

Project Manual

East Travel Plaza Interior Finish 5621 Outlets at Tejon Parkway Wheeler Ridge, CA 93203

Owner:

TA Operating, LLC
24601 Center Ridge Rd
Westlake, OH 44145

Date:

September, 2019

Owners Representatives:

JD Satterwhite (Design & Engineering Mgr)
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Invitation to Bid

On behalf of the Owner

TA Operating LLC
24601 Center Ridge Rd
Westlake, OH 44145

Project

East Travel Plaza
Interior Tenant Finish
5621 Outlets at Tejon Parkway
Wheeler Ridge, CA 93203

Owners Representatives

JD Satterwhite (Design & Engineering Mgr)
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Westlake, OH 44145
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You are invited to submit a proposal on the Bid Form included in this Project Manual, for the interior finish of the East Travel Plaza, located at 5621 Outlets at Tejon Parkway in Wheeler Ridge, CA, in accordance with Instructions to Bidders, provided in this manual

Proposals must be received no later than 5pm EST, September 25, 2019. Bid Form and Spreadsheet Breakdown shall be uploaded to the following link:

<https://www.dropbox.com/request/K1TUUEiqL106kKJb7NU4>

Invited Bidders will receive one complete electronic set of bid documents, confirmed in stages by email

Owner reserves the right to award more than one Contract on the Project

Owner reserves the right to reject any or all bids and to waive any informality in bidding

All Bidders shall be bondable and shall carry all licenses required to practice as a Contractor for this Project, where required to do so by law, to submit the proposal. By submitting a proposal, Bidder represents and warrants that bidder will keep any and all licenses in force for the duration of the Project.

A pre-bid meeting will not be held for the project. Please direct all inquiries to JD Satterwhite, (contact information above)

A 'Silent Period' will be observed three days prior to bid opening. No questions will be answered during this period.

Supplementary Instructions to Bidders

- **Bid Procedure** - Submit bid breakdown of cost on provided spreadsheet in addition to bid proposal
- **Rejection of Bids** - Any exceptions or clarifications deleting items required by the Contract Documents may cause the bid to be rejected.
- **Submittals** - Bidder shall, within 24 hours of bid opening, submit the following on company letterhead to the same bid link provided above:
 - Designation of the work to be performed by the Bidder with his own forces
 - Proprietary names and suppliers of principal items or systems of materials and equipment proposed for the work
 - List of names of the Subcontractors and other persons or entities, (including those who are to furnish materials or equipment fabricated to a special design), proposed for the principal portions of the work
 - Proposed Substitution Listing, (form provided in this manual)
- **Performance Bond and Payment Bond** - Include the cost of furnishing Performance and Payment Bonds in your bid and in the Bid Breakdown of Cost

Unit Price

- **General**
 - Introductory information, bidding, and contracting requirements as well as Construction Products apply to this section
 - The inclusion of Unit Prices in Bid by Bidder is representation that he will perform in all respects necessary for compliance with Contract Documents
- **Listing** - Unit Price No 1 - Performance Bond
- **Acceptance**
 - The submitting of a Unit Price does not require the Owner to accept the Unit Price in any specific quantity
 - The Owner may accept any or all Unit Price Proposals

Bid Form

Name of Bidder

Address

Date

To TA Operating LLC
24601 Center Ridge Rd
Westlake, OH 44145

Bidder:

The Undersigned, in compliance with the Invitation to Bid for an interior finish of the East Travel Plaza in Wheeler Ridge, CA, having examined the Contract Documents and Site of the proposed Work, and being familiar with all conditions surrounding construction of the proposed Project including availability of labor, hereby propose to furnish everything necessary for and incidental to completion of said Work in compliance with the Contract Documents, within the time line set forth and amounts stated below. These amounts, when accepted are to cover all expenses incurred in performing Work required under the Contract Documents of which this Proposal is a part.

