



# **SAUGUS**

## **Union School District**

*Excellence in Elementary Education*

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Facilities Office ▪ 24930 Avenue Stanford ▪ Santa Clarita, CA 91355 ▪ (661)294-5300

### **PROJECT MANUAL**

#### **Bridgeport Elementary School Asphalt Play Courts**

**Issued: Tuesday, March 31, 2026**

**BID #: 26-011**

**Bid Due: 10:00 AM on  
Tuesday, May 5, 2026**

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**INVITATION (ADVERTISEMENT/CALL) TO BID**

NOTICE IS HEREBY GIVEN that the **Saugus Union School District**, acting by and through its governing board ("District"), will receive sealed bids for the **Bridgeport Elementary School Asphalt Play Courts Project**. Value of the contract is estimated at **\$1,200,000**.

The project generally consists of the construction of: **Removal and replacement of existing asphalt hardcourts, game striping, removal and replacement of two (2) existing ball walls and addition of a third. See bid documents for more details.**

To bid on this Project, the Bidder is required to possess one or more of the following State of California Contractor Licenses: **A or B**

Each bid must conform and be responsive to the contract documents which may be obtained at:  
**<https://colbisecurebids.com/o/saugusud/26-010>**

A **Mandatory** pre-bid meeting/job walk will be held **Wednesday, April 15, 2026 at 10:30AM** at **23670 Newhall Ranch Road, Valencia, CA 91355**. Contractors are to meet at the school office to check-in.

**The District will only receive bids submitted electronically.** Electronic bids will be received until **10:00 AM, Tuesday, May 5, 2026** only at the link provided in the Instructions to Bidders, after which time the bids will be opened on Zoom, <https://us02web.zoom.us/j/81197107102> or call 877 853 5247 US Toll-free / Meeting ID: 811 9710 7102.

**Each bidder is solely responsible for timely submission of its bid; the District is not responsible for any technological issues in a bidder's ability to timely submit its bid or portion thereof.** Any bid that is submitted after this time shall be nonresponsive.

The successful Bidder and its subcontractors shall pay all workers on the Project not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code. Prevailing wage rates are on file with the District and are available to any interested party on request or at [www.dir.ca.gov/oprl/statistics\\_and\\_databases.html](http://www.dir.ca.gov/oprl/statistics_and_databases.html). Bidders and Bidders' subcontractors shall comply with the registration and qualification requirements pursuant to sections 1725.5 and 1771.1 of the California Labor Code.

To bid on this Project, the Bidder is required to have been prequalified by the District at or above \$1,000,000. The Bidder is required to submit the prequalification application to Quality Bidders fifteen (15) days prior to bid opening date. In addition, if the Project has electrical, mechanical, or plumbing components that will be performed by subcontractors performing under the following license classification(s), then each of those subcontractors that intend to bid as a first-tier subcontractor to a general contractor (prime contractor) are required to have been prequalified by the District: C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46. To prequalify go to [www.qualitybidders.com](http://www.qualitybidders.com). The District must receive a contractor's completed prequalification application through Quality Bidders, fifteen (15) days prior to bid opening date.

Each bid must be submitted on the bid form provided in the bid documents and accompanied by a satisfactory Bid Bond executed by the bidder and surety company, or certified check, or cashier's check in favor of the Saugus Union School District or cash, in an amount equal to ten percent (10%) of the bid. Bidders must deposit the original of the Bid Bond, cashier's check, or certified check in the mail on the same day as the bid opening. The successful Bidder shall be required to furnish a 100% Performance Bond and a 100% Payment Bond if it is awarded the contract for the Project.

The successful Bidder may substitute securities for any monies withheld by the District to ensure performance under the Contract, in accordance with the provisions of section 22300 of the Public Contract Code

The District reserves the right to reject any and all bids and to waive any irregularities or informalities in any bids or in the bidding. No bidder may withdraw their bid for a period of 30 days after the date set for the opening of bids. For questions, please contact Kathie Pisano, [kpisano@saugusud.org](mailto:kpisano@saugusud.org).

Publication: The Signal, Tuesday, March 31, 2026 & Tuesday, April 7, 2026

## DOCUMENT 00 21 13

**INSTRUCTIONS TO BIDDERS****1. Bid Schedule**

<b>Activity</b>	<b>Date/Time</b>	<b>Instructions/Location</b>
Advertisement	<b>Tuesday, March 31, 2026, Tuesday, April 7, 2026</b>	<b>The Signal, Santa Clarita</b>
Contract Documents available for review	<b>Tuesday, March 31, 2026</b>	<b><a href="https://colbisecurebids.com/o/saugusd/26-010">https://colbisecurebids.com/o/saugusd/26-010</a></b>
<b>Job Walk: Mandatory</b>	<b>Wednesday, April 15, 2026 at 10:30AM</b>	<b>23670 Newhall Ranch Road, Valencia, CA 91355</b>
<b>Prequalification</b>	<b>Monday, April 20, 2026</b>	<b>Final date to submit prequalification to Quality Bidders, <a href="http://www.qualitybidders.com">www.qualitybidders.com</a>.</b>
Final Questions Due by:	<b>Friday, April 24, 2026, by end of business</b>	<b><a href="mailto:kpisano@saugusd.org">kpisano@saugusd.org</a></b>
<b>Bid Submissions</b>	<b>Tuesday, May 5, 2026, no later than, 10:00 AM</b>	<b>Bids shall be submitted: electronically only. <a href="https://colbisecurebids.com/o/saugusd/26-010">https://colbisecurebids.com/o/saugusd/26-010</a></b>
Bid Opening	Following bid submission	Bids will be opened and publicly read aloud at <b><a href="https://us02web.zoom.us/j/81197107102">https://us02web.zoom.us/j/81197107102</a>, Toll-free 888 788 0099 US, Meeting ID: 811 9710 7102</b>
Substantial Completion	<b>Wednesday, July 29, 2026</b>	Punch list items remain. Date confirmed as recorded by Certificate of Substantial Completion. See General Conditions for more information.
Completion Date	<b>Friday, July 31, 2026</b>	Closeout Complete – Ready for Certification

***Note: Please review all addenda for changes to this schedule.***

**2. Project - Defined**

Bids are requested for a general construction contract, or work described in general, for the following project:

**Bridgeport Elementary School Asphalt Play Courts (“Project”)**

**Removal and replacement of existing asphalt hardcourts, game striping, removal and replacement of two (2) existing ball walls and addition of a third. See bid documents for more details.**

**3. Prevailing Wages**

The successful bidder and its subcontractors shall pay all workers on the Project not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type

of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code. Prevailing wage rates are on file with the District and are available at [www.dir.ca.gov/oprl/statistics\\_and\\_databases.html](http://www.dir.ca.gov/oprl/statistics_and_databases.html).

#### **4. Contractor DIR Registration**

Bidder shall ensure that it and its subcontractors comply with the registration and compliance monitoring provisions of Labor Code section 1771.4, including furnishing its CPRs to the Labor Commissioner, and are registered pursuant to Labor Code section 1725.5. Bidder and its subcontractors shall comply with Labor Code section 1725.5 to be qualified to bid on, be listed in a bid, subject to the requirements of Section 4104 of the Public Contract Code or engage in the performance of the contract for the Project ("Contract").

#### **5. Instructions Mandatory**

Bidders shall follow the instructions in this document, and shall submit all documents, forms, and information required for consideration of a bid.

#### **6. Questions**

All questions about the meaning or intent of the Contract Documents are to be directed in writing to the District at the email provided in the above Bid Schedule, above. Interpretations or clarifications considered necessary by the District in response to those questions will be issued in writing by Addenda which will be placed with the original plans and specifications at the location identified in the Bid Schedule, above. A courtesy email notice will be sent to all parties recorded by the District as having received the Contract Documents. Questions received after the questions due date may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

#### **7. Addenda**

Addenda may also be issued to modify parts of the Contract Documents as deemed advisable by the District. Bidder must acknowledge any Addendum in its Bid Form by number or its bid may be considered non-responsive. Each Addenda shall be part of the Contract Documents. A complete listing of Addenda may be obtained from the District via the Questions email in the Bid Schedule, above.

#### **8. Current Contractor License Required**

The bidder's license(s) and any listed Designated Subcontractor's license(s) must be active and in good standing at the time of the bid opening and must remain so throughout the term of the Contract.

#### **9. Sole Source / Designated Item(s)**

Bids shall be based on products and systems specified in Contract Documents or listed by name in Addenda. Bidders shall refer to the Special Conditions to determine whether any designated items ("Sole Source" Items) are applicable to the Project.

#### **10. Basis of Award**

Bidders shall refer to the Bid Form to determine the District's Basis of Award for this Project.

#### **11. Prequalification**

Bidders shall refer to the Bid Advertisement and Special Conditions to determine whether prequalification applies to the Project.

## **12. DVBE**

Bidders shall refer to the Special Conditions to determine whether Disabled Veteran Business Enterprise (“DVBE”) contracting goals are applicable to the Project.

## **13. Anti-Discrimination**

It is the policy of the District that in connection with all work performed under contracts, there be no discrimination against any prospective or active employees engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age or marital status. The successful bidder agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment Practice Act, beginning with Government Code Section 12900, and Labor Code Section 1735. In addition, the successful bidder agrees to require like compliance by any subcontractors employed on the work by the bidder.

## **14. Bidder Diligence**

Submission of a bid signifies careful examination of the Contract Documents and a complete understanding of the nature, extent, and location of Work to be performed. Bidders must complete the tasks listed below as a condition to bidding, and submission of a bid shall constitute the bidder's express representation to District that bidder has fully completed the following:

- A. Bidder has visited the Project site, if required, and has examined thoroughly and understood the nature and extent of the Contract Documents, Work, Project site, locality, actual conditions, as-built conditions, and all local conditions and federal, state and local laws, and regulations that in any manner may affect cost, progress, performance, or furnishing of Work or that relate to any aspect of the means, methods, techniques, sequences, or procedures of construction to be employed by Bidder and safety precautions and programs incident thereto;
- B. Bidder has obtained and has understood all examinations, investigations, explorations, tests, reports, and studies that pertain to the subsurface conditions, as-built conditions, underground facilities, and all other physical conditions at or contiguous to the Project site or otherwise that may affect the cost, progress, performance, or furnishing of Work, as bidder considers necessary for the performance or furnishing of Work at the Contract price, within the Contract time, and in accordance with the other terms and conditions of Contract Documents, including specifically the provisions of the General Conditions. Bidder has notified the District if it contends that it requires additional examinations, investigations, explorations, tests, reports, studies, or similar information or data prior to that performs of the Work;
- C. Bidder has correlated its knowledge and the results of all observations, examinations, investigations, explorations, tests, reports, and studies with the terms and conditions of the Contract Documents;
- D. Bidder has given the District prompt written notice of all conflicts, errors, ambiguities, or discrepancies that it has discovered in or among the Contract Documents and the actual conditions, and the written resolution thereof by the District is acceptable to bidder;
- E. Bidder has made a complete disclosure in writing to the District of all facts bearing upon any possible interest, direct or indirect, that bidder believes any representative of the District or other officer or employee of the District presently has or will have in the Contract or in the performance thereof or in any portion of the profits thereof;
- F. Bidder must, prior to bidding, perform the work, investigations, research, and analysis required by the Instructions to Bidders and that bidder represents in its Bid Form and in the Agreement. Bidder is charged with all information and knowledge that a reasonable bidder would ascertain from having

performed this required work, investigation, research, and analysis. Bid prices must include entire cost of all work “incidental” to completion of the Work.

**G. Conditions Shown on the Contract Documents:** Information as to underground conditions, as-built conditions, or other conditions or obstructions, indicated in the Contract Documents, e.g., on Drawings or in Specifications, has been obtained with reasonable care, and has been recorded in good faith. However, District only warrants, and bidder may only rely, on the accuracy of limited types of information.

- 1) As to above-ground conditions or as-built conditions shown or indicated in the Contract Documents, there is no warranty, express or implied, or any representation express or implied, that this information is correctly shown or indicated. This information is verifiable by independent investigation and bidder is required to make that verification as a condition to bidding. In submitting its bid, bidder shall rely on the results of its own independent investigation. In submitting its bid, bidder shall not rely on District-supplied information regarding above-ground conditions or as-built conditions.
- 2) As to any subsurface condition shown or indicated in the Contract Documents, bidder may rely only upon the general accuracy of actual reported depths, actual reported character of materials, actual reported soil types, actual reported water conditions, or actual obstructions shown or indicated. District is not responsible for the completeness of this information for bidding or construction; nor is District responsible in any way for any conclusions or opinions of bidder drawn from that information; nor is District responsible for subsurface conditions that are not specifically shown if those subsurface conditions are reasonably determinable by above-ground conditions or as-built conditions (e.g., subsurface soil conditions in areas contiguous to areas where an above-ground condition is shown; utility pipes between a manhole and a water source, etc.).

**H. Conditions Shown in Reports and Drawings or As-Built Supplied for Informational Purposes section, if any, located after the Special Conditions:**

- 1) Subsurface Conditions: Those reports of explorations and tests of subsurface conditions at or contiguous to the Project site that have been utilized by architect in preparing the Contract Documents; and
- 2) Physical Conditions: Those drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Project site that has been utilized by architect in preparing the Contract Documents.
- 3) These informational only reports and drawings are **not** Contract Documents and, except for any “technical” data regarding subsurface conditions specifically identified in the plans and specifications, and underground facilities data, bidder may not in any manner rely on the information in these reports and drawings.
- 4) Bidders may examine any available “as-built” drawings of previous work by giving District reasonable advance notice. District will not be responsible for accuracy of “as-built” drawings.

#### **15. Substitution for Specified Items**

Bids shall be based on products and systems specified in Contract Documents or listed by name in Addenda. All requests must comply with the requirements specified in the General Conditions, the Specifications and the following:

**A. Request for Substitution Prior to Bid**

- 1) District must receive any request for substitution a minimum of **TEN (10)** calendar days prior to the date of bid opening on the "Substitution Request Form" provided in Appendix B.
- 2) **Information with Request.** The Substitution 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; (6) will require no change of the construction schedule or milestones for the Project; and, (7) Contractor agrees to pay for any DSA Fees or other Governmental Plan check costs associated with this Substitution Request. Requests for substitutions shall contain sufficient information to assess acceptability of the product or system and impact to Project, including, without limitation, the requirements specified in the General Conditions and the Specifications. Insufficient information shall be grounds for rejection of substitution.
- 3) The District's denial of a substitution request prior to the date of bid opening shall be conclusive, requiring bidders to list only approved items. The District is not responsible and/or liable in any way for a bidder's damages and/or claims related, in any way, to that bidder's basing its bid on any requested substitution that the District has not approved. Bidder's bid shall be deemed non-responsive if it identifies a product or manufacturer of a non-approved substitution.
- 4) Approved substitutions shall be listed in Addenda.
- 5) District reserves the right not to act upon submittals of substitutions until after the date of bid opening. If the District does not act on a substitution request prior to the date of bid opening, bidders must bid based on products and systems specified in Contract Documents or listed by name in Addenda.

**B. Request for Substitution after Bid Award**

Substitutions may be requested after the Contract has been awarded only if indicated in and in accordance with requirements specified in the General Conditions, as may be modified in the Special Conditions.

**16. Alternates**

The Contract may include alternates. Alternates are defined as alternate products, materials, equipment, systems, methods, or major elements of the construction, that may, at the District's option and under terms established in the Contract and pursuant to section 20103.8 of the Public Contract Code, be selected for the Work. See also Basis of Award.

**17. Signing of Bids**

- A. Each bid must be executed by the bidder or its authorized representative. Bidders may be asked to provide documentation of that authority (e.g., an authenticated resolution of its Board of Directors, a power of attorney evidencing the capacity of the person signing the Bid Form to bind the bidder to its bid, etc.).
- B. 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.

### **18. Electronic Submission of Sealed Bids**

Unless otherwise stated in the Bid Schedule, above, bids shall be submitted electronically through the District's online bid portal as set forth in the Bid Schedule, herein. The electronic system shall be used to upload all required bid documents and the system automatically cuts off uploads when the bid date and time is reached. Thereafter, the bid is "sealed" and is no longer in the control of the bidder. Bids that are faxed, hand delivered, or emailed directly to the District will not be accepted. Bidders are solely responsible for timely submission of bids to the District in the manner set forth herein, including allowance for upload speeds.

