

**Cajon Valley Union School District
Purchasing Department**

225 Roanoke Rd, El Cajon, CA 92020 Phone: (619) 588-3010
P.O. Box 1007, El Cajon, CA 92022 FAX: (619) 441-0843

District website: www.cajonvalley.net/bids

IT IS THE BIDDERS RESPONSIBILITY TO ENSURE THEY HAVE RECEIVED ALL ADDENDUMS. ADDENDUMS ARE POSTED ON THE DISTRICT WEBSITE.

INVITATION TO BID

**REQUEST FOR BID NO. 1549
IT SHOP CONVERSION PROJECT**

PRE-BID JOB WALKNone
Prospective Bidders may contact James Beard, Director of Maintenance & Operations, (619) 588-3023, beardj@cajonvalley.net, to make arrangements to visit project site

QUESTION DEADLINE: January 22, 2021, 4:00 p.m.
Questions are to be submitted by e-mail to clays@cajonvalley.net (reference Bid #1549 in the subject)

BID OPENING DATE: January 29, 2021, 1:00 p.m.
At Cajon Valley Union School District, Purchasing Department, 225 Roanoke Road, El Cajon, CA 92020

CVUSD CONTACT PERSON:

James Beard, Director, Facilities, Maintenance & Operations, (619) 588-3023, beardj@cajonvalley.net
Sharon Clay, Director, Purchasing & Logistics, (619) 588-3266, clays@cajonvalley.net

SUBMITTED BY:

_____ Name of Company

IMPORTANT NOTICE TO BIDDER: The following information should be included on the ENVELOPE when submitting your bid:

1. Name and address of bidder, Bid #, Bid opening date and time.
2. This notice should be cut out and posted on the envelope:

BID OPENING DATE: January 29, 2021	REQUEST FOR BID NO. 1549 IT SHOP CONVERSION PROJECT
BID OPENING TIME: 1:00 p.m.	BID OPENING LOCATION: CVUSD Purchasing Department 225 Roanoke Road, El Cajon CA 92020

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District Map (not to scale) Attachment A

*****Plans (including specifications) provided under separate cover**

- **MUST BE COMPLETED AND RETURNED FOR BID OPENING. THE REST OF THE BID PACKAGE TO BE KEPT FOR YOUR INFORMATION AS CONTRACT DOCUMENTS**

NOTICE INVITING BIDS

The **CAJON VALLEY UNION SCHOOL DISTRICT** will receive sealed bids for:

REQUEST FOR BID NO. 1549 IT SHOP CONVERSION PROJECT

at the office of the Purchasing Department, 225 Roanoke Road, El Cajon, California 92020, no later than **January 29, 2021, one o'clock (1:00:00) p.m.**, at which time or thereafter said bids will be opened and read aloud. Time determined by internet: <http://www.time.gov>. Bids received after this time will be returned unopened. Bids shall be valid for 90 calendar days after the bid opening date. Bid opening may also be viewed remotely by joining a Zoom meeting promptly at 1:00 p.m. at <https://cajonvalley.zoom.us/j/95463181777?pwd=d3ZXNzdValZTSHNkT3p3dkVYeIFSUT09> or by phone 1(669)900-9128; Meeting ID: 954 6318 1777; Passcode: 065657

Contract documents are now on file and copies may be obtained online at www.cajonvalley.net/bids. It is the Bidder's responsibility to ensure they have received all addendums. Addendums are posted on the same District website.

Bids must be accompanied by cash, a certified or cashier's check, or a Bid Bond in favor of the District in an amount not less than ten percent (10%) of the submitted Total Bid Price.

A Pre-Bid Job Walk will be not held for this project. Prospective bidders may contact James Beard, Director, Facilities, Maintenance & Operations, (619) 588-3023, beardj@cajonvalley.net, to make arrangements to visit the site(s) to become acquainted with the work site(s) for the project.

Each bid shall be accompanied by the security referred to in the Contract Documents, the non-collusion declaration, the list of proposed subcontractors, and all additional documentation required by the bid documents.

The successful bidder will be required to furnish the District with a Performance Bond equal to 100% of the successful bid, and a Payment Bond equal to 100% of the successful bid, prior to execution of the Contract, regardless of the contract amount. All bonds are to be secured from a surety that meets all of the State of California bonding requirements, as defined in Code of Civil Procedure Section 995.120.

Pursuant to Public Contract Code Section 22300, the successful bidder may substitute certain securities for funds withheld by District to ensure his performance under the Contract.

The Director of Industrial Relations has determined the general prevailing rate of per diem wages in the locality in which this work is to be performed for each craft or type of worker needed to execute the Contract which will be awarded to the successful bidder, copies of which are on file and are available to any interested party at <http://www.dir.ca.gov/dlsr>. A copy of these rates shall be posted by the successful bidder at the job site. The successful bidder and all subcontractor(s) under him, shall comply with all applicable Labor Code provisions, which include, but are not limited to the payment of not less than the required prevailing rates to all workers employed by them in the execution of the Contract, the employment of apprentices, the hours of labor and the debarment of contractors and subcontractors.

Pursuant to SB854, **No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5** [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)]. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. This project is subject to compliance monitoring and enforcement by the Department of

Industrial Relations. In bidding on this project, it shall be the Bidder's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this contract and applicable law in its bid.

Each bidder shall be a licensed contractor pursuant to the Business and Professions Code and shall be licensed in the following appropriate classification(s) of contractor's license(s), for the work bid upon, and must maintain the license(s) throughout the duration of the Contract: **B, General Building Contractor.**

Pursuant to Public Contract Code Section 3400(b), if the District has made any findings designating certain materials, products, things, or services by specific brand or trade name, such findings and the materials, products, things, or services and their specific brand or trade names will be set forth in the Project Specifications.

Minority, women, and disabled veteran (DVBE) contractors are encouraged to submit bids and bidders are encouraged to make a good faith effort to contact and utilize DVBE subcontractors and suppliers, providing documentation with their bid.

Award of Contract: The District reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding process.

For further information, contact Sharon Clay, Director, Purchasing & Logistics, at (619) 588-3266, clays@cajonvalley.net. Questions are to be submitted by email no later than January 22, 2021, 4:00 p.m.

Dated this 14th day of January, 2021.

Karen Clark-Mejia, Clerk of the Governing Board
CAJON VALLEY UNION SCHOOL DISTRICT,
San Diego County, California

Publication: The Daily Transcript
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CAJON VALLEY UNION SCHOOL DISTRICT

INSTRUCTIONS TO BIDDERS

1. AVAILABILITY OF CONTRACT DOCUMENTS

Bids must be submitted to the District on the Bid Forms which are a part of the Bid Package for the Project. Prospective bidders may obtain one (1) complete electronic set of Contract Documents at no cost. Contract Documents may be obtained from the District at the location(s) and at the time(s) indicated in the Notice Inviting Bids. Any applicable charges for the Contract Documents are outlined in the Notice Inviting Bids.

The District may also make the Contract Documents available for review at one or more plan rooms, as indicated in the Notice Inviting Bids. Please Note: Prospective bidders who choose to review the Contract Documents at a plan room must contact the District to obtain the required Contract Documents if they decide to submit a bid for the Project.

2. EXAMINATION OF CONTRACT DOCUMENTS

The District has made copies of the Contract Documents available, as indicated above. Bidders shall be solely responsible for examining the Project Site and the Contract Documents, including any Addenda issued during the bidding period, and for informing itself with respect to local labor availability, means of transportation, necessity for security, laws and codes, local permit requirements, wage scales, local tax structure, contractors' licensing requirements, availability of required insurance, and other factors that could affect the Work. Bidders are responsible for consulting the standards referenced in the Contract. Failure of Bidder to so examine and inform itself shall be at its sole risk, and no relief for error or omission will be given except as required under State law.

3. INTERPRETATION OF CONTRACT DOCUMENTS

Discrepancies in, and/or omissions from the Plans, Specifications or other Contract Documents or questions as to their meaning shall be immediately brought to the attention of the District by submission of a written request to the Bid Administrator for an interpretation or correction to the District.

Any interpretation of the Contract Documents will be made only by written addenda duly issued and emailed to each person or firm who has registered for a set of Contract Documents. The District will not be responsible for any explanations or interpretations provided in any other manner. Please Note: Bidders are responsible for ensuring that they have received any and all Addenda. Addenda will be posted on the District's webpage: www.cajonvalley.net under Quick Links, "Bids, RFQ, RFP", Construction. No person is authorized to make any oral interpretation of any provision in the Contract Documents to any bidder, and no bidder should rely on any such oral interpretation.

Bids shall include complete compensation for all items that are noted in the Contract Documents as the responsibility of the Contractor.

4. INSPECTION OF SITE; PRE-BID CONFERENCE AND SITE WALK

Each prospective bidder is responsible for fully acquainting itself with the conditions of the Project Site (which may include more than one site), as well as those relating to the construction and labor of the Project, to fully understand the facilities, difficulties and restrictions which may impact the cost or effort

required to complete the Project. To this end, a Pre-Bid Conference and Site Walk may be held on the date(s) and time(s) as indicated in the Notice Inviting Bids.

5. ADDENDA

The District reserves the right to revise the Contract Documents prior to the bid opening date. Revisions, if any, shall be made by written Addenda. All addenda issued by the District shall be included in the bid and made part of the Contract Documents. Pursuant to Public Contract Code Section 4104.5, if the District issues an Addendum which includes material changes to the Project less than 72 hours prior to the deadline for submission of bids, the District will extend the deadline for submission of bids. The District may determine, in its sole discretion, whether an Addendum warrants postponement of the bid submission date. Each prospective bidder shall provide District a name, e-mail address and facsimile number to which Addenda may be sent, as well as a telephone number by which the District can contact the bidder. Copies of Addenda will be furnished by facsimile or e-mail without charge to all parties who have obtained a copy of the Contract Documents and provided such current information. Please Note: Bidders are responsible for ensuring that they have received any and all Addenda. To this end, each bidder should contact the Purchasing Department to verify that he has received all Addenda issued, if any, prior to the bid opening. Addenda will also be posted on the District's webpage: www.cajonvalley.net under Quick Links, "Bids, RFQ, RFP", Construction.

6. ALTERNATE BIDS

If alternate bid items are called for in the Contract Documents, the lowest bid will be determined on the basis of the base bid only. However, the District may choose to award the contract on the basis of the base bid alone or the base bid and any alternate or combination of alternates. The time required for completion of the alternate bid items has been factored into the Contract duration and no additional Contract time will be awarded for any of the alternate bid items. The District may elect to include one or more of the alternate bid items, or to otherwise remove certain work from the Project scope of work, accordingly each Bidder must ensure that each bid item contains a proportionate share of profit, overhead and other costs or expenses which will be incurred by the Bidder.

7. COMPLETION OF BID FORMS

Bids shall only be prepared using copies of the Bid Forms which are included in the Contract Documents. The use of substitute bid forms other than clear and correct photocopies of those provided by the District will not be permitted. Bids shall be executed by an authorized signatory as described in these Instructions to Bidders. In addition, Bidders shall fill in all blank spaces (including inserting "N/A" where applicable) and initial all interlineations, alterations, or erasures to the Bid Forms. Bidders shall neither delete, modify, nor supplement the printed matter on the Bid Forms nor make substitutions thereon. **USE OF BLACK OR BLUE INK, INDELIBLE PENCIL OR A TYPEWRITER IS REQUIRED.** Deviations in the bid form may result in the bid being deemed non-responsive.

8. MODIFICATIONS OF BIDS

Each Bidder shall submit its Bid in strict conformity with the requirements of the Contract Documents. Unauthorized additions, modifications, revisions, conditions, limitations, exclusions or provisions attached to a Bid may render it non-responsive and may cause its rejection. Bidders shall neither delete, modify, nor supplement the printed matter on the Bid Forms, nor make substitutions thereon. Oral, telephonic and electronic modifications will not be considered, unless the Notice Inviting Bids authorizes the submission of electronic bids and modifications thereto and such modifications are made in accordance with the Notice Inviting Bids.

9. DESIGNATION OF SUBCONTRACTORS

Pursuant to the Subletting and Subcontracting Fair Practices Act, Bidders must designate the name, business location, DIR registration number, and California contractor license number of each subcontractor who will perform work or render services for the Bidder in an amount that exceeds one-half of one percent (1/2%) of the Bidder's Total Bid Price, as well as the portion of work each such subcontractor will perform on the form provided herein by the District. The included "Designation of Subcontractors" form is to be submitted with bid.

10. DISABLED VETERAN BUSINESS ENTERPRISES

Compliance with Disabled Veteran Business Enterprise (DVBE) contracting goals is encouraged for this project. In accordance with Education Code section 17076.11 the District has a DVBE participation goal of 3% per year of the overall dollar amount of state funds allocated to the District pursuant to the Leroy F. Greene School Facilities Act of 1998, and expended each year by the District. The District is encouraging DVBE participation in this project.

Bidders are encouraged to make a good faith effort to contact and utilize DVBE subcontractors and suppliers in securing bids for performance of the contract. Information regarding certified DVBE firms can be obtained from the Office of Small Business Certification and Resources (OSBCR) at (916) 323-5478 or (916) 322-5060 as well as the OSBCR website at www.dgs.ca.gov/osbcr. Verification of DVBE status can be obtained from the OSBCR by receiving an approved certification letter and reference number from that office. Bidders are to attach documentation of any good faith efforts to the bid documents.

Bidders must indicate on the bid form whether they are a certified DVBE and if so, provide a copy of the DVBE Certification Letter issued by OSBCR. Bidders are to also indicate whether a good faith effort was made to include DVBE subcontractors and suppliers in the bid. In addition, bidders are to indicate on the Designation of Subcontractors form whether the subcontractor is DVBE certified, and if so, provide the District a copy of the DVBE Certification Letter issued by OSBCR.

For projects funded by the State, prior to, and as a condition precedent for final payment under the Contract, the successful bidder shall provide the District with written documentation identifying the amount paid to certified DVBE subcontractors and suppliers in performance of the Contract and provide a copy of the DVBE Certification Letter issued by OSBCR for each DVBE. This documentation will be used by the District to evaluate its success in meeting its DVBE participation goal.

11. LICENSING REQUIREMENTS

Pursuant to Section 7028.15 of the Business and Professions Code and Section 3300 of the Public Contract Code, all bidders must possess proper licenses for performance of this Contract. Subcontractors must possess the appropriate licenses for each specialty subcontracted. Pursuant to Section 7028.5 of the Business and Professions Code, the District shall consider any bid submitted by a contractor not currently licensed in accordance with state law and pursuant to the requirements found in the Contract Documents to be nonresponsive, and the District shall reject the Bid. The District shall have the right to request, and Bidders shall provide within five (5) calendar days, evidence satisfactory to the District of all valid license(s) currently held by that Bidder and each of the Bidder's subcontractors, before awarding the Contract.

12. DEPARTMENT OF INDUSTRIAL RELATIONS (DIR) CONTRACTOR REGISTRATION REQUIREMENTS

- a) No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
- b) No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
- c) This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work. If awarded a Contract, the Bidder and its subcontractors, of any tier, shall maintain active registration with the Department of Industrial Relations for the duration of the Project. To this end, Bidder shall sign and submit the Certification of Division of Industrial Relations Registration with its Bid, on the form provided, attesting to the facts contained therein. Failure to submit this form may render the Bid non-responsive. In addition, each Bidder shall provide the registration number for each listed subcontractor in the space provided in the Designation of Subcontractors Form.

13. SIGNING OF BIDS

All Bids submitted shall be executed by the Bidder or its authorized representative. Bidders may be asked to provide evidence in the form of an authenticated resolution of its Board of Directors or a Power of Attorney evidencing the capacity of the person signing the Bid to bind the Bidder to each Bid and to any Contract arising therefrom.

If a Bidder is a joint venture or partnership, it may be asked to submit an authenticated Power of Attorney executed by each joint venturer or partner appointing and designating one of the joint venturers or partners as a management sponsor to execute the Bid on behalf of Bidder. Only that joint venturer or partner shall execute the Bid. The Power of Attorney shall also: (1) authorize that particular joint venturer or partner to act for and bind Bidder in all matters relating to the Bid; and (2) provide that each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of Bidder assumed under the Bid and under any Contract arising therefrom. The Bid shall be executed by the designated joint venturer or partner on behalf of the joint venture or partnership in its legal name.

14. BID GUARANTEE (BOND)

Each bid shall be accompanied by: (a) cash; (b) a certified check made payable to the District; (c) a cashier's check made payable to the District; or (d) a bid bond payable to the District executed by the bidder as principal and surety as obligor in an amount not less than 10% of the maximum amount of the bid, or bid will be rejected as non-responsive. Personal sureties and unregistered surety companies are unacceptable. The surety insurer shall be California admitted surety insurer, as defined in Code of Civil Procedure Section 995.120. The cash, check or bid bond shall be given as a guarantee that the bidder shall execute the Contract if it be awarded to the bidder. Upon award, Bidder shall provide the executed contract, payment and performance bonds, and insurance certificates and endorsements as required herein within five (5) business days after notification of the award of the Contract to the bidder. Failure to provide the required documents may result in forfeiture of the bidder's bid deposit or bond to the District and the District may award the Contract to the next lowest responsible bidder, or may call for new bids.

Rating for the surety must be A++, A+, A, or no less than A-. Rating information can be obtained from Best's State Rate Filings: <http://www.ambest.com/bsrf>

15. SUBMISSION OF SEALED BIDS

Once the Bid and supporting documents have been completed and signed as set forth herein, they shall be placed, along with the Bid Guarantee and other required materials in an envelope, sealed, addressed and delivered or mailed, postage prepaid to the District at the place and to the attention of the person indicated in the Notice Inviting Bids. No oral or telephonic bids will be considered. No forms transmitted via the internet, e-mail, facsimile, or any other electronic means will be considered unless specifically authorized by District as provided herein.

Only where expressly permitted in the Notice Inviting Bids, may Bidders submit their bids via electronic transmission pursuant to Public Contract Code Sections 1600 and 1601. The acceptable method(s) of electronic transmission shall be stated in the Notice Inviting Bids. District reserves the right to not accept electronically transmitted bids where not specifically authorized in the Notice Inviting Bids, and may reject any bid not strictly complying with District's designated methods for delivery.

16. DELIVERY AND OPENING OF BIDS

Bids will be received by the District at the address shown in the Notice Inviting Bids up to the date and time shown therein. The District will leave unopened any Bid received after the specified date and time, and any such unopened Bid will be returned to the Bidder. It is the Bidder's sole responsibility to ensure that its Bid is received as specified. Bids may be submitted earlier than the dates(s) and time(s) indicated.

Bids will be opened at the date and time stated in the Notice Inviting Bids, and the amount of each Bid will be read aloud and recorded. All Bidders may, if they desire, attend the opening of Bids. The District may in its sole discretion, elect to postpone the opening of the submitted Bids. District reserves the right to reject any or all Bids and to waive any informality or irregularity in any Bid. In the event of a discrepancy between the written amount of the Bid Price and the numerical amount of the Bid Price, the written amount shall govern.

17. WITHDRAWAL OF BID

Prior to bid opening, a Bid may be withdrawn by the Bidder only by means of a written request signed by the Bidder or its properly authorized representative.

18. BASIS OF AWARD; BALANCED BIDS

The award of the contract, if made by the Owner, will be to the lowest responsive, responsible bidder. The District may reject any Bid which, in its opinion when compared to other bids received or to the District's internal estimates, does not accurately reflect the cost to perform the Work. The District may reject as non-responsive any bid which unevenly weights or allocates costs, including but not limited to overhead and profit to one or more particular bid items. The District reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding process.

19. IDENTICAL BIDS

Pursuant to Section 20117 of the Public Contract Code, in the event there are two or more identical lowest or highest bids, as the case may be, submitted to a school district for the purchase, sale or lease of real property, supplies, materials, equipment, services, bonds, or the awarding of any contract, pursuant to a provision requiring competitive bidding, the governing board of any school district may determine by lot which bid shall be accepted.

When bids are equal, they shall be awarded by a drawing of lots and shall be witnessed by three (3) impartial observers.

20. DISQUALIFICATION OF BIDDERS; INTEREST IN MORE THAN ONE BID

No person, firm, or corporation shall be allowed to make, or file, or be interested in more than one bid for the same work unless alternate bids are specifically called for. A person, firm, or corporation that has submitted a sub-proposal to a bidder, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub-proposal or quoting prices to other bidders or making a prime proposal.

21. INSURANCE REQUIREMENTS

The successful bidder shall procure the insurance in the form and in the amount specified in the Contract Documents.

22. AWARD PROCESS

Once all Bids are opened and reviewed to determine the lowest responsive and responsible Bidder, the District Board may award the contract. The apparent successful Bidder should begin to prepare the following documents: (1) the Performance Bond; (2) the Payment Bond; and (3) the required insurance certificates and endorsements. Once the District notifies the Bidder of the award, the Bidder will have five (5) business days from the date of this notification to execute the Contract and supply the District with all of the required documents and certifications. Once the District receives all of the properly drafted and executed documents and certifications from the Bidder, the District shall issue a Notice to Proceed to that Bidder.

23. FILING OF BID PROTESTS

Bidders have the right to protest as described below. Whether concerns are about a Request for Proposal (RFP), Request for Quotation or Qualification (RFQ) or an Invitation for Bid (IFB), the following shall apply. The term "Bids" shall refer to either an RFP/Q or an IFB process.

Inquiry or Intention does not constitute a Protest: Notice of an intention to protest does not substitute for filing of a protest following the form and content required within the deadlines stated. Further, casual inquiry or complaint that does not specifically identify the purpose as a protest, and does not comply with the form, content and deadlines herein, are also not considered or acted upon as a protest action.

Certain **concerns must be filed as a protest before bids are due.** Any matter known - or that should have been known - before the bid deadline, must be brought to the Purchasing Department, Bid Administrator, in writing at least three (3) business days before the bid deadline. Such matters include, but are not limited to:

- 1) Complaints about events or decisions made before the solicitation deadline,
- 2) Complaints that the solicitation unduly constrains competition through improper minimum qualifications or specifications,

- 3) Complaints that the pre-bid conference was not fair or accessible,
- 4) Complaints that questions were not fully or properly addressed by the District.
- 5) Complaints that the RFP/Q or IFB did not provide adequate information or contained an improper criteria;
- 6) Other matters known or that should have been known, to interested bidders by reading the solicitation document.

Protest on items known after bid deadline:

After the bid deadline, **only** vendors that submitted a bid are eligible to protest. Only Vendors who would be the next apparent low bidder if the bid protest is successful are eligible to protest.

Grounds for Protest and Protest Form: A written, formal protest must contain the following to be considered. Failure to provide the following information could result in rejection of the protest.

- 1) Company name, mailing address, phone number, and name of company individual responsible for submission of the protest;
- 2) The Bid Number and title;
- 3) The specific action or decision protested to include;
 - a) a specific identification of the statutory or regulatory provision(s) that the action complained of is alleged to have violated;
 - b) a specific description of each act alleged to have violated the statutory or regulatory provision(s) identified in the above paragraph (a) of this subsection;
 - c) a precise statement of the relevant facts;
 - d) an identification of the issue or issues to be resolved; and
 - e) argument and authorities in support of the protest.
- 4) Indicate what relief or corrective action you believe the District should make.
- 5) Demonstrate that every reasonable effort was made within the schedule provided, for you to resolve the basis of the protest during the process, including asking questions, seeking clarification, requesting addenda, and otherwise alerting the District to any perceived problems.
- 6) Signed by an authorized agent of the company.
- 7) Deliveries by hand, or fax (must be followed up with a hard copy), in acceptable formats. Deliveries by e-mail will not be accepted. The District is not responsible to assure the protest is received within the protest deadlines. If the District does not receive the protest within the specified deadline, the protest will be rejected. The follow up mailing address for all protests:

Cajon Valley School District
Director, Purchasing, Warehouse & Duplicating Services
225 Roanoke Road
El Cajon, CA 92020

Protest Deadlines:

- 1) Protests must be received in the Purchasing Office no later than 4:00 p.m. Pacific Time, five (5) business days after the date the RFP/Q or IFB recap is posted on the Purchasing web page under "Bid Recap Results". Webpage: www.cajonvalley.net
- 2) Protests received after the time specified are untimely and may be denied on that basis unless the District concludes that the issues raised by the protest involve fraud, gross abuse of the procurement process, or indicate substantial prejudice to the integrity of the procurement process.
- 3) The Purchasing Department shall make efforts to distribute the recap to the affected bidder(s), such as posting on the District's website or faxing the notice to the affected bidder(s). However, it is the Bidder's responsibility to seek out and obtain the announcement from the District. The District is not responsible for assuring the Bidders have learned of the announcement in time to file a protest.

Protest Process and Appeals.

- 1) The Purchasing Director will review the protest. All available facts will be considered and the Purchasing Director shall issue a decision. This decision shall be delivered in writing by e-mail or fax (will be followed up with a hard copy).
- 2) If the Protesting party believes the Purchasing Director has failed to consider a fact and has made an error in the protest decision, the protesting bidder has a right to appeal that decision. The appeal is limited to only those matters brought forward to the District in the original protest. The appeal must clearly state why the Purchasing Director's decision is in error.
- 3) The protesting bidder shall issue a Protest Appeal Statement by 4:00 PM (Pacific Standard Time) by the third (3rd) business day following issuance of the Purchasing Director's decision. This appeal shall be delivered by the Protesting vendor, in writing by hand delivery or fax (must be followed up with a hard copy). Delivery by e-mail will not be accepted.
- 4) The District's Legal Counsel will evaluate the appeal and issue a decision, which will be final.

NOTHING HEREIN SHALL DIMINISH THE AUTHORITY OF THE CAJON VALLEY UNION SCHOOL DISTRICT TO ENTER INTO A CONTRACT, WHETHER A PROTEST ACTION OR INTENTION TO PROTEST HAS BEEN ISSUED.

24. WORKERS COMPENSATION

Each bidder shall submit the Contractor's Certificate Regarding Workers' Compensation form with the bid or the bid will be rejected as non-responsive.

25. SUBSTITUTION OF SECURITY

The Contract Documents call for monthly progress payments based upon the percentage of the work completed. The District will retain five percent (5%) of each progress payment as provided by the Contract Documents. At the request and expense of the successful Bidder, the District will substitute securities for the amount so retained in accordance with Public Contract Code Section 22300.

26. PREVAILING WAGES

The Bidder to which the District awards a contract for the Project, and each of that Bidder's subcontractors of any tier, shall be required to pay not less than the general prevailing rates of per-diem wages in the locality in which the work is to be performed for each craft or type of worker needed to execute the contract ("Prevailing Wages"). All contractors and subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (Division of Labor Standards Enforcement). The successful bidder must retain copies of certified payrolls for a minimum of five years from the date of completion and submit upon the request of the District or its authorized agent. Awarded Bidder shall post a copy of the per-diem rates of Prevailing Wages at the site of the Project. Rates are available at <http://www.dir.ca.gov/dlsr/pwd/index.htm>

27. DEBARMENT OF CONTRACTORS AND SUBCONTRACTORS

In accordance with the provisions of the Labor Code, contractors or subcontractors may not perform work on a public works project with a subcontractor who is ineligible to perform work on a public project pursuant to Section 1777.1 or Section 1777.7 of the Labor Code. Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract. Any public money that is paid to a debarred subcontractor by the Contractor for the Project shall be returned to the District. The Contractor shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the Project.

28. PERFORMANCE BOND AND PAYMENT BOND REQUIREMENTS

Within the time specified in the Contract Documents, the Bidder to whom a Contract is awarded shall deliver to the District four identical counterparts of the Performance Bond and Payment Bond in the form supplied by the District and included in the Contract Documents. Failure to do so may, in the sole discretion of District, result in the forfeiture of the Bid Guarantee. The surety supplying the bond must be an admitted surety insurer, as defined in Code of Civil Procedure Section 995.120, authorized to do business as such in the State of California and satisfactory to the District. The Performance Bond and the Payment Bond shall be for one hundred percent (100%) of the Total Bid Price.

Rating for the surety must be A++, A+, A, or no less than A-. Rating information can be obtained from Best's State Rate Filings: <http://www.ambest.com/bsrf>

29. REQUEST FOR SUBSTITUTIONS

The successful bidder shall comply with the substitution request provisions set forth in the General Conditions and/or Special Conditions, including any deadlines for substitution requests **which may occur prior to the bid opening date.**

30. SALES AND OTHER APPLICABLE TAXES, PERMITS, LICENSES AND FEES

Contractor and its subcontractors performing work under this Contract will be required to pay California sales tax and other applicable taxes, and to pay for permits, licenses and fees required by the agencies with authority in the jurisdiction in which the work will be located, unless otherwise expressly provided by the Contract Documents.

31. EXECUTION OF CONTRACT

As required herein the Bidder to whom an award is made shall execute the Contract in the amount determined by the Contract Documents. The District may require appropriate evidence that the persons executing the Contract are duly empowered to do so.

32. REQUIRED CERTIFICATIONS

Bidders, for all projects, are required to submit the "Asbestos-Free Materials Certification." This form is included in this package and must be signed under the penalty of perjury and dated, and shall be submitted to the District with the bid. The successful bidder shall also execute, under the penalty of perjury and dated, the "Recycled Content Certification" and the "Drug-Free Workplace Certification" included in this package and submit with the bid. Further, by law it is the District's responsibility to determine whether a contractor must provide fingerprint certification. Pursuant to Education Code section 45125.2, the District considers the totality of the circumstances in order to determine if fingerprinting of employees of a contractor working on a school site is required. Factors to be considered include the length of time the contractor's employees are on school grounds, whether students are in proximity with the location where the contractor's employees are working, and whether the contractor's employees are working alone or with others. **A determination regarding whether fingerprint certification is required is contained in the Special Conditions.** These forms are included with the bid package and must be signed under the penalty of perjury and dated.

33. GRATUITIES

Bidders shall not provide, offer, imply, or otherwise extend any gratuities, including cash gifts, services, allowances, or enticements in any manner or form, to officers, employees, students, agents, or representatives of the District.

34. IRS REQUIREMENTS

The Owner shall view the legal position of the bidder as an "independent contractor" and that all persons employed to furnish services are employees of the bidder and not of the Owner.

- a The Owner shall not be liable for any of the contractor's acts or omissions performed under the contract to which the bidder.
- b The successful bidder will complete IRS form W-9 providing taxpayer identification number and also indicate whether bidder is a corporation, sole-proprietor, partnership, individual, etc. This form will be sent to the successful bidder with the Agreement, Performance and Payment Bond and is to be returned with same.