I / We acknowledge receipt of the following addenda:

Addenda Number	Date Received
1. _____	_____
2. _____	_____
3. _____	_____

I / We propose to furnish everything necessary for and incidental to satisfactory completion of all Work called for, shown, or implied from the Contract Documents, for the following stipulated sum:

Bid Cost Breakdown (Common Area)

\$ _____

Bid Cost Breakdown (Dunkin / Baskin Robbins)

\$ _____

Bid Cost Breakdown (Jamba Juice)

\$ _____

Bid Cost Breakdown (Charleys Cheesesteak)

\$ _____

Total Base Bid (combination of all four categories)

\$ _____

(Submit Bid Breakdown of Cost showing all various branches of the Work in its entirety included in the amount shown above on provided Excel spreadsheet Schedule of Values)

Unit Price - 'Performance Bond'

Deduction - \$ _____

The Bidder guarantees to complete the work within _____ calendar days from date shown on Owner's Notice to Proceed. Normal weather delays are included. Time is of the essence.

Should the Owner elect or require changes in the scope of this work, the Contractor agrees to limit the total mark-up to _____ % for actual costs of the Owner specified changes in the work.

The Bidder shall commence work within ten (10) days of receipt of Notice to Proceed issued by Owner and shall achieve substantial completion in accordance with the contract including any modification of time. Time is of the essence for this contract. Bidder agrees that for each and every day the work remains unfinished beyond the time stated in the contract, he shall, in accordance with the provisions of this Contract, pay to Owner, as liquidated compensatory damages, the amount of \$2,400.00 each and every day the work remains unfinished beyond the time stated in the contract.

In case there shall not be sufficient money due or to become due, said Bidder under this contract, then said Bidder shall pay to Owner the sums required so that the sums retained from the contract and the sums paid from the Bidder's resources equal the liquidated compensatory damages. In view of the difficulty of estimating damages, said sums are hereby agreed upon, fixed and determined by the parties hereto as liquidated compensatory damages that the Owner will suffer by reason of the failure of the Bidder to complete the work within the time agreed upon, and such daily compensation shall apply to each portion of said work after the time herein agreed upon for its completion. The Bidder shall notify all Sub-Contractors of the completion date and liquidated damages clause.

This bid shall remain in full force and effect for not less than sixty (60) days, following the date for opening of the Bids. In submitting this bid, it is understood that the right is reserved by the Owner to reject any and all bids either before or after the bid opening.

In submitting this bid, the bidder understands the successful Bidder will be required to execute a contract in accordance with this bid

Within 24 hours of this bid, the apparent low bidder agrees to submit the required data in accordance with the 'submittals' section, detailed earlier in this manual.

Signed: _____ Date: _____

Title: _____

Name: _____ Corporate Seal

Address: _____

License Type - _____

License Number - _____

Proposed Substitution Listing

Bidder: _____

Address: _____

Date: _____

The Base Bid proposed by the undersigned, on the Bid Form is for the Work in the Contract Documents. However, the undersigned proposes the following substitutions for the Owner's consideration. Should the Owner accept any or all of the proposed substitutions, the Bidder's proposed "Base Bid" will be reduced by the amount shown.

Specified Product/ Material	Drawing Sheet Reference:	Proposed Substitution:	Proposed Total Reduction in Contract Sum:
_____	_____	_____	\$ _____ .00
_____	_____	_____	\$ _____ .00
_____	_____	_____	\$ _____ .00
_____	_____	_____	\$ _____ .00
_____	_____	_____	\$ _____ .00
_____	_____	_____	\$ _____ .00
_____	_____	_____	\$ _____ .00
_____	_____	_____	\$ _____ .00

BIDDER:

by _____

Provide signature identical to that shown on bid form

The Agreement

Standard form of agreement between Owner and Contractor shall:

- Be included in Contract Documents by reference
- Be in full force and effect as if repeated herein
- Be secured from any source having legal authority to sell AIA Documents
- Be bound into the final signed Contract

Combined Bonds

Performance Bond and Payment Bond shall:

- Be included in Contract Documents by reference
- Be in full force and effect as if repeated herein
- Be secured from any source having legal authority to sell AIA Documents
- Be bound into the final signed Contract

Lien Bonds

TA Provided Form

Contractors affidavit of payment of debts and claims
Contractors affidavit of release of liens
Consent of surety to final payment
Consent of surety to reduction in or partial release retainage

Shall:

- Be included in Contract Documents by reference
- Be in full force and effect as if repeated herein
- Be secured from any source having legal authority to sell AIA Documents
- Be bound into the final signed contract

The Contractor shall submit lien waivers and release forms for all Subcontractors, material men and suppliers, and also any City, County, or private utility companies or anyone of them who has performed work on the project when a request for payment includes the interest of any of them.