Each Bidder shall ensure that its Bid:

- A. Contains all documents as required herein; and
- B. Is submitted via upload by date and time shown in the above Bid Schedule or as modified by Addendum.

### **19. Bid Hold Period**

Unless otherwise required by law, no bidder may withdraw its bid for Forty-Five (45) days after the date of the bid opening.

### **20. Bid Opening**

Bids will be opened at or after the time indicated for receipt of bids. Bids will be opened and publicly read aloud via video conference as identified in the Bid Schedule. Prior to publicly reading aloud bids at the video conference, the District reserves the right to verify the genuineness of any bid security.

Bidders are advised that on the date the bids are opened the District offices will not be open to bidders or their representatives.

Bidders are advised that on the date that bids are opened, telephones will not be available at the District offices for use by bidders or their representatives.

### **21. Complete Bids**

Bidders must supply all information required by each bid document. Bids must be full and complete. District reserves the right in its sole discretion to reject any bid as non-responsive as a result of any error or omission in the bid. Each bidder must complete and submit all of the following documents as its bid **at time of bidding**:

- Bid Form
- Bid Bond or other security
- Designated Subcontractors List
- Noncollusion Declaration
- Iran Contracting Act Certification

Additional forms included in the bid documents are also required but may be provided within twenty-four (24) hours of Notice of Intent to Award except for bid security as stated below or by request of the District.

## 22. Bid Form and Other Forms

Bidders must submit bids on the Bid Form provided by the District. Bidder must use the other required forms as provided by the District. Bids not submitted on the District's required forms shall be deemed non-responsive and shall not be considered. Additional sheets required to fully respond to requested information are permissible. Bidders shall not modify the Bid Form or qualify their bids. Bidders shall not submit re-typed, word-processed, or otherwise recreated versions of the Bid Form or other District-provided documents.

## 23. Bid Bond or Other Security

Bidders must submit their bid with a legible photocopy of a cashier's check, a certified check payable to Saugus Union School District, or a photocopy of a bid bond by an admitted surety insurer of not less than ten percent (10%) of their base bid amount, including all additive alternates. Required form of corporate surety, Bid Bond, is provided by District and must be used and fully completed by bidders choosing to provide a Bid Bond as security. The surety on bidders' Bid Bond must be an insurer admitted in the State of California and authorized to issue surety bonds in the State of California. **Bidders must deposit the original of the Bid Bond, cashier's check, or certified check in the mail on the same day as the bid opening to: Saugus Union School District, Attn: Facilities – Bid Bond, 24930 Avenue Stanford, Santa Clarita, CA 91355.** Bids submitted without necessary bid security will be deemed non-responsive and will not be considered.

This bid security shall be a guarantee that the bidder shall, within seven (7) calendar days after the date of the Notice of Intent to Award, enter into a contract with the District for the performance of the services as stipulated in the bid.

- A. **Payment and Performance Bonds:** The successful bidder shall be required to furnish a 100% Performance Bond and a 100% Payment Bond if it is awarded the Contract for the Project.
- B. **Security Substitution:** The successful bidder may substitute securities for any monies withheld by the District to ensure performance under the Contract, in accordance with the provisions of section 22300 of the Public Contract Code.
- C. **Return of Security:** If the District awards the Contract or denies all bids, the security of unsuccessful bidder(s) shall be returned within thirty (30) days from the time the award or denial of all bids is made.

## 24. Designated Subcontractors List

Bidders must submit with the Bid the Designated Subcontractors List for those subcontractors who will perform any portion of Work, including labor, rendering of service, or specially fabricating and installing a portion of the Work or improvement according to detailed drawings contained in the plans and specifications, in excess of one half of one percent (0.5%) of total bid. Failure to fully complete and submit this list when required by law shall result in the bid being deemed non-responsive and the bid will not be considered.

## 25. Noncollusion Declaration

Bidders shall submit the Noncollusion Declaration with their bids. Bids submitted without the Noncollusion Declaration shall be deemed non-responsive and will not be considered.

## 26. Iran Contracting Act Certification

Bidders shall submit the Iran Contracting Act Certification with their bids. Bids submitted without the Iran Contracting Act Certification shall be deemed non-responsive and will not be considered.

### **27. Erasures**

Bids shall be clearly written without erasure or deletions. District reserves the right to reject any bid containing erasures or deletions.

### **28. Right to Reject Bid**

**Saugus Union School District** ("District") will evaluate information submitted by the apparent low bidder and, if incomplete or unsatisfactory to District, bidder's bid may be rejected at the sole discretion of District. The District's Board reserves the right to reject any and all bids and/or waive any irregularity in any bid received.

### **29. Bid Error Claim**

Any claim by a bidder of error in its bid must be made in compliance with section 5100 et seq. of the Public Contract Code. Any bid that is submitted after this time shall be non-responsive and returned to the bidder.

### **30. Bid Protests**

Any bid protest by any bidder regarding any other bid on this Project must be submitted in writing to the District at the email for Questions in the Bid Schedule chart above, before 4:00 p.m. of the THIRD (3rd) Business Day following the date of bid opening.

- A. The protest must contain a complete statement of any and all bases for the protest.
- B. The protest must refer to the specific portions of all documents that form the bases for the protest, including the specific portion(s) of the bid(s) that the bidder is protesting.
- C. The protest must include the name, address and telephone number of the person representing the protesting party.
- D. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest, which must include all other bidders or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
- E. The procedure and time limits set forth in this paragraph are mandatory and are each bidder's sole and exclusive remedy in the event of bid protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

### **31. Rejection of Bids**

District reserves the right to reject any or all bids, including without limitation the right to reject any or all nonconforming, non-responsive, unbalanced, or conditional bids, to re-bid, and to reject the bid of any bidder if District believes that it would not be in the best interest of the District to make an award to that bidder, whether because the bid is not responsive or the bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by District. District also reserves the right to waive inconsequential deviations not involving price, time, or changes in the Work. For purposes of this paragraph, an "unbalanced bid" is one having nominal prices for work item(s) that represent substantive work and/or overly-enhanced prices for nominal work item(s).

### **32. Bidder Responsibility**

Prior to the award of Contract, District reserves the right to consider the responsibility of the bidder. District may conduct investigations as District deems necessary to assist in the evaluation of any bid and to establish the responsibility, including, without limitation, qualifications and financial ability of bidders,

proposed subcontractors, suppliers, and other persons and organizations to perform and furnish the Work in accordance with the Contract Documents to District's satisfaction within the Contract time.

### **33. Notice of Intent to Award**

The bidder to be awarded the Contract shall execute and submit the following documents and other information as may be requested therein according to the timeline identified in the Notice of Intent to Award. All required information and documents shall be provided no later than by 4:00 p.m. of the **SEVENTH (7TH)** calendar day following the date of the Notice of Intent to Award. Failure to properly and timely submit these documents and provide other information as requested entitles District to, among other remedies, make a claim against bidder's Bid Bond or deposit bidder's cash, cashier's check, or certified check. The proceeds thereof may be retained by District as liquidated damages, in District's sole discretion.

- A. Agreement: To be executed by successful bidder, scanned and returned for further processing. One or more originals may be requested and if requested must be provided within 24 hours of request.
- B. Performance Bond (100%): Must be on the form provided in the Contract Documents and fully executed as indicated on the form, scanned and returned for further processing.
- C. Payment Bond (100%) (Contractor's Labor and Material Bond): Must be on the form provided in the Contract Documents and fully executed as indicated on the form, scanned and returned for further processing.
- D. Insurance Certificates and Endorsements as required.
- E. Certifications to be Completed by Contractor
- F. Disabled Veterans' Business Enterprise Participation Certification if required.
- G. Criminal Background Investigation/Fingerprinting Certification.
- H. Any other forms as may have been issued as required for this Project

### **34. Notice to Proceed**

District may issue a Notice to Proceed within **THREE (3)** months from the date of the Notice of Intent to Award. Upon receipt of the Notice to Proceed, Contractor shall complete the Work within the period of time indicated in the Contract Documents. It is further expressly understood by Contractor that Contractor shall not be entitled to any claim of additional compensation or additional time when the Notice to Proceed is issued within the 3-month period.

- A. The District may postpone issuing the Notice to Proceed beyond the 3-month period, upon reasonable notice to Contractor.
- B. If the Contractor believes that a postponement of issuance of the Notice to Proceed will cause a hardship to Contractor, the Contractor may, by written notice to District within **SEVEN (7)** calendar days after receipt by Contractor of District's notice of postponement, take one of the following actions:
  - 1) **Agree with the postponement.** This would be at no additional cost to the District.
  - 2) **Terminate the Contract.** District shall only be obligated to pay Contractor for any Work that Contractor had performed at the time of notification of postponement and that the District had in writing authorized Contractor to perform, if any, prior to issuing a Notice to Proceed.

- 3) **Request additional compensation.** Contractor must submit detailed documentation demonstrating the need for that additional compensation, compared to the calculations and amounts that Contractor used to prepare its bid. If the parties do not agree on an amount for the requested additional compensation, the Contractor can agree to the postponement without any additional compensation, or either party may terminate the Contract.
- C. Should the Contract be terminated as a result of a notice of postponement, District shall have the authority to award the Contract to the next lowest responsive responsible bidder.

END OF INSTRUCTIONS TO BIDDERS

**BID FORM**

**(TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID)**

To: Governing Board of the **Saugus Union School District** ("District")

From: \_\_\_\_\_  
(Proper Name of Bidder)

No.: \_\_\_\_\_ L# \_\_\_\_\_ Exp: \_\_\_\_\_  
Bidder's DIR Registration No. Contractor's CA License No.

The undersigned declares that the Contract Documents including, without limitation, the Invitation to Bid, the Instructions to Bidders, and the Special Conditions have been read, and agrees and proposes to furnish all necessary labor, materials, and equipment to perform and furnish all work in accordance with the terms and conditions of the Contract Documents, including, without limitation, the Drawings and Specifications for the following project:

**Bridgeport Elementary School Asphalt Play Courts ("Work", "Project" or "Contract")**

and will accept in full payment for that Work the following total lump sum amount, all taxes included:

**BASE BID (In Dollars\$):**

		,				,			.		
										Dollars	Cents

**NOTE: IF THERE ARE ALLOWANCES OR CONTINGENCIES IDENTIFIED IN THIS BID FORM, DO NOT INCLUDE ANY ALLOWANCE(S) OR CONTINGENCY AMOUNTS IN THE BASE BID AMOUNT.**

**DISTRICT CONTINGENCY OF TEN PERCENT (10%) OF BASE BID:**

The Bidder's Base Bid shall **NOT** include the following contingency. The District Contingency is for the sole and exclusive use by the District. All Change Orders that utilize these funds must be originated by the District.

		,				,			.		
										Dollars	Cents

**THIS PAGE TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

## **Bid Acknowledgements**

1. **Contract Review.** The undersigned has reviewed the Work outlined in the Contract Documents and fully understands the scope of Work required in this bid, understands the construction and project management function(s) is described in the Contract Documents, and that each bidder who is awarded a contract shall be in fact a prime contractor, not a subcontractor, to the District, and agrees that its bid, if accepted by the District, will be the basis for the bidder to enter into a contract with the District in accordance with the intent of the Contract Documents.
2. **Requests for Clarification.** The undersigned has notified the District in writing of any discrepancies or omissions or of any doubt, questions, or ambiguities about the meaning of any of the Contract Documents, and has contacted the Construction Manager before bid date to verify the issuance of any clarifying Addenda.
3. **Contract Time.** The undersigned agrees to commence work on the date established in the Contract Documents and to complete all work within the time specified in the Contract Documents.
4. **Contractual Provisions.** The undersigned hereby acknowledges and agrees to be bound by following provisions and all provisions in the Contract Documents:
  - The liquidated damages clause of the General Conditions, the Special Conditions and signed and awarded agreement. (“Agreement”).
  - The “Changes in the Work” provisions in the General Conditions that limit the permitted charges and mark-ups on change orders and on the amount of home office overhead that the successful bidder can receive from the District.
  - The “Claims” provisions in the General Conditions that delineate the required process to submit and process disputes and claims.
  - The “COVID-19” provisions in the Contract Documents related to the Contractor’s staffing requirements and its compliance with all applicable and existing federal, state, and/or local statutes, orders, rules, regulations, ordinances, and/or directives relating to construction site safety in connection with COVID-19, and/or any similar virus or derivative strain.
5. **Bid Open Period.** It is understood that the District reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable as per the Bid Hold Period identified in the Special Conditions.
6. **Attachments.** The following documents are attached hereto:
  - The Bid Bond on the District's form or other security
  - The Designated Subcontractors List
  - The Noncollusion Declaration
  - Iran Contracting Act Certification
7. **Bidder’s License.**
  - Bidder acknowledges that the license required for performance of the Work is as stated in the Invitation to Bid.
  - Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms

**THIS PAGE TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Contract Documents.

- 8. **Labor Harmony.** The undersigned hereby certifies that bidder is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the Work.
- 9. **DIR Registration.** Bidder shall ensure that it and its subcontractors comply with the registration and compliance monitoring provisions of Labor Code section 1771.4, including furnishing its CPRs to the Labor Commissioner, and are registered pursuant to Labor Code section 1725.5.
- 10. **Prequalification.** If the Special Conditions requires prequalification of prime bidder, the bidder confirms that it has been prequalified by the District. In addition, If the Special Conditions requires subcontractor prequalification, then the bidder confirms that, if the Project has electrical, mechanical, or plumbing components that will be performed by first-tier subcontractor with the following license classifications, then those subcontractors have also been prequalified by the District: C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46.
- 11. **SWPPP QSP.** Bidder specifically acknowledges and understands that if it is awarded the Contract and a Stormwater Pollution Prevention Plan (“SWPPP”) is included in the scope of the Project, it shall perform the Work of the Project related to being the District’s Qualified SWPPP Practitioner (“QSP”) and that the bidder is certified to be the District’s QSP, as required by the current California State Water Board’s Construction General Permit.
- 12. **General Acknowledgement.** The bidder represents that it is competent, knowledgeable, and has special skills with respect to the nature, extent, and inherent conditions of the Work to be performed. Bidder further acknowledges that there are certain peculiar and inherent conditions existent in the construction of the Work that may create, during the Work, unusual or peculiar unsafe conditions hazardous to persons and property. Bidder expressly acknowledges that it is aware of such peculiar risks and that it has the skill and experience to foresee and to adopt protective measures to adequately and safely perform the Work with respect to such hazards.
- 13. **False Claims Act.** Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), the District will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the contractor may be subject to criminal prosecution.
- 14. **Basis of Award:** The bidder acknowledges its understanding that the District shall award the Contract, if it awards it at all, to the lowest responsive responsible bidder based on:

District to Select Only One (1):	Basis of Award
X	The base bid amount only
N/A	The base bid amount plus the following alternates: _____

**THIS PAGE TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

<b>District to Select Only One (1):</b>	<b>Basis of Award</b>
<b>N/A</b>	Up to a total Project fund amount as stated during the bid opening prior to opening bids, including the additive alternates or deductive alternates needed, in the stated order, to be equal to or less than that amount: <hr/>
<b>N/A</b>	Blind Bid: Based on a process that, when alternates are being considered, conceals the identity of bidders from the District until the bids and any alternates have been ranked and the low bid amount and scope identified.

**THIS PAGE TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

**15. Addenda Acknowledgement.** Receipt and acceptance of the following addenda is hereby acknowledged:

**Addenda Numbers:** \_\_\_\_\_, **inclusive.**

Furthermore, bidder hereby certifies to the District that all representations, certifications, and statements made by bidder, as set forth in this bid form, are true and correct and are made under penalty of perjury.

\_\_\_\_\_  
**Date (Month, Day, Year)**

\_\_\_\_\_  
**Proper Name of Bidder/Firm**

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Print Name / Title**

\_\_\_\_\_  
Address

\_\_\_\_\_  
Type of Organization

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Taxpayer's Identification No.