END OF INSTRUCTIONS TO BIDDERS

BID FORM

To be returned with bid documents:

LEGAL NAME OF BIDDER: _____

Business Name: _____

Contact Name: _____

Business Address: _____

Phone Number: (_____) _____

FAX: (_____) _____

E-Mail Address: _____

Company Website: _____

Check if Credit Card payment is accepted for no additional charge:

Vendor accepts: _____ Visa _____ American Express

The undersigned, hereby declare that we have carefully examined the location of the proposed Work, and have read and examined the Contract Documents, including all plans, specifications, and all addenda, if any, for the following Project:

**REQUEST FOR BID NO. 1549
IT SHOP CONVERSION PROJECT**

We hereby propose to furnish all labor, materials, equipment, tools, transportation, and services, and to discharge all duties and obligations necessary and required to perform and complete the Project for the following bid prices:

BASE BID	BID PRICE (IN WRITTEN FORM) Said Sum includes all applicable taxes and costs	BID PRICE (IN NUMBERS) Said Sum includes all applicable taxes and costs
<u>BASE BID</u> IT Department Shop 189 Roanoke Road El Cajon, CA 92020		\$ _____
<u>ALLOWANCE NO. 1</u> For unforeseen conditions	Thirty-five thousand dollars	<u>\$35,000</u>
<u>TOTAL BID</u> (Base Bid + Allowance 1)		\$ _____
<p>*The allowance is to be added to the contractor's base bid amount for the corresponding bid item. All work performed under the allowance shall be directed by the District. The Contractor shall be responsible to document all costs incurred and provide all required documentation to the District within 60 days of execution of work, and prior to billing for said work. Each allowance shall be listed as a line item on the Contractor's Schedule of Values. A deductive change order will be prepared for any portion of allowances not used.</p>		

The Owner reserves the right to reject any or all bids, or to waive any irregularities or informalities in any bids or in the bidding. The award of the contract, if made by the Owner, will be to the lowest responsive, responsible bidder(s) therefore.

In case of discrepancy between the written price and the numerical price, the written price shall prevail.

The undersigned agrees that this Bid Form constitutes a firm offer to the District which cannot be withdrawn for the number of calendar days indicated in the Notice Inviting Bids from and after the bid opening, or until a Contract for the Work is fully executed by the District and a third party, whichever is earlier.

The Contract duration shall commence on the date stated in the District's Notice to Proceed, and shall be completed by the Contractor in the time specified in the Contract Documents. In no case shall the Contractor commence construction prior to the date stated in the District's Notice to Proceed.

Bidder certifies that it is licensed in accordance with the law providing for the registration of Contractors,

License No. _____, Expiration Date _____, class of license _____. If the bidder is a joint venture, each member of the joint venture must include the above information.

List all other classifications for this license number:

Bidder is to indicate if they are a Certified DVBE Contractor (Attached is a copy of DVBE Certification Letter issued by OSBCR, if applicable).

_____ Yes _____ No

Bidder is to indicate if a Good Faith Effort was made to include DVBE Subcontractors and suppliers in the Bid (Indicating "No" does not disqualify the bid):

_____ Yes _____ No

The undersigned acknowledges receipt, understanding and full consideration of the following addenda to the Contract Documents.

Addenda No. _____

Addenda No. _____

Addenda No. _____

Addenda No. _____

1. The required Certification Of Contractor And Subcontractor Division Of Industrial Relations Registration form is attached hereto or bidder's bid will be rejected as nonresponsive.
2. The required Contractor's Certificate Regarding Workers' Compensation is attached hereto or bidder's bid will be rejected as nonresponsive.
3. The required bid security in the amount of not less than 10% of the Total Bid Price is attached hereto or bidder's bid will be rejected as nonresponsive.
4. The required Designation of Subcontractors is attached hereto or bidder's bid will be rejected as nonresponsive.
5. The Information of Bidders (List of Current Projects & List of Completed Projects) is attached hereto.
6. The required Asbestos-Free Materials Certification is attached hereto or bidder's bid will be rejected as nonresponsive.
7. The required Recycled Content Certification is attached hereto or bidder's bid will be rejected as nonresponsive.
8. The required Fingerprinting Requirement Certification is attached hereto or bidder's bid will be rejected as nonresponsive.
9. The required Contractors Statement Regarding Maintaining a Drug Free Workplace is attached hereto or bidder's bid will be rejected as nonresponsive.
10. The required Non-Collusion Declaration is attached hereto or bidder's bid will be rejected as nonresponsive.

11. The required Iran Contracting Act form is attached hereto if bidder's bid total is \$1 million or more.

I hereby certify under penalty of perjury under the laws of the State of California, that all of the information submitted in connection with this Bid and all of the representations made herein are true and correct.

Business Name of Bidder _____

Authorized Signature _____

Name and Title _____

Dated _____

**CERTIFICATION OF CONTRACTOR AND
SUBCONTRACTOR DIVISION OF INDUSTRIAL RELATIONS REGISTRATION**

**REQUEST FOR BID NO. 1549
IT SHOP CONVERSION PROJECT**

Pursuant to Public Contract Code Section 1725.5, a contractor or subcontractor must be registered with the Department of Industrial relations in order to bid on, to be listed in a bid proposal or to engage in the performance of any defined public work contract.

I _____, _____ certify that
(Contractor Representative Name) (Title)

_____ is currently registered as a contractor with the Department of Industrial
(Contractor Business Name)

Relations (DIR):

Contractor's DIR Registration Number: _____

Expiration date June 30, 20__

Contractor further acknowledges:

1. Contractor shall maintain DIR registered status for the duration of the project without a gap in registration.
2. Contractor shall note in its invitation to bid the DIR's registration requirement for all subcontractors and their subcontractors.
3. Contractor shall ensure that all subcontractors are registered at time of bid opening and maintain registered status for the duration of the project.
4. Contractor is to furnish DIR Registration Number for all subcontractors on the project within 24 hours of the bid opening.
5. Contractor shall substitute any subcontractor with a DIR registered contractor if listed subcontractor is unable to perform the work.

Failure to comply with any of the above may result in a determination of non-responsiveness.

I declare under penalty of perjury under California law that the foregoing is true and correct.

Signature

Date

CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

REQUEST FOR BID NO. 1549
IT SHOP CONVERSION PROJECT

To be returned with bid documents:

Labor Code section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Signature

Printed Name

Title

Company

(In accordance with article 5 (commencing at section 1860), chapter 1, part 7, division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

Dated _____

BID BOND

To be returned with bid documents:

The makers of this bond are, _____
_____, as Principal, and _____
_____, as Surety and are held and firmly bound unto the

Cajon Valley Union School District, hereinafter called the District, in the penal sum of TEN PERCENT (10%) OF THE TOTAL BID PRICE of the Principal submitted to DISTRICT for the work described below, for the payment of which sum in lawful money of the United States, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted the accompanying bid dated _____, 20 _____, for

**REQUEST FOR BID NO. 1549
IT SHOP CONVERSION PROJECT**

If the Principal does not withdraw its bid within the time specified in the Contract Documents; and if the Principal is awarded the Contract and provides all documents to the District as required by the Contract Documents; then this obligation shall be null and void. Otherwise, this bond will remain in full force and effect.

Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract Documents shall in affect its obligation under this bond, and Surety does hereby waive notice of any such changes.

In the event a lawsuit is brought upon this bond by the District and judgment is recovered, the Surety shall pay all litigation expenses incurred by the District in such suit, including reasonable attorneys' fees, court costs, expert witness fees and expenses.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their several seals this _____ day of _____, 20____, the name and corporate seal of each corporation.

(Corporate Seal)

Principal

By _____

Title _____

(Corporate Seal)

Surety

By _____

Attorney-in-Fact

(Attach Attorney-in-Fact Certificate)

Title _____

For District Informational Purpose:

Surety Company Name	_____	Contact	_____
Address	_____	Phone	_____
City, State & Zip	_____	Fax	_____

Notary Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF _____

On _____, 20____, before me, _____, Notary Public, personally
appeared _____, who proved to me on the basis of satisfactory

Name(s) of Signer(s)

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public _____

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

CAPACITY CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

- Individual
- Corporate Officer

Title(s)

Title or Type of Document

- Partner(s) Limited
- General

Number of Pages

- Attorney-In-Fact
- Trustee(s)
- Guardian/Conservator
- Other:

Date of Document

Signer is representing:
Name Of Person(s) Or Entity(ies)

Signer(s) Other Than Named Above

NOTE: A copy of the Power-of-Attorney to local representatives of the bonding company must be attached hereto.

DESIGNATION OF SUBCONTRACTORS

REQUEST FOR BID NO. 1549 IT SHOP CONVERSION PROJECT

To be returned with bid documents:

In compliance with the Subletting and Subcontracting Fair Practices Act of the Public Contract Code of the State of California, each bidder shall set forth below: (a) the name, the location of the place of business, and the California contractor license number and (b) the portion of the work which will be done by each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the work or improvement, or a subcontractor licensed by the State of California who, under subcontract to the prime contractor, specially fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of one-half of one percent (1/2%) of the Contractor's Total Bid Price, or, in the case of bids or offers for the construction of streets or highways, including bridges, in excess of one-half of 1 percent (1/2%) of the prime contractor's total bid or ten thousand dollars (\$10,000), whichever is greater.

If no subcontractor is specified, for a portion of the work, or if more than one subcontractor is specified for the same portion of Work, to be performed under the Contract in excess of one-half of one percent (1/2%) of the Contractor's Total Bid Price or \$10,000, whichever is greater if the work involves streets or highways, then the Contractor shall be deemed to have agreed that it is fully qualified to perform that Work, and that it shall perform that portion itself.

Name of Bidder _____

Portion of Work	Division of Work or Trade, License, Type	Subcontractor	Complete Address, including Zip Code	CSLB Contractor's License Number	DIR Registration Number	If certified DVBE, List DVBE Reference Number

Portion of Work	Division of Work or Trade, License, Type	Subcontractor	Complete Address, including Zip Code	CSLB Contractor's License Number	DIR Registration Number	If certified DVBE, List DVBE Reference Number

A. LIST OF CURRENT PROJECTS (Backlog)

To be returned with bid documents:

[**Duplicate Page if needed for listing additional current projects, or attach list to this page.**]

Project	Description of Bidder's Work	Anticipated Completion Date	Cost of Bidder's Work / Contract Amount	Contact Person/ Phone Number

B. LIST OF COMPLETED PROJECTS - LAST THREE YEARS

To be returned with bid documents:

[**Duplicate Page if needed for listing additional completed projects, or attach list to this page.**]

Please include only those projects which are similar enough to demonstrate Bidder's ability to perform the required Work.

Project Client	Description of Bidder's Work	Period of Performance	Cost of Bidder's Work / Contract Amount	Contact Name/ Phone Number

ASBESTOS-FREE MATERIALS CERTIFICATION

To be returned with bid documents:

The undersigned declares that he or she is the person who executed the bid for the **REQUEST FOR BID NO. 1549, IT SHOP CONVERSION PROJECT**, , (hereinafter referred to as the "Project"), and submitted it to the **CAJON VALLEY UNION SCHOOL DISTRICT** (hereinafter referred to as the "District") on behalf of _____ (hereinafter referred to as the "Contractor").

To the best of my knowledge, information and belief, in completing the Contractor's Work for the Project, no material furnished, installed or incorporated into the Project will contain, or in itself be composed of, any materials listed by the federal or state EPA or federal or state health agencies as a hazardous material.

Any disputes involving the question of whether or not material installed with asbestos-containing equipment is settled by electron microscopy; the cost of any such tests shall be paid by the Contractor.

All work or materials installed by the Contractor which is found to contain asbestos, or work or material installed with asbestos-containing equipment, will be immediately rejected and this work shall be removed and replaced by the Contractor at no additional cost to the District.

Decontamination and removal of work found to contain asbestos or work installed with asbestos-containing equipment shall be done only under supervision of a qualified consultant, knowledgeable in the field of asbestos abatement and accredited by the Environmental Protection Agency.

The Asbestos Removal Contractor shall be an EPA accredited contractor qualified in the removal of asbestos and shall be chosen and approved the District who shall have sole discretion and final determination in this matter.

The Asbestos Consultant shall be chosen and approved by the District who shall have sole discretion and final determination in this matter.

The work will be not accepted until asbestos contamination is reduced to levels deemed acceptable by the Asbestos Consultant.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this _____ day of _____, 20__ at _____.

Name of Contractor (Print or Type) _____

By _____

Signature

Print Name

Title

RECYCLED CONTENT CERTIFICATION

To be returned with bid documents:

The undersigned declares that he or she is the person who executed the bid for:

**REQUEST FOR BID NO. 1549
IT SHOP CONVERSION PROJECT**

(hereinafter referred to as the "Project"), and submitted it to the **Cajon Valley Union School District** (hereinafter referred to as the "District") on behalf of

_____ hereinafter referred to as the "Contractor").

Pursuant to Public Contract Code Section 10308.5, all contractors are required to certify in writing under penalty of perjury the minimum (if not exact) percentage of recycled content in materials, goods, or supplies offered or products used in the performance of their contract, regardless of whether the product meets the required recycled product percentage as defined in Sections 12161 and 12200. The recycled content shall include both post consumer material and secondary material as defined in Public Contract Code Sections 12161 and 12200 shall apply.

I declare under penalty of perjury under the laws of the State of California that the following percentages of Postconsumer Material and Secondary Material is in the materials, goods or supplies offered for, or products used in, the performance of the Contract for the Project:

_____ % Postconsumer Material _____ % Secondary Material.

Executed on this _____ day of _____, 20__ at _____.

Name of Contractor (Print or Type) _____

By _____
Signature Print Name

Title

FINGERPRINTING REQUIREMENT CERTIFICATION

REQUEST FOR BID NO. 1549 IT SHOP CONVERSION PROJECT

To be returned with bid documents:

Pursuant to the provisions of Article 13 of the General Conditions - District Determination of Fingerprinting Requirement Application is as follows:

The District has considered the totality of the circumstances concerning the Project and has determined that the Contract and Contractor's employees are subject to the requirements of Education Code section 45125.2 and Paragraph (a) of Article 13 of the General Conditions.

In accordance with the Education Code the **Contractor shall provide for the continual supervision and monitoring of all Contractor's employees by an employee of the Contractor who has received fingerprint clearance from the California Department of Justice.**

I CERTIFY (OR DECLARE) UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT PRIOR TO COMMENCEMENT OF WORK ALL SUPERVISORS ON THIS PROJECT WILL HAVE COMPLETED FINGERPRINT BACKGROUND CHECKS FROM THE CALIFORNIA DEPARTMENT OF JUSTICE THROUGH ANY LIVESCAN SERVICE AND WILL HAVE BEEN FOUND TO HAVE NOT COMMITTED A VIOLENT OR SERIOUS FELONY (PENAL CODE SECTIONS 667.5(C) AND 1192.7(C)); AND WILL PROVIDE CONTINUAL SUPERVISION AND MONITORING OF THE CONTRACTOR'S EMPLOYEES. IF BACKGROUND CHECKS ARE NOT COMPLETED PRIOR TO COMMENCEMENT OF THE PROJECT, CONTRACTOR WILL NOTIFY THE CAJON VALLEY UNION SCHOOL DISTRICT AND A PER DIEM CHARGE WILL BE CHARGED FOR SUPERVISION BY DISTRICT EMPLOYEES.

Executed this _____ day of _____, 20_____ at _____
California.

By: _____ Title: _____

Signature: _____

Business Name: _____

CONTRACTOR'S STATEMENT REGARDING MAINTAINING A DRUG FREE WORKPLACE

REQUEST FOR BID NO. 1549 IT SHOP CONVERSION PROJECT

To be returned with bid documents:

CAJON VALLEY Union School District Policy 4020 in relevant part provides:

The Governing Board of the CAJON VALLEY Union School District believes that the maintenance of a drug free workplace is essential to school and District operations and is committed to maintaining safe, healthful, and efficient working conditions for all employees. The use of illegal drugs or abuse of alcohol or a controlled substance by employees threatens all of these and will not be tolerated. Job performance deterioration resulting from abuse of drugs and/or alcohol will result in adverse personnel action. The unlawful manufacturer, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.

The Governing Board of the CAJON VALLEY Union School District believes that to further the objective of providing a safe, efficient, and productive workplace, contractors with whom the District contracts for public works projects through the formal bid process, or consultants with whom the District contracts, must agree that while performing services for the District or on District property such consultants, contractors, and vendors, or its employees or agents, shall not in any way be impaired due to being under the influence of alcohol or an illegal drug(s). The use of illegal drugs or abuse of alcohol or a controlled substance threatens the District objective in providing a safe, efficient, and productive workplace and will not be tolerated. No one shall possess an open container of alcohol or consume alcohol, or possess, or be under the influence of an illegal drug, nor shall they sell, offer, or provide alcohol or an illegal drug(s) to another person. All District consultants, contractors, and vendors shall inform their employees and agents that are performing service for the District of the District's objective of a safe, healthful, and productive workplace and the prohibition of drug or alcohol use or impairment from same while performing such service for the District.

Each District consultant, contractor and vendor shall, moreover, advise the District whether they have a policy or procedure for maintaining a drug free workplace at the consultant's, contractor's, or vendor's own place of business and if so, shall briefly describe it in writing to District officials.

If awarded contract for above referenced bid, contractor agrees to comply with CVUSD Board Policy 4020 as detailed above.

**In accordance with the above, the following must be signed
and filed with the awarding body as part of the bid package.**

Business name: _____

Does _____ Does not _____ Have a policy or procedure for maintaining a drug free
workplace at their own place of business.

_____ Attached is a copy of such policy or procedure or

_____ Following is a brief description of such policy or procedure:

Signature: _____ Date: _____

Title: _____

Legal Reference: the Drug Free Workplace Act of 1988 and Public Law 100-690 Section 5151-5160

NON-COLLUSION DECLARATION

REQUEST FOR BID NO. 1549 IT SHOP CONVERSION PROJECT

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

The undersigned declares: I am the _____ of _____, the party making the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose. Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____(date), at _____(city), _____(State).

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Bidder: _____ Date _____

**IRAN CONTRACTING ACT
 CERTIFICATION OF ELIGILITY TO BID FOR CONTRACTS OF \$ 1 MILLION OR MORE
 (Public Contract Code sections 2202-2208)**

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID IF BID TOTAL IS \$1 MILLION OR MORE

Pursuant to Public Contract Code 2204. (a) A public entity shall require a person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a public entity with respect to a contract for goods or services of one million dollars (\$1,000,000) or more to certify, at the time the bid is submitted or the contract is renewed, that the person is not identified on a list created pursuant to subdivision (b) of Section 2203 as a person engaging in investment activities in Iran described in subdivision (a) of Section 2202.5, or as a person described in subdivision (b) of Section 2202.5, as applicable. A state agency shall submit the certification information to the Department of General Services.

To comply with this requirement, please insert your vendor or financial institution name and Federal ID Number (if available) and complete **one** of the options below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (Public Contract Code section 2205.)

OPTION #1 - CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/financial institution identified below, and the vendor/financial institution identified below is **not** on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

<i>Vendor Name/Financial Institution (Printed)</i>	<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in</i>

OPTION #2 – EXEMPTION

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services.

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

<i>Vendor Name/Financial Institution (Printed)</i>	<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in</i>

CONTRACT

THIS CONTRACT is made this ____ day of _____, 20____, in the County of San Diego, State of California, by and between the **CAJON VALLEY UNION SCHOOL DISTRICT**, hereinafter called District, and _____, hereinafter called Contractor. The District and the Contractor for the considerations stated herein agree as follows:

ARTICLE 1. SCOPE OF WORK. The Contractor shall perform all Work within the time stipulated the Contract and shall provide all labor, materials, equipment, tools, utility services, and transportation to complete all of the Work required in strict compliance with the Contract Documents as specified in Article 5 below for the following Project:

REQUEST FOR BID NO. 1549 IT SHOP CONVERSION PROJECT

The Contractor and its surety shall be liable to the District for any damages arising as a result of the Contractor's failure to comply with this obligation.

ARTICLE 2. TIME FOR COMPLETION. The Work shall be commenced on the date stated in the District's Notice to Proceed. As specified in District's notice to proceed, the work shall be completed within:

Beginning Date of Contract: March 1, 2021
Ending Date of Contract: April 15, 2021 *

The Contractor shall complete all Work required by the Contract Documents within ***forty-six (46)** calendar days from the commencement date stated in the Notice to Proceed. By its signature hereunder, Contractor agrees the time for completion set forth above is adequate and reasonable to complete the Work.

ARTICLE 3. CONTRACT PRICE. The District shall pay to the Contractor as full compensation for the performance of the Contract, subject to any additions or deductions as provided in the Contract Documents, and including all applicable taxes and costs, the sum of _____ Dollars (\$ _____). Payment shall be made as set forth in the General Conditions.

ARTICLE 4. LIQUIDATED DAMAGES. In accordance with Government Code section 53069.85, it is agreed that the Contractor will pay the District the sum of five hundred dollars (**\$500**) per site for each and every calendar day of delay beyond the time prescribed in the Contract Documents for finishing the Work, as Liquidated Damages and not as a penalty or forfeiture. In the event this is not paid, the Contractor agrees the District may deduct that amount from any money due or that may become due the Contractor under the Contract. This Article does not exclude recovery of other damages specified in the Contract Documents.

ARTICLE 5. COMPONENT PARTS OF THE CONTRACT. The "Contract Documents" include the following:

- Notice Inviting Bids
- Instructions to Bidders
- Bid Form
- Certification of Division of Industrial Relations Registration
- Contractor's Certificate Regarding Workers' Compensation
- Bid Security
- Designation of Subcontractors
- Information Required of Bidders (List of Current and Completed Projects)
- Asbestos Free Materials Certifications
- Recycled Content Certification

Fingerprinting Requirement Certification
 Statement Regarding A Drug-Free Workplace
 Non-Collusion Declaration
 Iran Contracting Act Certification (if applicable)
 Contract
 Performance Bond
 Payment Bond
 General Conditions
 Special Conditions
 Technical Specifications (as applicable)
 Addenda
 Plans and Drawings (as applicable)
 Approved and fully executed change orders
 Any other documents contained in or incorporated into the Contract

The Contactor shall complete the Work in strict accordance with all of the Contract Documents. All of the Contract Documents are intended to be complementary. Work required by one of the Contract Documents and not by others shall be done as if required by all. This Contract shall supersede any prior agreement of the parties.

ARTICLE 6. PROVISIONS REQUIRED BY LAW. Each and every provision of law required to be included in these Contract Documents shall be deemed to be included in these Contract Documents. The Contractor shall comply with all requirements of the California Labor Code applicable to this Project.

ARTICLE 7. INDEMNIFICATION. Contractor shall provide indemnification as set forth in the General Conditions.

ARTICLE 8. PREVAILING WAGES. Contractor shall be required to pay the prevailing rate of wages in accordance with the labor Code which such rates may be obtained online at <http://www.dir.ca.gov/dlsr>. and which must be posted at the job site.

IN WITNESS WHEREOF, this Contract has been duly executed by the above-named parties, on the day and year above written.

<p><u>NAME OF CONTRACTOR</u></p> <p>By _____ (signature)</p> <p>Name and Title: _____</p> <p>License No. _____</p>	<p><u>CAJON VALLEY UNION SCHOOL DISTRICT</u> By Governing Board:</p> <p>_____</p> <p>Jo Alegria</p> <p>_____</p> <p>James P. Miller</p> <p>_____</p> <p>Karen Clark-Mejia</p> <p>_____</p> <p>Tamara Otero</p> <p>_____</p> <p>Jill Barto</p>
---	---

PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS:

THAT WHEREAS, **CAJON VALLEY UNION SCHOOL DISTRICT** (hereinafter referred to as "District") has awarded to _____, (hereinafter referred to as the "Contractor") an agreement for:

REQUEST FOR BID NO. 1549 IT SHOP CONVERSION PROJECT

(hereinafter referred to as the "Project").

WHEREAS, the work to be performed by the Contractor is more particularly set forth in the Contract Documents for the Project (hereinafter referred to as "Contract Documents"), the terms and conditions of which are expressly incorporated herein by reference; and

WHEREAS, the Contractor is required by said Contract Documents to perform the terms thereof and to furnish a bond for the faithful performance of said Contract Documents.

NOW, THEREFORE, we, _____, the undersigned Contractor and _____ as Surety, a corporation organized and duly authorized to transact business under the laws of the State of California, are held and firmly bound unto the District in the sum of _____ DOLLARS, (\$_____), said sum being not less than one hundred percent (100%) of the total amount of the Contract, for which amount well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that, if the Contractor, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and agreements in the Contract Documents and any alteration thereof made as therein provided, on its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their intent and meaning; and shall faithfully fulfill all obligations including the one-year guarantee of all materials and workmanship; and shall indemnify and save harmless the District, its officers and agents, as stipulated in said Contract Documents, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefore, there shall be included costs and reasonable expenses and fees including reasonable attorney's fees, incurred by District in enforcing such obligation.

As a condition precedent to the satisfactory completion of the Contract Documents, unless otherwise provided for in the Contract Documents, the above obligation shall hold good for a period of one (1) year after the acceptance of the work by District, during which time if Contractor shall fail to make full, complete, and satisfactory repair and replacements and totally protect the District from loss or damage resulting from or caused by defective materials or faulty workmanship. The obligations of Surety hereunder shall continue so long as any obligation of Contractor remains. Nothing herein shall limit the District's rights or the Contractor or Surety's obligations under the Contract, law or equity, including, but not limited to, California Code of Civil Procedure section 337.15.

Whenever Contractor shall be, and is declared by the District to be, in default under the Contract Documents, the Surety shall remedy the default pursuant to the Contract Documents, or shall promptly, at the District's option:

- (1) Take over and complete the Project in accordance with all terms and conditions in the Contract Documents; or
- (2) Obtain a bid or bids for completing the Project in accordance with all terms and conditions in the Contract Documents and upon determination by Surety of the lowest responsive and responsible bidder, arrange for a Contract between such bidder, the Surety and the District, and make available as work progresses sufficient funds to pay the cost of completion of the Project, less the balance of the contract price, including other costs and damages for which Surety may be liable. The term "balance of the contract price" as used in this paragraph shall mean the total amount payable to Contractor by the District under the Contract and any modification thereto, less any amount previously paid by the District to the Contractor and any other set offs pursuant to the Contract Documents.
- (3) Permit the District to complete the Project in any manner consistent with California law and make available as work progresses sufficient funds to pay the cost of completion of the Project, less the balance of the contract price, including other costs and damages for which Surety may be liable. The term "balance of the contract price" as used in this paragraph shall mean the total amount payable to Contractor by the District under the Contract and any modification thereto, less any amount previously paid by the District to the Contractor and any other set offs pursuant to the Contract Documents.

Surety expressly agrees that the District may reject any contractor or subcontractor which may be proposed by Surety in fulfillment of its obligations in the event of default by the Contractor.

Surety shall not utilize Contractor in completing the Project nor shall Surety accept a bid from Contractor for completion of the Project if the DISTRICT, when declaring the Contractor in default, notifies Surety of the District's objection to Contractor's further participation in the completion of the Project.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract Documents or to the Project to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract Documents or to the Project.

[Remainder of Page Left Intentionally Blank.]

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ day of _____, 20____.

CONTRACTOR/PRINCIPAL

Name

By_____

SURETY:

By: _____
Attorney-In-Fact

The rate of premium on this bond is _____ per thousand. The total amount of premium charges, \$_____.
(The above must be filled in by corporate attorney.)

THIS IS A REQUIRED FORM

Any claims under this bond may be addressed to:

(Name and Address of Surety) _____

(Name and Address of Agent or Representative for service of process in California, if different from above) _____

(Telephone number of Surety and Agent or Representative for service of process in California) _____

Fax number of Surety and Agent _____

Notary Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
 COUNTY OF _____

On _____, 20____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public _____

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

CAPACITY CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

- Individual
- Corporate Officer

_____ Title(s)

- Partner(s)
 - Limited
 - General

- Attorney-In-Fact
- Trustee(s)
- Guardian/Conservator
- Other:

Signer is representing:
 Name Of Person(s) Or Entity(ies)

_____ Title or Type of Document

_____ Number of Pages

_____ Date of Document

_____ Signer(s) Other Than Named Above

NOTE: A copy of the Power-of-Attorney to local representatives of the bonding company must be attached hereto.

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS That

WHEREAS, the **CAJON VALLEY UNION SCHOOL DISTRICT** (hereinafter designated as the "District"), by action taken or a resolution passed _____, **20**____ has awarded to _____ hereinafter designated as the "Principal," a contract for the work described as follows:

REQUEST FOR BID NO. 1549 IT SHOP CONVERSION PROJECT

(the "Project"); and WHEREAS, said Principal is required to furnish a bond in connection with said contract; providing that if said Principal or any of its Subcontractors shall fail to pay for any materials, provisions, provender, equipment, or other supplies used in, upon, for or about the performance of the work contracted to be done, or for any work or labor done thereon of any kind, or for amounts due under the Unemployment Insurance Code or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of said Principal and its Subcontractors with respect to such work or labor the Surety on this bond will pay for the same to the extent hereinafter set forth.

NOW THEREFORE, we, the Principal and _____ as Surety, are held and firmly bound unto the District in the penal sum of _____ Dollars (\$_____) lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if said Principal, his or its subcontractors, heirs, executors, administrators, successors or assigns, shall fail to pay any of the persons named in Section 9100 of the Civil Code, fail to pay for any materials, provisions or other supplies, used in, upon, for or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract, or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department or Franchise Tax Board from the wages of employees of the contractor and his subcontractors pursuant to Section 18663 of the Revenue and Taxation Code, with respect to such work and labor the Surety or Sureties will pay for the same, in an amount not exceeding the sum herein above specified, and also, in case suit is brought upon this bond, all litigation expenses incurred by the District in such suit, including reasonable attorneys' fees, court costs, expert witness fees and investigation expenses.

This bond shall inure to the benefit of any of the persons named in Section 9100 of the Civil Code so as to give a right of action to such persons or their assigns in any suit brought upon this bond.

It is further stipulated and agreed that the Surety on this bond shall not be exonerated or released from the obligation of this bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, plans, specifications, or agreement pertaining or relating to any scheme or work of improvement herein above described, or pertaining or relating to the furnishing of labor, materials, or equipment therefore, nor by any change or modification of any terms of payment or extension of the time for any payment pertaining or relating to any scheme or work of improvement herein above described, nor by any rescission or attempted rescission or attempted rescission of the contract, agreement or bond, nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under

the bond, nor by any fraud practiced by any person other than the claimant seeking to recover on the bond and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the owner or District and original contractor or on the part of any obligee named in such bond, but the sole conditions of recovery shall be that claimant is a person described in Section 9100 of the Civil Code, and has not been paid the full amount of his claim and that Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned, including but not limited to the provisions of sections 2819 and 2845 of the California Civil Code.