Application for Payment

Owner shall retain ten percent (10%) of the amount due Contractor on account of progress payments

Substantial Completion

As a condition precedent to issuance of substantial completion, Contractor shall, on his letterhead and notarized where required for legal acceptance, certify the following:

- Contract documents have been reviewed by Contractor
- Work has been inspected for compliance with contract documents by all agencies having jurisdiction
- Work has been completed in accordance with contract documents and all applicable codes and legal ordinances and laws
- Equipment and systems have been tested as required, and are operational

Final Completion and Final Payment

- Submit written notice on forms acceptable to Owners Rep that work is ready for final inspection
- In addition to other requirements for final payment, as a condition precedent to final payment, Contractor shall:
 - Maintain an accurate record of all changes in contract documents, and upon completion transfer all changes to a permanent set of reproducible documents. Furnish Owners Rep an electronic version of the record drawings and project manual. These drawings and changes in the project manual shall be hereinafter referred to as 'Record Documents'
 - Thoroughly coordinate changes with record documents, making adequate and proper entries on each sheet of drawings and other documents where such entry is required to show the change properly. Accuracy of records shall be such that future searches for items shown in contract documents may reasonably rely on information obtained from the project record documents. Date all entries. Call attention to the entry by a 'cloud' drawn around the area or areas affected.
 - This requirement extends to accurately locating all underground work, (except work furnished and installed by the Owner), to above ground monuments and benchmarks, etc. Locate all bends, runs, crossovers and other conduit and piping. Indicate accurate locations of electrical and signal wire/data locations in similar manner. Where lines/pipes cross, indicate relative position of each in vertical grade elevation. All dimensioning shall be rounded to the nearest 3" increments.
- In addition to other requirements for final payment, as a condition precedent to final payment, Contractor shall furnish three complete copies of Operation and Maintenance data information manuals, as follows, in a clear and concise format
 - Prepare a preliminary draft of each proposed manual
 - Show general arrangement, nature of contents in each portion, probably number of drawings and their size, and proposed method of binding and covering
 - Secure Owners Rep approval prior to proceeding with Operation and Maintenance manuals
 - Information not incidental to operation and maintenance shall not be included in manual. Inclusion of non-essential information shall cause rejection of this work as defective.
 - Complete the manuals in strict accordance with approved preliminary drafts
 - Manuals shall be inserted in a 3-ring binder, properly divided into annotated sections which shall include information about every item of work requiring operation or maintenance or testing.
 - If drawings are included in manual, they shall be as close as possible to 11" in height, bind in with text, (foldouts acceptable – larger drawings acceptable but fold to fit within the manual and provide a drawings pocket inside rear cover or bind in with text)
 - Measurements - Provide all measurements in US standard units
 - Provide front and back covers for each manual, using durable material approved by Owners Rep, and clearly identified on or through the cover with at least the following information:
Operating and Maintenance Instructions
Name and Address of Work
Name of Contractor
General Subject of this Manual
 - Contents to include at least the following:
 - Neatly typewritten index near front of manual, giving immediate information as to location within manual of all emergency information regarding installation
 - Complete instructions regarding operation and maintenance for all equipment involved, including lubrication, disassembly and reassembly
 - Complete nomenclature of all parts of all equipment
 - Complete nomenclature and part number of all replaceable parts, name, and address of nearest vendor, and all other data pertinent to procurement procedure
 - Copy of all guarantees, warranties, and bonds
 - Manufacturer's bulletins, cuts, and descriptive data, where pertinent, clearly indicating precise items included in this installation and deleting or otherwise clearly indicating all manufacturers data with which this installation is not concerned.
 - Such other data as required in other sections of this manual or specs in drawing set
 - Attach all warranties as required by general conditions and/or which normally accompany a building construction system or component and is available by manufacturer.