\_\_\_\_\_  
Phone *(For communication about this bid)*

\_\_\_\_\_  
Email *(For communication about this bid)*

\_\_\_\_\_  
General/Main Phone

\_\_\_\_\_  
Web Page

If bidder is a corporation, provide the following:

Name of Corporation: \_\_\_\_\_

END OF BID FORM

**THIS PAGE TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

**BID BOND (SECURITY)**

**(TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID)**

(Note: If Bidder is providing a bid bond as its bid security, Bidder must use this form, NOT a surety company form.)

The undersigned, \_\_\_\_\_ as Principal ("Principal");

and \_\_\_\_\_ as Surety ("Surety"; a corporation organized and existing under and by virtue of the laws of the State of \_\_\_\_\_ and authorized to do business as a surety in the State of California) are held and firmly bound unto the **Saugus Union School District** ("District") as Obligee, in the sum of \$ \_\_\_\_\_ Dollars, lawful money of the United States, for the payment of which to the District will and truly to be made pursuant to the provisions herein. Principal and Surety each of us, bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted a bid to the District for all Work specifically described in the accompanying bid and if the District awards the contract to the Principal and, within the time and manner required under the Contract Documents, after the prescribed forms are presented to Principal for signature, the Principal enters into a written contract, in the prescribed form in accordance with the bid, and files two bonds (one guaranteeing faithful performance and the other guaranteeing payment for labor and materials as required by law), and meets all other conditions to the contract between the Principal and the Obligee becoming effective, or if the Principal shall fully reimburse and save harmless the Obligee from any damage sustained by the Obligee through failure of the Principal to enter into the written contract and to file the required performance and labor and material bonds, and to meet all other conditions to the Contract between the Principal and the Obligee becoming effective, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect and the Surety shall immediately issue full payment of the sum stated above to the Obligee upon notification from the Obligee that the Principal has not taken all steps to nullify or void this obligation.

Surety agrees that no change, extension of time, alteration or addition to the terms of the call for bids, or to the work to be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligation under this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the call for bids, or to the work, or to the specifications.

In the event suit is brought upon this bond by the Obligee and judgment is recovered, the Surety shall pay all costs incurred by the Obligee in that suit, including a reasonable attorneys' fee to be fixed by the Court.

If the District awards the bid, the security of unsuccessful bidder(s) shall be returned within sixty (60) days from the time the award is made. Unless otherwise required by law, no bidder may withdraw its bid for ninety (90) days after the date of the bid opening.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above named, on the

Dated: \_\_\_\_\_, 20\_\_\_\_  
Month Day Year

**THIS PAGE TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Signature of Person with Authority

(Affix Corporate Seal)

By (Print Name/Title): \_\_\_\_\_

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Signature of Person with Authority

(Affix Corporate Seal)

By (Print Name/Title): \_\_\_\_\_

\_\_\_\_\_  
Name of California Agent of Surety

\_\_\_\_\_  
Address of California Agent of Surety

CA Agent Surety Phone: \_\_\_\_\_

Bidder must attach Power of Attorney and Certificate of Authority for Surety and a Notarial Acknowledgment for all Surety's signatures. The California Department of Insurance must authorize the Surety to be an admitted Surety Insurer.

END OF BID BOND

**THIS PAGE TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

**DESIGNATED SUBCONTRACTORS LIST**

**(TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID)**

**Bridgeport Elementary School Asphalt Play Courts (“Project” or “Contract”)**

**Listed.** Bidder must list hereinafter the name and location of each subcontractor who will be employed, and the scope of Work that each will perform if the Contract is awarded to the Bidder. Bidder acknowledges and agrees that under Public Contract Code section 4100, et seq., it must clearly identify the name and location of each subcontractor who will perform work or labor or render service to the Bidder in or about the construction of the Work in an amount in excess of one-half of one percent (1/2 of 1%) of Bidder’s total Bid.

**CSLB Number.** Bidder must provide the Contactor State License Board number (“**CSLB No.**”) for all listed subcontractors.

**DIR Number.** Bidder must provide the Department of Industrial Relations registration number (“**DIR No.**”) for all listed subcontractors.

**Same Scope.** If more than one subcontractor is named for the same scope of Work, state with specificity the particular scope or portion that each subcontractor will perform.

**No Vendors or Suppliers.** Bidder need not list entities that are only vendors or suppliers of materials.

**Not Listed.** As to any Work that Bidder fails to list that is in excess of one-half of one percent (1/2 of 1%) of Bidder’s total Bid, Bidder agrees that it is qualified to perform that scope of Work and will perform that scope of Work, or be subjected to penalty under applicable law.

**Alternate Work.** If alternate bids are called for and Bidder intends to use Subcontractors different from or in addition to those Subcontractors listed for work under the base Bid, Bidder must list Subcontractors that will perform Work in an amount in excess of one half of one percent (1/2 of 1%) of Bidder’s total Bid, including alternates.

**Prequalification.** If the Project requires prequalification of subcontractors performing electrical, mechanical, or plumbing components under the following license classification(s) – See Special Conditions, then each of those subcontractors must also have been prequalified by the District: C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46.

**DVBES.** Bidder must indicate which, if any, of its subcontractors are disabled veteran business enterprises (DVBE) and the estimated percentage of the Work those subcontractor(s) will perform.

Bidders may correct inadvertent error(s) in listing subcontractors’ CSLB Nos. or DIR Nos. according to the rules of the Department of Industrial Relations and no later than SEVEN (7) calendar days after the bid date.

**Additional Sheets.** If further space is required for the list of proposed subcontractors, the Subcontractor Listing Chart page may be copied as many times as necessary and made a part of this document and submitted with this form.

I certify and declare under penalty of perjury under the laws of the State of California that all the information listed on the following page(s) is complete, true, and correct.

\_\_\_\_\_  
**Date (Month, Day, Year)**

\_\_\_\_\_  
**Proper Name of Bidder/Firm**

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Print Name / Title**

**THIS PAGE TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

**Designated Subcontractor List Chart - (Copy as needed to provide a complete list)**

**Proper Name of Bidder:** \_\_\_\_\_

Portion of Work	DV BE X	Subcontractor Name (%DVBE if Appl.)	City/State	CA License #	DIR Reg #

**THIS PAGE TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

**Designated Subcontractor List Chart - (Copy as needed to provide a complete list)**

**Proper Name of Bidder:** \_\_\_\_\_

Portion of Work	DV BE X	Subcontractor Name (%DVBE if Appl.)	City/State	CA License #	DIR Reg #

**THIS PAGE TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

**NONCOLLUSION DECLARATION**

Public Contract Code § 7106

**(TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID)**

The undersigned declares: I am the

\_\_\_\_\_   
 Print your Title

of

\_\_\_\_\_   
 Print Firm Name, 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 the following date:

\_\_\_\_\_   
 **Date (Month, Day, Year)**

\_\_\_\_\_   
 **Proper Name of Bidder/Firm**

\_\_\_\_\_   
 **Signed**

\_\_\_\_\_   
 **Print Name / Title**

\_\_\_\_\_   
 **City/State**

END OF NONCOLLUSION DECLARATION

**THIS PAGE TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

**IRAN CONTRACTING ACT CERTIFICATION**

Public Contract Code § 2204

**(TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID)**

**Bridgeport Elementary School Asphalt Play Courts (“Project” or “Contract”)**

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of one million dollars (\$1,000,000) or more.

Bidder **MUST CHECK ONLY ONE** of the following three options.

1. Bidder’s Total Base Bid is less than one million dollars (\$1,000,000).

OR

2. Bidder’s Total Base Bid is one million dollars (\$1,000,000) or more, but Bidder is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to Public Contract Code § 2203(b), and Bidder is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person 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.

OR

3. Bidder’s Total Base Bid is one million dollars (\$1,000,000) or more, but the District has given prior written permission to Bidder to submit a proposal pursuant to PCC 2203(c) or (d). **A copy of the written permission from the District is attached to this certification and provided with this Bid.**

I certify that I am duly authorized to legally bind the Bidder to this certification, that the contents of this certification are true, and that this certification is made under the laws of the State of California.

\_\_\_\_\_  
**Date (Month, Day, Year)**

\_\_\_\_\_  
**Proper Name of Bidder/Firm**

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Print Name / Title**

END OF CERTIFICATION

Click or tap here to enter text.

**THIS PAGE TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

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## GENERAL CONDITIONS

### 1 CONTRACT TERMS AND DEFINITIONS

#### 1.1 Definitions

Wherever used in the Contract Documents, the following terms shall have the meanings indicated, which shall be applicable to both the singular and plural thereof:

- 1.1.1 **Adverse Weather:** Weather that satisfies all of the following conditions: (1) unusually severe precipitation, sleet, snow, hail, heat, or cold conditions in excess of the norm for the location and time of year it occurred, (2) unanticipated, and (3) occurring at the Project Site.
- 1.1.2 **Allowance(s):** Amount(s) stated in the Agreement for specific scopes of work for which Contractor may, upon District's written approval, bill its time, materials, and other items in the identical structure as a Change Order.
- 1.1.3 **Approval, Approved, and/or Accepted:** Refer to written authorization, unless stated otherwise.
- 1.1.4 **Architect:** The individual, partnership, corporation, joint venture, or any combination thereof, named as Architect that has the rights and authority assigned to the Architect in the Contract Documents. The term Architect means the District's Architect on this Project or the Architect's authorized representative. If no Architect is used on the Project, then all references in the Contract Documents to Architect shall be read to refer to District.
- 1.1.5 **As-Built Drawings:** A reproducible full-size sets of drawings to be prepared during the progress of construction on a monthly basis, and upon Project Completion, pursuant to the Contract Documents, that reflect changes made during the performance of the Work, recording differences between the original design of the Work and the Work as constructed.
- 1.1.6 **ASI (Architect's Supplemental Instructions):** A directive from the architect to the contractor to provide clarification. An ASI may result in a deductive or credit Change Order. The contractor must provide the price change to the District within 10 days of receipt of the ASI.
- 1.1.7 **Bidder:** A contractor who intends to provide a bid to the District to perform the Work of the Contract.
- 1.1.8 **Certificate of Substantial Completion:** The written document issued by the Architect, signed by the District Representative and the Contractor stating the stage in the progress of the Work when the Work or designated portion is sufficiently complete and in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated on this document is the date established on the Certificate of Substantial Completion.
- 1.1.9 **Change Order:** A written order to the Contractor approved by the governing board authorizing an addition to, deletion from, or revision in the Work, and/or authorizing an adjustment in the Contract Price or Contract Time. If a Change Order is required to be approved by DSA, the District may call it a Construction Change Document.
- 1.1.10 **Claim:** A written demand by the Contractor for an extension of the Contract Time, the payment of money or damages, or a payment that is disputed by the District, all as more fully identified in the Claims Resolution provisions provided herein.
- 1.1.11 **Completion:** When the entire Work shall have been completed, including all punch list items, as further detailed in the "Completion of the Project" Section herein. Final DSA approval of the Project is not required for Completion. The District may occupy the Project prior to completion

as required and/or as permitted herein on the date as noted on the Certificate of Substantial Completion.

- 1.1.12 Construction Manager:** The individual, partnership, corporation, joint venture, or any combination thereof, or its authorized representative, named as such by the District. If no Construction Manager is used on the Project, then all references in the Contract Documents to Construction Manager shall be read to refer to District.
- 1.1.13 Construction Schedule:** The progress schedule of construction of the Project as provided by Contractor and approved by District.
- 1.1.14 Contingency:** Amount stated in the Agreement for general stated scopes of work and unforeseen conditions that the District in its sole discretion may use for approved scope change(s).
- 1.1.15 Contract, Contract Documents:** The Contract consists exclusively of the documents evidencing the agreement of the District and Contractor, identified as the Contract Documents. The Contract Documents consist of the following documents:
  - 1.1.15.1** Notice to Bidders / Invitation to Bid
  - 1.1.15.2** Instructions to Bidders
  - 1.1.15.3** Bid Form
  - 1.1.15.4** Bid Bond
  - 1.1.15.5** Designated Subcontractors List
  - 1.1.15.6** Noncollusion Declaration
  - 1.1.15.7** Iran Contracting Act Certification
  - 1.1.15.8** Certifications to be Completed by Contractor
  - 1.1.15.9** Disabled Veteran's Business Enterprise Participation Certification
  - 1.1.15.10** Criminal Background Investigation/Fingerprinting Certification
  - 1.1.15.11** Notice of Award
  - 1.1.15.12** Agreement
  - 1.1.15.13** Escrow of Bid Documentation (if applicable)
  - 1.1.15.14** Escrow Agreement for Security Deposits in Lieu of Retention
  - 1.1.15.15** Storm Water Pollution Prevention Plan (if applicable)
  - 1.1.15.16** Notice to Proceed
  - 1.1.15.17** Performance Bond
  - 1.1.15.18** Payment Bond (Contractor's Labor and Material Bond)
  - 1.1.15.19** District Contract Forms (if applicable)
  - 1.1.15.20** District Closeout Forms (if applicable)
  - 1.1.15.21** Warranty and Guarantee Form
  - 1.1.15.22** General Conditions
  - 1.1.15.23** Special Conditions

- 1.1.15.24 Project Plans, Specifications, Technical Specifications, and Drawings
- 1.1.15.25 Addenda to any of the above documents
- 1.1.15.26 Schedules if approved in writing by the District
- 1.1.15.27 Change Orders or written modifications to the above documents if approved in writing by the District
- 1.1.16 **Contract Price:** The total monies payable to the Contractor under the terms and conditions of the Contract Documents.
- 1.1.17 **Contract Time:** The time period stated in the Agreement for the Completion of the Work.
- 1.1.18 **Contractor:** The licensed person, entity, or entities identified in the Agreement as contracting to perform the Work.
- 1.1.19 **Daily Job Report(s):** Daily Project reports prepared by the Contractor's employee(s) who are present on Site, which shall include the information required herein.
- 1.1.20 **Day(s):** Unless otherwise designated, day(s) means calendar day(s). **“Business Day(s)”** or **“Working Days”** shall mean days except Saturday, Sunday, a day that is federally-recognized holiday, or a day that is a California-recognized holiday.
- 1.1.21 **Defective or Nonconforming Work.** Defective or nonconforming Work is any Work which is unsatisfactory, faulty or deficient by: (a) not conforming to the requirements of the Contract Documents; (b) not conforming to the standards of workmanship of the applicable trade; (c) not being in compliance with the requirements of any inspection, reference, standard, test, or approval required by the Contract Documents; or (d) damage to Work occurring prior to Completion.
- 1.1.22 **District:** The public agency or the school district for which the Work is performed.
- 1.1.23 **Drawings:** (or “Plans”) The graphic and pictorial portions of the Contract Documents showing the design, location, scope and dimensions of the Work, generally including plans, elevations, sections, details, schedules, sequence of operation, and diagrams.
- 1.1.24 **DSA:** Division of the State Architect.
- 1.1.25 **Force Account Directive:** A process that may be used when the District and the Contractor cannot agree on a price for a specific scope of work or before Contractor prepares a price for the scope of work and Contractor performs on a time and materials basis.
- 1.1.26 **Instruction Bulletin (IB):** An Instruction Bulletin is issued by the Architect to provide information to the Contractor regarding a change in scope that may result in a change in cost (either deductive or additive). Pricing for Instruction Bulletins must be submitted to the District within 10 days of receipt of the Instruction Bulletin. If approved, the Instruction Bulletin is to be signed by the District Representative and the Contractor within 30 days of issuance. The District Representative will determine if the change will become a change order to the governing board or a contingency change order.
- 1.1.27 **Premises:** The real property owned by the District on which the Project Site is located. For example, if the Project is only being performed on a portion of a school, the Site is only the area where the Project is located, and the Premises is the entire school site.
- 1.1.28 **Product(s):** New material, machinery, components, equipment, fixtures and systems forming the Work, including existing materials or components required and approved by the District for reuse.