IN WITNESS WHEREOF, four (4) identical counterparts of this instrument, each of which shall for all purposes be deemed an original thereof, have been duly executed by the Principal and Surety above named, on the _____ day of _____ 20____ the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

(Corporate Seal of Principal,
if corporation)

Principal (Property Name of Contractor)

By _____
(Signature of Contractor)

(Seal of Surety)

Surety

By _____
Attorney in Fact

THIS IS A REQUIRED FORM

Any claims under this bond may be addressed to:
(Name and Address of Surety)

(Name and Address of Agent or
Representative for service of
process in California, if different
from above)

(Telephone number of Surety and
Agent or Representative for service
of process in California)

Fax number of Surety and Agent

(Attached Attorney-In-Fact
Certificate and Required
Acknowledgements)

***Note: Appropriate Notarial Acknowledgments of Execution by Contractor and +surety and a power of Attorney MUST BE ATTACHED.**

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GENERAL CONDITIONS

ARTICLE 1. DEFINITIONS

- a. Acceptable, Acceptance or words of similar import shall be understood to be the acceptance of the District Representative and/or the District .
- b. Act of God an Act of God is an earthquake of magnitude 3.5 on the Richter scale and tidal waves.
- c. Approval means written authorization by District Representative and/or District .
- d. Contract Documents includes all documents as stated in the Contract.
- e. Day shall mean calendar day unless otherwise specifically designated.
- f. District and Contractor are those stated in the Contract. The terms District and Owner may be used interchangeably.
- g. District Representative shall mean the DISTRICT'S REPRESENTATIVE FOR PURPOSES OF OVERSEEING CONSTRUCTION as listed in the Special Conditions, or his/her designee, acting either directly or through properly authorized agents, such as agents acting within the scope of the particular duties entrusted to them. Also sometimes referred to as the "District's Representative" or "Representative" in the Contract Documents.
- h. Equal, Equivalent, Satisfactory, Directed, Designated, Selected, As Required and similar words shall mean the written approval, selection, satisfaction, direction, or similar action of the District Representative and/or District.
- i. Indicated, Shown, Detailed, Noted, Scheduled or words of similar meaning shall mean that reference is made to the drawings, unless otherwise noted. It shall be understood that the direction, designation, selection, or similar import of the District Representative and/or District is intended, unless stated otherwise.
- j. Install means the complete installation of any item, equipment or material.
- k. Material shall include machinery, equipment, manufactured articles, or construction such as form work, fasteners, etc., and any other classes of material to be furnished in connection with the Contract. All materials shall be new unless specified otherwise.
- l. Perform shall mean that the Contractor, at Contractor's expense, shall take all actions necessary to complete The Work, including furnishing of necessary labor, tools, and equipment, and providing and installing Materials that are indicated, specified, or required to complete such performance.
- m. Project is The Work planned by District as provided in the Contract Documents.
- n. Provide shall include provide complete in place, that is furnish, install, test and make ready for use.
- o. Recyclable Waste Materials shall mean materials removed from the Project site which is required per local ordinances to be diverted to a recycling center rather than an area landfill. Recyclable Waste Materials include asphalt, concrete, brick, concrete block, and rock.

- p. Specifications means that portion of the Contract Documents consisting of the written requirements for materials, equipment, construction systems, standards and workmanship for the work. Except for Sections 1-9 of the Standard Specifications for Public Works Construction (“Greenbook”), current edition, which are specifically excluded from incorporation into these Contract Documents, the Work shall be done in accordance with the Greenbook, including all current supplements, addenda, and revisions thereof. In the case of conflict between the Greenbook and the Contract Documents, the Contract Documents shall prevail.
- q. The Work means the entire improvement planned by the District pursuant to the Contract Documents.
- r. Work means labor, equipment and materials incorporated in, or to be incorporated in the construction covered by the Contract Documents.

ARTICLE 2. CONTRACT DOCUMENTS

- a. **Contract Documents.** The Contract Documents are complementary, and what is called for by one shall be as binding as if called for by all.
- b. **Interpretations.** The Contract Documents are intended to be fully cooperative and to be complementary. If Contractor observes that any documents are in conflict, the Contractor shall promptly notify the District Representative in writing. In case of conflicts between the Contract Documents, the order of precedence shall be as follows:
 - 1. Change Orders or Work Change Directives
 - 2. Addenda
 - 3. Special Provisions (or Special Conditions)
 - 4. Technical Specifications
 - 5. Plans (Contract Drawings)
 - 6. Contract
 - 7. General Conditions
 - 8. Instructions to Bidders
 - 9. Notice Inviting Bids
 - 10. Contractor’s Bid Forms
 - 11. Greenbook
 - 12. Standard Plans
 - 13. Reference Documents

With reference to the Drawings, the order of precedence shall be as follows:

- 1. Figures govern over scaled dimensions
 - 2. Detail drawings govern over general drawings
 - 3. Addenda or Change Order drawings govern over Contract Drawings
 - 4. Contract Drawings govern over Standard Drawings
 - 5. Contract Drawings govern over Shop Drawings
- c. **Conflicts in Contract Documents.** Notwithstanding the orders of precedence established above, in the event of conflicts, the higher standard shall always apply.
- d. **Organization of Contract Documents.** Organization of the Contract Documents into divisions, sections, and articles, and arrangement of drawings shall not control the Contractor in dividing

The Work among subcontractors or in establishing the extent of Work to be performed by any trade.

ARTICLE 3. CONTRACTS DOCUMENTS: COPIES & MAINTENANCE

Contractor will be furnished, free of charge, one (1) copy of the Contract Documents. Additional copies may be obtained at cost of reproduction.

Contractor shall maintain a clean, undamaged set of Contract Documents at the Project site.

ARTICLE 4. DETAIL DRAWINGS AND INSTRUCTIONS

- a. **Examination of Contract Documents.** Before commencing any portion of The Work, Contractor shall again carefully examine all applicable Contract Documents, the Project site and other information given to Contractor as to materials and methods of construction and other Project requirements. Contractor shall immediately notify the District Representative of any potential error, inconsistency, ambiguity, conflict or lack of detail or explanation. If Contractor performs, permits, or causes the performance of any Work which is in error, inconsistent or ambiguous, or not sufficiently detailed or explained, Contractor shall bear any and all resulting costs, including, without limitation, the cost of correction. In no case shall the Contractor or any subcontractor proceed with Work if uncertain as to the applicable requirements.
- b. **Additional Instructions.** After notification of any error, inconsistency, ambiguity, conflict or lack of detail or explanation, the District Representative will provide any required additional instructions, by means of drawings or other written direction, necessary for proper execution of Work.
- c. **Quality of Parts, Construction and Finish.** All parts of The Work shall be of the best quality of their respective kinds and the Contractor must use all diligence to inform itself fully as to the required construction and finish. In no case shall Contractor proceed with The Work without obtaining first from the District Representative such Approval may be necessary for the proper performance of Work.
- d. **Contractor's Variation from Contract Document Requirements.** If it is found that the Contractor has varied from the requirements of the Contract Documents including the requirement to comply with all applicable laws, ordinances, rules and regulations, the District Representative may at any time, before or after completion of the Work, order the improper Work removed, remade or replaced by the Contractor at the Contractor's expense.

ARTICLE 5. EXISTENCE OF UTILITIES AT THE WORK SITE

- a. The District has endeavored to determine the existence of utilities at the Project site from the records of the owners of known utilities in the vicinity of the Project. The positions of these utilities as derived from such records are shown on the Plans.
- b. No excavations were made to verify the locations shown for underground utilities. The service connections to these utilities are not shown on the plans. It shall be the responsibility of the Contractor to determine the exact location of all service connections. The Contractor shall make its own investigations, including exploratory excavations, to determine the locations and type of service connections, prior to commencing Work which could result in damage to such utilities. The Contractor shall immediately notify the District in writing of any utility discovered in a different position than shown on the Plans or which is not shown on the Plans.
- c. All water meters, water valves, fire hydrants, electrical utility vaults, telephone vaults, gas utility valves, and other subsurface structures shall be relocated or adjusted to final grade by the

Contractor. Locations of existing utilities shown on the Plans are approximate and may not be complete. The Contractor shall be responsible for coordinating its Work with all utility companies during the construction of The Work.

- d. Notwithstanding the above, pursuant to Section 4215 of the Government Code, the District has the responsibility to identify, with reasonable accuracy, main or trunkline facilities on the plans and specifications. In the event that main or trunkline utility facilities are not identified with reasonable accuracy in the plans and specifications made a part of the invitation for bids, District shall assume the responsibility for their timely removal, relocation, or protection.
- e. Contractor, except in an emergency, shall contact the appropriate regional notification center, Southern California Underground Service Alert at 1-800-227-2600 at least two working days prior to commencing any excavation if the excavation will be performed in an area which is known, or reasonably should be known, to contain subsurface installations other than the underground facilities owned or operated by the District, and obtain an inquiry identification number from that notification center. No excavation shall be commenced or carried out by the Contractor unless such an inquiry identification number has been assigned to the Contractor or any subcontractor of the Contractor and the District has been given the identification number by the Contractor.

ARTICLE 6. SCHEDULE

- a. **Estimated Schedule.** Within fourteen (14) days after the issuance of the Notice to Proceed, Contractor shall prepare a Project schedule and shall submit this to the District Representative for Approval. The receipt or Approval of any schedules by the District Representative or the District shall not in any way relieve the Contractor of its obligations under the Contract Documents. The Contractor is fully responsible to determine and provide for any and all staffing and resources at levels which allow for good quality and timely completion of the Project. Contractor's failure to incorporate all elements of Work required for the performance of the Contract or any inaccuracy in the schedule shall not excuse the Contractor from performing all Work required for a completed Project within the specified Contract time period. If the required schedule is not received by the time the first payment under the Contract is due, Contractor shall not be paid until the schedule is received, reviewed and accepted by the District Representative.
- b. **Schedule Contents.** The schedule shall allow enough time for inclement weather. The schedule shall indicate the beginning and completion dates of all phases of construction; critical path for all critical, sequential time related activities; and "float time" for all "slack" or "gaps" in the non-critical activities. The schedule shall clearly identify all staffing and other resources which in the Contractor's judgment are needed to complete the Project within the time specified for completion. Schedule duration shall match the Contract time. Schedules indicating early completion will be rejected.
- c. **Schedule Updates.** Contractor shall continuously update its construction schedule. Contractor shall submit an updated and accurate construction schedule to the District Representative whenever requested to do so by District Representative and with each progress payment request. The District Representative may withhold progress payments or other amounts due under the Contract Documents if Contractor fails to submit an updated and accurate construction schedule.

ARTICLE 7. SUBSTITUTIONS

- a. One Product Specified. Unless the Specifications state that no substitution is permitted, whenever the Contract Documents indicate any specific article, device, equipment, product, material, fixture, patented process, form, method, or type of construction or any specific name, make, trade name, or catalog number, with or without the words "or equal," such specification shall be deemed to be used for the purpose of facilitating description of the material, process, or article desired and shall be deemed to be followed by the words "or equal." Pursuant to Article 22c below, the Contractor

may, unless otherwise stated, offer any material, process, article, etc. which shall be materially equal or better in every respect to that so indicated or specified ("Specified Item") and will complete accomplish the purpose of the Contract Documents. Please note, however, that based on the District's RESOLUTION ADOPTING COMPATIBILITY, UNIFORMITY, AND STANDARDIZATION FOR PROPRIETARY BUILDING SYSTEM COMPONENTS, Resolution #01-19-1216-DM, substitution requests will not be accepted for the following

- | | |
|---|--|
| 1. Security System | Manufacturer (Radionics or DMP) |
| 2. Intercom System | Manufacturer (Bogen) |
| 3. District Computer Networking System: | Manufacturer (AMP Netconnect (Tyco Electronics) Cable, Connectors, Connecting Hardware (Items Listed in the AMP Netconnect Warranted Systems List), HP Servers, HP LaserJet Printers, APC Server Racks and Uninterruptible Power Supplies) |
| 4. District Voice over IP (VoIP) Phone System | Manufacturer (Cisco Switches, Routers, Call-Manager, Phones, Voice Mail, Gateway) |
| 5. District Wireless Networking System | Manufacturer (Aruba Wireless Systems) |
| 6. Surveillance Camera and Management System | Manufacturer (Cisco Systems) |
| 7. Door Locks, Keying and Hardware System | Manufacturer (Locks & Hardware – Schlage, Cores & Cylinders - Best) |
| 8. Energy Management System | Manufacturer (Trane) |
| 9. HVAC System | Manufacturer (Trane) |
- b. Products Specified Which are Commercially Unavailable. If the Contractor fails to make a request for substitutions for products, prior to the submission of its bid, and such products subsequently become commercially unavailable, the Contractor may request a substitution for such commercially unavailable item. The decision to grant this request is solely at the District's discretion. The written approval of the District, consistent with the procedure for Change Orders, shall be required for the use of a proposed substitute material. The District may condition its approval of the substitution upon the delivery to District of an extended warranty or other assurances of adequate performance of the substitution as well as an equitable deduction in the contract price should the substituted item cost less than the Specified item. All risks of delay due the approval of a requested substitution by the DSA, or any other governmental agency having jurisdiction, shall be on the requesting party. All additional costs, all procurement and construction delays, and all costs for review by the Architect or its consultants shall be the responsibility of the Contractor and will be deducted from Contractor's pay request.
- c. Substitution Request Form. Requests for substitutions of products, materials, or processes in place of a Specified Item must be in writing on the District's Substitution Request Form ("Request Form") no later than 5 business days prior to the bid opening, except as provided for in Article 7b above. The Request Form must be accompanied by evidence as to whether the proposed substitution:
1. Is equal in quality, service, and ability to the Specified Item;

- 2 Will entail no changes in detail, construction, and scheduling of related work;
 - 3 Will be acceptable in consideration of the required design and artistic effect;
 - 4 Will provide no cost disadvantage to the District
 - 5 Will require no excessive or more expensive maintenance, including adequacy and availability of replacement parts; and
 - 6 Will require no change in the construction schedule.
- d. Bidder agrees that in the event its substitution request is denied, it will provide the initially specified item.
- e. Bidder shall provide any and all Drawing, Specifications, samples, performance data, calculations, and other information, as may be required to assist the Architect and the District in determining whether the proposed substitution is acceptable. The burden of establishing these facts shall be upon the bidder.
- f. After the District's receipt of such evidence by the bidder, the District will make its final decision as to whether the bidder's request for substitution for any Specified Items will be granted. The decision as to whether a proposed request for substitution is equal to a Specified Item shall be at the sole discretion of the District. Any request for substitution that is granted by the District shall be documented and processed through a Change Order. The District may condition its approval of any substitution upon delivery to the District of any extended warranty or other assurances of adequate performance of the substitution. Any and all risks of delay due to approval by the DSA or any other governmental agency having jurisdiction shall be on the bidder.
- g. If the Architect and District accept a proposed substitution, the Contractor agrees to pay for all engineering and design services, including, without limitation, compensation to the Architect and affected engineers for their required time to process such substitution through DSA, if required, and to make all changes and adjustments in materials or to the work of all trades directly or indirectly affected by the substituted item or items at no cost to the District.
- h. List of Manufacturers and Products Required. The Contractor shall require all Subcontractors to prepare and submit to the Contractor, within (30) days of execution of the Subcontract, comprehensive lists, in quadruplicate, of the manufacturers and products proposed for the Project, including information on materials, equipment, and fixtures required by the Contract Documents, as may be required for the Contractor's or Architect's approval. Approval of such lists of products shall not be construed as a substitute for the shop drawings, manufacturer's descriptive data, and samples, required by the Contract Documents, but rather shall be considered as a base from which more detailed submittals shall be developed for final review by the Contractor and the Architect.

SUBSTITUTION REQUEST FORM

Pursuant to Public Contract Code Section 3400, bidder hereby requests substitution of the following articles, devices, equipment, products, materials, fixtures, patented processes, forms, methods, or types of construction.

SUBMIT TO PURCHASING DEPARTMENT, BID ADMINISTRATOR

- a. The bidder may request a substitution. The substitution form must be received no later than 5 business days prior to the bid opening with the District response no later than 2 business days prior to bid opening. The Substitution Request Form as signed and approved by the District must then accompany the bid.

THIS PAGE MUST BE COMPLETED IF A SUBSTITUTION IS REQUESTED

****If this form is not pre-approved or not included with the bid package, it will be the District's conclusion that the contractor intends to use all products as specified in the bid package and/or plans and all bid prices reflect this intent.**

	Specified Item	Requested Substituted Item	District Decision Circle One
1			Grant Deny
2			Grant Deny
3			Grant Deny
4			Grant Deny
5			Grant Deny
6			Grant Deny
7			Grant Deny

The Request Form must be accompanied by evidence as to whether the proposed substitution (1) is equal in quality, service, and ability to the Specified Item; (2) will entail no change in detail, construction, and scheduling of related work; (3) will be acceptable in consideration of the required design and artistic effect; (4) will provide no cost disadvantage to the District; (5) will require no excessive or more expensive maintenance, including adequacy and availability of replacement parts; and (6) will require no change of the construction schedule.

The undersigned states that the following paragraph, unless modified on attachments, are correct:

1. The proposed substitution does not affect the dimensions shown on the Drawings.
2. The undersigned will pay for changes to the building design, including engineering design, detailing, and construction costs caused by the requested substitution.
3. The proposed substitution will have no adverse effect on other trades, the construction schedule, or specified warranty requirements.
4. Maintenance and service parts will be available locally for the proposed substitution.

Bid # _____

Bid Title: _____

Name of Bidder: _____

By: _____

Phone Number: _____

Fax Number: _____

E-Mail: _____

District Signature: _____

Printed Name & Title _____

Phone Number: _____

This page must be completed, submitted no later than five business days prior to the bid deadline, pre-approved and returned with bid if a substitution is requested.

If this pre-approved form is not included with the bid package, it will be the District's conclusion that the contractor intends to use all products as specified in the bid package and/or plans and all bid prices reflect this intent.

ARTICLE 8. SHOP DRAWINGS

- a. Contractor shall check and verify all field measurements and shall submit with such promptness as to provide adequate time for review and cause no delay in his own Work or in that of any other contractor, subcontractor, or worker on the Project, six (6) copies of all shop or setting drawings, calculations, schedules, and materials list, and all other provisions required by the Contract. Contractor shall sign all submittals affirming that submittals have been reviewed and approved by Contractor prior to submission to District Representative. Each signed submittal shall affirm that the submittal meets all the requirements of the Contract Documents except as specifically and clearly noted and listed on the cover sheet of the submittal.
- b. Contractor shall make any corrections required by the District Representative, and file with the District Representative six (6) corrected copies each, and furnish such other copies as may be needed for completion of the Work. District Representative's approval of shop drawings shall not relieve Contractor from responsibility for deviations from the Contract Documents unless Contractor has, in writing, called District Representative's attention to such deviations at time of submission and has secured the District Representative's written Approval. District Representative's Approval of shop drawings shall not relieve Contractor from responsibility for errors in shop drawings.

ARTICLE 9. SUBMITTALS

- a. Contractor shall furnish to the District Representative for approval, prior to purchasing or commencing any Work, a log of all samples, material lists and certifications, mix designs, schedules, and other submittals, as required in the specifications. The log shall indicate whether samples will be provided in accordance with other provisions of this Contract.
- b. Contractor will provide samples and submittals, together with catalogs and supporting data required by the District Representative, to the District Representative within a reasonable time period to provide for adequate review and avoid delays in the Work.
- c. These requirements shall not authorize any extension of time for performance of this Contract. District Representative will check and approve such samples, but only for conformance with design concept of work and for compliance with information given in the Contract Documents. Work shall be in accordance with approved samples and submittals.

ARTICLE 10. MATERIALS

- a. Except as otherwise specifically stated in the Contract Documents, Contractor shall provide and pay for all materials, labor, tools, equipment, water, lights, power, transportation, superintendence, temporary constructions of every nature, and all other services and facilities of every nature whatsoever necessary to execute and complete this Contract within specified time.
- b. Unless otherwise specified, all materials shall be new and the best of their respective kinds and grades as noted and/or specified, and workmanship shall be of good quality.
- c. Materials shall be furnished in ample quantities and at such times as to ensure uninterrupted progress of The Work and shall be stored properly and protected as required by the Contract Documents. Contractor shall be entirely responsible for damage or loss by weather or other causes to materials or Work.
- d. No materials, supplies, or equipment for Work under this Contract shall be purchased subject to any chattel mortgage or under a conditional sale or other agreement by which an interest therein

or in any part thereof is retained by the seller or supplier. Contractor warrants good title to all material, supplies, and equipment installed or incorporated in the work and agrees upon completion of all work to deliver the Project, to the District free from any claims, liens, or charges.

- e. Materials shall be stored on the Project site in such manner so as not to interfere with any operations of the District or any independent contractor.

ARTICLE 11. CONTRACTOR'S SUPERVISION

Contractor shall continuously keep at the Project site, a competent and experienced full-time Project superintendent approved by the District. Superintendent must be able to proficiently speak, read and write in English. Contractor shall continuously provide efficient supervision of the Project.

ARTICLE 12. WORKERS

- a. Contractor shall at all times enforce strict discipline and good order among its employees. Contractor shall not employ on the Project any unfit person or any one not skilled in the Work assigned to him or her.
- b. Any person in the employ of the Contractor whom the District may deem incompetent or unfit shall be dismissed from The Work and shall not be employed on this Project except with the written Approval of the District.

ARTICLE 13. FINGERPRINTING REQUIREMENTS

District Determination of Fingerprinting Requirement Application is set forth in the Special Conditions.

- a. Contracts For Construction, Reconstruction, Rehabilitation Or Repair Of A School Facility Involving More Than Limited Contact With Students.

If the District determines, based on the totality of the circumstances concerning the Project, that the Contractor and Contractor's employees are subject to the requirements of Education Code section 45125.2 pertaining to Contracts for Construction, Reconstruction, Rehabilitation or Repair of a School Facility because they will have contact other than limited contact with pupils, by execution of the Contract, the Contractor acknowledges that Contractor is entering into a contract for the construction, reconstruction, rehabilitation, or repair of a school facility where the Contractor and/or Contractor's employees will have more than limited contact with students and the services to be provided do not constitute an emergency or exceptional situation. In accordance with Education Code section 45125.2 the Contractor shall, at Contractor's own expense, (a) install a physical barrier to limit contact with students by Contractor and/or Contractor's employees, or **(b) provide for the continuous supervision and monitoring of the Contractor and/or Contractor's employees by an employee of the Contractor who has received fingerprint clearance from the California Department of Justice**, or (c) provide for the surveillance of the Contractor and Contractor's employees by a District employee.

- b. Contracts For Construction, Reconstruction Rehabilitation Or Repair Of A School Facility Involving Only Limited Contact With Students.

If the District determines based on the totality of the circumstances concerning the Project that the Contractor and Contractor's employees are subject to the requirements of Education Code section 45125.2 pertaining to Contracts for Construction, Reconstruction, Rehabilitation or Repair of a School Facility because they will have only limited contact with pupils, by execution of the Contract, the Contractor acknowledges that Contractor is entering into a contract for the construction, reconstruction, rehabilitation or repair of a school facility involving only limited contact with students. Accordingly, the parties agree that the following conditions apply to any work performed by the Contractor and/or Contractor's employees on a school site: (1) Contractor and/or Contractor's employees shall check in with

the school office each day immediately upon arriving at the school site; (2) Contractor and/or Contractor's employees shall inform school office staff of their proposed activities and location at the school site; (3) Once at such location Contractor and/or Contractor's employees shall not change locations without contacting the school office; (4) Contractor and Contractor's employees shall not use student restroom facilities; and (5) If Contractor and/or Contractor's employees find themselves alone with a student, Contractor and Contractor's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

ARTICLE 14. SUBCONTRACTORS

- a. Contractor agrees to bind every subcontractor to the terms of the Contract Documents as far as such terms are applicable to subcontractor's portion of The Work. Contractor shall be as fully responsible to the District for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by its subcontractors, as Contractor is for acts and omissions of persons directly employed by Contractor. Nothing contained in these Contract Documents shall create any contractual relationship between any subcontractor and the District.
- b. The District reserves the right to Approve all subcontractors. The District's Approval of any subcontractor under this Contract shall not in any way relieve Contractor of its obligations in the Contract Documents.
- c. Prior to substituting any subcontractor listed in the Bid Forms, Contractor must comply with the requirements of the Subletting and Subcontracting Fair Practices Act pursuant to California Public Contract Code section 4100 et seq.

ARTICLE 15. PERMITS AND LICENSES

Permits and licenses necessary for prosecution of The Work shall be secured and paid for by Contractor, unless otherwise specified in the Contract Documents.

- a. Contractor shall obtain and pay for all other permits and licenses required for The Work, including excavation permit and for plumbing, mechanical and electrical work and for operations in or over public streets or right of way under jurisdiction of public agencies other than the District.
- b. The Contractor shall arrange and pay for all off-site inspection of the Work related to permits and licenses, including certification, required by the specifications, drawings, or by governing authorities, except for such off-site inspections delineated as the District's responsibility pursuant to the Contract Documents.
- c. Before Acceptance of the Project, the Contractor shall submit all licenses, permits, certificates of inspection and required approvals to the District.

ARTICLE 16. UTILITY USAGE

- a. All temporary utilities, including but not limited to electricity, water, gas, and telephone, used on the Work shall be furnished and paid for by Contractor. Contractor shall Provide necessary temporary distribution systems, including meters, if necessary, from distribution points to points on The Work where the utility is needed. Upon completion of The Work, Contractor shall remove all temporary distribution systems.
- b. Contractor shall provide necessary and adequate utilities and pay all costs for water, electricity, gas, oil, and sewer charges required for completion of the Project.
- c. All permanent meters Installed shall be listed in the Contractor's name until Project Acceptance.

- d. If the Contract is for construction in existing facilities, Contractor may, with prior written Approval of the District, use the District's existing utilities by compensating the District for utilities used by Contractor.

ARTICLE 17. INSPECTION FEES FOR PERMANENT UTILITIES

All inspection fees and other municipal charges for permanent utilities including, but not limited to, sewer, electrical, phone, gas, water, and irrigation shall be paid for by the District. Contractor shall be responsible for arranging the payment of such fees, but inspection fees and other municipal fees relating to permanent utilities shall be paid by the District. Contractor may either request reimbursement from the District for such fees, or shall be responsible for arranging and coordination with District for the payment of such fees.

ARTICLE 18. TRENCHES

- a. Trenches Five Feet or More in Depth. The Contractor shall submit to the District, in advance of excavation, a detailed plan showing the design of shoring, bracing, sloping or other provisions to be made for worker protection from the hazard of caving ground during the excavation of any trench or trenches five feet or more in depth. If the plan varies from shoring system standards, the plan shall be prepared by a registered civil or structural engineer. The plan shall not be less effective than the shoring, bracing, sloping, or other provisions of the Construction Safety Orders, as defined in the California Code of Regulations.
- b. Excavations Deeper than Four Feet. If work under this Contract involves digging trenches or other excavation that extends deeper than four feet below the surface, Contractor shall promptly, and before the following conditions are disturbed, notify the District, in writing, of any:
 - 1) Material that the Contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
 - 2) Subsurface or latent physical conditions at the site differing from those indicated.
 - 3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract.

The District shall promptly investigate the conditions, and if it finds that the conditions do so materially differ, or do involve hazardous waste, and cause a decrease or increase in Contractor's cost of, or the time required for, performance of any part of The Work, shall issue a change order under the procedures described in the Contract Documents.

In the event that a dispute arises between the District and the Contractor as to whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in the Contractor's cost of, or time required for, performance of any part of The Work, the Contractor shall not be excused from any scheduled completion date provided for by the Contract, but shall proceed with all Work to be performed under the Contract. Contractor shall retain any and all rights provided either by contract or by law which pertain to the resolution of disputes and protests between the parties.

ARTICLE 19. REMOVAL OF HAZARDOUS MATERIALS

Should Contractor encounter material reasonably believed to be polychlorinated biphenyl (PCB) or other toxic wastes and hazardous materials which have not been rendered harmless at the Project site, the Contractor shall immediately stop work at the affected Project site and shall report the condition to the

District in writing. The District shall contract for any services required to directly remove and/or abate PCBs and other toxic wastes and hazardous materials, if required by the Project site(s), and shall not require the Contractor to subcontract for such services. The Work in the affected area shall not thereafter be resumed except by written agreement of the District and Contractor.

ARTICLE 20. SANITARY FACILITIES

Contractor shall provide sanitary temporary toilet buildings for the use of all workers. All toilets shall comply with local codes and ordinances. Toilets shall be kept supplied with toilet paper and shall have workable door fasteners. Toilets shall be serviced no less than once weekly and shall be present in a quantity of not less than 1 per 20 workers as required by CAL-OSHA regulation. The toilets shall be maintained in a sanitary condition at all times. Use of toilet facilities in The Work under construction shall not be permitted. Any other Sanitary Facilities required by CAL-OSHA shall be the responsibility of the Contractor.

ARTICLE 21. AIR POLLUTION CONTROL

Contractor shall comply with all air pollution control rules, regulations, ordinances and statutes. All containers of paint, thinner, curing compound, solvent or liquid asphalt shall be labeled to indicate that the contents fully comply with the applicable material requirements.

ARTICLE 22. COMPLIANCE WITH STATE STORM WATER PERMIT

- a. Contractor shall be required to comply with all conditions of the State Water Resources Control Board ("State Water Board") National Pollutant Discharge Elimination System General Permit for Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction Activity ("Permit") for all construction activity which results in the disturbance of in excess of one acre of total land area or which is part of a larger common area of development or sale. Owner shall be responsible for filing the Notice of Intent and for obtaining the Permit. Contractor shall be solely responsible for preparing and implementing a Storm Water Pollution Prevention Plan ("SWPPP") prior to initiating Work. In bidding on this Contract, it shall be Contractor's responsibility to evaluate the cost of procuring the Permit and preparing the SWPPP as well as complying with the SWPPP and any necessary revision to the SWPPP. Contractor shall comply with all requirements of the State Water Resources Control Board. Contractor shall include all costs of compliance with specified requirements in the Contract amount.
- b. Contractor shall be responsible for procuring, implementing and complying with the provisions of the Permit and the SWPPP, including the standard provisions, monitoring and reporting requirements as required by the Permit. Contractor shall provide copies of all reports and monitoring information to the District Representative.
- c. Contractor shall comply with the lawful requirements of any applicable municipality, the District, drainage district, and other local agencies regarding discharges of storm water to separate storm drain system or other watercourses under their jurisdiction, including applicable requirements in municipal storm water management programs.
- d. Storm, surface, nuisance, or other waters may be encountered at various times during construction of The Work. Therefore, the Contractor, by submitting a Bid, hereby acknowledges that it has investigated the risk arising from such waters, has prepared its Bid accordingly, and assumes any and all risks and liabilities arising therefrom.
- e. Failure to comply with the Permit is in violation of federal and state law. Contractor hereby agrees to indemnify and hold harmless District, its officials, officers, agents, employees and authorized volunteers from and against any and all claims, demands, losses or liabilities of any kind or nature which District, its officials, officers, agents, employees and authorized volunteers

may sustain or incur for noncompliance with the Permit arising out of or in connection with the Project, except for liability resulting from the sole established negligence, willful misconduct or active negligence of the District, its officials, officers, agents, employees or authorized volunteers. District may seek damages from Contractor for delay in completing the Contract in accordance with the Contract Documents, caused by Contractor's failure to comply with the Permit.