Test and Inspections

- Contractor shall be responsible for all additional testing costs incurred due to improper workmanship, or failure of equipment or materials, or noncompliance with contract documents
- Notify Owners Rep of work or products failing test procedures or inspections. Notification shall mean by telephone until Owners Rep is reached and full information regarding failure is transmitted. Following report to Owners Rep, Contractor shall submit written report outlining Reps response and corrective action.
- All test results, regardless of findings shall be furnished to Owners Rep at the same time results are forwarded to any other person or company.

General Conditions

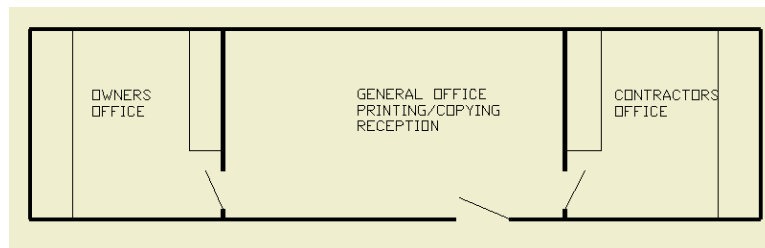
General conditions of the contract for construction shall:

- Be included in contract documents by reference
- Be in full force and effect as if repeated herein
- Be secured from any source having legal authority to sell AIA Documents
- Be bound into the final signed contract

Supplementary Conditions

The Work

- The term Work also includes providing a construction office which shall be mechanically heated and/or cooled to acceptable code standards and which will meet all applicable Codes regarding this use. Construction office shall be available for Architect's and/or Owner's use during inspection and observation visitations and shall contain rooms and equipment as indicated.



- The term Work also includes the construction office to have a full time completely functional fax machine, which shall be connected to a dedicated phone line, and two additional dedicated phone lines of which one shall be unlisted and shall not be made available for incoming calls.
- The term Work also includes a full time office assistant who shall be in attendance when the construction office is open and available for use. The full time assistant shall be fully trained in the use of all office machinery and shall be capable of all office duties incidental to the function of a construction office.
- The term Work also includes a full time laborer who shall be available at any time for performing duties in connection with recordings, storage, and authenticating products and materials delivered to the site.

Supervision and Construction Procedures

- Contractor shall locate and protect control points and reference points, including all property survey pins and Bench Marks. If Owner furnished survey pins are lost or destroyed, replace same and furnish certification from Owner's surveyor that replaced pins and monuments are in proper location. Contractor shall pay for recertification.
- No dogs, children, or pets of any kind are allowed on site during the construction
- No radios or audio devices of any type are allowed on site during the course of construction. Radio or audio devices discovered on site are subject to confiscation. This includes radio and audio devices within private vehicles. This provision does not apply to two-way communication devices.
- To the extent permitted by law, Contractor may furnish and install one maximum 4' x 8' Contractor identification sign indicating his presence on site, on, or immediately adjacent to the construction office. Should the Contractor elect to install said identification sign, it shall include the Project name. Submit to Owners Rep for approval. Should the Contractor not elect to furnish and install his own identification sign he shall install the Owner's furnished identification sign in a like manner.

Permits, Fees and Notices

Where the Building Permit, including plan examination fees (and Certificate of Occupancy), can be secured and paid for by Owner, the Owner shall secure same. Licensed subcontractors, (Mechanical, Electrical, and Plumbing), shall secure their own permits and fees, and those prices shall be included in their bid.