- 1.1.29 Product Data:** Illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by Contractor to illustrate a material, product, or system for a scope of the Work.
- 1.1.30 Project:** The planned undertaking as provided for in the Contract Documents.
- 1.1.31 Project Inspector:** (or “Inspector”) Individual(s) retained by the District in accordance with title 24 of the California Code of Regulations to monitor and inspect the Project. If no Project Inspector is used on the Project, then all references in the Contract Documents to Project Inspector shall be read to refer to District.
- 1.1.32 Program Manager:** The individual, partnership, corporation, joint venture, or any combination thereof, or its authorized representative, named as such by the District. If no Program Manager is designated for the Project then all references to Program Manager shall refer to District.
- 1.1.33 Proposed Change Order:** A written request prepared by the Contractor requesting that the District issue a Change Order based upon a proposed change to the Work.
- 1.1.34 Provide:** Shall include “provide complete in place,” that is, “furnish and install,” and “provide complete and functioning as intended in place” unless specifically stated otherwise.
- 1.1.35 Qualified SWPPP Practitioners (or “QSP”):** Certified personnel that attended a State Water Resources Control Board sponsored or approved training class and passed the qualifying exam.
- 1.1.36 Request for Information:** (or “RFI”) A written request prepared by the Contractor requesting that the Architect provide additional information necessary to clarify or amplify an item in the Contract Documents that the Contractor believes is not clearly shown or called for in the Drawings or Specifications or other portions of the Contract Documents, or to address issues that have arisen under field conditions. If an RFI results in a cost to the District, the cost must be provided to the District within 10 days of the District’s written request.
- 1.1.37 Request for Substitution:** A request by Contractor to substitute an equal or superior material, product, thing, or service for a specific material, product, thing, or service that has been designated in the Contract Documents by a specific brand or trade name.
- 1.1.38 Safety Orders:** Written and/or verbal orders for construction issued by the California Division of Industrial Safety (“CalOSHA”) or by the United States Occupational Safety and Health Administration (“OSHA”).
- 1.1.39 Safety Plan:** Contractor’s safety plan specifically adapted for the Project. Contractor’s Safety Plan shall comply with all provisions regarding Project safety, including all applicable provisions in these General Conditions.
- 1.1.40 Samples:** Physical examples that illustrate materials, products, equipment, finishes, colors, or workmanship and that, when approved in accordance with the Contract Documents, establish standards by which portions of the Work will be judged.
- 1.1.41 Shop Drawings:** All drawings, prints, diagrams, illustrations, brochures, schedules, and other data that are prepared by the Contractor, a subcontractor, manufacturer, supplier, or distributor, that illustrate how specific portions of the Work shall be fabricated or installed.
- 1.1.42 Site:** The Project site as shown on the Drawings.
- 1.1.43 Specifications:** That portion of the Contract Documents, Division 1 through Division 17, and all technical sections, and addenda to all of these, if any, consisting of written descriptions and requirements of a technical nature of materials, equipment, construction methods and systems, standards, and workmanship.

- 1.1.44 State:** The State of California.
- 1.1.45 Storm Water Pollution Prevention Plan (or "SWPPP"):** The Storm Water Pollution Prevention Plan prepared for the District by a certified Qualified SWPPP Developer (QSD) in compliance with the current Construction General Permit Order.
- 1.1.46 Subcontractor:** A contractor and/or supplier who is under contract with the Contractor or with any other subcontractor, regardless of tier, to perform a portion of the Work.
- 1.1.47 Submittal Schedule:** The schedule of submittals as provided by Contractor and approved by District which includes a comprehensive list of all submittal packages by CSI division and submittal schedule.
- 1.1.48 Substantial Completion:** Substantial Completion is the state in the progress of the Project when the Work or designated portion is sufficiently complete and in accordance with the Contract Documents so that the Owner can occupy or utilize the Project for its intended use. The date of Substantial Completion of the Project is established by the Certificate of Substantial Completion issue by the Architect and signed by the Owner and Contractor.
- 1.1.49 Surety:** The person, firm, or corporation that executes as surety the Contractor's Performance Bond and Payment Bond, and must be a California admitted surety insurer as defined in the Code of Civil Procedure section 995.120.
- 1.1.50 Terms.** Unless otherwise provided in the Contract Documents, the terms "approved;" "directed;" "satisfactory;" "accepted;" "acceptable;" "proper;" "required;" "necessary" and "equal" shall mean as approved, directed, satisfactory, accepted, acceptable, proper, required, necessary and equal, in the opinion of the District. The term "typical" as used in the Drawings shall require the installation or furnishing of such item(s) of the Work designated as "typical" in all other areas similarly marked as "typical"; Work in such other areas shall conform to that shown as "typical" or as reasonably inferable therefrom.
- 1.1.51 Unilateral Change Order:** A written order prepared and issued by the District, the Construction Manager, and/or the Architect and signed by the District, directing a change in the Work. **A Unilateral Change Order is NOT a Construction Change Document (which is defined above as a Change Order that DSA must approve).**
- 1.1.52 Work:** All labor, materials, equipment, components, appliances, supervision, coordination, and services required by, or reasonably inferred from, the Contract Documents, that are necessary for the construction and Completion of the Project.

## **1.2 Laws Concerning the Contract**

Contract is subject to all provisions of the Constitution and laws of California and the United States, governing, controlling, or affecting District, or the property, funds, operations, or powers of District, and such provisions are by this reference made a part hereof. Any provision required by law to be included in this Contract shall be deemed to be inserted.

## **1.3 No Oral Agreements**

No oral agreement or conversation with any officer, agent, or employee of District, either before or after execution of Contract, shall affect or modify any of the terms or obligations contained in the Contract Documents.

## **1.4 No Assignment**

Contractor shall not assign the Contract or any part thereof including, without limitation, any services or money to become due without the prior written consent of the District. Assignment without District's

prior written consent shall be null and void. Any assignment of money due or to be come due under the Contract shall be subject to a prior lien for services rendered or material supplied for Work performed in favor of all persons, firms, or corporations rendering services or supplying material to the extent that claims are filed pursuant to the Civil Code, Code of Civil Procedure, Government Code, Labor Code, and/or Public Contract Code, and shall also be subject to deductions for Liquidated Damages or withholding of payments as determined by District in accordance with the Contract. Contractor shall not assign or transfer in any manner to a Subcontractor or supplier the right to prosecute or maintain an action against the District.

**1.5 Confidentiality**

Contractor shall maintain the confidentiality of all information, documents, programs, procedures and all other items that Contractor encounters while performing the Work. This requirement shall be ongoing and shall survive the expiration or termination of the Contract and specifically includes, without limitation, all student, parent, and employee disciplinary information and health information.

**1.6 Notice and Service Thereof**

**1.6.1** Any notice required by the Contract shall be in writing, dated and signed by the party giving notice or by a duly authorized representative of that party. Notice shall be served and considered effective if given in one of the following manners:

**1.6.1.1** By personal delivery; considered delivered on the day of delivery.

**1.6.1.2** By overnight delivery service; considered delivered one (1) day after date deposited, as indicated by the delivery service.

**1.6.1.3** By depositing same in United States mail, enclosed in a sealed envelope; considered delivered three (3) days after date deposited, as indicated by the postmarked date.

**1.6.1.4** By registered or certified mail with postage prepaid, return receipt requested; considered delivered on the day the notice is signed for.

**1.7 No Waiver**

The failure of District in any one or more instances to insist upon strict performance of any term of the Contract or to exercise any District option shall not be construed as a waiver or relinquishment of the right to assert or rely upon any such term or option on a future occasion. No action or failure to act by the District, Architect, or Construction Manager shall constitute a waiver of any right or duty afforded the District under the Contract, nor shall any action or failure to act constitute an approval of or acquiescence in any breach hereunder, except as may be specifically agreed in writing.

**1.8 Substitutions for Specified Items**

**1.8.1** Requests for substitutions prior to award of the Contract shall be submitted within the time period indicated in the Instructions to Bidders.

**1.8.2** Requests for substitutions after award of the Contract shall be submitted within **THIRTY-FIVE (35)** days of the date of the Notice of Award. This time period may be modified by the District only, in its sole discretion.

**1.8.3** Whenever in the Specifications any materials, process, or article is indicated or specified by grade, patent, or proprietary name, or by name of manufacturer, that Specification shall be deemed to be followed by the words "or equal." Contractor may, unless otherwise stated, offer any material, process, or article that shall be substantially equal or better in every respect to that so indicated or specified.

- 1.8.3.1** If the material, process, or article offered by Contractor is not, in the opinion of the District, substantially equal or better in every respect to that specified, then Contractor shall furnish the material, process, or article specified in the Specifications without any additional compensation or change order.
- 1.8.3.2** This provision shall not be applicable with respect to any material, product, thing or service for which District made findings and gave notice in accordance with Public Contract Code section 3400(b); therefore, Contractor shall not be entitled to request a substitution with respect to those materials, products or services.
- 1.8.4** A request for a substitution shall be in writing on the District's Substitution Request Form and shall include:
  - 1.8.4.1** All variations of the proposed substitute from the material specified including, but not limited to, principles of operation, materials, or construction finish, thickness or gauge of materials, dimensions, weight, and tolerances;
  - 1.8.4.2** Available maintenance, repair or replacement services;
  - 1.8.4.3** Increases or decreases in operating, maintenance, repair, replacement, and spare parts costs;
  - 1.8.4.4** Whether or not acceptance of the substitute will require other changes in the Work (or in work performed by the District or others under Contract with the District); and
  - 1.8.4.5** The time impact on any part of the Work resulting directly or indirectly from acceptance of the proposed substitute.
- 1.8.5** No substitutions shall be made until approved, in writing, by the District. The burden of proof as to equality of any material, process, or article shall rest with Contractor. The Contractor warrants that if substitutes are approved:
  - 1.8.5.1** The proposed substitute is equal or superior in all respects to that specified, and that such proposed substitute is suitable and fit for the intended purpose and will perform adequately the function and achieve the results called for by the general design and the Contract Documents;
  - 1.8.5.2** The Contractor provides the same warranties and guarantees for the substitute that would be provided for that specified;
  - 1.8.5.3** The Contractor shall be fully responsible for the installation of the substitute and any changes in the Work required, either directly or indirectly, because of the acceptance of such substitute, with no increase in Contract Price or Contract Time. Incidental changes or extra component parts required to accommodate the substitute will be made by the Contractor without a change in the Contract Price or Contract Time;
  - 1.8.5.4** The Contractor shall be responsible for any re-design costs occasioned by District's acceptance and/or approval of any substitute; and
  - 1.8.5.5** The Contractor shall, in the event that a substitute is less costly than that specified, credit the District with one hundred percent (100%) of the net difference between the substitute and the originally specified material. In this event, the Contractor agrees to execute a deductive Change Order to reflect that credit.
- 1.8.6** In the event Contractor furnishes a material, process, or article more expensive than that specified, the difference in the cost of that material, process, or article so furnished shall be borne by Contractor.

**1.8.7** In no event shall the District be liable for any increase in Contract Price or Contract Time due to any claimed delay in the evaluation of any proposed substitute or in the acceptance or rejection of any proposed substitute.

**1.8.8** If the District approves a substitution after the award of the Contract, the District shall memorialize that approval in a Change Order or other applicable Contract modification process.

**1.9 Materials and Work**

**1.9.1** Except as otherwise stated in the Contract, Contractor shall provide and pay for all materials, labor, tools, equipment, transportation, supervision, temporary constructions of every nature, and all other services, management, and facilities of every nature whatsoever necessary to execute and complete the Contract within the Contract Time.

**1.9.2 COVID-19.** Contractor shall comply with all applicable and existing federal, state, and/or local statutes, orders, rules, regulations, ordinances, and/or directives relating to construction site safety in connection with COVID-19, and/or any similar virus or derivative strain including, without limitation, providing personal protective equipment (“PPE”) to its employees and to ensure that its subcontractors provide PPE equipment to its employees to prevent the spread of COVID-19 or any other similar virus or derivative strain at the Project Site(s). Contractor shall ensure it has supervisor employees onsite that are trained and knowledgeable of all of these requirements to ensure full compliance on Project Site(s).

**1.9.3** Unless otherwise specified, all materials shall be new and the best of their respective kinds and grades as noted or specified, and workmanship shall be of good quality.

**1.9.4** Materials shall be furnished in sufficient quantities and at such times as to ensure uninterrupted progress of Work and shall be stored properly and protected as required.

**1.9.5** For all materials and equipment specified or indicated in the Drawings, the Contractor shall provide all labor, materials, equipment, and services necessary for complete assemblies and complete working systems, functioning as intended. Incidental items not indicated on Drawings, nor mentioned in the Specifications, that can legitimately and reasonably be inferred to belong to the Work described, or be necessary in good practice to provide a complete assembly or system, shall be furnished as though itemized here in every detail. In all instances, material and equipment shall be installed in strict accordance with each manufacturer’s most recent published recommendations and specifications. Damaged and/or defective materials will not be accepted, shall not be installed and shall be returned for replacement with new immediately.

**1.9.6** Contractor shall, after award of Contract by District and after relevant submittals have been approved, place orders for materials and/or equipment as specified so that delivery of same may be made without delays to the Work. Contractor shall, upon demand from District, present documentary evidence showing that orders have been placed.

**1.9.7** District reserves the right but has no obligation, for any neglect in complying with the above instructions, to place orders for such materials and/or equipment as it may deem advisable in order that the Work may be completed at the date specified in the Agreement, and all expenses incidental to the procuring of said materials and/or equipment shall be paid for by Contractor or withheld from payment(s) to Contractor.

**1.9.8** Contractor warrants good title to all material, supplies, and equipment installed or incorporated in Work and agrees upon Completion of all Work to deliver the Site to District, together with all improvements and appurtenances constructed or placed thereon by it, and free from any claims, liens, or charges. Contractor further agrees that neither it nor any person, firm, or corporation furnishing any materials or labor for any Work shall have any right to lien any

portion of the Premises or any improvement or appurtenance thereon, except that Contractor may install metering devices or other equipment of utility companies or of political subdivision, title to which is commonly retained by utility company or political subdivision. In the event of installation of any such metering device or equipment, Contractor shall advise District as to owner thereof.

- 1.9.9 Nothing contained in this Article, however, shall defeat or impair the rights of persons furnishing materials or labor under any bond given by Contractor for their protection or any rights under law permitting such protection or any rights under law permitting such persons to look to funds due Contractor in hands of District (e.g., stop payment notices). This provision shall be inserted in all subcontracts and material contracts and notice of its provisions shall be given to all persons furnishing material for work when no formal contract is entered into for such material.
- 1.9.10 Title to new materials and/or equipment for the Work and attendant liability for its protection and safety shall remain with Contractor until incorporated in the Work of this Contract and accepted by District. No part of any materials and/or equipment shall be removed from its place of storage except for immediate installation in the Work. Contractor shall keep an accurate inventory of all materials and/or equipment in a manner satisfactory to District or its authorized representative and shall, at the District's request, forward it to the District.
- 1.9.11 Contractor certifies that it shall comply with the recycled product requirements of Public Contract Code section 22150, et seq., including, without limitation, section 22154 which states, "All businesses shall certify in writing to the contracting officer, or his or her representative, the minimum, if not exact, percentage of postconsumer material in the products, materials, goods, or supplies being offered or sold to any local public entity."

## 2 DISTRICT

- 2.1 The governing board of the District or its designees will act for the District in all matters pertaining to the Contract.
- 2.2 The District may, at any time,
  - 2.2.1 Direct the Contractor to communicate with or provide notice to the Construction Manager or the Architect on matters for which the Contract Documents indicate the Contractor will communicate with or provide notice to the District; and/or
  - 2.2.2 Direct the Construction Manager or the Architect to communicate with or direct the Contractor on matters for which the Contract Documents indicate the District will communicate with or direct the Contractor.
- 2.3 **District's Rights if Contractor Fails to Perform.** If the District at any time believes that the Contractor is behind schedule, is failing to construct the Project pursuant to the Contract Documents or is otherwise failing to perform any provisions of this Contract, the District, after **FORTY-EIGHT (48)** hours written notice to the Contractor, may take any action necessary or beneficial to the District to complete the Project, takeover the Work of the Contract, terminate or suspend the Contract as indicated herein, or any combination or portion of those actions. The Contractor and the Surety shall be liable to the District for any cost incurred by the District in those actions and the District has the right to deduct the cost thereof from any payment then or thereafter due the Contractor.

