CITY OF FORT WAYNE MASTER UPDATED: 1/5/15

SECTION 01 65 00

Product Delivery Requirements

1. GENERAL
	1. DESCRIPTION
		1. Scope:
			1. This Section includes the General Requirements for preparing for shipping, delivering, and handling materials and equipment.
			2. Contractor shall make all arrangements for transporting, delivering, and handling of materials and equipment required for prosecution and completion of the Work.
			3. When required, move stored materials and equipment without additional compensation and without changes to the Contract Times.

NTS: Section “1.2” is to be included if project is bid on unit price basis. Section to be deleted or revised if project is to be bid on lump sum basis.

* 1. MEASUREMENT AND PAYMENT
		1. This item is to be included in overall Project cost and not bid as a separate Work item.
	2. SUBMITTALS
		1. Refer to individual Specification Sections for submittal requirements relative to delivering and handling materials and equipment.
	3. PREPARING FOR SHIPMENT
		1. When practical, factory-assemble materials and equipment. Match mark or tag separate parts and assemblies to facilitate field assembly. Cover machined and unpainted parts that may be damaged by the elements with strippable, protective coating.
		2. Package materials and equipment to facilitate handling, and protect materials and equipment from damage during shipping, handling, and storage. Mark or tag outside of each package or crate to indicate the associated purchase order number, bill of lading number, contents by name, Owner’s contact name and number, Contractor name, equipment number, and approximate weight. Include complete packing lists and bills of materials with each shipment.
		3. Protect materials and equipment from exposure to the elements and keep thoroughly dry and dust-free at all times. Protect painted surfaces against impact, abrasion, discoloration, and other damage. Lubricate bearings and other items requiring lubrication in accordance with manufacturer’s instructions.

NTS: For major equipment items, Owner and Engineer may wish to be present to observe delivery. If so, designate the specific equipment item(s) such that Contractor and Engineer will not be overburdened with notifications of delivery. Insert at No. 1 the name of the material or equipment item. Expand as required. If advance notification is not required, delete Paragraph “D” below.

* + 1. Advance Notice of Shipments:
			1. Keep Engineer informed of delivery of all materials and equipment to be incorporated in the Work.
			2. Upon receipt of Supplier’s advance notice of shipment, at least seven days prior to delivery of materials and equipment, provide Engineer written notification of anticipated date and place of arrival of the following:
				1. (--1--).
		2. Do not ship materials and equipment until:
			1. Related Shop Drawings, Samples, and other submittals have been approved or accepted (as applicable) by Engineer, including, but not necessarily limited to, all Action Submittals associated with the materials and equipment being delivered.
			2. Manufacturer’s instructions for handling, storing, and installing the associated materials and equipment have been submitted to and accepted by Engineer in accordance with the Specifications.
			3. Results of source quality control testing (factory testing), when required by the Contract Documents for the associated materials or equipment, have been reviewed and accepted by Engineer.
			4. Facilities required for handling materials and equipment in accordance with manufacturer’s instructions are in place and available.
			5. Required storage facilities have been provided.
	1. DELIVERY
		1. Scheduling and Timing of Deliveries:
			1. Arrange deliveries of materials and equipment in accordance with the accepted Progress Schedule and in ample time to facilitate inspection prior to installation.
			2. Schedule deliveries to minimize space required for and duration of storage of materials and equipment at the Site or delivery location, as applicable.
			3. Coordinate deliveries to avoid conflicting with the Work and conditions at Site, and to accommodate the following:
				1. Work of other contractors and Owner.
				2. Storage space limitations.
				3. Availability of equipment and personnel for handling materials and equipment.
				4. Owner’s use of premises.

NTS: Allow for other delivery times as coordinated with Engineer/Owner. Contractor must accept delivery.

* + - 1. Deliver materials and equipment to the Site during regular working hours.
			2. Deliver materials and equipment to avoid delaying the Work and the Project, including Work of other contractors, as applicable. Deliver anchor system materials, including anchor bolts to be embedded in concrete or masonry, in ample time to avoid delaying the Work

NTS: Edit Paragraph “B” to suit the project.

* + 1. Deliveries:
			1. Shipments shall be delivered with Contractor’s name, Subcontractor’s name (if applicable), Site name, Project name, and Contract designation (example: “ABC Construction Co., City of Somewhere, Idaho, Wastewater Treatment Plant Primary Clarifier Improvements, Contract 25, General Construction”) clearly marked.
			2. Site may be listed as the “ship to” or “delivery” address; but Owner shall not be listed as recipient of shipment unless otherwise directed in writing by Engineer.
			3. Provide Contractor’s telephone number to shipper; do not provide Owner’s telephone number.
			4. Arrange for deliveries while Contractor’s personnel are at the Site. Contractor shall receive and coordinate shipments upon delivery. Shipments delivered to the Site when Contractor is not present will be refused by Owner, and Contractor shall be responsible for the associated delays and additional costs, if incurred.
		2. Containers and Marking:
			1. Have materials and equipment delivered in manufacturer’s original, unopened, labeled containers.
			2. Clearly mark partial deliveries of component parts of materials and equipment to identify materials and equipment, to allow easy accumulation of parts, and to facilitate assembly.
		3. Inspection of Deliveries:
			1. Immediately upon delivery, inspect shipment to verify that:
				1. Materials and equipment comply with the Contract Documents and approved or accepted (as applicable) submittals.
				2. Quantities are correct.
				3. Materials and equipment are undamaged.
				4. Containers and packages are intact and labels are legible.
				5. Materials and equipment are properly protected.
			2. Promptly remove damaged materials and equipment from the Site and expedite delivery of new, undamaged materials and equipment, and remedy incomplete or lost materials and equipment to furnish materials and equipment in accordance with the Contract Documents, to avoid delaying progress of the Work.
			3. Advise Engineer in writing when damaged, incomplete, or defective materials and equipment are delivered, and advise Engineer of the associated impact on the Progress Schedule.
	1. HANDLING OF MATERIALS AND EQUIPMENT
		1. Provide equipment and personnel necessary to handle materials and equipment, including those furnished by Owner, by methods that prevent soiling or damaging materials and equipment and packaging.
		2. Provide additional protection during handling as necessary to prevent scraping, marring, and otherwise damaging materials and equipment and surrounding surfaces. No onsite storage facilities will be available for use by the Contractor, unless otherwise noted.
		3. Handle materials and equipment by methods that prevent bending and overstressing.
		4. Lift heavy components only at designated lifting points.
		5. Handle materials and equipment in safe manner and as recommended by the manufacturer to prevent damage. Do not drop, roll, or skid materials and equipment off delivery vehicles or at other times during handling. Hand-carry or use suitable handling equipment.
		6. The Contractor shall not block or restrict the use of public right-of-way, access roads, or private property with stored materials.
		7. The Contractor shall not store products where they interfere with operations of the Owner or other contractors.
1. PRODUCTS (Not Used)
2. EXECUTION (Not Used)

+ + END OF SECTION + +