Contractors Construction Schedules

- Contractor shall submit to Owners Rep the construction schedule within five days of contract award, in both hard copy and digital form
- Contractor shall be entitled to rely on the Owner to perform work in accordance with the mutually agreed Contractors construction schedule. The Owner shall be entitled to rely on the Contractor to perform work in accordance with the mutually agreed Contractors construction schedule. Timely changes in writing to the contractors construction schedule, having mutual acceptance by the Contractor and Owner shall not be grounds for a claim for additional time or money by the Owner or Contractor
- Contractors construction schedule shall be itemized so as to identify the following milestones for inspection. Should work not be ready as necessary for inspection as indicated in Contractors construction schedule, subsequent additional inspection shall be at Contractors expense.
 - All underground utilities, (plumbing, electrical, etc), before backfill, including testing and photographing
 - All concrete flatwork, footings, foundations, grade beams, and concrete bases, including reinforcing before concreting begins
 - Structural framing and roof sheathing, including all connectors and blocking, curbs, and openings
 - HVAC items including all ductwork and penetrations
 - All thermostat locations and rough-ins
 - All roof-top units, duct turning, and dampening vanes
 - Main electrical service, feeders, panel and transformer rough-ins
 - All feeders and wiring
 - All electric to exterior utilization devices, lights, signs, etc
 - Plumbing rough-in and all fixtures, including insulation where applicable
 - All valve boxes
 - All water heaters, softeners, booster heaters, pumps, valves, and shut-offs
 - All wall and ceiling surfaces that conceal any of the above noted items.
- Do not conceal any of the above wall surfaces until inspection has been made or waived. Do not backfill any of the above until inspection has been made or waived

Cutting and Patching

- Provisions of this article apply equally to cutting and patching required to remove and replace defective work, to uncover work for inspections or testing and for observations as required in the contract documents.
- Provisions of this article apply equally to the terms excavation and backfill, uncover and replacing, and removed and reinstall or any terms indicating similar procedures
- Submit to Owners Rep, when requested, complete reports and recommendations from experts suitable to Owners Rep that outline and certify methods and techniques to be utilized in cutting and patching that will maintain structural integrity and continued performance of affected and adjacent portions of the work
- When such requests are made, do not proceed with work of this section without prior written authorization from the Owners Rep

Cleaning Up

At acceptance and occupancy of Project by Owner, Contractor shall have all portions of Work in a finished and clean condition ready for use without additional work or attention by Owner. All areas and surfaces shall be clean and dust free; windows shall be washed inside and outside and free from paint spatters or other marks, and sills and mullions washed; floors shall be washed or vacuumed; walls shall be dusted and washed if necessary; counter tops shall be washed and free of all marks and labels; plumbing fixtures shall be thoroughly cleaned and all labels removed; light fixtures shall be cleaned and lenses washed; remove stains, spots, marks and dirt from decorated work; clean hardware. Contractor shall also comply with all special cleaning instructions contained in the specifications. Unless specifically directed otherwise by the Owners Rep in writing, broom clean all paved areas on the site and public paved areas adjacent to the site. Completely remove all debris from area.

Owners Rep Administration of the Contract - Meetings

- Owners Rep shall conduct regular meetings with Contractor. Contractor may invite his authorized representatives and Sub-contractors. Participants shall mutually agree upon the place of meeting.
- Agenda for meeting shall include:
 - Review of Contractors construction schedule
 - Review of contract documents and forms
 - Review of contractors bonded security service
 - Transfer of documents required in contract documents
- To maximum extent possible, assign the same person to represent Contractor at all meetings
- Contractor shall take minutes on relative issues discussed, and shall submit for Owners review at end of meeting. Unless minutes are challenged in writing within 7 days of meeting, they will be accepted as proper and approved by Contractor and Owner
- Contractor shall attend other meetings as Owners may require at project location, and shall attend milestone meetings

Modifications to the Contract

- General
 - Introductory information, bidding and contracting requirements, construction products and activities apply to this work
 - Changes in the work shall be accomplished through construction change directive or through a written order for minor changes. Change order form will be provided by the Owner

- Products - Modification work shall be performed under applicable provisions of the contract documents
- Execution
 - Change order work shall proceed promptly unless otherwise provided in the change order
 - Construction change directives work shall proceed promptly regardless of contractor agreement with contract time or sum

General Requirements

Summary of Work

General

- Related Documents
 - Introductory information, bidding and contracting requirements and construction products and activities apply to this work
 - Unit Price bid items defined above
 - Items furnished and installed by Owner are defined below
 - Items furnished by Owner and installed by Contractor are defined below
- Scope of Project

The project includes, but not necessarily limited to, the interior finish of the existing shell known as East Travel Plaza. This includes a common dining area and public restrooms, combination Dunkin and Baskin Robbins QSR with drive thru, Jamba Juice QSR, and Charley's Cheesesteak QSR. Power to be provided for all exterior signage on structure, directional, drive thru, etc. Blocking provided for signs on structure as needed.