ARTICLE 23. CLEANING UP

- a. Contractor at all times shall keep premises free from debris such as waste, rubbish, and excess materials and equipment. Contractor shall not store debris under, in, or about the premises. Upon completion of Work, Contractor shall clean the interior and exterior of the building or improvement including fixtures, equipment, walls, floors, ceilings, roofs, window sills and ledges, horizontal projections, and any areas where debris has collected so surfaces are free from foreign material or discoloration. Contractor shall clean and polish all glass, plumbing fixtures, and finish hardware and similar finish surfaces and equipment and contractor shall also remove temporary Flooring, barricades, planking and construction toilet and similar temporary facilities from site. Contractor shall also clean all buildings, asphalt and concrete areas to the degree necessary to remove oil, grease, fuel, or other stains caused by Contractor operations or equipment.
- b. Contractor shall fully clean up the site at the completion of The Work. If the Contractor fails to immediately clean up at the completion of The Work, the District may do so and the cost of such clean up shall be charged back to the Contractor.

ARTICLE 24. LAYOUT AND FIELD ENGINEERING

All field engineering required for laying out The Work and establishing grades for earthwork operations shall be furnished by the Contractor at its expense. Layout shall be done by a registered civil engineer Approved by the District Representative. Any required "as-built" drawings of the Work shall be prepared by the registered civil engineer.

ARTICLE 25. EXCESSIVE NOISE

- a. The Contractor shall use only such equipment on the work and in such state of repair so that the emission of sound therefrom is within the noise tolerance level of that equipment as established by CAL-OSHA.
- b. The Contractor shall comply with the most restrictive of the following: (1) local sound control and noise level rules, regulations and ordinances and (2) the requirements contained in these Contract Documents, including hours of operation requirements. No internal combustion engine shall be operated on the Project without a muffler of the type recommended by the manufacturer. Should any muffler or other control device sustain damage or be determined to be ineffective or defective, the Contractor shall promptly remove the equipment and shall not return said equipment to the job until the device is repaired or replaced. Said noise and vibration level requirements shall apply to all equipment on the job or related to the job, including but not limited to, trucks, transit mixers or transit equipment that may or may not be owned by the Contractor.

ARTICLE 26. TESTS AND INSPECTIONS

- a. If the Contract Documents, the District Representative, or any instructions, laws, ordinances, or public authority require any part of The Work to be tested or Approved, Contractor shall provide the District Representative at least two (2) working days notice of its readiness for observation or inspection. If inspection is by a public authority other than the District, Contractor shall promptly inform the District of the date fixed for such inspection. Required certificates of inspection (or similar) shall be secured by Contractor. Costs for District testing and District inspection shall be

paid by the District. Costs of tests for Work found not to be in compliance shall be paid by the Contractor.

- b. If any Work is done or covered up without the required testing or approval, the Contractor shall uncover or deconstruct the Work, and the Work shall be redone after completion of the testing at the Contractor's cost in compliance with the Contract Documents.
- c. Where inspection and testing are to be conducted by an independent laboratory or agency, materials or samples of materials to be inspected or tested shall be selected by such laboratory or agency, or by the District, and not by Contractor. All tests or inspections of materials shall be made in accordance with the commonly recognized standards of national organizations.
- d. In advance of manufacture of materials to be supplied by Contractor which must be tested or inspected, Contractor shall notify the District so that the District may arrange for testing at the source of supply. Any materials which have not satisfactorily passed such testing and inspection shall not be incorporated into The Work.
- e. If the manufacture of materials to be inspected or tested will occur in a plant or location outside the geographic limits of District, the Contractor shall pay for any excessive or unusual costs associated with such testing or inspection, including but not limited to excessive travel time, standby time and required lodging.
- f. Reexamination of Work may be ordered by the District. If so ordered, Work must be uncovered or deconstructed by Contractor. If Work is found to be in accordance with the Contract Documents, the District shall pay the costs of reexamination and reconstruction. If such work is found not to be in accordance with the Contract Documents, Contractor shall pay all costs.

ARTICLE 27. PROTECTION OF WORK AND PROPERTY

- a. The Contractor shall be responsible for all damages to persons or property that occur as a result of The Work. Contractor shall be responsible for the proper care and protection of all materials delivered and Work performed until completion and final Acceptance by the District. All Work shall be solely at the Contractor's risk. Contractor shall adequately protect adjacent property from settlement or loss of lateral support as necessary. Contractor shall comply with all applicable safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the Project site where Work is being performed. Contractor shall erect and properly maintain at all times, as required by field conditions and progress of work, all necessary safeguards, signs, barriers, lights, and watchmen for protection of workers and the public, and shall post danger signs warning against hazards created in the course of construction.
- b. In an emergency affecting safety of life or of work or of adjoining property, Contractor, without special instruction or authorization from the District Representative, is hereby permitted to act to prevent such threatened loss or injury; and Contractor shall so act, without appeal, if so authorized or instructed by the District Representative or the District. Any compensation claimed by Contractor on account of emergency work shall be determined by and agreed upon by the District and the Contractor.
- c. Contractor shall provide such heat, covering, and enclosures as are necessary to protect all Work, materials, equipment, appliances, and tools against damage by weather conditions.
- d. Contractor shall take adequate precautions to protect existing sidewalks, curbs, pavements, utilities, and other adjoining property and structures, and to avoid damage thereto, and Contractor shall repair any damage thereto caused by The Work operations. Contractor shall:

- 1) Enclose working area with a substantial barricade, and arrange work to cause minimum amount of inconvenience and danger to the public.
- 2) Provide substantial barricades around any shrubs or trees indicated to be preserved.
- 3) Deliver materials to the Project site over a route designated by the District Representative.
- 4) Provide any and all dust control required and follow the Applicable air quality regulations as appropriate. If the Contractor does not comply, the District shall have the immediate authority to provide dust control and deduct the cost from payments to the Contractor.
- 5) Confine Contractor's apparatus, the storage of materials, and the operations of its workers to limits required by law, ordinances, permits, or directions of the District Representative. Contractor shall not unreasonably encumber the Project site with its materials.
- 6) Take care to prevent disturbing or covering any survey markers, monuments, or other devices marking property boundaries or corners. If such markers are disturbed by accident, they shall be replaced by an approved civil engineer or land surveyor, at no cost to the District.

ARTICLE 28. CONTRACTORS MEANS AND METHODS

Contractor is solely responsible for the means and methods utilized to Perform The Work. In no case shall the Contractor's means and methods deviate from commonly used industry standards.

ARTICLE 29. AUTHORIZED REPRESENTATIVES

The District shall designate representatives, who shall have the right to be present at the Project site at all times. The District may designate an inspector who shall have the right to observe all of the Contractor's Work. The inspector is not authorized to make changes in the Contract Documents. The inspector shall not be responsible for the Contractor's failure to carry out The Work in accordance with the Contract Documents. Contractor shall provide safe and proper facilities for such access.

ARTICLE 30. HOURS OF WORK

- a. Eight (8) hours of work shall constitute a legal day's work. The Contractor and each subcontractor shall forfeit, as penalty to the District, twenty-five dollars (\$25) for each worker employed in the execution of Work by the Contractor or any subcontractor for each day during which such worker is required or permitted to work more than eight (8) hours in any one day and forty (40) hours in any week in violation of the provisions of the Labor Code, and in particular, Section 1810 to Section 1815, except as provided in Labor Code Section 1815.
- b. Work shall be accomplished on a regularly scheduled eight (8) hour per day work shift basis, Monday through Friday, in compliance with local noise ordinances.
- c. Any person to operate, permit, use, or cause to operate any of the following at the Project site, Monday through Friday must be in compliance with local noise ordinances, with no Work allowed on District-observed holidays, unless pre-approved by the District Representative:
 - 1) Powered Vehicles
 - 2) Construction Equipment

- 3) Loading and Unloading Vehicles
- 4) Domestic Power Tool

ARTICLE 31. PAYROLL RECORDS

- a. Pursuant to Labor Code Section 1776, the Contractor and each subcontractor shall maintain weekly certified payroll records showing the name, address, social security number, work classification, straight time and overtime hours paid each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker or other employee employed in connection with the work. Contractor shall certify under penalty of perjury that records maintained and submitted by Contractor are true and accurate. Contractor shall also require subcontractor(s) to certify weekly payroll records under penalty of perjury.
- b. The payroll records described herein shall be certified and submitted by the Contractor at a time designated by the District. The Contractor shall also provide the following:
 - 1) A certified copy of the employee's payroll records shall be made available for inspection or furnished to such employee or his or her authorized representative on request.
 - 2) A certified copy of all payroll records described herein shall be made available for inspection or furnished upon request of the Department of Industrial Relations ("DIR").
- c. The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement ("DLSE") of the DIR or shall contain the same information as the forms provided by the DLSE.
- d. Any copy of records made available for inspection and furnished upon request to the public shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of the Contractor or any subcontractor shall not be marked or obliterated.
- e. In the event of noncompliance with the requirements of this Section, the Contractor shall have ten (10) days in which to comply subsequent to receipt of written notice specifying any item or actions necessary to ensure compliance with this section. Should noncompliance still be evident after such ten (10) day period, the Contractor shall, as a penalty to the District, forfeit Twenty-five Dollars (\$25.00) for each day, or portion thereof, for each worker until strict compliance is effectuated. Upon the request of the DIR, such penalties shall be withheld from contract payments.

ARTICLE 32. PREVAILING RATES OF WAGES

- a. The Contractor is aware of the requirements of Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Since this Project involves an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and since the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. The Contractor shall obtain a copy of the prevailing rates of per diem wages at the commencement of this Agreement from the website of the Division of Labor Statistics and Research of the Department of Industrial Relations located at www.dir.ca.gov/dlsr/. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to perform work on the Project available to interested parties upon request, and shall post copies at the Contractor's principal place of business and at the Project site. Contractor shall defend, indemnify and hold the District, its elected officials,

officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

- b. The Contractor and each subcontractor shall forfeit as a penalty to the District not more than two hundred dollars (\$200) for each calendar day, or portion thereof, for each worker paid less than the stipulated prevailing wage rate for any work done by him, or by any subcontract under him, in violation of the provisions of the Labor Code. The difference between such stipulated prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor.
- c. Contractor shall post, at appropriate conspicuous points on the Project site, a schedule showing all determined general prevailing wage rates and all authorized deductions, if any, from unpaid wages actually earned.

ARTICLE 33. EMPLOYMENT OF APPRENTICES

The Contractor's attention is directed to the provisions of Sections 1777.5, 1777.6, and 1777.7 of the Labor Code concerning employment of apprentices by the Contractor or any subcontractor. The Contractor shall obtain a certificate of apprenticeship before employing any apprentice pursuant to Section 1777.5, 1777.6, and 1777.7 of the Labor Code. Information relative to apprenticeship standards, wage schedules, and other requirements may be obtained from the Director of Industrial Relations, the Administrator of Apprenticeships, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.

ARTICLE 34. PUBLIC WORKS CONTRACTOR REGISTRATION

Pursuant to Labor Code sections 1725.5 and 1771.1, the Contractor and its subcontractors must be registered with the Department of Industrial Relations at the time of the bid. By entering into this Contract, Contractor represents that it is aware of the registration requirement and is currently registered with the DIR. Contractor shall maintain a current registration for the duration of the Project. Contractor shall further include the requirements of Labor Code sections 1725.5 and 1771.1 in any subcontract and ensure that all subcontractors are registered at the time this Contract is entered into and maintain registration for the duration of the Project.

ARTICLE 35. NONDISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

Pursuant to Labor Code Section 1735 and other applicable provisions of law, the Contractor and its subcontractors shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, political affiliation, marital status, or handicap on this Project. The Contractor will take affirmative action to insure that employees are treated during employment or training without regard to their race, color, religion, sex, national origin, age, political affiliation, marital status, or handicap.

ARTICLE 36. LABOR/EMPLOYMENT SAFETY

The Contractor shall maintain emergency first aid treatment for his employees which complies with the Federal Occupational Safety and Health Act of 1970 (29 U.S.C. § 651 et seq.), and California Code of Regulations, Title 8, Industrial Relations Division 1, Department of Industrial Relations, Chapter 4.

ARTICLE 37. WORKERS' COMPENSATION INSURANCE

The Contractor shall Provide, during the life of this Contract, workers' compensation insurance for all of the employees engaged in Work under this Contract, on or at the Project site, and, in case any of sublet Work, the Contractor shall require the subcontractor similarly to provide workers' compensation insurance

for all the latter's employees as prescribed by State law. Any class of employee or employees not covered by a subcontractor's insurance shall be covered by the Contractor's insurance. In case any class of employees engaged in work under this Contract, on or at the Project site, is not protected under the Workers' Compensation Statutes, the Contractor shall provide or shall cause a subcontractor to provide, adequate insurance coverage for the protection of such employees not otherwise protected. The Contractor is required to secure payment of compensation to his employees in accordance with the provisions of Section 3700 of the Labor Code. The Contractor shall file with the District certificates of his insurance protecting workers. Company or companies providing insurance coverage shall be acceptable to the District, if in the form and coverage as set forth in the Contract Documents.

ARTICLE 38. EMPLOYER'S LIABILITY INSURANCE

Contractor shall provide during the life of this Contract, Employer's Liability Insurance, including Occupational Disease, in the amount of, at least, one million dollars (\$1,000,000.00) per person per accident. Contractor shall provide District with a certificate of Employer's Liability Insurance. Such insurance shall comply with the provisions of the Contract Documents. The policy shall be endorsed, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement and contain a Waiver of Subrogation in favor of the District.

ARTICLE 39. COMMERCIAL GENERAL LIABILITY INSURANCE

- a. Contractor shall procure and maintain during the life of this Contract and for such other period as may be required herein, at its sole expense, Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products/completed operations if applicable, personal and advertising injury – which may arise from or out of Contractor's operations, use, and management of the Project site, or the performance of its obligations hereunder. Policy limits shall not be less than **\$2,000,000** per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- b. Such policy shall comply with all the requirements of this Article. The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Contractor from liability in excess of such coverage, nor shall it limit Contractor's indemnification obligations to the District, and shall not preclude the District from taking such other actions available to the District under other provisions of the Contract Documents or law.
- c. Contractor shall make certain that any and all subcontractors hired by Contractor are insured in accordance with this Contract. If any subcontractor's coverage does not comply with the foregoing provisions, Contractor shall indemnify and hold the District harmless from any damage, loss, cost, or expense, including attorneys' fees, incurred by the District as a result thereof.
- d. All general liability policies provided pursuant to the provisions of this Article shall comply with the provisions of the Contract Documents.
- e. All general liability policies shall be written to apply to all bodily injury, including death, property damage, personal injury, owned and non-owned equipment, blanket contractual liability, completed operations liability, explosion, collapse, under-ground excavation, removal of lateral support, and other covered loss, however occasioned, occurring during the policy term, and shall specifically insure the performance by Contractor of that part of the indemnification contained in these General Conditions, relating to liability for injury to or death of persons and damage to property. If the coverage contains one or more aggregate limits, a minimum of 50% of any such aggregate limit must remain available at all times; if over 50% of any aggregate limit has been paid or reserved, the District may require additional coverage to be purchased by Contractor to

restore the required limits. Contractor may combine primary, umbrella, and as broad as possible excess liability coverage to achieve the total limits indicated above. Any umbrella or excess liability policy shall include the additional insured endorsement described in the Contract Documents.

ARTICLE 40. AUTOMOBILE LIABILITY INSURANCE

Contractor shall take out and maintain at all times during the term of this Contract Automobile Liability Insurance in the amount of, at least, one million dollars (\$1,000,000). Such insurance shall provide coverage for bodily injury and property damage including coverage for non-owned and hired vehicles, in a form and with insurance companies acceptable to the District. Such insurance shall comply with the provisions of Article 30 below.

ARTICLE 41. BUILDER'S RISK ["ALL RISK"]

- a. It is the Contractor's responsibility to maintain or cause to be maintained Builder's Risk ["All Risk"] extended coverage insurance on all work, material, equipment, appliances, tools, and structures which are a part of the Contract and subject to loss or damage by fire, and vandalism and malicious mischief, in an amount to cover 100% of the replacement cost. The District accepts no responsibility until the Contract is formally accepted by the Governing Board for the work. The Contractor is required to file with the District a certificate evidencing fire insurance coverage.
- b. Provide insurance coverage on completed value form, all-risk or special causes of loss coverage.
 - 1) Insurance policies shall be so conditioned as to cover the performance of any extra work performed under the Contract.
 - 2) Coverage shall include all materials stored on site and in transit.
 - 3) Coverage shall include Contractor's tools and equipment.
 - 4) Insurance shall include boiler, machinery and material hoist coverage.
- c. Such insurance shall comply with the provisions of the Contract Documents.

ARTICLE 42. FORM AND PROOF OF CARRIAGE OF INSURANCE

- a. Any insurance carrier providing insurance coverage required by the Contract Documents shall be admitted to and authorized to do business in the State of California unless waived, in writing, by the District Risk Manager. Carrier(s) shall have an A.M. Best rating of not less than an A:VIII. Insurance deductibles or self-insured retentions must be declared by the Contractor, and such deductibles and retentions shall have the prior written consent from the District. At the election of the District the Contractor shall either 1) reduce or eliminate such deductibles or self-insured retentions, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
- b. Contractor shall cause its insurance carrier(s) to furnish the District with either 1) a properly executed original Certificates(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, or 2) if requested to do so in writing by the District Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. The District, its Directors and officers, employees, agents or representatives are named as Additional Insured's and Provide a Waiver of Subrogation in favor of those parties. Further, said Certificates(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that shall provide no

less than thirty (30) days written notice be given to the District prior to any material modification or cancellation of such insurance. In the event of a material modification or cancellation of coverage, the District may terminate or Stop Work pursuant to the Contract Documents, unless the District receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverages set forth herein and the insurance required herein is in full force and effect. Contractor shall not take possession, or use the Project site, or commence operations under this Agreement until the District has been furnished original Certificate(s) of Insurance and certified original copies of Endorsements or policies of insurance including all Endorsements and any and all other attachments as required in this Section. The original Endorsements for each policy and the Certificate of Insurance shall be signed by an individual authorized by the insurance carrier to do so on its behalf.

- c. It is understood and agreed to by the parties hereto and the insurance company(s), that the Certificate(s) of Insurance and policies shall so covenant and shall be construed as primary, and the District's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
- d. The District reserves the right to adjust the monetary limits of insurance coverage's during the term of this Contract including any extension thereof-if in the District's reasonable judgment, the amount or type of insurance carried by the Contractor becomes inadequate.
- e. Contractor shall pass down the insurance obligations contained herein to all tiers of sub-contractors working under this Contract.

ARTICLE 43. TIME FOR COMPLETION AND LIQUIDATED DAMAGES

- a. **Time for Completion/Liquidated Damages.** Work shall be commenced within ten (10) days of the date stated in the District's Notice to Proceed and shall be completed by Contractor in the time specified in the Contract Documents. The District is under no obligation to consider early completion of the Project; and the Contract completion date shall not be amended by the District's receipt or acceptance of the Contractor's proposed earlier completion date. Furthermore, Contractor shall not, under any circumstances, receive additional compensation from the District (including but not limited to indirect, general, administrative or other forms of overhead costs) for the period between the time of earlier completion proposed by the Contractor and the Contract completion date. If The Work is not completed as stated in the Contract Documents, it is understood that the District will suffer damage. In accordance with Government Code section 53069.85, being impractical and infeasible to determine the amount of actual damage, it is agreed that Contractor shall pay to the District as fixed and liquidated damages, and not as a penalty, the sum stipulated in the Contract for each day of delay until The Work is fully completed. Contractor and its surety shall be liable for any liquidated damages. Any money due or to become due the Contractor may be retained to cover liquidated damages.
- b. **Inclement Weather.** Contractor shall abide the District Representative's determination of what constitutes inclement weather. Time extensions for inclement weather shall only be granted when the Work stopped during inclement weather is on the critical path of the Project schedule.
- c. **Extension of Time.** Contractor shall not be charged liquidated damages because of any delays in completion of The Work due to unforeseeable causes beyond the control and without the fault or negligence of Contractor (or its subcontractors or suppliers). Contractor shall within five (5) Days of identifying any such delay notify the District in writing of causes of delay. The District shall ascertain the facts and extent of delay and grant extension of time for completing The Work when, in its judgment, the facts justify such an extension. Time extensions to the Project shall be requested by the Contractor as they occur and without delay. No delay claims shall be permitted

unless the event or occurrence delays the completion of the Project beyond the Contract completion date.

- d. **No Damages for Reasonable Delay.** The District's liability to Contractor for delays for which the District is responsible shall be limited to only an extension of time unless such delays were unreasonable under the circumstances. In no case shall the District be liable for any costs which are borne by the Contractor in the regular course of business, including, but not limited to, home office overhead and other ongoing costs. Damages caused by unreasonable District delay, including delays caused by items that are the responsibility of the District pursuant to Government Code section 4215, shall be based on actual costs only, no proportions or formulas shall be used to calculate any delay damages.

ARTICLE 44. COST BREAKDOWN AND PERIODIC ESTIMATES

Contractor shall furnish on forms Approved by the District:

- a. Within ten (10) Days of award of the Contract a detailed estimate giving a complete breakdown of the Contract price;
- b. A monthly itemized estimate of Work done for the purpose of making progress payments. In order for the District to consider and evaluate each progress payment application, the Contractor shall submit a detailed measurement of Work performed and a progress estimate of the value thereof before the tenth (10th) Day of the following month.
- c. Contractor shall submit, with each of its payment requests, an adjusted list of actual quantities, verified by the District Representative, for unit price items listed, if any, in the Bid Form.
- d. Following the District's Acceptance of the Work, the Contractor shall submit to the District a written statement of the final quantities of unit price items for inclusion in the final payment request.
- e. The District shall have the right to adjust any estimate of quantity and to subsequently correct any error made in any estimate for payment.

Contractor shall certify under penalty of perjury, that all cost breakdowns and periodic estimates accurately reflect the Work on the Project.

ARTICLE 45. MOBILIZATION

- a. When a bid item is included in the Bid Form for mobilization, the costs of Work in advance of construction operations and not directly attributable to any specific bid item will be included in the progress estimate ("Initial Mobilization"). When no bid item is provided for "Initial Mobilization," payment for such costs will be deemed to be included in the other items of The Work.
- b. Payment for Initial Mobilization based on the lump sum provided in the Bid Form, which shall constitute full compensation for all such Work. No payment for Initial Mobilization will be made until all of the listed items have been completed and substantiated to the satisfaction of the District Representative. The scope of the Work included under Initial Mobilization shall include, but shall not be limited to, the following principal items:
 - 1. Obtaining and paying for all bonds, insurance, and permits.
 - 2. Moving on to the Project site of all Contractor's plant and equipment required for first month's operations.

3. Installing temporary construction power, wiring, and lighting facilities.
4. Establishing fire protection system.
5. Developing and installing a construction water supply.
6. Providing and maintaining the field office trailers for the Contractor and the District Representative, complete, with all specified furnishings and utility services including telephones, telephone appurtenances, computer and printer, and copying machine.
7. Providing on-site communication facilities for the Owner and the District Representative, including telephones, radio pagers, and fax machines.
8. Providing on-site sanitary facilities and potable water facilities as specified per Cal-OSHA and these Contract Documents.
9. Furnishing, installing, and maintaining all storage buildings or sheds required for temporary storage of products, equipment, or materials that have not yet been installed in the Work. All such storage shall meet manufacturer's specified storage requirements, and the specific provisions of the specifications, including temperature and humidity control, if recommended by the manufacturer, and for all security.
10. Arranging for and erection of Contractor's work and storage yard.
11. Posting all OSHA required notices and establishment of safety programs per Cal-OSHA.
12. Full-time presence of Contractor's superintendent at the job site as required herein.
13. Submittal of Construction Schedule as required by the Contract Documents.

ARTICLE 46. PAYMENTS

- a. The District shall make monthly progress payments following receipt of undisputed and properly submitted payment requests. Contractor shall be paid a sum equal to ninety-five percent (95%) of the value of Work performed up to the last day of the previous month, less the aggregate of previous payments.
- b. The Contractor shall, after the full completion of The Work, submit a final payment application. All prior progress estimates shall be subject to correction in the final estimate and payment.
- c. Unless otherwise required by law, the final payment of five percent (5%) of the value of the Work, if unencumbered, shall be paid no sooner than thirty (30) days after the date of recordation of the Notice of Completion.
- d. Acceptance by Contractor of the final payment shall constitute a waiver of all claims against the District arising from this Contract.
- e. Payments to the Contractor shall not be construed to be an acceptance of any defective work or improper materials, or to relieve the Contractor of its obligations under the Contract Documents.
- f. The Contractor shall submit with each payment request the Contractor's conditional waiver of lien for the entire amount covered by such payment request, as well as a valid unconditional waiver of lien from the Contractor and all subcontractors and materialmen for all work and materials included in any prior invoices. Waivers of lien shall be in the forms prescribed by California Civil Code Section 3262. Prior to final payment by the District, the Contractor shall submit a final

waiver of lien for the Contractor's work, together with releases of lien from any subcontractor or materialmen.

- g. If state funds are used for this project, prior to, and as a condition precedent for final payment, Contractor shall provide the Purchasing Department Bid Administrator with written documentation identifying the amount paid to Disabled Veteran Business Enterprises (DVBE), and shall submit the certification letter issued by the Office of Small Business Certification and Resources verifying the DVBE status of the subject subcontractors. This documentation is required regardless of whether DVBE subcontractors were utilized in the performance of the Contract.

ARTICLE 47. PAYMENTS WITHHELD AND BACK CHARGES

In addition to amounts which the District may retain under other provisions of the Contract Documents the District may withhold payments due to Contractor as may be necessary to cover:

- a. Stop Notice Claims.
- b. Defective work not remedied.
- c. Failure of Contractor to make proper payments to its subcontractors or suppliers.
- d. Completion of the Contract if there exists a reasonable doubt that the work can be completed for balance then unpaid.
- e. Damage to another contractor or third party.
- f. Amounts which may be due the District for claims against Contractor.
- g. Failure of Contractor to keep the record ("as-built") drawings up to date.
- h. Failure to provide updates on the construction schedule.
- i. Site clean up.
- j. Failure of the Contractor to comply with requirements of the Contract Documents.
- k. Liquidated damages.
- l. Legally permitted penalties.

Upon completion of the Contract, the District will reduce the final Contract amount to reflect costs charged to the Contractor, back charges or payments withheld pursuant to the Contract Documents.

ARTICLE 48. CHANGES AND EXTRA WORK

- a. **Changes in Work.** District, without invalidating contract, and as provided by law, may order extra work or make changes by altering, adding to, or deducting from work, the contract sum being adjusted accordingly. All such work shall be subject to prevailing wage rates and shall be executed under the conditions of the original contract except that any claim for extension of time caused thereby shall be adjusted at the time of ordering such change.
- b. In giving instructions, Contractor agrees that architect shall have authority to make minor changes in work, not involving change in cost, and not inconsistent with the purposes or approvals of the project. Otherwise, except in an emergency endangering life or property, no extra work or

change shall be made unless pursuant to a written order from District, and no claim for an addition to the contract sum shall be valid unless so ordered.

c. **Unforeseen Conditions.** Contractor shall provide District with notice of unforeseen conditions immediately upon discovery of such conditions.

d. Value of any such extra work, change, or deduction shall be determined at the discretion of District in one or more of the following ways:

1. By acceptable lump sum proposal from Contractor with itemization as required by District.
2. By unit prices contained in Contractor's original bid and incorporated in contract documents or fixed by subsequent agreement between District and Contractor.
3. By the cost of material and labor and a percentage for overhead and profit. The following form shall be followed as applicable for additions and deductions to contract:

	EXTRA/ (CREDIT)
(a) Material (attach itemized quantity and unit cost plus sales tax)	_____
(b) Labor (attach itemized hours and base rates from identified prevailing wage schedules)	_____
(c) General Liability and Builder's Risk Insurance, Workers' Compensation Insurance, Social Security, Pension and Unemployment Taxes at actual and verified cost. <u>(Do not include this amount if OCIP is in place.)</u>	_____
(d) Subtotal	_____
(e) Subcontractor's overhead and profit not to exceed 10% of Item (d)	_____
(f) Subtotal	_____
(g) General Contractor's Overhead and Profit, including extended home office overhead, not to exceed 10% of Item (d)	_____
(h) Subtotal	_____
(i) Bond Premium, not to exceed 1% of Item (h)	_____
(j) Total	=====

e. Regardless of whether the cost of the change order is determined pursuant to 1, 2, or 3, above, in addition to the cost of the material and labor for deleted items, Contractor shall credit back an appropriate and reasonable overhead mark-up and the bonding mark up for deleted items. In addition, in no circumstance shall contractor be entitled to subcontractor's overhead costs or mark-up where work is performed by Contractor's own forces.

- f. Should Contractor claim that any instruction, request, drawing, specification, action, condition, omission, default, or other situation (i) obligates the District to pay additional compensation to the Contractor; or (ii) obligates the District to grant an extension of time for the completion of the contract; or (iii) constitutes a waiver of any provision in the contract, CONTRACTOR SHALL NOTIFY THE DISTRICT, IN WRITING, OF SUCH CLAIM AS SOON AS POSSIBLE, BUT IN NO EVENT WITHIN MORE THAN FIVE (5) WORKING DAYS FROM THE DATE CONTRACTOR HAS ACTUAL OR CONSTRUCTIVE NOTICE OF THE CLAIM. CONTRACTOR SHALL ALSO PROVIDE DISTRICT WITH SUFFICIENT WRITTEN DOCUMENTATION SUPPORTING THE FACTUAL BASIS OF THE CLAIM. Contractor shall be required to certify under penalty of perjury the validity and accuracy of any claims submitted. The Contractor's failure to notify the District within such five (5) working day period shall be deemed a waiver and relinquishment of the claim against the District. If such notice be given within the specified time, the procedure for its consideration shall be as stated above in this article. In the event of a dispute as to any work to be performed, the District has the right to direct the Contractor to continue to proceed with work as directed, and the Contractor is obligated to continue performance of work and advise District of its concerns in writing in accordance with the provisions of this subsection f. The procedure for consideration shall be as stated above in this article.
- g. In the event a mutual agreement cannot be reached on the cost of a change order, Contractor and District agree that an industry estimating guide, such as an estimating guide published by Means, shall be used to determine the cost of a disputed change order item.
- h. All costs associated with the change are to be included in the change order proposal to the District. Costs may be in terms of time, money or both.