### **3 ARCHITECT**

- 3.1** Architect shall have the authority to act on behalf of District to the extent expressly provided in the Contract Documents and to the extent determined by District to, among other things, observe the progress and quality of the Work on behalf of the District.
- 3.2** Architect shall have authority to reject materials, workmanship, and/or the Work whenever rejection may be necessary, in Architect's reasonable opinion, to insure the proper execution of the Contract and if Work is defective or does not conform to the requirements of the Contract Documents. Whenever the Architect considers it necessary or advisable, for implementation of the intent of the Contract Documents, the Architect will have authority to require additional inspections or testing of the Work, whether or not such Work is fabricated, installed or completed. Neither this authority of the Architect nor a decision made in good faith by the Architect to exercise or not to exercise that authority shall give rise to a duty or responsibility to the Contractor, Subcontractors, material suppliers, their agents or employees, or other persons performing portions of the Work.
- 3.3** Architect shall, with the District and on behalf of the District, determine the amount, quality, acceptability, and fitness of all parts of the Work, and interpret the Specifications, Drawings, and shall, with the District, interpret all other Contract Documents.
- 3.4** Architect shall have all authority and responsibility established by law, including title 24 of the California Code of Regulations.
- 3.5** Contractor shall provide District and the Construction Manager with a copy of all written communication between Contractor and Architect at the same time as that communication is made to Architect, including, without limitation, all RFIs, correspondence, submittals, claims, and proposed change orders.

### **4 CONSTRUCTION MANAGER**

- 4.1** If a Construction Manager is used on this Project, the Construction Manager will provide administration of the Contract on the District's behalf. After execution of the Contract and Notice to Proceed, all correspondence and/or instructions from Contractor and/or District shall be forwarded through the Construction Manager unless specifically directed otherwise by the District in writing. The Construction Manager will not be responsible for and will not have control or charge of construction means, methods, techniques, sequences, or procedures or for safety precautions in connection with the Work, which shall all remain the Contractor's responsibility.
- 4.2** Construction Manager, however, will have authority to reject materials and/or workmanship not conforming to the Contract Documents, as determined by the District, the Architect, and/or the Project Inspector. Construction Manager shall also have the authority to require special inspection or testing of any portion of the Work, whether it has been fabricated, installed, or fully completed. Any decision made by Construction Manager, in good faith, shall not give rise to any duty or responsibility of the Construction Manager to the Contractor, any Subcontractor, their agents, employees, or other persons performing any of the Work. Construction Manager shall have free access to all parts of Work at any time.
- 4.3** If the District does not use a Construction Manager on this Project, all references to Construction Manager or CM shall be read as District.

## 5 INSPECTOR, INSPECTIONS AND TESTS

### 5.1 Project Inspector

- 5.1.1 One or more Project Inspector(s), including special Project Inspector(s), as required, will be assigned to the Work by District, in accordance with requirements of title 24, part 1, of the California Code of Regulations, to enforce the building code and monitor compliance with Plans and Specifications for the Project previously approved by the DSA. Duties of Project Inspector(s) are specifically defined in section 4-342 of said part 1 of title 24.
- 5.1.2 No Work shall be carried on except with the knowledge and under the inspection of the Project Inspector(s). The Project Inspector(s) shall have free access to all parts of Work at any time. Contractor shall furnish Project Inspector(s) reasonable opportunities for obtaining such information as may be necessary to keep Project Inspector(s) fully informed respecting progress and manner of work and character of materials. Inspection of Work shall not relieve Contractor from the obligation to fulfill the Contract. Project Inspector(s) and the DSA are authorized to stop work whenever the Contractor and/or its Subcontractor(s) are not complying with the Contract Documents. Any work stoppage by the Project Inspector(s) and/or DSA shall be without liability to the District. Contractor shall instruct its Subcontractors and employees accordingly.
- 5.1.3 If Contractor and/or any Subcontractor requests that the Project Inspector(s) perform an inspection and the work to be inspected is not ready for inspection, the Contractor shall bear the costs for the Project Inspector's services to return for reinspection.
- 5.1.4 **Limitations on Project Inspector Authority.** The Project Inspector does not have authority to interpret the Contract Documents or to modify the Work depicted in the Contract Documents. No Work inconsistent with the Contract Documents shall be performed solely on the basis of the direction of the Project Inspector, and the Contractor shall be liable to the District for the consequences of all Work performed on such basis.

### 5.2 Tests and Inspections

- 5.2.1 Tests and Inspections shall comply with title 24, part 1, California Code of Regulations, group 1, article 5, section 4-335, and with the provisions of the Specifications.
- 5.2.2 If the Contract Documents, laws, ordinances or any public authority with jurisdiction over the Work requires the Work, or any portion thereof, to be specially tested, inspected or approved, the Contractor shall give the Architect, the Construction Manager and the Project Inspector written notice of the readiness of such Work for observation, testing or inspection at least seventy-two (72) hours prior to the time for the conducting of such test, inspection or observation. If inspection, testing or observation is by authority other than the District, the Contractor shall inform the Project Inspector and the Construction Manager not less than seventy-two (72) hours prior to the date fixed for such inspection, test or observation. **The Contractor shall not cover up any portion of the Work subject to tests, inspections or observations prior to the completion and satisfaction of the requirements of such test, inspection or observation.** In the event that any portion of the Work subject to tests, inspection or approval shall be covered up by Contractor prior to completion and satisfaction of the requirements of such tests, inspection or approval, Contractor shall be responsible for the uncovering of such portion of the Work as is necessary for performing such tests, inspection or approval without adjustment of the Contract Price or the Contract Time on account thereof.
- 5.2.3 The District will select an independent testing laboratory to conduct the tests. Selection of the materials required to be tested shall be by the laboratory or the District's representative and not

by the Contractor. The Contractor shall notify the District's representative a sufficient time in advance of its readiness for required observation or inspection.

- 5.2.4 The Contractor shall notify the District's representative a sufficient time in advance of the manufacture of material to be supplied under the Contract Documents, that must by terms of the Contract Documents be tested, in order that the District may arrange for the testing of same at the source of supply. This notice shall be, at a minimum, seventy-two (72) hours prior to the manufacture of the material that must be tested.
- 5.2.5 Any material shipped by the Contractor from the source of supply prior to having satisfactorily passed required testing and inspection or prior to the receipt of notice from the representative that testing and inspection will not be required, shall not be incorporated into and/or onto the Project.
- 5.2.6 The District will select and pay testing laboratory costs for all tests and inspections. Costs of tests of any materials found to be not in compliance with the Contract Documents shall be paid for by the District and reimbursed by the Contractor or deducted from the Contract Price.
- 5.2.7 If Contractor and/or any Subcontractor requests a Special Inspector(s) perform an inspection and the work to be inspected is not ready for inspection, the Contractor shall bear the costs for the Special Inspector's services and expenses to return for reinspection.
- 5.2.8 Contractor will be required to provide a schedule to the District Representative of off-site inspections and fabrication within two (2) weeks of the first inspection for District approval.

**5.3 Costs for After Hours and/or Off-Site Inspections**

- 5.3.1 If the Contractor performs Work outside the Inspector's regular working hours, over a period of more than eight (8) hours per day by any single person, on weekends/holidays or requests the Project Inspector(s) or Special Inspector(s) to perform inspections off Site, the inspections shall only be performed if it is allowable pursuant to applicable regulations and DSA and if the Project Inspector(s) or Special Inspector(s) agree to do so, then the costs of any inspections required outside regular working hours, over a period of more than eight (8) hours per day by any single person, on weekends/holidays or off Site shall be borne by the Contractor and may be invoiced to the Contractor by the District or the District may deduct those expenses from the next Progress Payment.

**6 CONTRACTOR**

Contractor shall construct the Work for the Contract price including any adjustment(s) to the Contract Price pursuant to provisions herein regarding changes to the Contract Price. Except as otherwise noted, Contractor shall provide and pay for all labor, materials, equipment, permits, fees, licenses, facilities, transportation, taxes, and services necessary for the proper execution and Completion of the Work, except as indicated herein.

**6.1 Status of Contractor**

- 6.1.1 Contractor is and shall at all times be deemed to be an independent contractor and shall be wholly responsible for the manner in which it and its Subcontractors perform the services required of it by the Contract Documents. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between the District, or any of the District's employees or agents, and Contractor or any of Contractor's Subcontractors, agents or employees. Contractor assumes exclusively the responsibility for the acts of its employees as they relate to the services to be provided during the course and scope of their employment. Contractor, its Subcontractors, agents, and its employees shall not be

entitled to any rights or privileges of District employees. District shall be permitted to monitor the Contractor's activities to determine compliance with the terms of the Contract.

- 6.1.2** As required by law, Contractor and all Subcontractors shall be properly licensed and regulated by the Contractor's State License Board, located at 9821 Business Park Drive, Sacramento, California 95827, with a mailing address of Post Office Box 26000, Sacramento, California, and with a website at <http://www.cslb.ca.gov>.

**6.2 Contractor's Supervision**

- 6.2.1** During progress of the Work, Contractor shall keep on the Premises, and at all other locations where any Work related to the Contract is being performed, a competent project manager and construction superintendent who are employees of the Contractor, to whom the District does not object and at least one of whom shall be fluent in English, written and verbal.
- 6.2.2** The project manager and construction superintendent shall both speak fluently the predominant language of the Contractor's employees.
- 6.2.3** Before commencing the Work, Contractor shall give written notice to District of the name of its project manager and construction superintendent. Neither the Contractor's project manager nor construction superintendent shall be changed except with prior written notice to District, unless the Contractor's project manager and/or construction superintendent proves to be unsatisfactory to Contractor, District, any of the District's employees, agents, the Construction Manager, or the Architect, in which case, Contractor shall notify District in writing. District retains the right to reasonably refuse Contractor's replacement personnel. The Contractor's project manager and construction superintendent shall each represent Contractor, and all directions given to Contractor's project manager and/or construction superintendent shall be as binding as if given to Contractor.
- 6.2.4** Contractor shall give efficient supervision to Work, using its best skill and attention. Contractor shall carefully study and compare all Contract Documents, Drawings, Specifications, and other instructions and shall at once report to District, Construction Manager, and Architect any error, inconsistency, or omission that Contractor or its employees and Subcontractors may discover, in writing, with a copy to District's Project Inspector(s). The Contractor shall have responsibility for discovery of errors, inconsistencies, or omissions.
- 6.2.5** The Contractor's project manager shall devote sufficient time to the Project on and off-site to pre-plan activities to meet the Construction Schedule and fulfill all Contract obligations. This includes making timely submittals, issuing and disseminating necessary RFI's, promptly processing and distributing notices, change orders and payments, keeping required logs current, etc. If any of these activities fall behind contract requirements or dates necessary to complete the Project on time, the Contractor must provide a full-time project manager on the Project Site dedicated solely to the Project, until the deficiencies are corrected.
- 6.2.6** The Contractor shall verify all indicated dimensions before ordering materials or equipment, or before performing Work. The Contractor shall take field measurements, verify field conditions, and shall carefully compare such field measurements and conditions and other information known to the Contractor with the Project Documents before commencing work. Errors, inconsistencies or omissions discovered shall be immediately reported to the District. Upon commencement of any item of Work, the Contractor shall be responsible for dimensions related to the Work and shall make any corrections necessary to make Work properly fit at no additional cost to District. This responsibility for verification of dimensions is a non-delegable duty and may not be delegated to subcontractors or agents.

**6.2.7** Omissions from the Drawings or Specifications, or the misdescription of details of Work which are manifestly necessary to carry out the intent of the Drawings and Specifications, or which are customarily performed, shall not relieve the Contractor from performing such omitted or misdescribed Work, but they shall be performed as if fully and correctly set forth and described in the Drawings and Specifications.

**6.2.8** The Contractor shall be solely responsible for the means, methods, techniques, sequences, and procedures of construction. The Contractor shall be responsible to see that the finished Work complies accurately with the Contract Documents.

**6.3 Duty to Provide Fit Workers**

**6.3.1** Contractor and Subcontractor(s) shall at all times enforce strict discipline and good order among their employees and shall not employ or work any unfit person or anyone not skilled in work assigned to that person. It shall be the responsibility of Contractor to ensure compliance with this requirement. District may require Contractor to permanently remove unfit persons from Project Site.

**6.3.2** **COVID-19.** Contractor shall ensure that all its employees and employees of its subcontractors shall comply with all applicable and existing federal, state, and/or local statutes, orders, rules, regulations, ordinances, and/or directives relating to construction site safety in connection with COVID-19, and/or any similar virus or derivative strain.

**6.3.3** Any person in the employ of Contractor or Subcontractor(s) whom District may deem incompetent or unfit shall be excluded from working on the Project and shall not again be employed on the Project except with the prior written consent of District.

**6.3.4** The Contractor shall furnish labor that can work in harmony with all other elements of labor employed or to be employed in the Work.

**6.3.5** If Contractor intends to make any change in the name or legal nature of the Contractor's entity, Contractor must first notify the District. The District shall determine if Contractor's intended change is permissible while performing the Contract.

**6.3.6** **Compliance with Immigration Reform and Control Act of 1986.** As required by law, Contractor and all Subcontractors shall employ individuals for the Work in conformity with the Immigration Reform and Control Act of 1986, 8 USC §§1101 et seq.

**6.4 Personnel**

**6.4.1** Contractor, Contractor's employees, Subcontractors, Subcontractors' employees, or any person associated with the Work shall conduct themselves in a manner appropriate for a school site. The District will not permit any (1) verbal or physical contact with neighbors, students, and faculty; (2) profanity, or inappropriate attire or behavior; (3) photographing, videoing, or audio recording of any neighbors, students, and faculty or any posting of any photographs, videos, or audio recordings of any neighbors, students, and faculty on any internet site, social media platform of any kind, regardless of source of any photograph, video, or audio recording. District may require Contractor to permanently remove noncomplying and/or non-performing persons from Project Site.

**6.4.2** The Contractor shall employ a full-time superintendent and necessary assistants who shall have complete authority to represent and act on behalf on the Contractor on all matters pertaining to the Work. The superintendent shall be competent and have a minimum of five (5) years' experience in construction supervision on projects of similar scale and complexity and type including DSA experience. The superintendent's resume shall be presented to the District for

approval before construction is to commence. The superintendent shall be satisfactory to the District and, if not satisfactory, shall be replaced by the Contractor with one that is acceptable to the District. The superintendent shall not be changed without the written consent of the District unless the superintendent ceases to be employed by the Contractor.

- 6.4.3** The Contractor shall employ a competent estimator and necessary assistants, or contract for sufficient services of an estimating consultant and to process proposed change orders. The estimator shall have a minimum of five (5) years' experience in estimating. The estimator shall be satisfactory to the District and, if not satisfactory, shall be replaced by the Contractor with one that is acceptable.
- 6.4.4** The Contractor shall employ a competent scheduler and necessary assistants, or contract for sufficient services of a scheduling consultant. The scheduler shall have a minimum of five (5) years' experience in scheduling. The scheduler shall be satisfactory to the District and, if not satisfactory, shall be replaced by the Contractor with one that is acceptable. The District may request the scheduler to be present at any or all construction meetings.
- 6.4.5** Contractor shall at all times enforce strict discipline and good order among Contractor's employees, and shall not employ on the Project any unfit person or anyone not skilled in the task assigned.
- 6.4.6** If Contractor or any Subcontractor on the Project site fails to comply with any provision herein, the District may have the offending person(s) immediately removed from the Site, and the person(s) shall be replaced within three (3) days, at no additional expense to the District. Contractor, on behalf of it and its Subcontractors, hereby waives any claim that the provisions of this paragraph or the enforcement thereof interferes, or has the potential to interfere, with its right to control the means and methods of its performance and duties under this Contract.