Products

- Materials and products, including constructed items identified as 'Items furnished and installed by Owner' and 'items furnished by Owner and installed by Contractor' shall conform to the same codes and standards applicable to work performed by the contractor and is subject to inspection by the Owners Rep pursuant to State license laws

Execution

- Codes and Standards
 - All Work, Products and Materials by the Contractor or by the Owner's own forces or his contractors shall conform in every respect to applicable Codes and Standards, including inspecting authority. In the case of conflicting Standards the most restrictive Standard shall apply
 - Where Standards are created to insure a high quality application, the Standard most fitting the application shall be used in determining the conformance with this requirement.
 - Acceptable standards are listed in the Building Codes Standards section of the latest edition of the governing codes.
- Inspection / Responsibilities

All authority for inspection of the work lies with the Owners Rep, including reviews for conformance, discoveries, findings, etc

Items Furnished and Installed by Owner with Contractor Involvement

General

- Introductory information, bidding and contracting requirements and construction products and activities apply to this work
- Contractor shall be instructed to maintain an accurate record of all changes in Contract Documents relative to items furnished and installed by Owner, and upon completion, transfer all changes to a permanent set of reproducible documents and furnish to the Owners Rep reproducible documents. Drawings shall be the same size as the drawings used for construction and shall be capable of direct reproduction to a clear blue-line format without additional cost. Mylar, film or other reproducible medium may be used subject to Rep's approval. These drawings and changes in the Project Manual shall be hereinafter referred to as "Record Documents".
- Contractor shall be instructed to thoroughly coordinate with his personnel all changes within Record Documents, making adequate and proper entries on each page of Specifications and each sheet of Drawings and other Documents where such entry is required to show the change properly. Accuracy of records shall be such that any future search for items shown in Contract Documents may rely reasonable on information obtained from the Project Record Documents. Date all entries. Call attention to the entry by a "cloud" drawn around the area or areas affected.

- Contractor shall locate all bends, runs, crossovers, and future piping. Include all runs and all underground apparatus. Indicate accurate locations of electric and signal wire/data wire locations in similar manner. Where lines/pipes cross, indicate relative position of each in vertical grade elevation. All dimensioning shall be rounded to nearest three-inch (3") increments.

List of Products and Items, indicating Contractor involvement

- **Sign Package**
Owner shall provide and install all interior and exterior signage, signage components, concrete sign bases, interior signs, canopy signs and price signs. Contractor shall furnish and install all conduit, wire, and pulling of wire, including all trenching and backfill and method of attachment, and shall make final connections. Where junction boxes are required and not furnished by the Owner, the Contractor shall furnish same. Conduit shall be installed out of view
- **Shelving**
Owner shall provide and install any retail area gondolas and shelving. Contractor shall coordinate all wire pulls, stub outs, etc that might be necessary, (task lighting, electronics displays, etc) and work with Owner's vendor through installation process.
- **Sound System**
Owner shall provide and install sound system including speakers. Owner shall provide all wire and related pulling of wire and final connection to sound systems. Contractor shall furnish and install all conduits, seal-offs, ground rods and pull cords for the sound system including speaker boxes.
- **TV & Signal Feeds**
Owner shall provide satellite dish & TV, service monitors, computer cabinet stations, and graphics. Contractor shall furnish conduit and install cable between televisions, and television antenna as directed by Owner's Representative. Contractor is responsible to run one (1) 1" conduit with two (2) lines of coaxial RG6 from each manager's office to retail area, (front of house)
- **Testing**
Contractor is required to balance HVAC system for structure through independent 3rd party vendor, and provide test / balance report showing compliance to Owners Rep.
- **Miscellaneous**
Owner shall provide and install artwork, clocks, hanging plants, and miscellaneous decorations. Contractor will install window treatments, (blinds), as needed.