ARTICLE 49. OCCUPANCY

The District reserves the right to occupy or utilize any portion of The Work at any time before completion, and such occupancy or use shall not constitute Acceptance of any part of Work covered by this Contract. This use shall not relieve the Contractor of its responsibilities under the Contract.

ARTICLE 50. INDEMNIFICATION

Contractor shall defend (with counsel of District's choosing), indemnify and hold the District, its officials, officers, agents, employees, and representatives free and harmless from any and all claims, demands, causes of action, costs, expenses, liabilities, losses, damages or injuries, in law or equity, regardless of whether the allegations are false, fraudulent, or groundless, to property or persons, including wrongful death, to the extent arising out of or incident to any acts, omissions or willful misconduct of Contractor, its officials, officers, employees, agents, consultants and contractors arising out of or in connection with the performance of the Work or this Contract, including claims made by subcontractors for nonpayment, including without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses. Contractor shall defend, at Contractor's own cost, expense and risk, with counsel of District's choosing, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District, its officials, officers, agents, employees and representatives. To the extent of its liability, Contractor shall pay and satisfy any judgment, award or decree that may be rendered against District, its officials, officers, employees, agents, employees and representatives, in any such suit, action or other legal proceeding. Contractor shall reimburse District, its officials, officers, agents, employees and representatives for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. The only limitations on this provision shall be those imposed by Civil Code Section 2782.

ARTICLE 51. RECORD (“AS BUILT”) DRAWINGS

- a. Contractor shall prepare and maintain a complete set of record drawings (herein referred to as “as-builts”) and shall require each trade to prepare its own as-builts. The as-builts must show the entire site for each major trade, including but not limited to water, sewer, electrical, data, telephone, cable, fire alarm, gas and plumbing. Contractor shall mark the as-builts to show the actual installation where the installation varies from the Work as originally shown. Contractor shall mark whichever drawings are most capable of showing conditions fully and where shop drawings are used, Contractor must record a cross-reference at the corresponding location on the contract drawings. Contractor shall give particular attention to concealed elements that would be difficult to measure and record at a later date. Contractor shall use colors to distinguish variations in separate categories of The Work.
- b. Contractor shall note related change order numbers where applicable. Contractor shall organize as-builts into manageable sets, bound with durable paper cover sheets and shall print suitable title, dates and other identification on the cover of each set. Contractor to also provide an electronic version of the as-builts. The suitability of the as-builts will be determined by the District Representative.

ARTICLE 52. RESOLUTION OF CONSTRUCTION CLAIMS

- a. All public works claims between the Contractor and the District shall be resolved pursuant to the procedures set forth in Public Contract Code section 9204. All public works claims of \$375,000 or less which arise between the Contractor and District shall be resolved in accordance with Public Contract Code sections 20104 et seq. and other applicable law, unless District has elected to resolve the dispute pursuant to Public Contract Code Section 10240 et seq.
- b. Contractor shall timely comply with all notices and requests for additional compensation and extensions of time, including but not limited to all requirements of Article 48, as a prerequisite to filing any claim governed by this Article. The failure to timely provide any notice or request required by the Contract Documents shall constitute a waiver of the right to these procedures.
- c. **All Claims:** All claims shall be submitted in writing and accompanied by substantiating documentation. Claims must be filed on or before the date of final payment unless other notice requirements are provided in the contract. "Claim" means a separate demand by the Contractor for (1) a time extension, including without limitation relief from damages or penalties for delay assessed by the District, (2) payment of money or damages arising from work done by or on behalf of the Contractor and payment of which is not otherwise expressly provided for or the Contractor is not otherwise entitled, or (3) payment of an amount which is disputed by District.
- d. **All Claims.** The Contractor will submit the claim justification in the following format:
 - a. Summary of claim merit and price, and Contract clause pursuant to which the claim is made.
 - b. List of documents relating to claim
 - i. Specifications
 - ii. Drawings
 - iii. Clarifications (Requests for Information)
 - iv. Schedules

v. Other

- c. Chronology of events and correspondence
 - d. Analysis of claim merit
 - e. Analysis of claim cost
 - f. Analysis of time impact analysis in CPM format
 - g. Cover letter and certification of validity of the claim
- e. **District Response to Claim.** Upon receipt of a Claim pursuant to this Article, the District shall conduct a reasonable review of the Claim and, within a period not to exceed 45 days of receipt of the claim, or as extended by mutual agreement, shall provide a written statement identifying what portion of the Claim is disputed and what portion is undisputed. Any payment due on an undisputed portion of the Claim will be processed and made within 60 days after the District issues its written response.

If the District needs approval from the Board of Directors to provide Contractor a written statement as set forth above, and Board of Directors does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a Claim, the District shall have up to three (3) days following the next publicly noticed meeting of Board of Directors after the 45-day period, or extension, expires to provide Contractor a written statement identifying the disputed portion and the undisputed portion of the Claim.

The District may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses or claims the District may have. If additional information is needed thereafter, it shall be provided upon mutual agreement of the District and the claimant. The District's written response shall be submitted 30 days (15 days if the Claim is less than \$50,000) after receiving the additional documentation, or within the same period of time taken by the claimant to produce the additional information, whichever is greater.

- f. **Meet and Confer Conference.** If the Contractor disputes the District's response, or if the District fails to respond within the statutory time period(s), the Contractor may so notify the District within 15 days of the receipt of the response or the failure to respond, and demand an informal conference to meet and confer for settlement of those portions of the Claim that remain in dispute. Upon such demand, the District shall schedule a meet and confer conference within 30 Days.
- g. **Mediation.** Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion thereof remains in dispute, the District shall provide the Contractor with a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any portion of the claim that remains in dispute shall be submitted to nonbinding mediation. The selection of the mediator shall be in accordance with Public Contract Code section 9204 and the District and the Contractor shall equally share the associated mediator fees. Each party will be responsible for its own attorneys' fees and other costs incurred due to the resolution of any Claim.
- h. **Condition Precedent.** Submission of a claim, properly certified, with all required supporting documentation, and written rejection or denial of all or part of the claim by District, is a condition precedent to any action, proceeding, litigation, suit, general conditions claim, or demand for arbitration by Contractor.

- i. **Government Code Claim.** In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, construction claims and/or changed conditions, the Contractor must comply with the claim procedures set forth in Government Code section 900 et seq. prior to filing any lawsuit against the District. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, construction claims, and/or changed conditions have been followed by Contractor. If no such Government Code claim is submitted, or if the prerequisite contractual requirements are not otherwise satisfied as specified herein, Contractor shall be barred from bringing and maintaining a valid lawsuit against the District.

ARTICLE 53. DISTRICT'S RIGHT TO TERMINATE CONTRACT

- a. **Termination for Cause:** The District may, without prejudice to any other right or remedy, serve written notice upon Contractor of its intention to terminate this Contract if the Contractor: (i) refuses or fails to prosecute The Work or any part thereof with such diligence as will ensure its completion within the time required; (ii) fails to complete The Work within the required time; (iii) should file a bankruptcy petition or be adjudged a bankrupt; (iv) should make a general assignment for the benefit of its creditors; (v) should have a receiver appointed; (vi) should persistently or repeatedly refuse or fail to supply enough properly skilled workers or proper materials to complete the work; (vii) should fail to make prompt payment to subcontractors or for material or labor; (viii) persistently disregard laws, ordinances, other requirements or instructions of the District; or (ix) should violate any of the provisions of the Contract Documents.

The notice of intent to terminate shall contain the reasons for such intention to terminate. Unless within ten (10) Days after the service of such notice, such condition shall cease or satisfactory arrangements (acceptable to the District) for the required correction are made, this Contract shall be terminated. In such case, Contractor shall not be entitled to receive any further payment until the Project has been finished. The District may take over and complete The Work by any method it may deem appropriate. Contractor and its surety shall be liable to the District for any excess costs or other damages incurred by the District to complete the Project. If the District takes over The Work, the District may, without liability for so doing, take possession of and utilize in completing The Work such materials, appliances, plant, and other property belonging to the Contractor as may be on the Project site.

- b. **Termination For Convenience:** The District may terminate performance of The Work in whole or, in part, if the District determines that a termination is in the District's interest.

The Contractor shall terminate all or any part of The Work upon delivery to the Contractor of a Notice of Termination specifying that the termination is for the convenience of the District, the extent of termination, and the effective date of such termination.

After receipt of Notice of Termination, and except as directed by the District, the Contractor shall, regardless of any delay in determining or adjusting any amounts due under this Termination for Convenience clause, immediately proceed with the following obligations:

- 1) Stop Work as specified in the Notice.
- 2) Complete any Work specified in the Notice of Termination in a least cost/shortest time manner while still maintaining the quality called for under the Contract Documents.
- 3) Leave the property upon which the Contractor was working and upon which the facility (or facilities) forming the basis of the Contract Documents is situated in a

safe and sanitary manner such that it does not pose any threat to the public health or safety.

- 4) Terminate all subcontracts to the extent that they relate to the portions of The Work terminated.
 - 5) Place no further subcontracts or orders, except as necessary to complete the remaining portion of The Work.
 - 6) Submit to the District, within ten (10) Days from the effective date of the Notice of Termination, all of the documentation called for by the Contract Documents to substantiate all costs incurred by the Contractor for labor, materials and equipment through the Effective Date of the Notice of Termination. Any documentation substantiating costs incurred by the Contractor solely as a result of the District's exercise of its right to terminate this Contract pursuant to this clause, which costs the Contractor is authorized under the Contract Documents to incur, shall: (i) be submitted to and received by the District no later than thirty (30) Days after the Effective Date of the Notice of Termination; (ii) describe the costs incurred with particularity; and (iii) be conspicuously identified as "Termination Costs Occasioned by the District's Termination for Convenience."
 - 7) These provisions are in addition to and not in limitation of any other rights or remedies available to the District.
- c. Notwithstanding any other provision of this Article, when immediate action is necessary to protect life and safety or to reduce significant exposure or liability, the District may immediately order Contractor to cease Work on the Project until such safety or liability issues are addressed to the satisfaction of the District or the Contract is terminated.

ARTICLE 54. WARRANTY AND GUARANTEE

- a. Contractor warrants that all materials and equipment furnished under this Contract shall be new unless otherwise specified in the Contract Documents; and that all Work conforms to the Contract Document requirements and is free of any defect whether performed by the Contractor or any subcontractor or supplier.
- b. Unless otherwise stated, all warranty periods shall begin upon the filing of the Notice of Completion. Unless otherwise stated, the warranty period shall be for one year.
- c. The Contractor shall remedy at its expense any damage to District-owned or controlled real or personal property.
- d. Contractor shall furnish the District with all warranty and guarantee documents prior to final Acceptance of the Project by the District.
- e. The District shall notify the Contractor, in writing, within a reasonable time after the discovery of any failure, defect, or damage. The Contractor shall within ten (10) Days after being notified commence and perform with due diligence all necessary Work. If the Contractor fails to promptly remedy any defect, or damage; the county shall have the right to replace, repair, or otherwise remedy the defect, or damage at the Contractor's expense.
- f. In the event of any emergency constituting an immediate hazard to health, safety, property, or licensees, when caused by Work of the Contractor not in accordance with the Contract requirements, the District may undertake at Contractor's expense, and without prior notice, all Work necessary to correct such condition.

- g. With respect to all warranties, express or implied, from subcontractors, manufacturers, or suppliers for Work performed and Materials furnished under this Contract, the Contractor shall:
 - 1) Obtain for District all warranties that would be given in normal commercial practice;
 - 2) Require all warranties to be executed, in writing, for the benefit of the District; and
 - 3) Enforce all warranties for the benefit of the District, unless otherwise directed in writing by the District.

This Article shall not limit the District's rights under this Contract or with respect to latent defects, gross mistakes, or fraud. The District specifically reserves all rights related to defective work, including but not limited to the defect claims pursuant to California Code of Civil Procedure Section 337.15.

ARTICLE 55. DOCUMENT RETENTION & EXAMINATION

- a. In accordance with Government Code Section 8546.7, records of both the District and the Contractor shall be subject to examination and audit by the State Auditor General for a period of three (3) years after final payment.
- b. Contractor shall make available to the District any of the Contractor's other documents related to the Project immediately upon request of the District.
- c. In addition to the State Auditor rights above, the District shall have the right to examine and audit all books, estimates, records, contracts, documents, bid documents, subcontracts, and other data of the Contractor (including computations and projections) related to negotiating, pricing, or performing the modification in order to evaluate the accuracy and completeness of the cost or pricing data at no additional cost to the District, for a period of four (4) years after final payment.

ARTICLE 56. SOILS INVESTIGATIONS

When a soils investigation report for the Project site is available, such report shall not be a part of the Contract Documents. Any information obtained from such report as to subsurface soil condition, or to elevations of existing grades or elevations of underlying rock, is approximate only and is not guaranteed. Contractor acknowledges that any soils investigation report (including any borings) was prepared for purposes of design only and Contractor is required to examine the site before submitting its bid and must make whatever tests it deems appropriate to determine the underground condition of the soil.

ARTICLE 57. ASBESTOS FREE MATERIALS AND CERTIFICATION

Contractor shall, for all contracts submit an "Asbestos-Free Materials Certification." Contractor, further, is aware of the following:

- a. Should asbestos containing materials be installed by the Contractor in violation of this certification, or if removal of asbestos containing materials is part of the Project, decontaminations and removals will be performed in accordance with the requirements of all applicable laws and will meet the following criteria:
 - 1. Decontamination and removal of work found to contain asbestos or work installed with asbestos containing equipment shall be done only under the supervision of a qualified asbestos consultant, knowledgeable in the field of asbestos abatement and accredited by the Environmental Protection Agency (EPA). All work shall be done in accordance with work plan and specifications provided by the District's Asbestos Consultant.

2. The asbestos removal contractor shall be an EPA accredited contractor qualified in the removal of asbestos.
 3. The asbestos consultant shall be chosen and approved by the District .
 4. The work will not be accepted until asbestos contamination is reduced to levels deemed acceptable by the asbestos consultant.
- b. If removal of asbestos containing materials is part of the Project, the cost of all asbestos removal, including, but not necessarily limited to the cost of the asbestos removal contractor, the cost of the asbestos consultant, analytical and laboratory fees, time delays and additional costs that may be incurred by the District shall be borne entirely by the Contractor.
- c. **Hold Harmless:** Interface of work for the Project with work containing asbestos shall be executed by the Contractor at his/her risk and at his/her discretion with full knowledge of the currently accepted standards, hazards, risks and liabilities associated with asbestos work and asbestos containing products. By execution of the Contract, the Contractor acknowledges the above and agrees to the fullest extent permitted by law to hold harmless the District, its Governing Board, employees, agents, representatives, including its architect and assigns, for all asbestos liability which may be associated with this work. The Contractor further agrees to instruct his/her employees with respect to the above-mentioned standards, hazards, risk and liabilities.

ARTICLE 58. SEPARATE CONTRACTS

- a. The District reserves the right to let other contracts in connection with this Work or on the Project site. Contractor shall permit other contractors reasonable access and storage of their materials and execution of their work and shall properly connect and coordinate its Work with theirs.
- b. To ensure proper execution of its subsequent Work, Contractor shall immediately inspect work already in place and shall at once report to the District Representative any problems with the work in place or discrepancies with the Contract Documents.
- c. Contractor shall ascertain to its own satisfaction the scope of the Project and nature of any other contracts that have been or may be awarded by the District in prosecution of the Project to the end that Contractor may perform this Contract in the light of such other contracts, if any. Nothing herein contained shall be interpreted as granting to Contractor exclusive occupancy at site of the Project. Contractor shall not cause any unnecessary hindrance or delay to any other contractor working on the Project. If simultaneous execution of any contract for the Project is likely to cause interference with performance of some other contract or contracts, the District Representative shall decide which Contractor shall cease Work temporarily and which contractor shall continue or whether work can be coordinated so that contractors may proceed simultaneously. The District shall not be responsible for any damages suffered or for extra costs incurred by Contractor resulting directly or indirectly from award, performance, or attempted performance of any other contract or contracts on the Project site.

ARTICLE 59. NOTICE AND SERVICE THEREOF

All notices shall be in writing and either served by personal delivery or mailed to the other party as designated in the Bid Forms. Written notice to the Contractor shall be addressed to Contractor's principal place of business unless Contractor designates another address in writing for service of notice. Notice to District shall be addressed to the District as designated in the Notice Inviting Bids unless District designates another address in writing for service of notice. Notice shall be effective upon receipt or five (5) Days after being sent by first class mail, whichever is earlier. Notice given by facsimile shall not be effective unless acknowledged in writing by the receiving party.

ARTICLE 60. NOTICE OF THIRD PARTY CLAIMS

Pursuant to Public Contract Code Section 9201, the District shall provide Contractor with timely notification of the receipt of any third-party claim relating to the Contract.

ARTICLE 61. STATE LICENSE BOARD NOTICE.

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four (4) years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten (10) years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

ARTICLE 62. INTEGRATION

- a. Oral Modifications Ineffective. No oral order, objection, direction, claim or notice by any party or person shall affect or modify any of the terms or obligations contained in the Contract Documents.
- b. Contract Documents Represent Entire Contract. The Contract Documents represent the entire agreement of the District and Contractor.

ARTICLE 63. ASSIGNMENT

Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this Contract or any part thereof including any claims, without prior written consent of the District. Any assignment without the written consent of the District shall be void. Any assignment of money due or to become due under this Contract shall be subject to a prior lien for services rendered or Material supplied for performance of Work called for under the Contract Documents in favor of all persons, firms, or corporations rendering such services or supplying such Materials to the extent that claims are filed pursuant to the Civil Code, the Code of Civil Procedure or the Government Code.

ARTICLE 64. CHANGE IN NAME & NATURE OF CONTRACTOR'S LEGAL ENTITY

Should a change be contemplated in the name or nature of the Contractor's legal entity, the Contractor shall first notify the District in order that proper steps may be taken to have the change reflected on the Contract.

ARTICLE 65. ASSIGNMENT OF ANTITRUST ACTIONS

Pursuant to Section 7103.5 of the Public Contract Code, in entering into a public works contract or subcontract to supply goods, services, or materials pursuant to a public works contract, Contractor or subcontractor offers and agrees to assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (chapter 2 (commencing with Section 16700) of part 2 of division 7 of the Business and Professions Code), arising from the purchase of goods, services, or materials pursuant to this Contract or any subcontract. This assignment shall be made and become effective at the time the District makes final payment to the Contractor, without further acknowledgment by the parties.

ARTICLE 66. PROHIBITED INTERESTS

No District official or representative who is authorized in such capacity and on behalf of the District to negotiate, supervise, make, accept, or approve, or to take part in negotiating, supervising, making, accepting or approving any engineering, inspection, construction or material supply contract or any

subcontract in connection with construction of the project, shall be or become directly or indirectly interested financially in the Contract.

ARTICLE 67. LAWS AND REGULATIONS

- a. Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on conduct of work as indicated and specified. If Contractor observes that drawings and specifications are at variance therewith, he shall promptly notify the District Representative in writing and any necessary changes shall be adjusted as provided for in this Contract for changes in work. If Contractor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the District Representative, he shall bear all costs arising therefrom.
- b. Contractor shall be responsible for familiarity with the Americans with Disabilities Act ("ADA") (42 U.S.C. § 12101 et seq.). The Work will be performed in compliance with ADA regulations.

ARTICLE 68. PATENT FEES OR ROYALTIES.

The Contractor shall include in its bid amount the patent fees or royalties on any patented article or process furnished or used in the Work. Contractor shall assume all liability and responsibility arising from the use of any patented, or allegedly patented, materials, equipment, devices or processes used in or incorporated with The Work, and shall defend, indemnify and hold harmless the District, its officials, officers, agents, employees and representatives from and against any and all liabilities, demands, claims, damages, losses, costs and expenses, of whatsoever kind or nature, arising from such use.

ARTICLE 69. OWNERSHIP OF DRAWING(S)

All Contract Documents furnished by the District are District property. They are not to be used by Contractor or any subcontractor on other work nor shall Contractor claim any right to such documents. With exception of one complete set of Contract Documents, all documents shall be returned to the District on request at completion of The Work.

ARTICLE 70. NOTICE OF TAXABLE POSSESSORY INTEREST

In accordance with Revenue and Taxation Code Section 107.6, the Contract Documents may create a possessory interest subject to personal property taxation for which Contractor will be responsible.

ARTICLE 71. COMPLIANCE WITH DTSC GUIDELINES—IMPORTED SOILS

If the Project requires the use of imported soils, the Contractor shall be responsible to use and shall certify that the imported material it uses is free of any hazardous and/or toxic substance or material of any nature or type as defined in accordance with California Law and the California Health and Safety Code. The District reserves the right to reject any imported material that has come from agricultural or commercial land uses. Contractor must notify the District of the source of material and comply with the San Diego Regional Water Quality Control Board Resolution 95-63 and when applicable, with the guidelines of the Department of Toxic Substances Control (DTSC).

ARTICLE 72. DISTRICT'S INSPECTOR

- a. One or more inspectors employed by District in accordance with requirements of title 19, 21 and/or 24 of the California Code of Regulations may be assigned to the work. His duties are specifically defined in the California Code of Regulations.

- b. Inspector SHALL have access to all plant operations involving work under this contract and shall be provided reasonable advance notice of the time and place of operations which the inspector desires to observe. Inspector shall be provided with all necessary samples of materials and work for testing purposes. All work shall be under the observation of said inspector. He shall have free access to any or all parts of work at any time. Contractor shall furnish inspector reasonable facilities for obtaining such information as may be necessary to keep him fully informed respecting progress and manner of work and character of materials. Inspection of work shall not relieve contractor from any obligation to fulfill this contract. Inspector, after consultation with the Owner and architect, together, shall have authority to stop work whenever the provisions of the contract documents are not being complied with and contractor shall instruct his employees accordingly.

ARTICLE 73. INSPECTOR'S FIELD OFFICE

- a. If required, the Contractor shall be responsible for providing the inspector's field office. The office shall be of substantial waterproof construction with adequate natural light and ventilation by means of stock design windows. Door shall have a key-type lock or padlock hasp. The inspector's field office shall have heating and air-conditioning and shall be equipped with a telephone, a telephone answering machine, and a fax machine at contractor's expense.
- b. A table satisfactory for the study of plans and two chairs shall be provided by contractor. Contractor shall provide and pay for adequate electric lights, local telephone service, and adequate heat and air conditioning for the field office until authorized removal.
- c. The provisions of this section are intended to be complementary to any requirements provided elsewhere in these Contract Documents, however in the event of conflicts between this section and other provisions of these Contract Documents, this section shall prevail.

SPECIAL CONDITIONS
REQUEST FOR BID NO. 1549
IT SHOP CONVERSION PROJECT

A. Time of Performance. The work shall be commenced on the date stated in the District's notice to the Contractor to proceed, and shall be completed within dates stated on Contract (See Article 2 of Contract), **and in accordance with the scheduled dates as specified below.** District and Contractor each hereby stipulate that the stated performance period is accepted as reasonable and that no other performance period shall be acceptable unless accepted in writing (See Article 2 of Agreement and Article 6 of General Conditions.)

Work under this contract shall be scheduled and coordinated in compliance with the following:

1. Award of contract is tentatively scheduled for February 9, 2021. The anticipated commencement of work will be: March 1, 2021.
2. Contractor shall complete all work and obtain all jurisdictional authorities' approval necessary to permit occupancy of all buildings for fixturing and outfitting no later than: April 15, 2021.
3. Contractor shall complete all work and obtain all jurisdictional authorities' approval of work under this contract necessary to permit occupancy of all buildings for district operations no later than: April 15, 2021.
4. If the site will not be available after the Notice to Proceed date, Contractor shall utilize this time period for administrative tasks and initial mobilization and shall coordinate such activities with District.

B. Important Dates

This tentative schedule has been developed to provide CVUSD sufficient time to make prudent decisions and to ensure timely implementation and cutover of the required systems, applications, goods and services. The District reserves the right to change the schedule.

Event	Date
Notice Inviting Bids	January 14, 2021 and January 21, 2021
Job Walk Prospective Bidders may contact James Beard, Director of Maintenance & Operations, (619) 588-3023, to make arrangements to visit project site	None.
Questions due from Bidders* (by email to clays@cajonvalley.net , Reference Bid # in subject.)	January 22, 2021 by 4:00 p.m.
Bid Opening At the CVUSD Purchasing Dept., 225 Roanoke Road, El Cajon CA 92020	January 29, 2021, 1:00 p.m.
Anticipated Award Date	February 9, 2021
Commencement of Work:	March 1, 2021
Completion of Work:	April 15, 2021

*All questions must be submitted in writing to the email address: clays@cajonvalley.net, by the question submittal due date and time listed above. Questions will be answered by addendum.

- C. Liquidated Damages.** If work under this contract is not ready for the intended use within the specified time period, the agreed liquidated damages established in Article 6 of the General Conditions, per calendar day for each calendar date completion is delayed will be Five Hundred dollars (\$500) per day per school site.
- D. Documents Furnished.** The number of copies of drawings and specifications (as applicable) to be furnished to Awarded Contractor free of charge, per Article 3 of the General Conditions, are one (1).
- E. Bonds.** Contractor shall provide (i) a bid bond in the amount of ten (10%) of the contract price; (ii) a payment bond in the total amount of one hundred percent (100%) of the contract price; and (iii) a performance bond in the amount of one hundred percent (100%) of the contract price.

Cajon Valley Union School District will require a payment bond issued by an admitted Surety approved to conduct business in the State of California from the successful bidder regardless of the contract amount.

Rating for the surety must be A++, A+, A, or no less than A-. Rating information can be obtained from Best's State Rate Filings: <http://www.ambest.com/bsrf>

- F. Insurance.** As specified in the General Conditions, Articles 36 - 41, Contractor shall procure and maintain and shall require all subcontractors, if any, whether primary or secondary, to procure and maintain :

Workers' Compensation as prescribed by State Law

Automobile Liability Insurance

..... \$1,000,000 per occurrence/\$3,000,000 general aggregate

Comprehensive General Liability Insurance.

with a combined single limit per occurrence

of not less than . . . \$1,000,000 per occurrence/\$3,000,000 general aggregate

OR Commercial General Liability and Property Damage Insurance

(including automobile insurance) which provides limits of not less than:

- (a) Per occurrence (combined single limits) \$1,000,000
- (b) Project Specific Aggregate (for this project only). \$1,000,000
- (c) Products/Completed Operation \$1,000,000
- (d) Personal & Advertising Injury limit \$1,000,000

Insurance Covering Special Hazards: Following special hazards shall be covered by riders or riders to above-mentioned commercial liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance, in amounts as follows:

Automotive and truck where operated in amounts	\$1,000,000
Material hoist where used in amounts	\$1,000,000
Explosion, collapse & Underground (XCU) coverage	\$1,000,000
Excess Liability Insurance coverage in the amount of	\$1,000,000

AND

- (a) Builder's Risk (or Course of Construction Coverage) Applicable/Fire Insurance (See Article 40) Project Replacement Value at replacement value, \$100% (One Hundred Percent).
- (b) Sexual Abuse/Molestation. . . . \$1,000,000 per occurrence/\$2,000,000 general aggregate

Additional Insured Endorsements (Refer to Article 41): Any liability policy provided by Contractor hereunder shall contain an endorsement which applies its coverage to District, members of District's board of trustees, and the officers, agents, employees and volunteers of District, the State Allocation Board, if applicable, the architect, and the architect's consultants, individually and collectively, as additional insureds.

MINIMUM INSURANCE REQUIREMENTS: Contractor shall obtain and maintain the insurance coverages and limits as specified for the duration of the contract. The insurance coverages and limits of liability shown are the minimum insurance requirements in this Agreement. Should Contractor maintain insurance policies with coverage and limits of liability that exceed these minimum coverage and limit requirements that are broader than as outlined, those broader coverages and higher limits shall be deemed to apply for the benefit of the District and those coverages and limits shall become the required minimum limits of insurance and coverage in all sections of this Agreement.

- G. Executed Copies:** The number of executed originals of the Contract, the Performance Bond, and the Payment Bond for Public Works required is two (2).
- H. License Classification:** Each bidder shall be a licensed Contractor pursuant to the Business and Professions Code and shall be licensed in the following classification(s): **B, General Building Contractor.**
- I. Building Permit:** The Contractor shall be responsible for obtaining the Building Permit for this project from the City of El Cajon, including payment of the Permit Fees of \$5,945.91. This Building Permit Fee amount, \$5,945.91, shall be included in the Contractor's Contract price.

- J. Fingerprinting:** The District has considered the totality of the circumstances concerning the Project and has determined that the Contract and Contractor's employees are subject to the requirements of Education Code section 45125.2 and Paragraph (a) of Article 13 of the General Conditions.

In accordance with the Education Code the Contractor shall provide for the continuous supervision and monitoring of the Contractor's employees by an employee of the Contractor who has received fingerprint clearance from the California Department of Justice and will have been found to have not committed a violent or serious felony (penal code sections 667.5(C) and 1192.7(C)).

The Fingerprinting Requirement Certification will be required to be submitted with the bid documents. Failure to return the Fingerprinting Requirement Certification will cause the bid to be rejected as non-responsive.

If background checks are not completed prior to commencement of the project, contractor will notify the Cajon Valley Union School District and a per diem charge will be charged for supervision by District employees.

- K. MICHELLE MONTOYA SCHOOL SAFETY ACT (CHAPTER 588, 1997 STATUTES) (COMMUNICATION WITH PUPILS):** In performing this Agreement, the Successful Bidder shall be required to prohibit its employees and its subcontractors from having contact with pupils.

Any employees who perform services under this agreement will not be permitted to come in contact with pupils or communicate with pupils. In the event Bidder fails to prevent its employees from having contact with pupils or communicating with pupils and injury results from failure to prohibit pupil contact or communication, Bidder shall defend, indemnify, protect, and hold Cajon Valley Union School District and its agents, officers and employees harmless from and against any and all claims, demands, liability, judgments, awards, losses, injury, damages, expenses, charges or costs of any kind or character whether to the District or to any person or property which arise from or are connected with or are caused or claimed to be caused by Bidder's failure to prohibit its employees from having pupil contact or communication.

