schematic lighting layout included in the Drawings is intended to indicate the general scope of required lighting. Fixture types indicated in Drawings are intended to show type and intent only. Contractor shall be responsible for proposing specific fixtures, controls, accessories, and other components required for complete installation. **Contractor shall also be responsible for designing and building the required fire alarm system. The Tribe uses Intellisystems for all of the Fire alarm systems.**

D. Contractor shall be responsible for coordinating permit and inspection requirements with the **Tribe**'s **building officials** and Dept of L&I for electrical inspections.

   i. Work under this section shall be designed to comply with State of Washington Electrical Code, Electrical Safety Code, applicable rules and regulations and OSHA and Washington Industrial Safety and Health Act.
   ii. Contractor shall obtain permits and pay fees required by governmental agencies having jurisdiction over this work.
   iii. Contractor shall arrange for inspections required during construction. On completion of work, furnish satisfactory evidence to show all work installed in accordance with codes.

D. Contractor shall furnish and install all materials, products, and equipment necessary to provide a complete and functional installation of electrical systems as indicated above.

END OF SECTION 26 00 00
SPECIFICATIONS – DIVISION 28 00 00
DESIGN/BUILD LOW-VOLTAGE ELECTRICAL SYSTEMS

1.1 SUMMARY

A. Contractor to complete full low-voltage systems design including but not limited to modification of existing fire alarm system, security/CCT systems, lighting control system, and telecom systems, and other components required for full and complete working low-voltage systems; and submit drawings to architect for review prior to construction.

   i. Design shall utilize existing components and equipment to the greatest degree feasible, with modifications to accommodate revised layout.
   ii. Design scope shall include coordination of low-voltage systems with requirements of other design/build components, including but not limited to HVAC systems, electrical systems, and plumbing systems.

B. Schematic telecom component locations to be coordinated with the **Tribe's IT department**. Contractor shall be responsible for proposing specific equipment, fixtures, distribution routing, controls, accessories, and other components required for complete installation, in coordination with the **Tribe's IT department**. The Tribe has a list of IT requirements below to follow during the bidding process.

C. Contractor shall be responsible for coordinating permit and inspection requirements with the Tribe's building officials and/or Kitsap County.

   i. Work under this section shall be designed to comply with the International Fire Code, local Fire Marshal requirements, State of Washington Building Code, Washington State Energy Code, and National Fire Protection Association Codes.
   ii. Contractor shall obtain permits and pay fees required by governmental agencies having jurisdiction over this work.
   iii. Contractor shall arrange for inspections required during construction. On completion of work, furnish satisfactory evidence to show all work installed in accordance with codes.

D. Contractor shall furnish and install all materials, products, and equipment necessary to provide complete and functional installation of low-voltage systems as indicated above.

1.2 Owner's (**The Tribe**) New Construction Network Infrastructure Guidelines

PGST New Construction Network Infrastructure Guidelines

(CAT6, Fiber, and IT Department Coordination)

1. Purpose

These guidelines ensure that all new construction, renovation, and expansion projects meet PGST IT department standards for network infrastructure. Proper planning and IT involvement prevents costly rework, ensures system compatibility, and supports long-term scalability.

2. IT Department Engagement Requirement

2.1 Mandatory IT Notification

- The **IT Department must be notified at the project planning stage**—*before architectural plans are finalized*.
- IT must review **all low-voltage, communications, and network-related drawings**.
- **No cabling work may begin until IT provides written approval**.

2.2 Pre-Construction Requirements

Before sign-off, IT must confirm:

- Network closet locations and sizes
- Conduit and pathway designs
- Cable counts and specifications
- Fiber entry points and routing
- Rack/equipment layouts
- Environmental requirements (power, cooling, grounding)

2.3 Final Sign-Off

- IT must inspect and sign off on **all network cabling installations** prior to:
  - Walls being closed
  - Ceiling installation
  - Electrical final inspections
- Any cabling installed without IT approval may be subject to removal or rework at the contractor's expense.

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3. Cabling Standards

3.1 Copper Cabling (CAT6)

- All horizontal data cabling shall be **CAT6 (min.)**, plenum-rated where required.
- Maximum horizontal cable length: **90m permanent link + 10m patch cords**.
- Use **T568B termination standard** unless otherwise directed.

- Cables must be **home-run to the designated network closet**—**no mid-runs or splicing**.
- Install **three data drops minimum** per workstation unless specified otherwise.

Workmanship Requirements

- Maintain bend radius: 4× cable diameter minimum.
- No kinks, tight ties, or cable crushing.
- All cable pathways must be supported every 4–5 feet.

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4. Fiber Optic Standards

- All backbone connections must use **single-mode fiber**, except where multi-mode is explicitly required.
- Minimum fiber count per building entry or riser: **12-strand SMF**.
- Fiber must terminate in approved **rack-mounted LIUs** (fiber distribution panels).
- All fiber runs must be tested with **OTDR and light-source power meter**; results must be provided to IT.

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5. Network Closets (IDF/MDF)

5.1 Physical Requirements

- Secure access: controlled by IT.
- Dedicated electrical circuits for network gear (min single 20a circuit for sole use)
- No plumbing, sprinklers pointing at racks, or shared mechanical use.
- Minimum clearances:
  - **3 ft** clearance in front and back of racks.
  - **36 sq ft** minimum room footprint (larger recommended for >48 ports).

5.2 Environment

- Temperature: **64–75°F**.
- Humidity: 30–55%.

- Dedicated grounding system.

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6. Pathways, Conduit, and Infrastructure

- Install cable trays or J-hooks in hallways and above ceilings.
- Minimum conduit size to each room: **1 inch**, with pull-strings.
- Large pulls or multi-drop rooms require 1.5–2" conduit.
- Pathways must be fully accessible and not obstructed by other trades.

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7. Labeling and Documentation

- All cables must be **labeled at both ends** using a permanent printed label.
- Labels must match floor plans and patch panel numbering.
- Contractor must provide:
  - As-built drawings
  - Cable test results (pass/fail/length)
  - Fiber test results (OTDR + power test)

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8. Inspections and Quality Assurance

8.1 IT Inspections (Mandatory)

- Rough-in inspection
- Pre-closure inspection (before walls/ceilings close)
- Final installation inspection

8.2 Failure to Comply

Non-compliant work must be corrected at the contractor's expense.

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9. Change Management

Any changes to cabling counts, closet locations, pathways, or network design must be:

- Coordinated with the IT Department
- Documented
- Approved **before** implementation

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10. Contact Information

Before beginning any low-voltage work, contractors must contact the IT Department at:
itstore@pgst.nsn.us **– General IT email account**

Jimmie Bidtah – IT Director jbidtah@pgst.nsn.us

Kyle Carpenter – Sr. Network Technician kylec@pgst.nsn.us

END OF SECTION 28 00 00