Execution

- Contractor shall provide a secure storage area for Owner supplied items and shall protect them from damage and shall bear full responsibility for them prior to and following installation until relinquishment to Owner at Substantial Completion
- Contractor shall off load Owner supplied items unless noted. Owner shall request suppliers give Contractor a 24 hour notice prior to delivery or items requiring machinery or mechanical apparatus for offloading. Failure of supplier to give notice shall not relieve Contractor of obligation to offload. Fees or penalties for delays in offloading Owner supplied items shall be charged against Contractor.
- The Owner's Contractor shall furnish to the General Contractor the Record Documents and Maintenance and Operating instructions in a timely manner so as to not delay the General Contractor's Final payment.

Items furnished by Owner and installed by Contractor

General

- Introductory information, bidding and contracting requirements and construction products and activities apply to this work
- Unit Price bid items are defined above
- Owner's contractor shall be instructed to maintain an accurate record of all changes in Contract Documents relative to items furnished and installed by Owner, and upon completion, transfer all changes to a permanent set of reproducible documents and furnish to the Owners Rep reproducible documents. Drawings shall be the same size as the drawings used for construction and shall be capable of direct reproduction to a clear blue-line format without additional cost. Mylar, film or other reproducible medium may be used subject to Owners Rep approval. These drawings and changes in the Project Manual shall be hereinafter referred to as "Record Documents".
- Owner's contractor shall be instructed to thoroughly coordinate with his personnel all changes within Record Documents, making adequate and proper entries on each page of Specifications and each sheet of Drawings and other Documents where such entry is required to show the change properly. Accuracy of

records shall be such that any future search for items shown in Contract Documents may rely reasonable on information obtained from the Project Record Documents. Date all entries. Call attention to the entry by a "cloud" drawn around the area or areas affected.

List of Products and Items

- **Furniture**
Owner shall provide furniture package, (booths, tables, chairs, trash and drink stations, etc). Contractor will have finishes completed prior to delivery, and install furniture package as shown per plan, (assembly may be required) Owner shall provide and contractor shall install floor safes, (secure to slab as necessary)
- **Casework**
Owner shall provide Point of Sale (POS) casework and top. Contractor shall install casework and coordinate all wire pulls, stub outs, etc necessary for this area.
- **POS Systems**
Owner shall provide all Point of Sale (P.O.S.) equipment including surge protection, relative to functionality of P.O.S. equipment. Contractor shall provide and install all conduit, wire, pulling of wire as indicated in the Contract Documents and shall provide conduit. The Contractor must verify final connection requirement with Owner's authorized representative and make final connection.
- **QSR Finish**
Owner shall provide and install all kitchen equipment for each brand – Dunkin, Baskin Robbins, Jamba Juice and Charleys Cheesesteaks. Contractor shall make all final connections including gas, electric, and plumbing. Contractor shall notify the Owner's representative and Owner's Kitchen Equipment Contractor as to completion date of rough framing in kitchen areas.
- **Coolers / Freezers**
Owner shall provide walk-in coolers and freezers for each brand. Contractor shall provide and install insulated slab according to drawing. Contractor shall install walk-ins, including HVAC, (condensers on roof)
- **Exterior Items**
Owner shall provide and Contractor shall install all exterior patio furniture, trash cans, ash urns, etc, (assembly and/or securing to slab may be required)

Execution

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Submittal Procedures

- Introductory information, bidding and contracting requirements and construction products and activities apply to this work.
- Review, approve, and submit shop drawings, product data and samples in accordance with the contract documents
- Work performed without Owners Rep approved shop drawings may cause that portion of work to be rejected.
- Submit shop drawings as required in contract documents
- Submittals with errors or without adequate or ambiguous information shall be returned for resubmittal.

Process

- Electronic submittal shall be to both Owner Reps by email. Upload link for large attachment will be provided.
- Include full project identification and date of submittal, including dates of previous submittals.
- Show dimensions, product identification, relationship to adjacent work, and identify applicable standards such as ASTM, UL, or similar

- Modify submittals to delete information when not applicable
- Show any deviation in submittal form
- Show Contractor approval of submittal with signature
- Contractor approved submittals, containing adequate information for Owners Rep review shall be processed within two (2) weeks and returned to Contractor
- All shop drawings are to be submitted within 45 days of commencement of construction
- No product substitutions shall be submitted to Owners Rep unless in accordance with the contract documents and a modification has been issued
- All products shall be installed in accordance with the contract documents