Any employee and/or subcontractors hired by Bidder shall be subject to and shall comply with this provision. Bidder and employee/subcontractor shall be jointly and severally liable for any injury that results from employee/subcontractor's failure to comply with this provision.

- L. Award of Bid:** The Owner reserves the right to reject any or all bids, or to waive any irregularities or informalities in any bids or in the bidding. The award of the contract, if made by the Owner, will be to the lowest responsive, responsible bidder.

- M. Work Schedule:** The proposed work schedule will be reviewed by James Beard, Director, Facilities, Maintenance & Operations, beardj@cajonvalley.net, (619) 588-3023. The Contractor shall submit a proposed work schedule and shall obtain the District's approval of the work schedule prior to starting work.

- N. Safety:** The contractor shall be responsible for the safety of his workers and his subcontractors, the public, and district staff, within his area of work. The contractor shall

provide substantial barricades around his area of work. When operating large, noisy pieces of equipment such as trucks, augers, back hoes, etc. during business hours, the contractor shall provide a workman specifically to stand or walk beside the equipment to assure public and/or staff stay clear.

At the end of each workday the area shall be left reasonably free of debris and secured. Holes and trenches shall be scheduled so that they are covered or filled as soon as possible.

O. Noise: Operations which create intense, sustained noise shall be scheduled for off hours and weekends.

P. Tobacco Free Schools

Per Board Policy BP 3513.3(a), The Governing Board recognizes the health hazards associated with tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The Board prohibits the use of tobacco products at all times in District-owned or leased buildings, on District property, and in District vehicles. This prohibition applies to all employees, students and visitors at any activity or athletic event.

Per Board Administrative Regulation 3513.3(a), any person who violates the District's policy on tobacco-free schools shall be informed of the District's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

- 1) Direct the person to leave school property.
- 2) Request local law enforcement assistance in removing the person from school premises.
- 3) If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering District property for a specified period of time.

Q. District Calendar:

12/21/20 – 1/8/21	Winter Break; No School
1/18/21	Martin Luther King Holiday; No School
2/8/21	Lincoln Day; No School
2/15/21	Presidents' Day; No School
3/29/21 – 4/9/21	Spring Break; No School
5/31/21	Memorial Day

END OF SPECIAL CONDITIONS

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FOR
IT SHOP CONVERSION PROJECT**

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REVISED 01/06/21

SECTION 03300
CAST-IN-PLACE CONCRETE

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions apply to this Section.

1.2 SUMMARY

- A. Section includes cast-in-place concrete, including formwork, reinforcement, concrete materials, mixture design, placement procedures, and finishes, for the following:
1. Footings.
 2. Slabs-on-grade.

1.3 DEFINITIONS

- A. Cementitious Materials: Portland cement alone or in combination with one or more of the following: blended hydraulic cement, fly ash and other pozzolans, ground granulated blast-furnace slag, and silica fume; subject to compliance with requirements.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Design Mixtures: For concrete mixture. Indicate proportions of all elements, including amounts of mixing water to be withheld for later addition at Project site.
- C. Steel Reinforcement Shop Drawings: Reinforcement placement drawings that detail fabrication, bending, and placement. Include bar sizes, lengths, material, grade, bar schedules, stirrup spacing, bent bar diagrams, bar arrangement, splices and laps, mechanical connections, tie spacing, hoop spacing, and supports for concrete reinforcement.

1.5 INFORMATIONAL SUBMITTALS

- A. Material Certificates: For each of the following, signed by manufacturers:
1. Cementitious materials.
 2. Admixtures.
 3. Steel reinforcement and accessories.
 4. Curing compounds.

- 5. Floor and slab treatments.
 - 6. Vapor retarders.
 - 7. Semirigid joint filler.
 - 8. Joint-filler strips.
 - 9. Repair materials.
- B. Material Test Reports: For the following, from a qualified testing agency, indicating compliance with requirements:
- 1.6 REGULATORY REQUIREMENTS
- A. Comply with the California Building Code (CBC), 2019.
- 1.7 QUALITY ASSURANCE
- A. Installer Qualifications: Installer shall be an ACI-certified Flatwork Technician.
- B. Manufacturer Qualifications: A firm experienced in manufacturing ready-mixed concrete products and that complies with ASTM C 94/C 94M requirements for production facilities and equipment.
- C. Source Limitations: Obtain each type or class of cementitious material of the same brand from the same manufacturer's plant, obtain aggregate from single source, and obtain admixtures from single source from single manufacturer.
- D. Preinstallation Conference: Conduct conference at Project site.
- 1.8 DELIVERY, STORAGE AND HANDLING
- A. Steel Reinforcement: Deliver, store and handle steel reinforcement to prevent bending and damage.

PART 2 – PRODUCTS

- 2.1 STEEL REINFORCEMENT
- A. Reinforcing Bars: ASTM A 615/A 615M, Grade 60 (Grade 420), deformed.
 - B. Plain-Steel Wire: ASTM A 82/A82M, as drawn.
- 2.2 REINFORCEMENT ACCESSORIES
- A. Bar Supports: Bolsters, chairs, spacers, and other devices for spacing, supporting, and fastening reinforcing bars and welded wire reinforcement in place. Manufacture bar

supports from steel wire, plastic, or precast concrete according to CRSI's "Manual of Standard Practice", of greater compressive strength than concrete.

2.3 CONCRETE MATERIALS

- A. Cementitious Material: Use the following cementitious materials, of the same type, brand and source, throughout Project:
1. Portland Cement: ASTM C 150, Type II
 2. Aggregate: ASTM 3
 3. Water: ASTM C 94/C 94M and potable.

2.4 ADMIXTURES

- A. Chemical Admixtures: Provide admixtures certified by manufacturer to be compatible with other admixtures and that will not contribute water-soluble chloride ions exceeding those permitted in hardened concrete. Do not use calcium chloride or admixtures containing calcium chloride.
- B. Water-Reducing Admixture: ASTM C 494/C 494M, Type A.

2.5 CURING MATERIALS

- A. Absorptive Cover: AASHTO M 182, Class 2, burlap cloth made from jute or kenaf, weighing approximately 9 oz./sq. yd/ (305 g/sq.m) when dry.
- B. Moisture-Retaining Cover: ASTM C 171, polyethylene film or white burlap-polyethylene sheet.
- C. Clear, Waterborne, Membrane-Forming Curing Compound: ASTM C 309, Type 1, Class B, dissipating.

2.6 REPAIR MATERIALS

- A. Repair Underlayment: Cement-based, polymer-modified, self-leveling product that can be applied in thicknesses from 1/8 inch (3.2 mm) and that can be feathered at edges to match adjacent floor elevations.
1. Cement Binder: ASTM C 150, Portland cement or hydraulic or blended hydraulic cement as defined in ASTM C 219.
 2. Primer: Product of underlayment manufacturer recommended for substrate, conditions and application.
 3. Aggregate: Well-graded, washed gravel, 1/8 to 1/4 inch (3.2 to 6 mm) or coarse sand as recommended by underlayment manufacturer.
 4. Compressive Strength: Not less than 4000 psi at 28 days when tested according to ASTM C 109/C 109M.

2.7 CONCRETE MIXTURES, GENERAL

- A. Prepare design mixtures for type and strength of concrete, proportioned on the basis of laboratory trial mixture or field test data, or both, according to ACI 301, CBC 1905A and ACI 318 Chapters 3, 4 and 5. Use a qualified independent testing agency for preparing and reporting proposed mixture designs based on laboratory trial mixtures.
- B. Admixtures: Use admixtures according to manufacturer's written instructions.
- C. Foundation Mix Design
 - 1. Maximum Aggregate Size: 1 ½ inches.
 - 2. Compression Strength at 28 days: 3,000 psi
 - 3. Slump: 2 – 4 inches.
- D. Slabs on Grade
 - 1. Maximum Aggregate Size: 1 inch
 - 2. Compression Strength at 28 days: 3,000 psi
 - 3. Slump: 3 /12 inches.

2.8 FABRICATING REINFORCEMENT

- A. Fabricate steel reinforcement according to CRSI's "Manual of Standard Practice".

2.9 CONCRETE MIXING

- A. Ready-Mixed Concrete: Measure, batch, mix and deliver concrete according to ASTM C 94/C 94M, and furnish batch ticket information.
 - 1. When air temperature is between 85 and 90 degrees F (30 and 32 degrees C), reduce mixing and delivery time from 1 – 1 ½ hours to 75 minutes; when air temperature is above 90 degrees F (32 degrees C), reduce mixing and delivery time to 60 minutes.

PART 3 – EXECUTION

3.1 FORMWORK

- A. Design, erect, shore, brace, and maintain formwork, according to ACI 301, to support vertical, lateral, static, and dynamic loads, and construction loads that might be applied, until structure can support such loads.
- B. Construct formwork so concrete members and structures are of size, shape, alignment, elevation and position indicated, within tolerance limits of ACI 117.

3.2 EMBEDDED ITEMS

- A. Place and secure anchorage devices and other embedded items required for adjoining work that is attached to or supported by cast-in-place concrete. Use setting drawings, templates, diagrams, instructions and directions furnished with items to be embedded.

3.3

STEEL REINFORCEMENT

- A. General: Comply with CRSI's "manual of Standard Practice" for placing reinforcement.
 - 1. Do not cut or puncture vapor retarder. Repair damage and reseal vapor retarder before placing concrete.
- B. Clean reinforcement of loose rust and mill scale, earth, ice and other foreign materials that would reduce bond to concrete.
- C. Accurately position, support and secure reinforcement against displacement. Locate and support reinforcement with bar supports to maintain minimum concrete cover. Do not tack weld crossing reinforcing bars.
- D. Set wire ties with ends directed into concrete, not toward exposed concrete surfaces.

3.4

CONCRETE PLACEMENT

- A. Before placing concrete, verify that installation of formwork, reinforcement, and embedded items is complete and that required inspections have been performed.
- B. Do not add water to concrete during delivery at Project site, or during placement unless approved by Architect.
- C. Deposit concrete continuously in one layer or in horizontal layers of such thickness that now new concrete will be placed on concrete that has hardened enough to cause seams or planes of weakness. If a section cannot be placed continuously, provide construction joints as indicated. Deposit concrete to avoid segregation.
 - 1. Deposit concrete in horizontal layers of depth to not exceed formwork design pressures and in a manner to avoid inclined construction joints.
 - 2. Consolidate placed concrete with mechanical vibrating equipment according to ACI 301.
 - 3. Do not use vibrators to transport concrete inside forms. Insert and withdraw vibrators vertically at uniformly spaced locations to rapidly penetrate placed layer and at least 6 inches (150 mm) into preceding layer. Do not insert vibrators into lower layers of concrete that have begun to lose plasticity. At each insertion, limit duration of vibration to time necessary to consolidate concrete and complete embedment of reinforcement and other embedded items without causing mixture constituents to segregate.
- D. Deposit and consolidate concrete for floors and slabs in a continuous operation, within limits of construction joints, until placement of a panel or section is complete.

1. Consolidate concrete during placement operations so concrete is thoroughly worked around reinforcement and other embedded items and into corners.
2. Maintain reinforcement in position on chairs during concrete placement.
3. Screed slab surfaces with a straightedge and strike off to correct elevations.
4. Begin initial floating using bull floats or darbies to form a uniform and open-textured surface plane, before excess bleedwater appears on the surface. Do not further disturb slab surfaces before starting finishing operations.

3.7

FINISHING FLOORS AND SLABS

- A. General: Comply with ACI 302.1R recommendations for screeding, reststraightening, and finishing operations for concrete surfaces. Do not wet concrete surfaces.
- B. Float Finish: Consolidate surface with power-driven floats or by hand floating if area is small or inaccessible to power driven floats. Reststraighten, cut down high spots, and fill low spots. Repeat float passes and reststraightening until surface is left with a uniform, smooth, granular texture.
 1. Apply float finish to surfaces to receive trowel finish.
- C. Trowel Finish: After applying float finish, apply first troweling and consolidate concrete by hand or power-driven trowel. Continue troweling passes and reststraighten until surface is free of trowel marks and uniform in texture and appearance. Grind smooth any surface defects that would telegraph through applied coatings or floor coverings.
 1. Apply a trowel finish to new concrete surfaces.
 2. Finish surfaces to the following tolerances, according to ASTM E 1155 (ASTM E 1155M), for a randomly trafficked floor surface.
 3. Finish and measure surface so gap at any point between concrete surface and an unlevelled, freestanding, 10-ft (3.05 m) long straightedge resting on two high spots and placed anywhere on the surface does not exceed $\frac{1}{8}$ inch (6mm).

3.8

CONCRETE PROTECTING AND CURING

- A. General: Protect freshly placed concrete from premature drying and excessive cold or hot temperatures. Comply with ACI 306.1 for cold-weather protection and ACI 305R for hot-weather protection during curing.
- B. Evaporation Retarder: Apply evaporation retarder to unformed concrete surfaces if hot, dry, or windy conditions cause moisture loss approaching 0.2 lb/sq. ft. x h (1 kg/sq. m x h) before and during finishing operations. Apply according to manufacturer's written instructions after placing, screeding, and bull floating or darbying concrete, but before float finishing.

- C. Unformed Surfaces: Begin curing immediately after finishing concrete. Cure unformed surfaces, including floors and slabs, concrete floor toppings, and other surfaces.
- D. Cure Concrete with Curing and Sealing Compound: Apply uniformly to floors and slabs indicated in a continuous operation by power spray or roller according to manufacturer's written instructions. Recoat areas subjected to heavy rainfall within three hours after initial application. Repeat process 24 hours later and apply a second coat. Maintain continuity of coating and repair damage during curing period.

3.9 CONCRETE SURFACE REPAIRS

- A. Defective Concrete: Repair and patch defective areas when approved by Architect. Remove and replace concrete that cannot be repaired and patched to Architect's approval.
- B. Patching Mortar: Mix dry-pack patching mortar, consisting of one part Portland cement to two and one-half parts fine aggregate passing a No. 16 (1.18 mm) sieve, using only enough water for handling and placing.
- C. Repairing Unformed Surfaces: Test unformed surfaces, such as floors and slabs, for finish and verify surface tolerances specified for each surface. Correct low and high areas.
 1. Repair finished surfaces containing defects. Surface defects include spalls, popouts, honeycombs, rock pockets, crazing and cracks in excess of 0.01 inch (0.25 mm) wide or that penetrate to reinforcement or completely through unreinforced sections regardless of width, and other objectionable conditions.
 2. After concrete has cured at least 14 days, correct high areas by grinding.
 3. Correct localized low areas during or immediately after completing surface finishing operations by cutting out low areas and replacing with patching mortar. Finish repaired areas to blend into adjacent concrete.
 4. Correct other low areas scheduled to receive floor coverings with a repair underlayment. Prepare, mix, and apply repair underlayment and primer according to manufacturer's written instructions to produce a smooth, uniform, plane and level surface. Feather edges to match adjacent floor elevations.
 5. Correct other low areas scheduled to remain exposed with a repair topping. Cut out low areas to ensure a minimum repair topping depth of ¼ inch (6 mm) to match adjacent floor elevations. Prepare, mix and apply repair topping and primer according to manufacturer's written instructions to produce a smooth, uniform, plane and level surface.
 6. Repair defective areas, except random cracks and single holes 1 inch (25 mm) or less in diameter, by cutting out and replacing with fresh concrete. Remove

defective areas with clean, square cuts and expose steel reinforcement with at least a 3/4 inch (19 mm) clearance all around. Dampen concrete surfaces in contact with patching concrete and apply bonding agent. Mix patching concrete of same materials and mixture as original concrete except without coarse aggregate. Place, compact and finish to blend with adjacent finished concrete. Cure in same manner as adjacent concrete.

7. Repair random cracks and single holes 1 inch (25 mm) or less in diameter with patching mortar. Groove top of cracks and cut out holes to sound concrete and clean off dust, dirt and loose particles. Dampen cleaned concrete surfaces and apply bonding agent. Place patching mortar before bonding agent has dried. Compact patching mortar and finish to match adjacent concrete. Keep patched area continuously moist for at least 72 hours.
- D. Perform structural repairs of concrete, subject to Architect's approval, using epoxy adhesive and patching mortar.
- E. Repair materials and installation not specified above may be used, subject to Architect's approval.

3.13 FIELD QUALITY CONTROL

Testing and Inspecting: Owner will engage a special inspector and qualified testing and inspecting agency to perform field tests and inspections and prepare test report

3.14 PROTECTION OF LIQUID FLOOR TREATMENTS

- A. Protect liquid floor treatment from damage and wear during the remainder of construction period. Use protective methods and materials, including temporary covering, recommended in writing by liquid floor treatments installer.

END OF SECTION 03300

SECTION 06100
ROUGH CARPENTRY

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions apply to this Section.

1.2 SUMMARY

A. Section Includes:

1. Framing with dimension lumber.
2. Framing with timber.
3. Framing with engineered wood products.
4. Rooftop equipment bases and support curbs.
5. Wood blocking, cants and nailers.
6. Wood furring.
7. Wood sleeper.
8. Plywood wall sheathing.
9. Plywood decking.

1.3 DEFINITIONS

- A. Exposed Framing: Framing not concealed by other construction.
- B. Dimension Lumber: Lumber of 2 inches nominal or greater but less than 5 inches nominal in least dimension.
- C. Lumber grading agencies, and the abbreviations used to reference them, include the following:
1. WCLIB: West Coast Lumber Inspection Bureau.
 2. WWPA: Western Wood Products Association.

1.4 QUALITY ASSURANCE

- A. Provide lumber with visible grade stamp of an approved agency certified by NFPA.

1.5 REGULATORY REQUIREMENTS

- A. Comply with California Building Code (CBC), 2019

1.6 DELIVERY, STORAGE AND HANDLING

- A. Stack lumber flat with spacers beneath and between each bundle to provide air circulation. Protect lumber from weather by covering with waterproof sheeting, securely anchored. Provide for air circulation around stacks and under coverings.
- B. Identify framing lumber by grades. Store grades separately from each other.
- C. Exercise care in off-loading lumber to prevent damage, splitting, and breaking.
- D. Seasoning:
 - 1. Deliver materials at earliest date possible to allow maximum drying time on site.
 - 2. Pile and stack lumber at site to allow free circulation of air with pile protected from sun and moisture.
 - 3. Air-season lumber for at least 60 days before covering with finish materials.

PART 2 -- PRODUCTS

2.1 WOOD PRODUCTS, GENERAL

Note: Much wood framing, including stairs, railings, wall sheathing is exposed. The contractor shall take special care to select exposed framing elements that are clean, free of wanes, splits, loose knots and other imperfections.

- A. Lumber: DOC PS 20 and applicable rules of grading agencies indicated. If no grading agency is indicated, provide lumber that complies with the applicable rules of any rules-writing agency certified by the ALSC Board of Review. Provide lumber graded by an agency certified by the ALSC Board of Review to inspect and grade lumber under the rules indicated.
 - 1. Factory make each piece of lumber with grade stamp of grading agency.
 - 2. Where nominal sizes are indicated, provide actual sizes required by DOC PS 20 for moisture content specified. Where actual sizes are indicated, they are minimum dressed sizes for dry lumber.
 - 3. Provide dressed lumber, S4S, unless otherwise indicated.
- B. Maximum Moisture Content of Lumber: 19 percent unless otherwise indicated.
- C. Engineered Wood Products: Provide engineered wood products acceptable to authorities having jurisdiction and for which current model code research or evaluation reports exist that show compliance with building code in effect for Project.

2.2 WOOD-PRESERVATIVE-TREATED LUMBER

- A. Preservative Treatment by Pressure Process: AWPA U1; Use Category UC2. Comply with CBC, 2013, title 24, Part 2, Chapter 23.
- B. Pressure treated Douglas fir shall be No. 2 minimum and bear the AWPA quality mark. Cuts and holes shall be treated per AWPA M-84 (statements such as "or to refusal" are not permitted).

2.3 DIMENSION LUMBER FRAMING

- A. Non-Load-Bearing Interior Partitions: See Structural Drawings.
- B. Load-Bearing Partitions: See Structural Drawings.
- C. Joists, Rafters and Other Framing Not Listed Above: See Structural Drawings.
- D. Exposed Framing: Provide material hand-selected for uniformity of appearance and freedom from characteristics, on exposed surfaces and edges, that would impair finish appearance, including decay, honeycomb, knot-holes, shake, splits, torn grain, and wane.
- E. Lumber: PS 20 and WCLIB Standard Number 17; Douglas Fir/Larch; graded in accordance with NFPA Grading Rules; maximum moisture content of 19 percent, grades as scheduled on drawings, and certified FSC sustainable wood.
 - 1. Douglas fir shall bear WCLIB grade stamp.
 - 2. Comply with provisions of Title 24, CBC 2013, Part 2, Section 2303.

2.4 TIMBER FRAMING

- A. Provide timber framing complying with the following requirements, according to grading rules of grading agency indicated:
 - 1. As Noted on Structural Drawings.

2.5 ENGINEERED WOOD PRODUCTS

- A. Engineered Wood Products, General: Products shall comply with the testing and product requirements of the California Department of Health Services' "Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers".
- B. Source Limitations: Obtain each type of engineered wood product from a single manufacturer.
- C. Parallel-Strand Lumber: Structural composite lumber made from wood strand elements with grain primarily parallel to member lengths, evaluated and monitored according to ASTM D 5456 and manufactured with an exterior-type adhesive complying with ASTM D 2559.

- D. Wood I-Joists: Prefabricated units, I-shaped in cross section, made with solid or structural composite lumber flanges and wood-based structural panel webs, let into and bonded to flanges. Provide units complying with material requirements of and with structural capacities indicated on drawings and established and monitored according to ASTM D 5055.
- E. Rim Boards: Product designed to be used as a load-bearing member and to brace wood I-joists at bearing ends, complying with research/evaluation report for I-joists.

2.6 MISCELLANEOUS LUMBER

- A. General: Provide miscellaneous lumber indicated and lumber for support or attachment of other construction, including the following:
 - 1. Blocking.
 - 2. Nailers.
 - 3. Rooftop equipment bases and support curbs.
 - 4. Cants.
 - 5. Stair carriages, Treads.
 - 6. Railing.
 - 7. Ledgers.
- B. For blocking and nailers used for attachment of other construction, select and cut lumber to eliminate knots and other defects that will interfere with attachment of other work.

2.7 WALL SHEATHING

- A. American Plywood Association (APA) stamped, U>S> Product Standard PS 1-83.
 - 1. Structural 1
 - 2. 1/2" (nominal) thick.
 - 3. Exposure 1 (exterior)
 - 4. Span Rating = 32/16
 - 5. Veneer Grade = A/C

2.8 FLOOR DECKING

- A. American Plywood Association (APA) Rated
 - 1. Structural 1
 - 2. 1 1/8 inches thick
 - 3. Exposure 1 (exterior)

2.9 FASTENERS

- A. Nails, Brads and Staples: ASTM F 1667.
- B. Power-Driven Fasteners: NES NER-272.
- C. Wood Screws: ASME B18.6.1.
- D. Lag Bolts: ASMD B18.2.1 (ASME B18.2.3.8M). FS FF-B-561.
- E. Bolts: Steel bolts complying with ASTM A 307, Grade A (ASTM F 568M, Property Class 4.6); with ASTM A 563 (ASTM A 563 M) hex nuts and, where indicated, flat washers.
- F. Galvanized fasteners where required per the Drawings.

2.10 METAL FRAMING ANCHORS

- A. Manufacturers: Subject to compliance with requirements, provide products by the following: Simpson Strong-Tie Co., Inc.

PART 3 – EXECUTION

3.1 EXECUTION

- A. Selection of Lumber: Carefully select members. Ensure that exposed members are free of heart center. Select exposed members so that knots and obvious defects will not interfere with placement of bolts, proper nailing or making proper connections, and not impair achievement of proper finished appearances where to be exposed.
- B. Cut out and discard defects which will render a piece unable to serve its intended function. Lumber may be rejected by Architect, whether or not it has been installed, for excessive warp, twist, bow, crook, mildew, fungus, or mold, as well as for improper cutting and fitting.

3.2 INSTALLATION, GENERAL

- A. Set rough carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit rough carpentry to other construction; scribe and cope as needed for accurate fit. Locate nailers, blocking, and similar supports to comply with requirements for attaching other construction.
- B. In addition to framing operations normal to fabrication and erection indicated on drawings, install wood backing required for work of other trades, and for casework as required.
- C. Framing Standard: Comply with AF&PA's WCD 1, "Details for Conventional Wood Frame Construction", unless otherwise indicated.
- D. Framing with Engineered Wood Products: Install engineered wood products to comply with manufacturer's written instructions.

- E. Exposed Shear Wall Panels: Install shear wall panels with a veneer on exposed side. Take special care to ensure nail spacing is even and consistent, and that nail heads do not break plywood veneer. Hammer marks are not permitted.
- F. Metal Framing Anchors: Install metal framing anchors to comply with manufacturer's written instructions. Install fasteners through each fastener hole, unless indicated otherwise on the Drawings.
- G. Do not place pipes exceeding 1/3 of plate width in partitions used as bearing or plywood-sheathed walls, but place them in furring completely clear of studs, unless detailed otherwise. Place approved piping in center of plates using neat hole. No notching is allowed. In no case allow pipes to pass through plates less than 5 1/2 inches wide.
- H. Do not splice structural members between supports unless otherwise indicated.
- I. Provide blocking and framing as indicated and as required to support facing materials, fixtures, specialty items and trim.
- J. Provide fire blocking in furred spaces, stud spaces, and other concealed cavities as indicated and as follows:
 - 1. Fire block furred spaces of walls, at each floor level, at ceiling, and at not more than 96 inches (2438 mm) o.c. with solid wood blocking or noncombustible materials accurately fitted to close furred spaces.
 - 2. Fire block concealed spaces of wood-framed walls and partitions at each floor level, at ceiling line of top story, and at not more than 96 inches (2438 mm) o.c. Where fire blocking is not inherent in framing system used, provide closely fitted solid wood blocks of same width as framing members and 2 inch nominal - (38-mm actual-) thickness.
- K. Sort and select lumber so that natural characteristics will not interfere with installation or with fastening other materials to lumber. Do not use materials with defects that interfere with function of member or pieces that are too small to use with minimum number of joints or optimum joint arrangement.
- L. Comply with AWPA M4 for applying field treatment to cut surfaces of preservative-treated lumber.
 - 1. Use inorganic boron for items that are continuously protected from liquid water.
 - 2. Use copper naphthenate for items not continuously protected from liquid water.
- M. Use steel common nails unless otherwise indicated. Select fasteners of size that will not fully penetrate members where opposite side will be exposed to view or will receive finish materials. Make tight connections between members. Install fasteners without splitting wood. Drive nails snug but do not countersink nail heads unless otherwise indicated.

- N. For exposed work, arrange fasteners in straight rows parallel with edges of members, with fasteners evenly spaced, and with adjacent rows staggered.
 - 1. Use common nails unless otherwise indicated. Drive nails snug but do not countersink nail heads.
- O. Alignment: On framing member to receive a finished surface, align finish sub-surface to vary not more than 1/8 inch from plane of surface of adjacent framing and furring members.

3.3 WOOD BLOCKING, AND NAILER INSTALLATION

- A. Install where indicated and where required for attaching other work. Form to shapes indicated and cut as required for true line and level of attached work. Coordinate locations with other work involved.
- B. Attach items to substrates to support applied loading. Recess bolts and nuts flush with surfaces unless otherwise indicated.
- C. Where wood-preserved-treated lumber is installed adjacent to metal decking, install continuous flexible flashing separator between wood and metal decking.
- D. Provide permanent grounds of dressed, pressure-preserved-treated, key-beveled lumber not less than 1½ inches (38 mm) wide and of thickness required to bring face of ground to exact thickness of finish material. Remove temporary grounds when no longer required.
- E. Install nailing blocks and backing necessary for attachment of grounds, finishes, trim, fixtures, and do required cutting, furring, and backing for plumbing and heating pipes, fixtures, etc. as detailed in the Drawings or approved by the Structural Engineer and approved by the Division of the State Architect, Office of Regulations Services.

3.4 WALL AND PARTITION FRAMING INSTALLATION

- A. General: Provide single bottom plate and double top plates using members of 2-inch nominal (38 mm actual) thickness whose widths equal that of studs, except single top plate may be used for non-load-bearing partitions. Fasten plates to supporting construction as indicated.
- B. Construct corners and intersections with three or more studs, except that two studs may be used for interior non-load-bearing partitions.
- C. Frame openings with multiple studs and headers. Provide nailed header members of thickness equal to width of studs. Support headers on jamb studs.

3.5 PLYWOOD PLACEMENT

- A. All installed plywood shall be in 4' x 8' sheets except where restricted by boundaries or changes.
- B. Minimum Plywood Panel Sizes shall be as indicated on the drawings.

- C. Center joints accurately over support unless otherwise shown on Drawings. Provide gapping of plywood substrate of 1/8 inch at abutting joints at all walls.
- D. Protect plywood from moisture until succeeding component or materials are installed to cover plywood. Delaminating plywood shall be removed and replaced.

3.6 FASTENING

- A. Use only common wire nails or spikes of standard lengths and gages as specified in 2304.9.1, of the California Building Code, 2013.
- B. For conditions not covered on drawings, Contractor shall request clarification.
- C. Where nails have a tendency to split wood members, nails shall be pre-drilled.
- D. For bolts, drill holes 1/32-inch to 1/16-inch larger in diameter than bolts being used. Drill straight and true from one side only.
- E. Bolt threads shall not bear on wood. Use washers under head and nut where both bear on wood. Use washers under nuts.
- F. For lag-screws, and wood screws, pre-bore holes in accordance with CBC 2012, Title 24, part 2, Chapter 23.
- G. Screw, do not drive, lag screws and wood screws.
- H. Nailing schedule shall be per CBC 2019, Title 24, Part 2, Chapter 23.

END OF SECTION 06100

SECTION 06400
ARCHITECTURAL CASEWORK

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions apply to this Section.

1.2 SUMMARY

A. Section Includes:

1. Plastic-laminate-faced architectural cabinets.
2. Medium-Density Plywood and Hardwood Edging for IT shop work stations.
3. Wood furring, blocking, shims, and hanging strips for installing architectural cabinets unless concealed within other construction before cabinet installation.
4. Plastic laminated countertops.
5. Steel Angle Brackets and tube steel work table frames as detailed.

B. Related Requirements:

1. Section 06 10 00 "Rough Carpentry" for wood furring, blocking, shims, and hanging strips required for installing cabinets and concealed within other construction before cabinet installation.

1.3 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at Project site.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product, including panel products high-pressure decorative laminate adhesive for bonding plastic laminate and cabinet hardware and accessories.

- B. Shop Drawings: Show location of each item, dimensioned plans and elevations, large-scale details, attachment devices, and other components.