## **6.5 Prohibition on Harassment**

- 6.5.1** In addition to the non-discrimination requirements in the Contract Documents, the Contractor and all Subcontractors must comply with these provisions prohibiting harassment at the Site. The District is committed to providing a campus and workplace free of sexual harassment and harassment based on factors such as race, color religion, national origin, ancestry, age, medical condition, marital status, disability or veteran status. Harassment includes without limitation, verbal, physical or visual conduct which creates an intimidating, offensive or hostile environment such as racial slurs; ethnic jokes; posting of offensive statements, posters or cartoons or similar conduct. Sexual harassment includes without limitation the solicitation of sexual favors, unwelcome sexual advances, or other verbal, visual or physical conduct of a sexual nature.
- 6.5.2** Contractor shall take all reasonable steps to prevent harassment from occurring, including without limitation affirmatively raising the subject of harassment among its employees, expressing strong disapproval of any form of harassment, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment and informing complainants of the outcome of an investigation into a harassment claim.
- 6.5.3** Contractor shall not permit any person, whether employed by Contractor or a Subcontractor or any other person or entity, performing any Work at or about the Site to engage in any prohibited form of harassment. Any person performing or providing Work on or about the Site engaging in a prohibited form of harassment directed to any student, faculty member or staff of the District or directed to any other person on or about the Site shall be subject to immediate removal and shall be prohibited thereafter from providing or performing any portion of the Work. Upon the District's receipt of any notice or complaint that any person employed directly

or indirectly by Contractor on any Subcontractor in performing or providing the Work has engaged in a prohibited form of harassment, the District will promptly undertake an investigation of such notice or complaint. In the event that the District, after such investigation, reasonably determines that a prohibited form of harassment has occurred, the District shall promptly notify the Contractor of the same and direct that the person engaging in such conduct be immediately removed from the Site. Unless the District's determination that a prohibited form of harassment has occurred is grossly negligent or without reasonable cause, District shall have no liability for directing the removal of any person determined to have engaged in a prohibited form of harassment nor shall the Contract Price or the Contract Time be adjusted on account thereof. The indemnity provisions of the Contract Documents apply to any assertion by any person dismissed from performing or providing work at the direction of the District pursuant to this provision; or (ii) the assertion by any person that any person directly or indirectly under the employment or direction of the Contractor has engaged in a prohibited form of harassment directed to or affecting such person. The obligations of the Contractor and the Surety under the preceding sentence are in addition to, and not in lieu of, any other obligation of defense, indemnity and hold harmless whether arising under the Contract Documents, at law or otherwise; these obligations survive completion of the Work or the termination of the Contract.

## **6.6 Conferences and Meetings**

- 6.6.1** In addition to the conference and meeting requirements in the Specifications, Contractor's supervisory personnel for the Work and the Contractor's management personnel shall attend all required meetings as required by the Contract Documents or as requested by the District. The Contractor's personnel participating in conferences and meetings relating to the Work shall be authorized to act on behalf of the Contractor and to bind the Contractor. The Contractor is solely responsible for arranging for the attendance by Subcontractors and Material Suppliers at meetings and conferences relating to the Work as necessary, appropriate or as requested by the District.
- 6.6.2 Preconstruction Conference.** The Contractor's representatives (and representatives of Subcontractors as requested by the District) shall attend a preconstruction conference at such time and place as designated by the District. The preconstruction conference will generally address the requirements of the Work and Contract Documents, and to establish construction procedures. Subject matters of the preconstruction conference will include as appropriate: (a) administrative matters, including an overview of the respective responsibilities of the District, Architect, Construction Manager, Contractor, Subcontractors, Project Inspector, and others performing any part of the Work or services relating to the Work; (b) Submittals; (c) Changes; (d) employment practices, including Certified Payroll preparation and submission and prevailing wage rate responsibilities of the Contractor and Subcontractors; (e) Progress Schedule development and maintenance; (f) development of Schedule of Values and payment procedures; (g) implementation of BIM, if applicable; (h) communication procedures, including the handling of Requests for Information; (i) emergency and safety procedures; (j) Site visitor policies; (k) conduct of Contractor/Subcontractor personnel at the Site; and (l) Completion, Punchlist and closeout procedures.
- 6.6.3 Progress Meetings.** Progress meetings will be conducted on regular intervals (weekly unless otherwise expressly indicated elsewhere in the Contract Documents). The Contractor's representatives and representatives of Subcontractors (as requested by the District) shall attend progress meetings. Progress Meetings will be chaired by the District or the Construction Manager and will generally include as agenda items: Site safety, field issues, coordination of

Work, construction progress and impacts to timely Completion, if any. The purposes of the progress meetings include: a formal and regular forum for discussion of the status and progress of the Work by all Project participants, a review of progress or resolution of previously raised issues and action items assigned to the Project participants, and reviews of the Progress schedule and submittals. Contractor shall prepare and submit at each progress meeting a three (3) week look-ahead schedule identifying all planned activities for the next three (3) weeks and any deviations from activities in the current Construction Schedule.

**6.6.4 Special Meetings.** As deemed necessary or appropriate by the District, special meetings will be conducted with the participation of the Contractor, Subcontractors and other Project participants as requested by the District.

**6.6.5 Minutes of Meetings.** following conclusion of the preconstruction conference, progress meetings and special meetings, the Architect or the Construction Manager will prepare and distribute minutes reflecting the items addressed and actions taken at a meeting or conference. Unless the Contractor notifies the Architect and the Construction Manager in writing of objections or corrections to minutes prepared hereunder within five (5) days of the date of distribution of the minutes, the minutes as distributed shall constitute the official record of the meeting or conference. No objections or corrections of any Subcontractor or Material Supplier shall be submitted directly to the Architect or the Construction Manager; such objections or corrections shall be submitted to the Architect and the Construction Manager through the Contractor. If the Contractor timely interposes objections or notes corrections, the resolution of such matters shall be addressed at the next scheduled progress meeting.

## **6.7 Purchase of Materials and Equipment**

**6.7.1** The Contractor is required to order and obtain materials and equipment sufficiently in advance of its Work at no additional cost or advance payment from District to assure that there will be no delays. All materials and equipment shall be stored on-Site and secured by Contractor. The District may reject and request replacement of materials onsite that are damaged or not protected properly, even if repaired.

**6.7.2 Off-Site Storage of Materials and Equipment Only Upon District's Written Consent.** If Contractor intends to store materials and/or equipment off site after District has paid for those materials and/or equipment, Contractor must first obtain the District's express, written consent. If Contractor receives District's consent to store materials and/or equipment off site ("Stored Materials"), Contractor shall comply with all of the following:

**6.7.2.1 Property of Others Insurance.** Contractor shall procure and maintain, during the entire time Stored Materials are in off-site storage, insurance coverage acceptable to the District that shall protect Contractor and District from all claims for Stored Materials that are lost, stolen, or damaged. The District shall be named as a loss payee for this insurance coverage. The insurance coverage shall include a "loss payable endorsement" stating that all amounts payable will be paid as a joint-check to the Contractor and District. If approved in advance by District, this required insurance may be obtained by an "Employee Theft Protection Insurance Policy" or an "Employee Theft Protection Bond."

**6.7.2.2 Payment for Stored Materials.** District shall only make payment to Contractor for Stored Materials if agreed upon in advance, in writing, by the District and provided that Contractor submits an itemized list of all Stored Materials with Contractor's Application for Payment. Contractor's itemized list of all Stored Materials shall be supported by all of the following:

- 6.7.2.2.1 Itemized breakdown of the Stored Materials for the purpose of requesting partial payment, identifying the serial numbers and exact storage location of each piece of equipment and material; and
- 6.7.2.2.2 Verified invoices for the Stored Materials; and
- 6.7.2.2.3 Original copy of Property of Others Insurance, Employee Theft Protection Insurance Policy, or an Employee Theft Protection Bond based on the type of insurance required by the District. These documents shall include certificates and endorsements stating the coverage and that the District is a loss payee or obligee, as appropriate.

**6.8 Documents on Work**

6.8.1 Contractor shall at all times keep on the Work Site, or at another location as the District may authorize in writing, one legible copy of all Contract Documents, including Addenda and Change Orders, and titles 19 and 24 of the California Code of Regulations, the specified edition(s) of the Uniform Building Code (electronic versions are acceptable), all approved Drawings, Plans, Schedules, and Specifications, and all codes and documents referred to in the Specifications, and made part thereof. These documents shall be kept in good order and available to District, Construction Manager, Architect, Architect’s representatives, the Project Inspector(s), and all authorities having jurisdiction. Contractor shall be acquainted with and comply with the provisions of these titles as they relate to this Project. (See particularly the duties of Contractor, title 24, part 1, California Code of Regulations, section 4-343.) Contractor shall also be acquainted with and comply with all California Code of Regulations provisions relating to conditions on this Project, particularly titles 8 and 17. Contractor shall coordinate with Architect and Construction Manager and shall submit its verified report(s) according to the requirements of title 24.

**6.8.2 Daily Job Reports**

6.8.2.1 Contractor shall maintain, at a minimum, at least one (1) set of Daily Job Reports on the Project. These must be prepared by the Contractor's employee(s) who are present on Site, and must include, at a minimum, the following information:

- 6.8.2.1.1 A brief description of all Work performed on that day.
- 6.8.2.1.2 A summary of all other pertinent events and/or occurrences on that day.
- 6.8.2.1.3 The weather conditions on that day.
- 6.8.2.1.4 A list of all Subcontractor(s) working on that day,
- 6.8.2.1.5 A list of each Contractor employee working on that day and the total hours worked for each employee.
- 6.8.2.1.6 A complete list of all equipment on Site that day, whether in use or not.
- 6.8.2.1.7 A complete list of all materials, supplies, and equipment delivered on that day.
- 6.8.2.1.8 A complete list of all inspections and tests performed on that day.
- 6.8.2.2 Each day Contractor shall provide a copy of the previous day’s Daily Job Report to the District or the District’s Construction Manager.

**6.9 Preservation of Records**

District shall have the right to examine and audit all Daily Job Reports or other Project records of Contractor’s project manager(s), project superintendent(s), and/or project foreperson(s), all certified payroll records and/or related documents including, without limitation, payroll, payment, timekeeping

and tracking documents; all books, estimates, records, contracts, documents, bid documents, bid cost data, subcontract job cost reports, and other data of the Contractor, any Subcontractor, and/or supplier, including computations and projections related to bidding, negotiating, pricing, or performing the Work or Contract modification, in order to evaluate the accuracy, completeness, and currency of the cost, manpower, coordination, supervision, or pricing data at no additional cost to the District. These documents may be duplicative and/or be in addition to any Bid Documents held in escrow by the District. Contractor shall make available at its office at all reasonable times the materials described in this paragraph for the examination, audit, or reproduction until three (3) years after final payment under this Contract. Notwithstanding the provisions above, Contractor shall provide any records requested by any governmental agency, if available, after the time set forth above.

#### **6.10 Integration of Work**

- 6.10.1** Contractor shall do all cutting, fitting, patching, and preparation of Work as required to make its several parts come together properly, to fit it to receive or be received by work of other contractors, and to coordinate tolerances to various pieces of work, showing upon, or reasonably implied by, the Drawings and Specifications for the completed structure, and shall conform them as District and/or Architect may direct.
- 6.10.2** All cost caused by defective or ill-timed Work shall be borne by Contractor, inclusive of repair work.
- 6.10.3** Contractor shall not endanger any work performed by it or anyone else by cutting, excavating, or otherwise altering work and shall not cut or alter work of any other contractor except with written consent of District.

#### **6.11 Permits, Certificates, Licenses, Fees, Approval**

- 6.11.1** Contractor shall secure and pay for all permits, licenses, and certificates. Contractor should review the Special Conditions for any exception.
- 6.11.2 Permits in Bid Price.** Contractor shall include in its Bid the cost of any approvals, certificates, fees, excavations, licenses, permits or similar requirements necessary for the performance of the Work (“Permits”).
- 6.11.2.1** “Permits” includes, without limitation, any of the following if required: temporary or permanent building, mechanical, electrical or plumbing permits; certificates of occupancy; curb-breaking permits, highway entrance permits; water permits; etc.
- 6.11.2.2** “Permits” does not include Project Inspector fees (which will be paid by the District unless otherwise indicated herein), professional licensing, or contractors’ licensing.
- 6.11.2.3** The Contractor shall be required to obtain all Permits. The Contractor shall ensure sufficient time in its Construction Schedule to secure and obtain all permits and shall not be permitted to claim a delay in the Project due to a delay in obtaining a Permit.

#### **6.12 Work to Comply with Applicable Laws and Regulations**

- 6.12.1** Contractor shall give all notices and comply with all applicable laws, ordinances, rules, and regulations relating to the Work, including the specific laws, ordinances, rules, and regulations as indicated and specified in the Contract Documents and identified below, including but not limited to the appropriate statutes and administrative code sections. If Contractor observes that Drawings and Specifications are at variance therewith, or should Contractor become aware of the development of conditions not covered by Contract Documents that will result in finished Work being at variance therewith, Contractor shall promptly notify District in writing and any

changes deemed necessary by District shall be made as provided in Contract for changes in Work.

- 6.12.1.1** National Electrical Safety Code, U. S. Department of Commerce
- 6.12.1.2** National Board of Fire Underwriters' Regulations
- 6.12.1.3** Uniform Building Code, latest addition, and the California Code of Regulations, title 24, including amendments
- 6.12.1.4** Manual of Accident Prevention in Construction, latest edition, published by A.G.C. of America
- 6.12.1.5** Industrial Accident Commission's Safety Orders, State of California
- 6.12.1.6** Regulations of the State Fire Marshall (title 19, California Code of Regulations) and Pertinent Local Fire Safety Codes
- 6.12.1.7** Americans with Disabilities Act
- 6.12.1.8** Education Code of the State of California
- 6.12.1.9** Government Code of the State of California
- 6.12.1.10** Labor Code of the State of California, division 2, part 7, Public Works and Public Agencies
- 6.12.1.11** Public Contract Code of the State of California
- 6.12.1.12** California Art Preservation Act
- 6.12.1.13** U. S. Copyright Act
- 6.12.1.14** U. S. Visual Artists Rights Act
- 6.12.2** In addition to the requirements in the Contract Documents related to cooperation with and authority of the DSA Project Inspector(s) for the Project, Contractor must comply with the requirements of the most recent versions of DSA document PR 13-01. Below are provisions of this document from PR 13-01 (rev 08/21/17).
  - 6.12.2.1** The contractor shall carefully study the DSA-approved documents and shall plan a schedule of operations well ahead of time.
  - 6.12.2.2** If at any time it is discovered that work is being done which is not in accordance with the DSA-approved construction documents, the contractor shall correct the work immediately.
  - 6.12.2.3** Verify that DSA 152 and, when applicable, DSA 152-IPI forms were issued for the project prior to the commencement of construction.
  - 6.12.2.4** Meet with the design team, the Laboratory of Record and the project inspector to mutually communicate and understand the structural/material and fire/life safety testing and inspection program, and the methods of communication appropriate for the project.
  - 6.12.2.5** Notify the project inspector and, when applicable, in-plant inspector, in writing, of the commencement of construction of each and every aspect of the work at least 48 hours in advance by submitting Commencement/Completion of Work Notification (form DSA 156), or other agreed-upon written documents, to the project inspector.
  - 6.12.2.6** Notify the project inspector and, when applicable, the in-plant inspector, of the completion of construction of each and every aspect of the work by submitting form DSA 156 (or other agreed-upon written documents) to the project inspector.

- 6.12.2.7** Consider the relationship of the signed-off blocks and sections of the form DSA 152 and the commencement of subsequent work. Until the project inspector has signed off applicable blocks and sections of the form DSA 152, the contractor may be prohibited from proceeding with subsequent construction activities that cover up the unapproved work. Any subsequent construction activities that cover up the unapproved work will be subject to a “Stop Work Order” from DSA or the school district (see IR A-13 for additional information), and are subject to removal and remediation if found to be in noncompliance with the DSA-approved construction documents.
- 6.12.2.8** Submit the final verified report. All prime contractors are required to submit final Contractor Verified Reports (form DSA 6-C).
- 6.12.3** Contractor shall comply will all applicable mitigation measures, if any, adopted by any public agency with respect to this Project pursuant to the California Environmental Quality Act (Public Resources Code sections 21000 et. seq.) (Also see the Special Conditions.)
- 6.12.4** If Contractor performs any Work that it knew, or through exercise of reasonable care should have known, to be contrary to any applicable laws, ordinance, rules, or regulations, Contractor shall bear all costs arising therefrom.
- 6.12.5** Where Specifications or Drawings state that materials, processes, or procedures must be approved by the DSA, State Fire Marshall, or other body or agency, Contractor shall be responsible for satisfying requirements of such bodies or agencies.