1. Show details full size or 3" = 1' - 0".
2. Show locations and sizes of furring, blocking, and hanging strips, including concealed blocking and reinforcement specified in other Sections.
3. Show locations and sizes of cutouts and holes for electrical switches and outlets and other items installed in architectural cabinets.

1.5 REGULATORY REQUIREMENTS

- A. Comply with California Building Code (CBC), 2019.
- B. Operable parts for all accessible casework shall comply with CBC Section 11B-904.

1.6 QUALITY ASSURANCE

- A. Fabricator Qualifications: Cabinet Shop shall employ skilled workers who custom fabricate products similar to those required for this Project and whose products have a record of successful in-service performance. Shop is a licensee of WI's Certified Compliance Program.
- B. Installer Qualifications: Fabricator of products Licensee of AWI's Certified Compliance Program.
- C. Work shall conform to the "Architectural Woodwork Institute Standards".

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Do not deliver cabinets until painting and similar operations that could damage woodwork have been completed in installation areas.

1.8 FIELD CONDITIONS

- A. Environmental Limitations: Do not deliver or install cabinets until building is enclosed, wet work is complete, and HVAC system is operating and maintaining temperature between 60 and 90 deg F and relative humidity between 17 and 50 percent during the remainder of the construction period.
- B. Field Measurements: Where cabinets are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication, and indicate measurements on Shop Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
 - 1. Locate concealed framing, blocking, and reinforcements that support cabinets by field measurements before being enclosed, and indicate measurements on Shop Drawings.

1.9 COORDINATION

- A. Coordinate sizes and locations of framing, blocking, furring, reinforcements, and other related units of Work specified in other Sections to ensure that cabinets can be supported and installed as indicated.

PART 2 – PRODUCTS

2.1 PLASTIC-LAMINATE-FACED ARCHITECTURAL CABINETS

- A. Quality Standard: Unless otherwise indicated, comply with the "Architectural Woodwork Standards" for grades of architectural plastic-laminate cabinets indicated for construction, finishes, installation, and other requirements.
1. Provide labels and certificates from WI certification program indicating that woodwork, including installation, complies with requirements of grades specified.
 2. The Contract Documents contain selections chosen from options in the quality standard and additional requirements beyond those of the quality standard. Comply with those selections and requirements in addition to the quality standard.
 3. Casework construction shall be entirely of no formaldehyde added products. Submit manufacturers published data sheet for casework materials for Architect's approval.
- B. Grade: Custom.
- C. Type of Construction: Frameless.
- D. Cabinet, Door, and Drawer Front Interface Style: Flush overlay.
- E. Cabinet Shelves: All shelving shall be ¾ inch thick, provide plywood core plastic laminated shelves at all shelves.
- F. Reveal Dimension: As indicated.
- G. High-Pressure Decorative Laminate: NEMA LD 3, grades as indicated or if not indicated, as required by woodwork quality standard.
- H. Laminate Cladding Exposed Surfaces:
1. Horizontal Surfaces: Grade HGS.
 2. Postformed Surfaces: Grade HGP.
 3. Vertical Surfaces: Grade HGS>
 4. Edges: Grade HGS
 5. Pattern Direction: Orientation as directed by the Architect.
- I. Materials for Semiexposed Surfaces:
1. Surfaces Other Than Drawer Bodies: High-pressure decorative laminate, NEMA LD 3, Grade VGS.
 - a. Edges Plastic-Laminate Shelves: 028 minimum thickness, matching laminate in color, pattern, and finish.

- b. For semiexposed backs of panels with exposed plastic-laminate surfaces, provide surface of high-pressure decorative laminate, NEMA LD 3, Grade VGS.
 - 2. Drawer Sides and Backs: Solid-hardwood lumber.
 - 3. Drawer Bottoms: Hardwood plywood.
- J. Dust Panels: ¼ inch (6.4 mm) plywood or tempered hardboard above compartments and drawers unless located directly under tops.
- K. Concealed Backs of Panels with Exposed Plastic-Laminate Surfaces: High-pressure decorative laminate, NEMA LD 3, Grade BKL.
- L. Drawer Construction: Fabricate with exposed fronts fastened to subfront with mounting screws from interior of body.
 - 1. Join subfronts, backs, and sides with glued rabbeted joints supplemented by mechanical fasteners.
- M. Colors, Patterns, and Finishes: Provide materials and products that result in colors and textures of exposed laminate surfaces complying with the following requirements:
 - 1. As indicated by laminate manufacturer's designations.
 - 2. Match Architect's sample.
 - 3. Laminate colors, patterns, and finishes shall be selected by Architect from laminate manufacturer's full range in the following categories:
 - a. Solid colors, matte finish.
 - b. Solid colors with core same color as surface, matte finish.
 - c. Maximum number of colors selected will not exceed four (4).

2.2. WOOD MATERIALS

- A. Work Bench Stations: APA Medium Density Overlay (MDO), Exterior, ¾ inch (nominal) thick, softwood plywood.
- B. Work Bench Edge: Oak, Ash, or Maple, Custom Grade.
- C. Shop Open Shelving:
 - 1. APA Exterior, A – B Grade, ¾ inch (nominal) softwood plywood.

Note: Open Shelving cases shall be constructed with continuous plywood 10' long lengths and one case over 10' long. Plywood material shall be specially ordered in 10' and one 12' long sheet.

- D. Edge Banding: Custom grade, Fir, Oak, Ash, Maple, or Birch.
- E. Bare wood elements of cabinets, such as, Open Shelving and Work Bench edges shall be sealed in the shop with wood sealer.

2.3 COUNTER TOPS

- A. Architectural Woodwork Institute custom grade.
- B. Plastic Laminate Thickness: 0.042" (Post Framing Grade).
- C. Edge and Splash: No-Drip Waterfall edge with coved splash.
- D. Sink Cut-Out: Seal with water-resistant sealer.

2.4 CABINET HARDWARE AND ACCESSORIES

- A. Provide cabinet hardware and accessory materials associated with architectural cabinets.
- B. Adjustable Shelf Supports and Clips; Provide with metal ledge clips set in drilled holes spaced at 32mm on center in two rows at each support in cabinets 15 inches deep or less. Shelf support metal ledge clips shall have vertical pins which insert into bottom of shelf to prevent movement and shall be equal to "Hettich" No. 50.016.721 (Sekura). For cabinets 16 inches and deeper provide Knappe & Vogt K 233 or 255 steel channel pilasters rebated into side of cabinet. Shelf support metal ledge clips shall have vertical pins which insert into bottom of shelf to prevent movement and shall be equal to Knappe & Vogt 238.
- C. Drawer slides: All drawer slides shall be as listed in the WIC "Manual of Millwork" Supplement No. 1 to Sections 14 and 15. File drawer slides to have 150 lb. capacity, full extension slides.
- D. Pulls: Provide surface mounted "U-shaped" wire pulls, 4 inches wide with finish/color as selected by Architect.
- E. Grommets: 4 inch diameter, plastic material for cut-outs. Provide two grommets (minimum) in countertop of each workstation or knee space. Indicate location on shop drawings and provide sample.
- F. Catches: Provide Magnetic catches on all cabinet doors.
- G. Hinges: Provide concealed European style of all metal construction, 120 degree minimum opening.

2.5 MISCELLANEOUS MATERIALS

- A. Furring, Blocking, Shims, and Hanging Strips: Softwood or hardwood lumber, kiln dried to less than 15 percent moisture content.
- B. Anchor Fasteners

1. Wood Frame Walls: #10 x 4" long Roundhead Wood Screws with Washers at 16" on center.
 2. Concrete Walls: As Indicated on drawings:
 - a. TTN 25324 PF Titen Hex Head Screw, 1/2" diameter x 3 1/4" long, as manufactured by Simpson Strong-Tie.
 - b. TTN 18214 PF Titen Hex Head Screw 3/16" diameter x 2 1/4" long as manufactured by Simpson Strong-Tie.
- C. Iron Frames and Brackets
1. Iron shall be mild steel in the sizes and shapes shown on the drawings.
 2. All welds shall be neat and ground smooth.
 3. Iron Frames and Brackets shall be primed and painted as set forth in the Painting Section of the specifications.

2.6 FABRICATION

- A. Fabricate cabinets to dimensions, profiles, and details indicated.
- B. Complete fabrication, including assembly and hardware application, to maximum extent possible before shipment to Project site. Disassemble components only as necessary for shipment and installation. Where necessary for fitting at site, provide ample allowance for scribing, trimming, and fitting.
- C. Shop-cut openings to maximum extent possible to receive hardware, appliances, electrical work, and similar items. Locate openings accurately and use templates or roughing-in diagrams to produce accurately sized and shaped openings. Sand edges of cutouts to remove splinters and burrs.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Before installation, condition cabinets to average prevailing humidity conditions in installation areas.
- B. Before installing cabinets, examine shop-fabricated work for completion and complete work as required.

3.2 INSTALLATION

- A. Grade: Install cabinets to comply with same grade as item to be installed.

- B. Assemble cabinets and complete fabrication at Project site to the extent that it was not completed in the shop.
- C. Install cabinets level, plumb, true, and straight. Shim as required with concealed shims. Install level and plumb to a tolerance of 1/8 inch in 96 inches.
- D. Scribe and cut cabinets to fit adjoining work, refinish cut surfaces, and repair damaged finish at cuts. Install as indicated in the drawings.
- E. Anchor cabinets to ledgers or blocking built in or directly attached to substrates. Secure with countersunk, concealed fasteners and blind nailing. Use fine finishing nails or finishing screws for exposed fastening, countersunk and filled flush with woodwork.
 - 1. Use filler matching finish of items being installed.
- F. Cabinets: Install without distortion so doors and drawers fit openings properly and are accurately aligned. Adjust hardware to center doors and drawers in openings and to provide unencumbered operation. Complete installation of hardware and accessory items as indicated.
 - 1. Install cabinets with no more than 1/8 inch in 96-inch (3 mm in 2400-mm) sag, bow, or other variation from a straight line.
 - 2. Fasten wall cabinets through back, near top and bottom, and at ends not more than 16 inches o.c. sized for not less than 1 1/2 inch reference plans and details.

3.3 ADJUSTING AND CLEANING

- A. Repair damaged and defective cabinets, where possible, to eliminate functional and visual defects; where not possible to repair, replace woodwork. Adjust joinery for uniform appearance.
- B. Clean, lubricate, and adjust hardware.
- C. Clean cabinets on exposed and semi-exposed surfaces.

END OF SECTION 06400

SECTION 08100
HOLLOW METAL FRAMES

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions apply to this Section.

1.2 SUMMARY

- A. Section includes all labor, material, and equipment necessary to comply with these specifications and the drawings relating to hollow metal door and window frames.

1.3 GENERAL REQUIREMENTS

- A. Products of the following manufacturers conforming to these specifications are considered acceptable: Ceco Corp., Fenestra, Steelcraft Corp., Republic, and Amveld.
- B. The Contractor shall verify dimensions of all openings and conditions at the site before fabricating frames.
- C. Frames shall be stored at the building site under cover. The units shall be placed on wood sills or on the floor in a manner that will prevent rust and damage. Do not use non-vented plastic or canvas shelters. If the cardboard wrapper on the door becomes wet, the carton shall be removed immediately.
- D. All frames shall conform to the requirements of the Steel Door Institute Specification S.D.I. 100.

1.4 SUBMITTALS

- A. Submit shop drawings for Architect's approval before fabrication. Show type, sized, location, gauge, finish, hardware provisions and installation details.
- B. Contractor shall not proceed with work covered by this section until shop drawings have been approved.

PART 2 – PRODUCTS

2.1 METAL FRAMES

- A. Provide hollow metal frames for doors and other openings indicated. Frames shall be 16 gauge cold rolled steel with 2 inch face and integral stops.

Frame widths shall be in custom sizes as required to be in accordance with details on drawings.

- B. Frames shall be shop assembled with mitered corners welded full depth and width of frame. All contact edges shall be closed to hairline joints, welds dressed smooth and flush.
- C. All door frames shall be gasketed for prevention of air infiltration.

2.2 HARDWARE

- A. Frames shall be mortised, reinforced, drilled and tapped to receive full mortised hinges and strikes. Reinforce frames for closers where required. Provide plaster guards for cut-outs.

2.3 FINISHES

All metal frames shall be cleaned, bonderized and given one baked-on shop coat of synthetic prime paint.

PART 3 – EXECUTION

3.1 INSTALLATION OF FRAMES

- A. Frames shall be installed plumb, rigid, with heads level, in true alignment and fastened to retain their position during construction. Jamb anchors shall be spaced 24" on center maximum and 18" from floor and 10" below head.

END OF SECTION 08100

SECTION 08200

WOOD DOORS

PART 1 – GENERAL

1.1 SUMMARY

- A. Provide all labor, material and equipment necessary to comply with these Specifications and Drawings. The General Conditions and Special Conditions shall apply to this Section as if fully written hereinafter.

1.2 REFERENCED STANDARDS

Except as modified by the requirements specified herein and/or the details on the drawings, all work included in this section shall conform to the applicable provisions of the following codes and standards.

Architectural Woodwork Institute Standards, Section 9, Doors

Wood Door Manufacturer's Association (WDMA)

1.3 SUBMITTALS

- A. Submit Manufacturer's Door Specifications for review and approval.

1.4 DELIVERY AND STORAGE

- A. Doors shall be delivered to the site in an undamaged condition and shall be protected against damage and dampness.

1.5 GENERAL REQUIREMENTS

- A. All Doors shall be wood unless noted otherwise.
- B. Doors shall conform to Custom Grade except as modified herein.
- C. Performance Duty Level: Extra Heavy Duty
Each door shall be marked with a stamp or label in accordance with the requirements of the applicable referenced publication or standard.
- D. Doors shall be flush, solid core, conforming to WDMA I. S.1A, 7-ply construction with mat-formed Industrial-Grade Particle Board Core and Solid Wood Stiles and Rails, 1" thick, minimum Bond shall be Type I Adhesive
Stiles and Rails shall be fully bonded to the core.

- E. Veneer shall be Paint Grade Birch for opaque finish.
- F. Before shipment, the top and bottom edges of doors shall be sealed with spar varnish or other water-resistant sealer standard with the manufacturer.

PART 2 – PRODUCTS

2.1 GLAZING

- A. Glazing shall be performed at the Door Factory. Cuts in Doors for glazing shall be thoroughly sealed at the factory. Glass shall be ¼" thick and tempered.

PART 3 – EXECUTION

3.1 INSTALLATION

- A. Cut and fit doors to frames and hardware, allow for painters' finish. Remove doors and hardware for painting.
- B. Allowable maximum clearances at jambs and head shall be 1/8 inch, ¼ inch at bottom, unless noted otherwise.
- C. Bevel lock and hinge edges 1/8 inch in 2 inches.
- D. Seal all jobsite cut surfaces immediately after cutting.
- E. Re-hang doors and re-install hardware after final finish has dried; adjust and rehang doors which do not operate freely.

END OF SECTION 08200

SECTION 08700

HARDWARE

PART 1 - GENERAL

1.01 SUMMARY

- A. Provide all labor, material and equipment necessary to comply with these Specifications and Drawings. The General Conditions and Special Conditions shall apply to this Section as if fully written hereinafter.

1.02 GENERAL REQUIREMENTS

- A. The Contractor shall be responsible for arranging his work and securing delivery of all hardware, so that all work shall progress without delay or interruption.
- B. Deliver hardware where directed with items packed separately, complete and ready for installation with necessary fittings, trim, fasteners and accessories. Mark packages clearly for identification in accordance with approved hardware schedule. Deliver hardware so that work may progress without delay or interruption.
- C. Upon delivery of the finish hardware to the job site, the Contractor shall be responsible for all material. The hardware shall be protected from damage at all times, prior to and after its installation.
- D. Finish hardware must be neatly and properly installed in accordance with the best practices as prescribed by the manufacturer.

Installation shall be carefully coordinated with Painting. Hardware shall be removed when Painting and Staining, then reinstalled after finishes are dry.

All hardware must be thoroughly cleaned prior to turning the building over to the Owner.
- E. Templates: All hardware applied to metal jambs shall be made to template and secured by machine screws. Furnish templates to the metal door and frame manufacturer for application at the factory, unless otherwise requested.
- F. Standards: Finish hardware must comply with applicable fire and building codes and in addition, with Underwriters' Laboratories, Inc., (UL) requirements for rated openings. Hardware must be UL approved and State Fire Marshall listed.
- G. New Interior Doors shall be weather-sealed.

- H. While the hardware schedule on the drawings is intended to cover all new doors and establish a type and standard of quality, it shall be the specific duty and responsibility of the finish hardware supplier to examine the drawings and specifications and furnish proper hardware. If there are any omissions in hardware groups in regard to regular doors they shall be called to the attention of the Architect prior to bid opening for instructions; otherwise the list will be considered complete.

1.03 GUARANTEE

- A. The manufacturer shall provide a full guarantee against defects in material and workmanship for a two (2) year period.

1.04 SUBMITTALS

- A. Submit a complete schedule of finish hardware to the Architect for approval. Reference items clearly to groups specified, door-type designations shown, location and other pertinent data. Verify suitability, function, thickness of members or other factors affecting appropriate selection. List manufacturers' names or suitable abbreviation to facilitate checking, opposite each item scheduled. List only readily obtainable hardware that appear in current catalogs, and furnish catalog cuts of each different type of hardware included in schedule. Do not deliver hardware until schedule has been approved.
- B. If hardware finishes on the submittal are indicated by any designation other than US standard finish numbers, the equivalent US number shall be listed also.

PART 2 – PRODUCTS

2.01 HARDWARE ITEMS

- A. Hinges: Doors up to 60 inches in height shall be provided with two hinges and an additional hinge for each additional 30 inches of height or fraction thereof. All outswing door hinges shall have non-removable pins (NRP). All other doors shall have pins which cannot be removed with doors in closed position. Unless otherwise indicated, butts shall be 4'-1/2" x 4'-1/2".
- B. Locking and Latches Devices: Locking and Latching Devices shall be as indicated on the Hardware Schedule to be compatible with other District Facilities. Locks shall be heavy duty mortise type with 3/4" throw anti-friction latch bolts. Furnish standard strikes with extended lips where required to protect trim.

C. Cylinders, Keys and Keying

1. Provide construction cores and keys during the construction period. Construction control and operating keys and cores shall not be part of the Owner's permanent keying system or furnished on the same keyway (or key section) as the Owner's permanent keying system. Permanent cores and keys (prepared according to the accepted keying schedule) shall be manufactured by Best LockCorp. Keyways shall be Type "M". These shall be furnished to the Owner prior to occupancy. The Owner or Owner's agent will install permanent cores and return the construction-cores to the Best factory representative.
2. All cylinders shall be Best 7-pln, interchangeable core and keyed into an existing factory registered Grand Masterkey System with a restricted keyway.

D. Finishes: All hardware, unless otherwise shown, shall be 613, Oil-Rubbed Bronze.

2.02 FASTENINGS

- A. All fastenings shall be the same material and finish as the hardware. Butts shall be furnished with sex bolts, machine screws, or wood screws for the type of mounting required.

2.03 MANUFACTURERS

- (1) Hager
- (2) Schlage
- (3) Ives
- (4) Pemko

2.04 HARDWARE SCHEDULE (See Drawings)

END OF SECTION 08700

SECTION 08800

GLAZING

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to the Section.

1.2 SUMMARY

- A. Section includes: Glass and glazing, including glazing clips, channels, compound and glazing beads, unless furnished with frame to be glazed as indicated on the Drawings and specified herein. Related Requirements:

- 1. Section 08100 Hollow Metal Frames.

1.3 REFERENCE STANDARDS

- A. FS DD-G-451d – Glass, Plate, Sheet, Figured (flat, for glazing, mirrors and other uses).
- B. PT-S-00230C – Sealing Compound, Synthetic Rubber base, Single Component, Chemical Curing for Caulking, Sealing and Glazing in Building Construction.

1.4 INFORMATIONAL SUBMITTALS

- A. Certify that the following materials and products and processes conform to these Contract Documents and submit in accordance with the Drawings other sections of these specifications:
 - 1. Sealants
 - 2. Neoprene; nylon, etc.
 - 3. Glass
 - 4. Compatibility of materials, finishes, methods of application.

1.5 QUALITY ASSURANCE

- A. Installer Qualifications: A qualified glass installer who is certified under the National Glass Association's Certified Glass Installer Program and approved by manufacturer.
- B. Glass Performance:
 - 1. The maximum overall size, minimum thickness, and type of glass is to conform to the applicable glass manufacturer's published recommendations for the openings or sizes indicated on the drawings, and the performance requirements specified in these specifications.
 - 2. Ensure that glass and glazing components conform to governing codes and regulations.

- C. Safety Glazing: All glass to be tempered and installed in accordance with the requirements of the Consumer Products Safety Commission regulation CPSC 16 CFR 1201.

1.6 DELIVERY, STORAGE AND HANDLING

- A. Protect glazing materials according to manufacturer's written instructions. Prevent damage to glass and glazing materials from condensation, temperature changes, direct exposure to sun, or other causes.

PART 2 – PRODUCTS

2.1 MANUFACTURERS

- A. Basis-of-Design Glass Product: PPG Industries, Inc or equal.

2.2 PERFORMANCE REQUIREMENTS

- A. General: Installed glazing systems shall withstand normal thermal movement and wind and impact loads (where applicable) without failure, including loss or glass breakage attributable to the following: defective manufacture, fabrication, or installation; failure of sealants or gaskets to remain watertight and airtight; deterioration of glazing materials; or other defects in construction.
- B. Safety Glazing: Where safety glazing is indicated, provide glazing that complies with 116 CFR 1201, Category II.

2.3 GLASS PRODUCTS, GENERAL

- A. Glazing Publications: Comply with published recommendations of glass product manufacturers and organizations below unless more stringent requirements are indicated.
 - 1. IGMA Publication for Insulating Glass: SIGMA TM-3000, "North American Glazing Guidelines for Sealed Insulating Glass Units for Commercial and Residential Use".
- B. Insulating-Glass Certification Program: Permanently marked either on spacers or on at least one component lite of units with appropriate certification label of IGCC.
- C. Thickness: Where glass thickness is indicated, it is a minimum. Provide glass that complies with performance requirements and is not less than the thickness indicated.

2.4 GLASS PRODUCTS

- A. Clear Annealed Float Glass: ASTM C 1036, Type I, Class 1 (clear), Quality-Q3..
- B. Fully Tempered Float Glass: ASTM C 1048, Kind FT (fully tempered), Condition A (uncoated) unless otherwise indicated, Type I, Class 1 (clear) or Class2 (tinted) as indicated, Quality-Q3.

2.5 INSULATING GLASS

- A. Insulating-Glass Units: Factory-assembled units consisting of sealed lites of glass separated by a dehydrated interspace, qualified according ASTM E 2190.
1. Sealing System: Dual seal, with manufacturer's standard primary and secondary sealants.
 2. Spacer: Manufacturer's standard spacer material and construction.
 3. Desiccant: Molecular sieve or silica gel, or a blend of both.

2.6 GLAZING SEALANTS

A. General:

1. Compatibility: Compatible with one another and with other materials they contact, including glass products, seals of insulating-glass units, and glazing channel substrates, under conditions of service and application, as demonstrated by sealant manufacturer based on testing and field experience.
2. Suitability: Comply with sealant and glass manufacturers' written instructions for selecting glazing sealants suitable for applications indicated and for conditions existing at time of installation.

2.7 GLAZING TAPES

- A. Expanded Cellular Glazing Tapes: Closed-cell, PVC foam tapes; factory coated with adhesive on both surfaces; and complying with AAMA 800 for the following: AAMA 810.1, Type 1, for glazing applications in which tape acts as the primary sealant.

2.8 MISCELLANEOUS GLAZING MATERIALS

- A. General: Provide products of material, size, and shape complying with referenced glazing standard, with requirements of manufacturers of glass and other glazing materials for application indicated, and with a proven record of compatibility with surfaces contacted in installation.
- B. Cleaners, Primers, and Sealers: Types recommended by sealant or gasket manufacturer.
- C. Setting Blocks: Elastomeric material with a Shore, Type A durometer hardness of 85, plus or minus 5.
- D. Spacers: Elastomeric blocks or continuous extrusions of hardness required by glass manufacturer to maintain glass lites in place for installation indicated.
- E. Edge Blocks: Elastomeric material of hardness needed
- F. Cylindrical Glazing Sealant Backing: ASTM C 1330, Type O (open-cell material), of size and density to control glazing sealant depth and otherwise produce optimum glazing sealant performance.

2.9 FABRICATION OF GLAZING UNITS

- A. Fabricate glazing units in sizes required to fit openings indicated for Project, with edge and face clearances, edge and surface conditions, and bite complying with written instructions of product manufacturer and referenced glazing publications, to comply with system performance requirements.
- B. Clean-cut or flat-grind vertical edges of butt-glazed monolithic lites to produce square edges with slight chamfers at junctions of edges and faces.
- C. Grind smooth and polish exposed glass edges and corners.

PART 3 -- EXECUTION

3.1 EXAMINATION

Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

Clean glazing channels and other framing members receiving glass immediately before glazing. Remove coatings not firmly bonded to substrates.

3.3 GLAZING, GENERAL

Comply with combined written instructions of manufacturers of glass, sealants, gaskets, and other glazing materials, unless more stringent requirements are indicated, including those in referenced glazing publications.

3.4 CLEANING AND PROTECTION

- A. Immediately after installation remove nonpermanent labels and clean surfaces.
- B. Wash glass on both exposed surfaces not more than four days before date scheduled for inspections that establish date of Substantial Completion. Wash glass as recommended in writing by glass manufacturer.

END OF SECTION 08800

SECTION 09200
GYPSUM WALLBOARD

PART 1 – GENERAL

The General Conditions and Special Conditions are a part of this division.

1.01 REFERENCED STANDARDS (LATEST EDITIONS)

- A. Except as modified by the requirements specified herein and/or the details on the drawings, all work included in this section shall conform to the applicable provisions of the following codes and standards.

American Society for Testing and Materials (ASTM)

C-36 Gypsum Wallboard

American National Standards Institute (ANSI)

A97.1 Application and Finishing of Wallboard

1.02 SUBMITTALS

- A. Submit list of all materials with catalog data for Architect's approval. All materials shall be by same manufacturer or shall be materials approved by Gypsum Board manufacturer.

1.03 DELIVERY AND STORAGE

- A. Deliver materials to project with manufacturer's labels intact.
- B. Store materials inside under cover, stack flat off floor. Protect panels from damage and moisture.

1.04 TOLERANCES

- A. All exposed gypsum wallboard surfaces shall have a maximum variation of 1/8 inch in 10 feet when a straight edge is laid on the surface in any direction, and no measurable variation in any 2 foot direction.

PART 2 – PRODUCTS

2.01 MATERIALS

- A. Regular Wallboard: Conforming to ASTM C-36 with tapered or tapered and eased edge, width 48 inches by lengths that will result in minimum footage of joints. Minimum thickness 5/8 inch unless otherwise indicated on drawings.

- B. Fasteners:
- Screws: Type W, 1-1/4 inch long
 - Nails: Annular Ring, 12-1/2 ga. 1-3/8 inches long
 - Adhesive: As recommended by wallboard manufacturer
- C. Accessories:
- Metal Trim: Galvanized steel, square edged, "U" shaped or as indicated on drawings.
 - Corner Bead: U.S. Gypsum's No. 900 or equal corner reinforcement with fine expanded mesh flanges.
 - Expansion Joint: US Gypsum's control joint No. 093, roll-formed zinc with 1/4 inch opening.
- D. Taping and Finishing: Standard products of the wallboard manufacturer, manufactured specifically for the taping and finishing of gypsum wallboard.

PART 3 - EXECUTION

3.01 PREPARATION

- A. Before starting gypsum wallboard applications, carefully examine the work on which gypsum wallboard is to be installed. Notify Contractor in writing, of any defects which would adversely affect the completion of this work or prevent wallboard installation from being plumb, and true within the specified tolerances.

3.02 APPLICATION OF TRIM

- A. Install corner beads at all exterior corners, and metal trim at all junctions of gypsum wallboard and walls of other materials or where edges are exposed.
1. Apply corner bead with drywall nails or screws at 6 inches on center in both flanges. Fasten to framing through panel.
 2. Apply metal casing beads and trim according to manufacturer's recommendations for type of trim used.

3.03 APPLICATION OF GYPSUM WALLBOARD

- A. All application of wallboard shall comply with applicable paragraphs of ANSI A97.1 and as modified herein.
- B. All conduit, piping, and other penetrations through wallboard shall be thoroughly sealed with a Vulkem 11.6 sealant or approved sealant.
- Penetrations through rated walls and ceilings shall be thoroughly sealed with a material capable of preventing the passage of flames and hot gasses when subjected to the requirements of test standard specific for fire stops ASTM-E814-System #147 Building Materials Directory, 1988ed, Underwriters Laboratories, Inc.

3.04 TAPING AND FINISHING

- A. Tape and finish all wallboard installations specified herein.
- B. All joints, corners, screw heads, and imperfections, shall be taped and finished with the gypsum wallboard manufacturer's standard joint tape, joint or embedding compound, and topping or finishing compound in accordance with the manufacturer's specifications and recommendations and as herein specified.
- C. All joints, wall and ceiling angles, and inside vertical corners shall be reinforced with tape embedded in joint compound and finished with not less than two applications of topping or finishing compound, allowing each application to dry thoroughly and sanding between coats as required. Dimples at nail and screw heads and all other imperfections shall be similarly treated.
- D. External corners, edges, and ends with metal beads and edge trim shall have the flanges completely spackled and feathered off smooth from the nose.
- E. The final application of compound and sanding shall leave all gypsum wallboard surfaces uniformly smooth and in perfect condition to receive specified finish, so that there shall be no "telegraphing" of fastener or joint locations, through paint or enamel finish.
- F. Texture shall be smooth.
- G. Wallboard at all interior partitions shall extend up to the top plates of the walls to help eliminate sound transfer between rooms. Above ceiling, joints shall be taped and compound applied to joints and fastener heads. Wallboard need not be finished further where not exposed.

END OF SECTION 09200

SECTION 09530

ACOUSTICAL CEILING SYSTEMS

PART 1 – GENERAL

The General Conditions and Special Conditions are a part of this division.

1.01 GENERAL REQUIREMENTS

- A. Work under this section shall be coordinated with electrical, and mechanical trades inclusive, but not limited to them. Prior to plumbing, and mechanical or ceiling installations the General Contractor shall arrange a meeting at the job site with ceiling contractor, mechanical, and electrical contractors, to coordinate the installations and to assure adequate clearances, connections and all dimensional requirements.
- B. Ceilings shall be Class A, Fire Rated.
- C. Acoustical material shall be delivered to the site in the manufacturer's original unopened containers with brand name, type, and sound attenuation grade clearly marked thereon. All material shall be carefully handled and stored under cover in watertight enclosures to prevent damage.
- D. The completed ceilings shall be true, even and level within 1/8" in 10'-0".
- E. All ceiling grid installations shall be capable of supporting acoustic material, light fixtures and diffusers with a maximum deflection of 1/360 of the span of any cross tee or runner.
- F. Do all cutting fitting and reworking including addition of additional hanger wires as required by alteration and remodel work indicated and/or specified.
- G. All work shall be in accordance with the 2019 California Building Code Chapter 16, Section 13.5.6 for Risk Category II.

1.02 SUBMITTALS

- A. Submit catalog data and specifications for all materials specified herein, for Architect's approval.
- B. Submit samples of acoustic materials for Architect's approval.

PART 2 – PRODUCTS

2.01 MATERIALS

- A. Acoustic Lay-In Material shall be "Cortega" #747 as manufactured by Armstrong World Industries Inc., 24" x 48" x 5/8", lay in panels. Flame spread 0-25.
- B. Exposed grid system shall be Chicago Metallic 1800 series (see Drawings), double web, painted steel, heavy duty or approved equal. Finish shall be baked enamel off-white. Provide with all required accessories.

- C. Hanger wires shall be 12 gauge annealed mild steel galvanized wire.

PART 3 – EXECUTION

3.01 PREPARATION

- A. Examine building before beginning work to determine that the structure is in proper condition to receive grid ceiling systems and acoustic materials. Do not proceed until all unsatisfactory conditions have been corrected.
- B. Hangers shall be laid out for each individual room or space. Place additional hangers at all corners of lighting fixtures, or as detailed.
- (1) 12 ga. (min.) hanger wires may be used for up to and including 4'0" x 4'0" grid spacing along main runners. Splices will not be permitted in any hanger wires.
 - (2) Provide 12 ga. hanger wires at the ends of all main and cross runners within 8" from the support or within ¼ of the length of the end tee, for the perimeter of the ceiling area. End connections for runners which are designed and detailed to resist the applied horizontal forces may be used in lieu of the 12 ga. hanger wires.
 - (3) Ceiling grid members may be attached to not more than 2 adjacent walls. One end of main and cross runners should be free and a minimum of ¼ inch clear of wall.
 - (4) At the perimeter of the ceiling area where main or cross runners are not connected to the adjacent wall, provide interconnection between the runners at the free end to prevent lateral spreading. Where the perpendicular distance from the wall to the first parallel runner is 12" or less, this interlock is not required.
 - (5) Provide sets of four 12 ga. splayed bracing wires oriented 90 degrees from each other and attached within 2" of the cross runner intersection; spaced not more than 12 feet on center.

The slope of these wires should not exceed 45 degrees from the plane of the ceiling and should be taut without causing the ceiling to lift. Splices in bracing wires are not to be permitted.
 - (6) Fasten hanger wires with not less than 3 tight turns. Fasten bracing wires with 4 tight turns. Make all tight turns within a distance of 1-1/2 inches. Hanger or bracing wire anchors to the structure should be installed in such a manner that the direction of the wire aligns as closely as possible with the direction of the forces acting on the wire.
 - (7) Separate all ceiling hanging and bracing wires at least 6 inches from all unbraced ducts, pipes, conduit, etc. It is acceptable to attach lightweight items, such as

single electrical conduit not exceeding 3/4" nominal diameter, to hanger wires using connectors made for such purposes.

- (8) Attach all light fixtures to the ceiling grid runners to resist a horizontal force equal to the weight of the fixtures.
- (9) Flush or recessed light fixtures and air terminals or services weighing less than 56 pounds may be supported directly on the runners of a heavy duty grid system but, in addition, they must have a minimum of two 12 ga. slack safety wires attached to the fixture at diagonal corners and anchored to the structure above.

All flush or recessed light fixtures and air terminals or services weighing 56 pounds or more must be independently supported by not less than 4 taut 12 ga. wires each attached to the fixture and to the structure above regardless of the type of ceiling grid system used.

The 4 taut 12 ga. wires including their attachment to the structure above must be capable of supporting 4 times the weight of the unit.

- (10) All fixtures and air terminals or services supported on intermediate duty grid systems must be independently supported by not less than 4 taut 12 ga. wires each attached to the fixture or terminal and to the structure above.
- (11) Support surface mounted light fixtures by at least two positive devices which surround the ceiling runner and which are each supported from the structure above by a 12 ga. wire. Spring clips or clamps that connect only to the runner are not acceptable.

3.03 INSTALLATION OF GRID SYSTEMS AND ACOUSTICAL MATERIAL

A. Exposed Grid

Main grid runners shall be heavy duty and spaced at 48" on center and cross runners shall be spaced at 24" on center. Cross runners shall be locked in place at intersections with main runner. Exposed members ending at molding shall be back cut and locked in place providing a flush surface with no fastenings exposed to view. Metal molding shall be provided at all vertical surfaces and where indicated, and shall be mitered at corners. Where partitions terminate at ceiling grid, attach grid to partitions as detailed.

B. Acoustic Material

Lay in acoustic material shall be installed in grid system level and straight. Where necessary to cut boards do carefully so cut edge is not exposed.

3.05 CLEAN UP AND REPAIR

- A. Upon completion of work, clean all tile surfaces, ceiling boards, grid system and acoustic units, removing any discoloration or foreign matter, and touch up all exposed, abraded, or cut areas and exposed edges with refinishing material recommended by manufacturer.
- B. Replace with new material or repair to a like-new condition any portion of ceiling system, acoustic tile or acoustic units which are discolored, broken, damaged or which in any way do not comply with these specifications.
- C. Remove all the Acoustical Contractor's trash and excess materials from the site and leave site in clean condition.

END OF SECTION 09530

SECTION 09900

PAINTING

PART 1 – GENERAL

1.1 SUMMARY

Provide all labor, material, and equipment necessary to paint in accordance with these specifications and as indicated on the drawings. The General Conditions and Special Conditions are a part of this division.

1.2 PRODUCT HANDLING

- A. Materials shall be delivered in original unopened containers, each container bearing the brand and maker's name, completely identifying the contents and giving directions for its proper use.
- B. All materials shall be stored and mixed only in such areas as may be assigned for this purpose by the Owner, and all necessary precautions shall be taken in the storage of painting materials and implements to prevent fire.

1.3 SUBMITTALS

- A. Submit for Architect's approval, a list of all paint materials and products proposed for use. If required by the Architect, manufacturer shall submit formula for paint products.
- B. The Architect will provide a color schedule indicating approximate colors of paint and stain. The Contractor shall submit to the Architect actual paint color samples on surfaces identical to those which are to be painted. The Contractor shall obtain approval of paint colors from the Architect. Colors of final coats may be modified under the direction of the Architect on the job.
- C. Submit 12 x 12 inch samples of all stain finishes for Architect's approval. Samples shall be submitted on same type wood specified for stained finish. Sample shall be resubmitted until approved by Architect.

PART 2 – PRODUCTS

2.1 MATERIALS

Material shall be as manufactured by the following manufacturers, or other approved by the Architect:

Sherwin-Williams

Vista Paint

Dunn Edwards

PART 3 – EXECUTION

3.1 PREPARATION

- A. Wood: Sandpaper rough spots, splintered edges, raised grain and ease edges. Wood to receive stain or clear finish shall be sanded additionally to completely remove all imperfections, discoloration, stains, stamp and planning marks. Sand smooth and dust. Putty stop nail holes. Bring putty stopping flush with finished surface in a neat and workman-like manner and sand. Close and smooth open joints. Color putty to match finish in natural or stained finish surface.
- B. Metals: Clean, dry. Remove scale, rust, oil or grease. Wash galvanized metal before priming with solution of galvanized neutralizer, rinse and allow to dry.
- C. Existing painted gypsum board and painted and un-painted concrete walls: Thoroughly clean, repair and fill. Wash with TSP as recommended by paint manufacturer.

3.2 APPLICATION

- A. Textures will not be permitted unless specifically called for.
- B. Painting shall not be done under conditions, weather or temperature, which would adversely affect the quality of the application.
- C. Before proceeding with this work, the Painting Contractor shall carefully inspect all surfaces to be painted or finished and shall notify the Architect of any defects, improper materials, workmanship or other conditions which in his opinion will affect the satisfactory completion and permanence of this work. The absence of any such notification will be construed as an acceptance by the Painting Contractor of all such surfaces.
- D. All work to be done under this Section shall be done at such times as may be later directed to best expedite the whole work.

- E. All material shall be applied in accordance with manufacturer's recommendations. Paint shall be well brushed in and lightly sandpapered between coats. Paint shall be applied evenly so that brush marks will not show, and shall be free from runs, sags or drops. Nothing in this specification, or in the selection of colors, shall relieve the Contractor of the responsibility of complete hiding of painted or enameled surfaces. Additional costs, if necessary for complete hiding, shall be at Contractor's expense.
- F. Within IT Repair Shop: Unpainted or primed items in finished walls or ceilings, shall be painted with color to match adjacent surfaces, unless otherwise directed.
- G. Finish painted doors all four edges and two faces each coat. Do not use rollers on doors. Use brush or airless sprayer as directed by the Architect. Submit Architect samples of door finish for approval. Approved sample shall serve as standard quality of finish for all doors. Paint finish shall be smooth.

Remove hardware from doors before applying paint. Remove doors before applying paint if required for smooth finish.
- H. The Contractor shall notify the Architect when final coats are to be applied and shall provide a person experienced in mixing colors at the job site to modify colors for the final coats as directed by the Architect.
- I. Paint rollers will not be permitted for use on wood and metal surfaces. Enamel paint shall be applied with brushes or airless sprayer. Provide sample of enamel finish for approval by the Architect prior to starting painting. The enamel finish shall be smooth and perfect. The approved sample shall be the standard for the enamel paint finish for the project.

3.3 PROTECTION

- A. Caution shall be observed in painting not to daub in adjacent areas and not to spatter floors or other finish work.
- B. Cover floors and other horizontal work with drop cloths where painters are working.
- C. Cover or otherwise protect adjacent work when painting in vicinity of the work of other trades.
- D. The Contractor shall also protect his own work and be responsible for same.
- E. Any and all damage to adjacent work or any part of premises due to painting, carelessness or accidental performance of the Contractor, or any of his employees, shall be repaired or made good at the Contractor's expense.
- F. Hardware, hardware accessories, machine surfaces, plates, light fixture, and similar items in contact with painted surfaces and not to be painted shall be removed, masked, or otherwise protected prior to surface preparation and painting operations. Following completion of painting, removed items shall be reinstalled. Such removal and reinstalling shall be done by workmen skilled in the trades involved. Exposed nails and

other ferrous metal on surfaces to be painted with water-thinned paints shall be spot primed with zinc chromate, basic lead silico chromate, or zinc dust-zinc oxide primer.

3.4 PAINT SCHEDULE

- A. The various surfaces shall be painted or finished as specified below; however, the Architect reserves the right to change the finishes within the range of flat, semigloss or gloss paint finishes and semi-transparent and heavy bodied stain finishes.
- B. Note that the number and name designations listed on the Paint Schedules are those of Vista Paint. The Vista designations shall be considered as a standard of quality; comparable paints and stains manufactured by Dunn-Edwards, and Sherwin-Williams will be considered.
- C. Interior
1. Ferrous Metal, enameled *.
1st coat: #9600 ProTech Metal Primer
2nd/3rd coats: #8300 Carefree Eggshell
*such as, steel counter brackets and wood bench frames.
 2. Galvanized Metal, enameled.
1st coat: #4800 Metal Pro Primer/Finish
2nd/3rd coat: #8300 Carefree Eggshell
 3. New Gypsum Wallboard
1st coat: #110 Hi-Build PVA Sealer
2nd/3rd coats: #8300 Carefree Eggshell
 4. Existing Painted Gypsum Wallboard
1st/2nd coats: #8300 Carefree Eggshell
 5. Existing Un-Painted Concrete Walls:
1st coat: #4600 Uniprime II
2nd/3rd coats: #8300 Carefree Eggshell
 6. Existing Painted Concrete Walls:
1st/2nd coats: #8300 Carefree Eggshell
 7. Wood Doors, enameled.
1st coat: #4200 Terminator II
2nd/3rd coats: #8500 Carefree Gloss

8. Exposed Plywood Shear Wall
1st coat: Old Masters Wiping Stain, "Pickling White"
2nd/3rd coats: Deft Defthane Polyurethane Clear Satin, solvent base.
9. Millwork Items, such as plywood cabinets, hardwood edges of work benches and counters.
1st/2nd coats: Deft Defthane Polyurethane Clear Satin, solvent base.
10. Second Floor Plywood Floor
1st coat: Valspar Clear Sealer

D. Colors

The contractor shall provide the following maximum numbers of different colors for items of similar nature:

1. Interior Colors:
 - a. Doors, Frames, and Panels: Four (4) Colors, Maximum.
 - b. Walls: Four (4) Colors, Maximum.
 - c. Trim: Four (4) Colors, Maximum.
2. Factory Finished Metal Surfaces and Unpainted and Prime Painted Metal Surfaces, where occurs in finished walls and ceilings, shall be painted to match existing adjacent surfaces, unless otherwise directed.

END OF SECTION 09900

SECTION 23 00 00

MECHANICAL GENERAL REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. The general conditions, drawings and supplementary conditions are a part of this section and the contract for this work and apply to this section as fully as if repeated herein. This section, 23 00 00, applies to all Division 23 categories, including but not limited to:

23 05 00 Heating, Ventilating and Air Conditioning

1.2 SCOPE

These Division 23 specifications and the accompanying drawings are intended to comprise the furnishing of all labor, and the furnishing and installing of all materials, equipment and supplies as specified herein and required for the satisfactory completion by the Contractor of all work pertaining to mechanical trades.

1.3 EXPLANATION AND REFERENCE OF DRAWINGS

- A. The drawings and these specifications are complementary to each other in that all materials and equipment outlined in the drawings and/or specified herein shall be considered essential to the contract.
- B. The specifications are intended to describe the quality and character of the materials, equipment and methods of installation. All miscellaneous items of work and materials necessary for the completion of the installation shall be provided, whether or not mentioned in the specifications or shown on the drawings.
- C. Space allocations, clearances, access, electrical data, structural supports, etc., on drawings, is for equipment models and sizes shown on plans and/or described in specifications. The Contractor shall be responsible for the coordination with other trades required in the use of equal or substitute equipment or materials and pay all difference in cost arising from such substitutions, regardless of approval.
- D. Contractor shall review electrical drawings and specifications to assure all necessary electrical work is called for to accompany work under division 23. Necessary electrical work shall include, but not limited to, transformers, starters, conduits, disconnects, power to fire/smoke dampers & control panels, etc. Contractor shall notify the architect 10 days prior to the bid due date if any electrical work is needed to provide or assure a fully functional operating system for all work under division 23. Submittal of bid shall indicate that all necessary electrical work is shown or the contractor has allocated for the above requirements in the bid.

- E. For purposes of clearness and legibility, drawings are essentially diagrammatic and, although size and location of equipment are drawn to scale wherever possible, Contractor shall make use of all data in all the contract documents and shall verify this information at building site.

1.4 CODES AND STANDARDS

- A. All work and materials shall be in full accordance with the latest rules and regulations of the State Fire Marshal; the Safety Orders of the Division of Industrial Safety, California Administrative Code, Title 24; National Fire Protection Assoc.; National Electrical Code; California Plumbing Code; California Mechanical Code; California Building Code; Local Building Codes; and other applicable codes, laws or regulations of bodies lawfully empowered and having jurisdiction over this project. No requirement of these drawings or specifications is to be construed to permit work not conforming to these codes.

1.5 PERMITS AND FEES

- A. This Contractor shall obtain all permits, patent rights and licenses that are required for the performing of his work by all laws, ordinances, rules and regulations, or orders of any office and/or body, shall give all notices necessary in connection therewith, and pay all fees relating thereto and all costs and expenses incurred on account thereof.

1.6 SUBMITTAL AND SHOP DRAWINGS

- A. Each item that contractor is proposing to use shall be clearly marked in submittal and show equipment, fixture or item number as scheduled (I.E., AC-1, EF-1 etc.) Show Manufacturer's Data; Submittal of each manufactured item shall be manufacturer's descriptive literature, drawings, diagrams, performances and characteristic curves, and catalog cuts and shall include the manufacturer's name, trade name, catalog model or number, nameplate data, size, layout dimensions, capacity, specification reference, applicable Federal or other standard specification references, and all other information necessary to establish contract compliance. Provide shop drawing showing exact installation of all mechanical work (i.e. exact layout of locations and sizes of all plumbing, equipment, fixtures, pipes, ducts, valves, etc.) for a complete installation. Include all necessary details & sections. Contractor shall review plans for work concerning all trades and coordinate with all trades to develop shop drawings. Submittals not clearly marked showing detailed specific information for proposed items to be used shall be returned to contractor without review. Submittals & shop drawings shall be submitted and approved prior to construction. Shop drawings showing exact layout of systems, details and sections shall be developed using AutoCAD release 2013 or higher.

1.7 COORDINATION

- A. Coordinate installation of all equipment, ductwork and piping with other trades prior to installation. Ensure that all fire dampers, control devices, manual volume dampers, shutoff valves, etc. are accessible for maintenance. Where access panels in finished spaces, other than that shown, contractor shall coordinate exact location of panels with architect prior to installation.

- B. Coordinate routing of ducts and piping with general contractor, architect and other trades. Provide any and all necessary duct transitions for routing ducts around & under structural members, pipes, conduits, etc. All ducts shall be sized not to exceed .08" s.p. loss per 100 ft. of length. Contractor shall include all cost in the bid for coring and necessary duct transitions, pipes and fittings. Contractor shall include all cost in the bid for everything necessary for a complete operating plumbing system and heating, ventilating and air conditioning system.
- C. Contractor shall field verify existing conditions and points of connections. Contractor shall include all cost in the bid for coring, piping and everything necessary for a complete operating plumbing system and heating, ventilating and air conditioning system.

1.8 DEFINITIONS

- A. "Provide" shall mean "provide complete in place", that is "furnish and install."
- B. "Piping" shall mean pipes, fittings, valves and all like pipe accessories connected thereto.
- C. "Ductwork" shall mean ducts, plenums, compartments, casings or any like devices, including the building structure, which is used to convey or contain air.
- D. "Drawing" and "Plans" when referred to are synonymous.
- E. "Mechanical work" shall mean all work specified and shown in the Division 23, "Mechanical", categories. Mechanical work generally includes: Heating, Ventilating; Air Conditioning and Plumbing, Piping and Accessories, and Temperature Controls.

PART 2 - PRODUCTS

- 2.1 The specification of the mechanical products is detailed in the individual specification section of Division 23.

PART 3 - EXECUTION

Air intakes/openings to be installed a minimum of 10 feet from all flue vents and plumbing vents. Air intakes/openings to be installed a minimum of 3 feet from exhaust fans and exhaust air openings.

3.1 ACCESS DOORS AND PANELS

- A. Wherever volume dampers, fire dampers, equipment, controls, valves or other items or parts of the installation which require periodic inspection maintenance or adjustment are concealed by permanent non-removable construction, an access panel shall be provided. Access doors and panels for fire and/or smoke dampers shall be per CMC 605.5. Contractor shall include in bid all access doors and panels whether they are shown on plans or not.

3.2 PROTECTION OF FIRE RATED STRUCTURES

- A. Contractor shall review all drawings to determine the location of all fire rated structures. Contractor shall include in bid all fire and/or smoke dampers, pipe sleeves or any other necessary items or materials needed to protect pipes or ducts passing through fire rated structures. Contractor shall include all necessary items or materials for fire protection whether shown on plans or not.

3.3 ACCESSIBILITY

- A. All equipment shall be installed so as to be accessible for maintenance, adjustments, manufactures and code requirements. Special attention shall be given to motors, belts, air filters, manual valves and control valves, operating dampers, coils, etc.

3.4 NOISE AND VIBRATION

- A. It is the specific intent of the specification and design conditions that the entire system, including equipment, air ducts, piping and all other parts, shall be free of excessive vibrations and transmission. If excessive vibration occurs in the building as a result of installation, it shall be the responsibility of the Contractor to correct these conditions at no cost to the owner.

3.5 OPERATING INSTRUCTIONS AND SERVICE MANUALS

- A. The Contractor shall carefully prepare five (5) operating instruction and service manuals for the entire system including all equipment, except Owner-furnished equipment.

3.6 IDENTIFICATION OF EQUIPMENT, PIPING, VALVES AND THERMOSTATS

- A. Identify all new mechanical equipment shown on plans with nameplate bearing equipment name and number, using 1" black plastic with 1/2" white letters permanently mounted by screws in a conspicuous place on equipment and next to thermostats.
 - 1. Each individual pipe line shall be marked for quick and easy identification in accordance with ANSI specifications as to content, direction of flow and character of material carried in the pipes by method of stenciling black letters and flow arrows on the colored background. Prefabricated pipe markers may be used in lieu of stenciling.
 - 2. Markers shall be installed and spaced at not more than eight foot intervals and so located that two markers shall be visible where piping system is exposed.

3.9 PROTECTION OF ELECTRICAL SYSTEMS

- A. Do not route ducts or piping over electrical equipment, switchboards, motor control centers, control panels and the like. Installation of mechanical and plumbing systems shall meet all the requirements of the National Electrical Code and other local code requirements.

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3.10 GUARANTEE

- A. Furnish a written guarantee for all new systems and work for the period of one year from the date of acceptance of work by Owner. Where equipment such as compressors, heat exchangers, water heaters, etc., have a longer warranty, this shall also be noted in the written guarantee.

3.11 AS-BUILT RECORD DRAWINGS

- A. Provide to Owner drawing files using AutoCAD and two sets of as-built record drawings showing exact installation of mechanical work.

END OF SECTION

SECTION 230500

HEATING, VENTILATING AND AIR CONDITIONING

PART 1 - GENERAL

1.1. SUMMARY

- A. The general conditions, supplementary conditions and Division One are hereby made a part of this Section.

1.2. SCOPE

- A. Furnish all labor, materials, equipment, appliances, and necessary incidentals for the complete installation of all heating, ventilating and air conditioning systems as shown on the drawings and as specified herein. This is intended to describe, generally, the scope of work but shall not be considered as a list of work to be performed under this contract. All work necessary for the complete operation of all systems with all fixtures and equipment shall be provided.

1.3. WORK INCLUDED

- A. The work includes, but necessarily limited to:
 - 1. Duct Work and Accessories
 - 2. Air Distribution
 - 3. Insulation
 - 4. Equipment
 - 5. Test and Balance

1.4. REFERENCE TO OTHER SECTIONS

- A. The applicable requirements from the following Sections, but limited to shall form a part of this section and the Contractor shall consult them in detail for general and specific requirements.

23 00 00 General Requirements

1.5.

SUBMITTALS

- A. Submit unit product performance data including: capacity, efficiency, nominal and operating performance and all accessories, curbs etc.

PART 2 - PRODUCTS

2.1 DUCTWORK AND ACCESSORIES

- A. The Contractor shall furnish and install all sheet metal plenums and ductwork shown on plans (round rigid, square and rectangular); except where otherwise noted sheet metal shall be galvanized steel conforming to the requirements of California Mechanical Code.
- B. Construction, gauges and installation of ducts shall conform to California Mechanical Code, unless more restrictive within this specification, and shall have smooth interiors and all seams, braces, stiffeners and hangers shall be on the outside. Cross crimp all rectangular ducts regardless of size.
- C. Seal all ductwork seams and joints with Versa Grip VG-102 duct sealant (or equivalent).
- D. Duct connections to mechanical equipment shall be made with canvas flex connectors.
- E. All supply and return air plenums interior of the building in unconditioned spaces shall be lined with 1" duct liner insulation.
- F. All supply and return air plenums exterior of the building shall be lined with 2" duct liner insulation.

2.2 FLEXIBLE DUCT

- A. All supply and return air ducts located outdoors in a space between the roof and an insulated ceiling; or in a space directly under a roof with fixed vents or openings to the outdoors or unconditioned spaces; or in an unconditioned crawl space; or in other unconditioned spaces as described by California Title 24 code shall be as follows:
 - 1. Flexible duct shall be factory fabricated assembly manufactured by JP Lamborn Company Model MF07R8 or approved equal. Flexible duct shall consist of a spring steel wire helix covered with a continuous non-perforated air sealed liner wrapped with fiber insulation having a minimum "R" value = 8 (maximum 2" thick) covered with reinforced metalized polyester vapor barrier having a maximum permeance of 0.01 US Perms. The "R" value shall be labeled on the duct exterior in maximum 3'-0" intervals. Individual lengths of flexible duct shall be a maximum of seven feet long and shall include factory installed galvanized steel collars. The assembly shall be listed and labeled as Class 1 air duct under UL Standard of Safety UL-181 having a flame spread of not more than 25 and smoke developed rating of not more than 50. Flexible duct shall be installed above ceilings on the end of each duct at the terminal air device. Flexible ducts shall not be installed at the air terminal device where ducts are exposed to view below ceilings. Flexible ducts shall not be installed at the air

terminal device where ducts are installed in areas without ceilings and exposed to view.

- B. All flexible supply and return air ducts located in conditioned spaces as described by California Title 24 code shall be as follows.
 - 1. Flexible duct shall be factory fabricated assembly manufactured by JP Lamborn Company Model MF07 or approved equal. Flexible duct shall consist of a spring steel wire helix covered with a continuous non-perforated air sealed liner wrapped with fiber insulation having a minimum "R" value = 4.2 (maximum 1-1/2" thick) covered with reinforced metalized polyester vapor barrier having a maximum permeance of 0.01 US Perms. The "R" value shall have be labeled on the duct exterior in maximum 3'-0" intervals. Individual lengths of flexible duct shall be a maximum of seven feet long and shall include factory installed galvanized steel collars. The assembly shall be listed and labeled as Class 1 air duct under UL Standard of Safety UL-181 having a flame spread of not more 25 and smoke developed rating of not more than 50. Flexible duct shall be installed above ceilings on the end of each duct at the terminal air device. Flexible ducts shall not be installed at the air terminal device where ducts are exposed to view below ceilings. Flexible ducts shall not be installed at the air terminal device where ducts are installed in areas without ceilings and exposed to view.

2.3 TURNING VANES

- A. Turning vanes shall be installed in all right angle turns in rectangular or square ducts. Vanes shall be double thickness airfoil type, 1.5 inches apart on embossed vane runner.

2.4 DAMPERS

- A. Provide balancing volume dampers in each branch duct and in each main duct to provide for complete air balancing. All rectangular manual volume dampers and motorized dampers shall be opposed blade.
 - 1. Install 1" wide X 12" long red fluorescent ribbon on all damper handles above ceiling. Ribbon shall be All state U-RFR15 or approved equal.
- B. Install back draft dampers in all outdoor air intakes and exhaust air ducts and relief air ducts to allow air flow as shown on plans. Back draft dampers shall be Greenheck ES-30 series with counter balanced weight to assist damper to open.

2.5 INSULATION

- A. All supply and return air ducts located outdoors; or in a space between the roof and an insulated ceiling; or in a space directly under a roof with fixed vents or openings to the outdoors or unconditioned spaces; or in an unconditioned crawl space; or in other unconditioned spaces as described by California Title 24 code, shall be insulated as follows:

1. Liner used for ducts in unconditioned and indirectly conditioned spaces shall be 2" thick (minimum "R" value = 8). Duct dimensions shown are net clear inside dimensions after liner has been installed. Fiberglass mat faced duct liner shall be Johns Manville Permacote Linacoustic per industry standard ASTM C-1071. Flame spread not over 25, fuel contributed and smoke developed not over 50. Installation shall be per manufacturer recommendations document AHS-197 dtd 9-04. Supply and return air plenums for rooftop package units shall also have this type duct liner.

2.7 EQUIPMENT

- A. AC Units: H.V.A.C. units shall be Trane. No alternates/substitutions allowed. All equipment shall meet Title 24 regulations and the efficiencies as specified. Provide unit with stand-alone thermostat, Trane Pivot Smart Commercial Thermostat with WiFi capability.

2.8 PIPING

- A. Gas piping above grade shall be Schedule 40 ASTM A120 black steel pipe. Paint all outdoor exposed piping yellow with outdoor rated paint.
- B. Condensate piping shall be PVC.

PART 3 - EXECUTION

3.1 SHEET METAL AND DUCTWORK INSTALLATION

- A. All ductwork and plenums exposed to weather shall be sealed watertight and installed with sheetmetal rain cap, pitched to prevent water ponding on ductwork.

3.2 TEST AND AIR SYSTEMS BALANCE:

A. General Requirements of Balancing Systems

1. The test & balance scope of work shall include all AC units and their air distribution systems.
2. All work shall be done under direct supervision of a qualified independent test and balance contractor. Contractor shall be certified by Associated Air Balance Council (A.A.B.C.) or National Environmental Balancing Bureau (N.E.B.B.) This Contractor shall balance, adjust and test the air moving equipment and air distribution, and exhaust systems as herein specified.
3. Upon completion of the air conditioning system, the air balance agency shall perform the following tests, compile the test data, and submit five copies of the complete certified test data to the Owner for evaluation and approval.

- B. Testing and Balancing Procedure: The air balance agency shall perform the following tests, and balance each system in accordance with the following requirements.
1. Test and adjust blower RPM design requirements.
 2. Test and record motor load amperes.
 3. Make pitot tube traverse of main supply and/or exhaust duct and obtain fan/s design CFM.
 4. Test and record system pressures, suction and discharge.
 5. Test and adjust system for design CFM of recirculating air.
 6. Test and adjust system for design CFM of outside air.
 7. Test and record entering air temperature (D.B. Heating and Cooling).
 8. Test and record entering air temperature (W.B. Cooling).
 9. Test and record leaving air temperature (D.B. Heating and Cooling).
 10. Test and record leaving air temperature (W.B. Cooling).
 11. Adjust all main supply and return air duct to proper design CFM.
 12. Adjust all new & existing diffusers, grilles & registers.
 13. In cooperation with the control manufacturer's representative, set adjustment of automatically operated dampers to operate as specified, indicated and/or noted. Testing agency shall check all controls for proper calibrations and list all controls requiring adjustment by control installers. Outside Air must be balanced for both minimum and maximum fan speeds.
 14. As part of the work of this contract, the Air Conditioning Contractor shall make any changes in the pulleys, belts and dampers or the addition of dampers required for correct balance for all equipment at no additional charge to the Owner.
 15. Balance organization shall include an extended warranty of 90 days after completion and acceptance resetting of any air flow quantities or equipment. The organization shall provide technicians to assist the mechanical designer in making any tests he may require.

END OF SECTION