**6.13 Safety/Protection of Persons and Property**

- 6.13.1** Contractor will be solely and completely responsible for conditions of the Work Site, including safety of all persons and property during performance of the Work. This requirement will apply continuously and not be limited to normal working hours.
- 6.13.2 COVID-19.** Contractor is responsible for complying with all applicable and existing federal, state, and/or local statutes, orders, rules, regulations, ordinances, and/or directives relating to construction site safety in connection with COVID-19, and/or any similar virus or derivative strain. Contractor shall ensure it has supervisor employees onsite that are trained and knowledgeable of all of these requirements to ensure full compliance on Project Site(s).
- 6.13.3** The wearing of hard hats and safety vests will be mandatory at all times for all personnel on Site. Contractor shall supply sufficient hard hats and vests to properly equip all employees and visitors.
- 6.13.4** Any construction review of the Contractor’s performance is not intended to include review of the adequacy of the Contractor’s safety measures in, on, or near the Work Site.
- 6.13.5** Implementation and maintenance of safety programs shall be the sole responsibility of the Contractor.
- 6.13.6** Contractor shall furnish to the District a copy of the Contractor's safety plan within the time frame indicated in the Contract Documents and specifically adapted for the Project.
- 6.13.7** Contractor shall be responsible for all damages to persons or property that occur as a result of its fault or negligence in connection with the performance of the Contract and shall take all necessary measures and be responsible for the proper care and completion and final acceptance by District. All Work shall be solely at Contractor’s risk with the exception of damage to the Work caused by “acts of God” as defined in Public Contract Code section 7105.

- 6.13.8** Contractor shall take, and require Subcontractors to take, all necessary precautions for safety of workers on the Project and shall comply with all applicable federal, state, local, and other safety laws, standards, orders, rules, regulations, and building codes to prevent accidents or injury to persons on, about, or adjacent to premises where Work is being performed and to provide a safe and healthful place of employment. Contractor shall furnish, erect, and properly maintain at all times, all necessary safety devices, safeguards, construction canopies, signs, nets, barriers, lights, and watchmen for protection of workers and the public and shall post danger signs warning against hazards created by such features in the course of construction.
- 6.13.9** **Hazards Control.** Contractor shall store volatile wastes in covered metal containers and remove them from the Site daily. Contractor shall prevent accumulation of wastes that create hazardous conditions. Contractor shall provide adequate ventilation during use of volatile or noxious substances.
- 6.13.10** Contractor shall designate a responsible member of its organization on the Project, whose duty shall be to post information regarding protection and obligations of workers and other notices required under occupational safety and health laws, to comply with reporting and other occupational safety requirements, and to protect the life, safety, and health of workers. Name and position of person so designated shall be reported to District by Contractor.
- 6.13.11** Contractor shall correct any violations of safety laws, rules, orders, standards, or regulations. Upon the issuance of a citation or notice of violation by the Division of Occupational Safety and Health, Contractor shall correct such violation promptly.
- 6.13.12** **Storm Water.** Contractor shall comply with the District's Storm Water Pollution Prevention Plan (SWPPP) if applicable and, unless otherwise precluded in the Special Conditions, shall be the District's Qualified SWPPP Practitioner, at no additional cost to the District if a SWPPP applies.
- 6.13.13** In an emergency affecting safety of life or of work or of adjoining property, Contractor, without special instruction or authorization, shall act, at its discretion, to prevent such threatened loss or injury. Any compensation claimed by Contractor on account of emergency work shall be determined by agreement.
- 6.13.14** All salvage materials will become the property of the Contractor and shall be removed from the Site unless otherwise called for in the Contract Documents. However, the District reserves the right to designate certain items of value that shall be turned over to the District. Contractor must confirm salvage with District and document same in at least one of the weekly meeting notes.
- 6.13.15** All connections to public utilities and/or existing on-site services shall be made and maintained in such a manner as to not interfere with the continuing use of same by the District during the entire progress of the Work.
- 6.13.16** Contractor shall provide such heat, covering, and enclosures as are necessary to protect and retain warranties on all Work, materials, equipment, appliances, furnishings and tools against damage by weather conditions, such as extreme heat, cold, rain, snow, dry winds, flooding, or dampness. District reserves the right to reject any work or materials subjected to conditions that are harmful to the said items or have voided the warranty/guarantee of same.
- 6.13.17** Contractor shall protect and preserve the Work from all damage or accident, providing temporary roofs, window and door coverings, boxing, or other construction as needed. The schedule and order of work is Contractor's means and methods to control. Contractor shall be responsible for existing structures, walks, roads, trees, landscaping, materials, equipment, furnishings, and/or improvements in working areas; and shall provide adequate protection

therefor. If temporary removal is necessary of any of the above items, or damage occurs due to the Work, the Contractor shall replace same at its expense with same kind, quality, and size of Work or item damaged. This shall include any adjoining property of the District and others.

**6.13.18** Contractor shall take adequate precautions to protect existing roads, sidewalks, curbs, pavements, utilities, adjoining property, and structures (including, without limitation, protection from settlement or loss of lateral support), and to avoid damage thereto, and repair any damage thereto caused by construction operations.

**6.13.19** Contractor shall confine apparatus, the storage of materials, and the operations of workers to limits indicated by law, ordinances, permits, or directions of District, and shall not interfere with the Work or unreasonably encumber Premises or overload any structure with materials. Contractor shall enforce all instructions of District and Architect regarding signs, advertising, and fires, and require that all workers comply with all regulations while on Project Site. Smoking is not allowed on any District owned property. All smoking must occur off-site and away from entries and exists.

**6.13.20** Contractor shall take care to prevent disturbing or covering any survey markers, monuments, or other devices marking property boundaries or corners. If such markers are disturbed, Contractor shall have a civil engineer, registered as a professional engineer in California, replace them at no cost to District.

**6.13.21** In the event that the Contractor enters into any agreement with owners of any adjacent property to enter upon the adjacent property for the purpose of performing the Work, Contractor shall fully indemnify, defend, and hold harmless each person, entity, firm, or agency that owns or has any interest in adjacent property. The form and content of the agreement of indemnification shall be approved by the District prior to entering the adjacent property. The Contractor shall also indemnify the District as provided in the indemnification provision herein. These provisions shall be in addition to any other requirements of the owners of the adjacent property.

**6.13.22 Photos, Videos and Use of Drones.**

**6.13.22.1** Contractor may photograph or video the progress of the Work and shall provide all of those photos and videos to the District at the District's request. Contractor may utilize drones or similar aerial equipment to photograph, video or monitor the progress of the Work and for security purposes, but Contractor must comply with all legal requirements of the Federal government, the State of California, and the County and City in which the Project is located, applicable to the use of drones or similar aerial equipment. In addition, Contractor shall ensure that no photographs, videos or digital recordings of any kind are taken of District students or staff.

**6.13.22.2 Aircraft Liability:** If the Contractor or its Subcontractor(s) will be using unmanned aircraft during construction operations, Contractor must either have its commercial general liability and excess liability policies endorsed to provide coverage for unmanned aircraft operations or procure and maintain a separate aircraft liability policy to cover unmanned aircraft operations. Required minimum liability limits are \$1,000,000.

**6.14 Working Evenings and Weekends**

Contractor may be required to work evenings and/or weekends at no additional cost to the District. Contractor shall give the District seventy-two (72) hours' notice prior to performing any evening and/or weekend work. Contractor shall perform all evening and/or weekend work only upon District's written approval and in compliance with all applicable rules, regulations, laws, and local ordinances including,

without limitation, all noise and light limitations. Contractor shall reimburse the District for any Inspector or custodial charges necessitated by the Contractor's evening and/or weekend work.

#### **6.15 Noise and Dust Control**

- 6.15.1** In addition to the noise control, dust control and related requirements in the Specifications, Contractor shall control the noise and dust at the Site as indicated here.
- 6.15.2 Noise Control.** The Contractor shall install noise reducing devices on construction equipment. Contractor shall comply with the requirements of the city and county having jurisdiction with regard to noise ordinances governing construction sites and activities. Construction equipment noise at the Site shall be limited as required by applicable law, rule or regulation. If classes are in session at any point during the progress of the Work, and, in the District's reasonable discretion, the noise from any Work disrupts or disturbs the students or faculty or the normal operation of the school at the Site, at the District's request, the Contractor shall schedule the performance of that Work around normal school hours or make other arrangements so that the Work does not cause disruption or disturbance. In no event shall those arrangements result in adjustment of the Contract Price or the Contract Time.
- 6.15.3 Dust Control.** The Contractor shall be fully and solely responsible for maintaining and upkeeping all areas of the Site and adjoining areas, outdoors and indoors, free from flying debris, grinding powder, sawdust, dirt and dust as well as any other product, product waste or work waste, that by becoming airborne may cause respiratory inconveniences to persons, particularly to students and District personnel. Additionally, the Contractor shall take specific care to avoid deposits of airborne dust or airborne elements. Those protection devices, systems or methods shall be in accordance with the regulations set forth by the EPA and OSHA, and other applicable law, rule or regulation. Additionally, the Contractor shall be responsible to regularly and routinely clean up and remove any and all deposits of dust and other elements. Damage and/or any liability derived from the Contractor's failure to comply with these requirements shall be exclusively at the cost of the Contractor, including, without limitation, any and all penalties that may be incurred for violations of applicable law, rule or regulation, and any amounts expended by the District to pay such damages shall be due and payable to the District on demand. Contractor shall replace any damages property or part thereof and professionally clean any and all items that become covered or partially covered to any degree by dust or other airborne elements. If classes are in session at any point during the progress of Work, and, in the District's reasonable discretion, flying debris, grinding powder, sawdust, dirt or dust from any Work disrupts or disturbs the students or faculty or the normal operation of the school, at the District's request, the Contractor shall schedule the performance of all that Work around normal school hours and make other arrangements so that the Work does not cause disruption or disturbance. In no event shall those arrangements result in adjustment of the Contract Price or the Contract Time.
- 6.15.4 Contractor Failure to Comply.** If the Contractor fails to comply with the requirements for dust control, noise control, storm water control, or any other maintenance or clean up requirement of the Contract Documents, the District, Architect, Project Inspector, or Construction Manager shall notify the Contractor in writing and the Contractor shall take immediate action. Should the Contractor fail to respond with immediate and responsive action and not later than twenty-four (24) hours from that notification, the District shall have the absolute right to proceed as it may deem necessary to remedy such matter. Any and all costs incurred by the District in connection with those actions shall be the sole responsibility of, and be borne by, the Contractor; the District may deduct those amounts from the Contract Price then or thereafter due the Contractor. Any fines, fees, court costs or settlements due to Contractor lack of timely

compliance shall be borne by Contractor and anticipated costs for same may be withheld from progress payments.

#### **6.16 Cleaning Up**

- 6.16.1** The Contractor shall provide all services, labor, materials, and equipment necessary for protecting the Work, all school occupants, furnishings, equipment, and building structure from damage until its Completion and final acceptance by District. Dust barriers shall be provided to isolate dust and dirt from construction operations from active school areas/buildings. At Completion of the Work and portions thereof, Contractor shall clean to the original state any areas beyond the Work area that become dust laden as a result of the Work. The Contractor must erect the necessary warning signs and barricades to ensure the safety of all school occupants. The Contractor at all times must maintain good housekeeping practices to reduce the risk of fire damage and must make a fire extinguisher, fire blanket, and/or fire watch, as applicable, available at each location where cutting, braising, soldering, and/or welding is being performed or where there is an increased risk of fire.
- 6.16.2** Contractor at all times shall keep Premises free from debris such as waste, rubbish, and excess materials and equipment caused by the Work. Contractor shall not leave debris under, in, or about the Premises, but shall promptly remove same from the Premises on a daily basis. Particular care must be made to protect students and staff from sharp objects on playgrounds/playfields or other areas. Use of magnet rollers or similar removal options is required. If Contractor fails to clean up, District may do so and the cost thereof shall be charged to Contractor. If Contract is for work on an existing facility, Contractor shall also perform specific clean-up on or about the Premises upon request by the District as it deems necessary for the continuing education process. Contractor shall comply with all related provisions of the Specifications.
- 6.16.3** If the Construction Manager, Architect, or District observes the accumulation of trash and debris, the District will give the Contractor a 24-hour written notice to mitigate the condition.
- 6.16.4** Should the Contractor fail to perform the required clean-up, or should the clean-up be deemed unsatisfactory by the District, the District will then perform the clean-up. All cost associated with the clean-up work (including all travel, payroll burden, and costs for supervision) will be deducted from the Contract Price, or District may withhold those amounts from payment(s) to Contractor.

### **7 SUBCONTRACTORS**

- 7.1** Contractor shall provide the District with a list and other information for all Subcontracts as required in the Contractor's Submittals and Schedules Section. Subcontractors of all tiers shall be listed and any Subcontractors of any tier added shall be included on an updated list prior to subcontractor arriving on site.
- 7.2** No contractual relationship exists between the District and any Subcontractor, supplier, or sub-subcontractor by reason of the Contract.
- 7.3** Contractor agrees to bind every Subcontractor by terms of the Contract as far as those terms are applicable to Subcontractor's work. If Contractor shall subcontract any part of the Contract, Contractor shall be as fully responsible to District for acts and omissions of any Subcontractor and of persons either directly or indirectly employed by any Subcontractor, as it is for acts and omissions of persons directly employed by Contractor. The divisions or sections of the Specifications are not intended to control the Contractor in dividing the Work among Subcontractors or limit the work performed by any trade.

- 7.4 District's consent to, or approval of, or failure to object to, any Subcontractor under the Contract shall not in any way relieve Contractor of any obligations under the Contract and no such consent shall be deemed to waive any provisions of the Contract.
- 7.5 Contractor acknowledges sections 4100 through 4114 of the Public Contract Code of the State of California, as regards subletting and subcontracting, and shall comply with all applicable requirements therein. In addition, Contractor acknowledges sections 1720 through 1861 of the Labor Code of the State of California, as regards the payment of prevailing wages and related issues, and shall comply with all applicable requirements therein all including, without limitation, section 1775 and the Contractor's and Subcontractors' obligations and liability for violations of prevailing wage law and other applicable laws.
- 7.6 No Contractor whose Bid is accepted shall, without consent of the awarding authority and in full compliance with section 4100, et seq, of the Public Contract Code, including, without limitation, sections 4107, 4107.5, and 4109 of the Public Contract Code, either:
  - 7.6.1 Substitute any person as a Subcontractor in place of the Subcontractor designated in the original Bid; or
  - 7.6.2 Permit any Subcontract to be assigned or transferred, or allow any portion of the Work to be performed by anyone other than the original Subcontractor listed in the Bid; or
  - 7.6.3 Sublet or subcontract any portion of the Work in excess of one-half of one percent (1/2 of 1%) of the Contractor's total bid as to which his original bid did not designate a Subcontractor.
- 7.7 The Contractor shall be responsible for the coordination of the trades, Subcontractors, sub-subcontractors, and material or equipment suppliers working on the Project.
- 7.8 Contractor is solely responsible for settling any differences between the Contractor and its Subcontractor(s) or between Subcontractors.
- 7.9 Contractor must include in all of its subcontracts the assignment provisions as indicated in the Termination section of these General Conditions.

## **8 OTHER CONTRACTS/CONTRACTORS**

- 8.1 District reserves the right to let other contracts, and/or to perform work with its own forces, in connection with other portions of the Project or other construction or operations at or about the Site. Contractor shall afford other contractors reasonable opportunity for introduction and storage of their materials and execution of their work and shall properly coordinate and connect Contractor's Work with the work of other contractors.
- 8.2 In addition to Contractor's obligation to protect its own Work, Contractor shall protect the work of any other contractor that Contractor encounters while working on the Site.
- 8.3 If any part of Contractor's Work depends for proper execution or results upon work of District or any other contractor, Contractor shall inspect and promptly report to the District in writing before proceeding with its Work any defects in District's or any other contractor's work that render Contractor's Work unsuitable for proper execution and results. Contractor shall be held accountable for damages to District for District's or any other contractor's work that Contractor failed to inspect or should have inspected. Contractor's failure to inspect and report shall constitute Contractor's acceptance of all District's or any other contractor's work as fit and proper for reception of Contractor's Work, except as to defects that may develop in District's or any other contractor's work after execution of Contractor's Work.

- 8.4 To ensure proper execution of its subsequent work, Contractor shall measure and inspect work already in place and shall at once report to the District in writing any discrepancy between that executed work and the Contract Documents.
- 8.5 Contractor shall ascertain to its own satisfaction the scope of the Project and nature of District's or any other contracts that have been or may be awarded by District in completion of the Project to the end that Contractor may perform this Contract in light of the other contracts, if any.
- 8.6 Nothing herein contained shall be interpreted as granting to Contractor exclusive occupancy of the Site, the Premises, or of the Project. The District shall have complete access to the Project Site for any reasonable purpose at all times. Contractor shall not cause any unnecessary hindrance or delay to the use and/or school operation(s) of the Premises and/or to District or any other contractor working on the Project. If simultaneous execution of any contract or school operation is likely to cause interference with performance of Contractor's Contract, Contractor shall coordinate with those contractor(s), person(s), and/or entity(s) and shall notify the District of the resolution.

## 9 DRAWINGS AND SPECIFICATIONS

- 9.1 A complete list of all Drawings that form a part of the Contract is to be found as an index on the Drawings themselves, and/or may be provided to the Contractor and/or in the Table of Contents.
- 9.2 Materials or Work described in words that so applied have a well-known technical or trade meaning shall be deemed to refer to recognized standards, unless noted otherwise.
- 9.3 Trade Name or Trade Term. It is not the intention of the Contract to go into detailed descriptions of any materials and/or methods commonly known to the trade under "trade name" or "trade term." The mere mention or notation of "trade name" or "trade term" shall be considered sufficient notice to Contractor that it will be required to complete the work so named, complete, finished, and operable, with all its appurtenances, according to the best practices of the trade. The term "Basis of Design" is utilized to establish a level of quality and/or performance in which all 'or equals' shall meet or exceed.
- 9.4 The naming of any material and/or equipment shall mean furnishing and installing of same, including all incidental and accessory items thereto and/or labor therefor, as per best practices of the trade(s) involved, unless specifically noted otherwise.
- 9.5 Contract Documents are complementary, and what is called for by one shall be binding as if called for by all. As such, Drawings and Specifications are intended to be fully cooperative and to agree. However, if Contractor observes that Drawings and Specifications are in conflict, Contractor shall promptly notify District and Architect in writing, and any necessary changes shall be made as provided in the Contract Documents.
- 9.6 In the case of discrepancy or ambiguity in the Contract Documents, the order of precedence in the Agreement shall prevail. However, in the case of discrepancy or ambiguity solely between and among the Drawings and Specifications, the discrepancy or ambiguity shall be resolved in favor of the interpretation that will provide District with the functionally complete and operable Project described in the Drawings and Specifications. In case of ambiguity, conflict, or lack of information, District will furnish clarifications with reasonable promptness.
- 9.7 Drawings and Specifications are intended to comply with all laws, ordinances, rules, and regulations of constituted authorities having jurisdiction, and where referred to in the Contract Documents, the laws, ordinances, rules, and regulations shall be considered as a part of the Contract within the limits specified. Contractor shall bear all expense of correcting work done contrary to said laws, ordinances, rules, and regulations.

## **9.8 Ownership of Drawings**

**9.8.1** All copies of the Drawings, Designs, Specifications, and copies of other incidental architectural and engineering work, or copies of other Contract Documents furnished by District, are the property of District. They are not to be used by Contractor in other work and, with the exception of signed sets of Contract Documents, are to be returned to District on request at Completion of Work, or may be used by District as it may require without any additional costs to District. Neither the Contractor nor any Subcontractor, or material or equipment supplier shall own or claim a copyright in the Drawings, Specifications, and other documents prepared by the District or Architect. District hereby grants the Contractor, Subcontractors, sub-subcontractors, and material or equipment suppliers a limited license to use applicable portions of the Drawings prepared for the Project in the execution of their Work under the Contract Documents.

## **10 CONTRACTOR'S SUBMITTALS AND SCHEDULES**

Contractor's submittals shall comply with the provisions and requirements of the Specifications including, without limitation Submittals. No submittal, unless approved in writing by the District as acceptable and complete, shall be a Contract Document.

### **10.1 Schedules, Safety Plan and Complete Subcontractor List**

**10.1.1** Within **TEN (10)** calendar days after the date of the Notice to Proceed (unless otherwise specified in the Notice to Proceed or in the Special Conditions), Contractor shall prepare and submit to the District for review, in a form supported by sufficient data to substantiate its accuracy as the District may require:

**10.1.1.1 Schedule of Work.** Contractor shall provide a preliminary schedule of construction indicating the starting and completion dates of the various stages of the Work, including any information and following any form as may be specified in the Specifications. Once approved by District, this shall become the Construction Schedule. This schedule shall include and identify all tasks that are on the Project's critical path with a specific determination of the start and completion of each critical path task, all contract milestones and each milestone's completion date(s) as may be required by the District, and the date of Project Completion.

**10.1.1.1.1 Proposed Advanced Schedule.** The District is not required to accept an early completion ("advanced") schedule; i.e., one that shows early completion dates for the Contract completion or milestones. Contractor shall not be entitled to extra compensation if the District allows the Contractor to proceed performing the Contract on an earlier ("advanced") schedule and Contractor completes the Project, for whatever reason, beyond the date shown in that earlier ("advanced") schedule, but within the Time for Completion indicated in the Contract. A schedule showing the work completed in less than the Time for Completion indicated in the Contract, shall be considered to have Project Float.

**10.1.1.1.2 Float or Slack in the Schedule.** Float or slack is the amount of time between the early start date and the late start date, or the early finish date and the late finish date, of any of the activities in the schedule. Float or slack is not for the exclusive use of or benefit of either the District or the Contractor, but its use shall be determined solely by the District.

**10.1.1.2 Schedule of Submittals.** The Contractor shall provide a preliminary schedule of submittals, including Shop Drawings, Product Data, and Samples submittals. Once approved by District, this shall become the Submittal Schedule. All submittals shall be forwarded to the District by the date indicated on the approved Submittal Schedule, unless an earlier date is necessary to maintain the Construction Schedule, in which case those submittals shall be forwarded to the District so as not to delay the Construction Schedule.

**10.1.1.3 Schedule of Values (SOV).** The Contractor shall provide a preliminary schedule of values for all component parts of the Work for which progress payments may be requested. The schedule of values must include quantities and prices of items totaling the Contract Price and must subdivide the Work into component parts in sufficient detail to serve as the basis for progress payments during construction. The SOV for projects under \$1 Million shall generally contain the following components, but the percentages may be adjusted to provide sufficient coverage for the items. For projects over \$1 Million, the preliminary schedule of values will include, at a minimum, the following information as applicable to the project and the following structure unless otherwise agreed to in writing by the District in advance of approval of the SOV:

**10.1.1.3.1** Divided into at least the following categories:

**10.1.1.3.1.1** Overhead and profit;

**10.1.1.3.1.2** Supervision;

**10.1.1.3.1.3** General conditions;

**10.1.1.3.1.4** Layout;

**10.1.1.3.1.5** Mobilization;

**10.1.1.3.1.6** Submittals;

**10.1.1.3.1.7** Bonds and insurance;

**10.1.1.3.1.8** Closeout documentation;

**10.1.1.3.1.9** Demolition;

**10.1.1.3.1.10** Installation;

**10.1.1.3.1.11** Rough-in;

**10.1.1.3.1.12** Finishes;

**10.1.1.3.1.13** Testing;

**10.1.1.3.1.14** Punch List and acceptance.

**10.1.1.3.2** Divided by each of the following areas (Unless otherwise defined in the Special Conditions):

**10.1.1.3.2.1** Site work;

**10.1.1.3.2.2** By each building;

**10.1.1.3.2.3** By each floor.

**10.1.1.3.3** The preliminary schedule of values shall not provide for values any greater than the following percentages of the Contract value:

**10.1.1.3.3.1** Mobilization and layout combined to equal not more than 1%;

**10.1.1.3.3.2** Submittals, samples and shop drawings combined to equal not more than 3%;

**10.1.1.3.3.3** Bonds and insurance combined to equal not more than 2%.

**10.1.1.3.4 Closeout Documentation.** Closeout Documentation shall have a value in the preliminary schedule of not less than 5%. The value for Closeout Documentation shall be in addition to and shall not be a part of the Contract retention.

**10.1.1.3.5** All items on the Schedule of Values must have a specific completion date on the Construction Schedule, or District has approved the Construction Schedule and the Construction Schedule

is fully cost-loaded and resource-loaded, unless waived by the District in writing in the Special Conditions or separately, and detailed as required by the Contract Documents.

- 10.1.1.3.6** Contractor shall certify that the preliminary schedule of values as submitted to the District is accurate and reflects the costs as developed in preparing Contractor's bid. The preliminary schedule of values shall be subject to the District's review and approval of the form and content thereof. In the event that the District objects to any portion of the preliminary schedule of values, the District shall notify the Contractor, in writing, of the District's objection(s) to the preliminary schedule of values. Within five (5) calendar days of the date of the District's written objection(s), Contractor shall submit a revised preliminary schedule of values to the District for review and approval. The foregoing procedure for the preparation, review and approval of the preliminary schedule of values shall continue until the District has approved the entirety of the preliminary schedule of values. If the Schedule of Values is not submitted by the Contractor or approved by the District, after the expiration of the first ninety (90) days, the District reserves the right to refuse to make payments in whole or in part, and/or engage independent estimating and/or scheduling consultants to fulfill these requirements. Upon notice to the Contractor, the District will assess all incurred costs for these additional services against Contractor.
- 10.1.1.3.7** Once the preliminary schedule of values is approved by the District, this shall become the Schedule of Values. The Schedule of Values shall not be thereafter modified or amended by the Contractor without the prior written consent and approval of the District, which may be granted or withheld in the sole discretion of the District.
- 10.1.1.3.8** Notwithstanding any provision of the Contract Documents to the contrary, payment of the Contractor's overhead, supervision, general conditions costs, and profit, as reflected in the Schedule of Values, shall be paid by the District in installments, based on percentage complete, with the disbursement of Progress Payments and the Final Payment.
- 10.1.1.3.9** The Contractor shall not "front-load" the Schedule of Values with false dollar amounts for activities to be performed in the early stages of the Project. The District may, in its sole discretion, utilize the costs listed in the Schedule of Values as the true cost of items to be deducted from the Contract Price through credit or deductive Change Order. The values for each line item shall include the amount of overhead and profit applicable to each item of work and shall include, at a minimum, a breakdown between rough and finish Work for the basic trades as well as individual dollar figures for large dollar equipment and materials to be installed or furnished for the Project. **No individual line item or scope of work in the Schedule of Values shall exceed \$50,000**, except with the express, written consent of the District. Exceptions will be given by the District for a single item of Equipment for which the true cost exceeds \$50,000. The Schedule of Values shall be subject to the District's review and approval of the form and content thereof. Upon request, Contractor shall provide District with data and documentation substantiating the accuracy of the proposed line items. In the event that the District shall reasonably object to any portion of the Schedule of Values, within ten (10) days of the District's receipt of the Schedule of Values, the District shall notify the Contractor, in writing of the District's objection(s) to the Schedule of Values together with any request for substantiating data or documentation. Within five (5) days of the date of the District's written objection(s) and request for substantiating data and documentation, Contractor shall submit a revised Schedule of Values to the District for review and approval together with the requested data and documentation. The foregoing procedure for the preparation, review and approval of the Schedule of Values shall continue until the District has approved of the entirety of the Schedule of Values. Once the Schedule of Values is

approved by the District, the Schedule of Values shall not be thereafter modified or amended by the Contractor without the prior consent and approval of the District, which may be granted or withheld in the sole reasonable discretion of the District. Notwithstanding any provision of the Contract Documents to the contrary, payment of the Contractor's overhead, supervision and general conditions costs and profit, as such items are reflected in the Schedule of Values, shall be made incrementally as included in the activities included in the Approved Construction Schedule.

- 10.1.2 Contractor must provide all schedules both in hard copy and electronically, in a format (e.g., Microsoft Project or Primavera, or similar) approved in advance by the District.
- 10.1.3 The District will review the schedules submitted and the Contractor shall make changes and corrections in the schedules as requested by the District and resubmit the schedules until approved by the District.
- 10.1.4 The District shall have the right at any time to revise the Schedule of Values if, in the District's sole opinion, the Schedule of Values does not accurately reflect the value of the Work performed.
- 10.1.5 All submittals and schedules must be approved by the District before Contractor can rely on them as a basis for payment.
  - 10.1.5.1 **Safety Plan.** The Contractor shall provide a preliminary Contractor's Safety Plan specifically adapted for the Project. Contractor's Safety Plan shall comply with the following requirements:
    - 10.1.5.1.1 All applicable requirements of California Division of Industrial Safety ("CalOSHA") and/or of the United States Occupational Safety and Health Administration ("OSHA").
    - 10.1.5.1.2 All provisions regarding Project safety, including all applicable provisions in these General Conditions.
    - 10.1.5.1.3 Contractor's Safety Plan shall be prepared in both English and in the predominant language(s) of the Contractor's and its Subcontractors' employees.
  - 10.1.5.2 **Complete Subcontractor List.** Contractor shall provide a preliminary Subcontractor List stating the name, address, telephone number, email address, California State Contractors License number, classification, Department of Industrial Relations (DIR) registration number, and monetary value of all Subcontracts for parties furnishing labor, material, or equipment for the Project.

## 10.2 **Monthly Progress Schedule(s)**

- 10.2.1 Contractor shall provide Monthly Progress Schedule(s) to the District. A Monthly Progress Schedule shall update the approved Construction Schedule or the last Monthly Progress Schedule, showing all work completed and to be completed. The Monthly Progress Schedule shall be sent to the District and shall be in a format acceptable to the District and contain a written narrative of the progress of work that month and any changes, delays, or events that may affect the work. The process for District approval of the Monthly Progress Schedule shall be the same as the process for approval of the Construction Schedule.
- 10.2.2 Contractor shall also submit Monthly Progress Schedule(s) with all payment applications.

## 10.3 **Material Safety Data Sheets (MSDS)**

Contractor is required to ensure Material Safety Data Sheets are available in a readily accessible place at the Work Site for any material requiring a Material Safety Data Sheet per the Federal "Hazard

Communication” standard, or employees right to know law. The Contractor is also required to ensure proper labeling on substances brought onto the Project Site and that any person working with the material or within the general area of the material is informed of the hazards of the substance and follows proper handling and protection procedures. Two additional copies of the Material Safety Data Sheets shall also be submitted directly to the District.

#### **10.4 Logistic Plan**

Contractor shall provide a staging and logistics plan identifying laydown areas, loading and unloading areas, crane locations, fence locations, temporary utility connections, trailer locations, and emergency evacuation meeting area. This Logistics Plan must be approved by the District prior to the Contractor mobilizing on the Site. The logistics plan shall be updated as site conditions substantively change, or as requested by the District.

#### **10.5 Information Included in Submittals.**

**10.5.1** All Submittals shall be accompanied by a written transmittal and each set of plans shall carry a “wet stamp” or other writing by the Contractor providing an identification of the portion of the Drawings or the Specifications pertaining to the Submittal, with each Submittal numbered consecutively for ease of reference along with the following information: (i) date of submission; (ii) Project name; (iii) name of submitting Subcontractor; and (iv) if applicable, the revision number. The foregoing information is in addition to, and not in lieu of, any other information required for the District’s review, evaluation and approval of the Contractor’s Submittals. Each Submittal shall be complete with its required number of copies, no piecemeal documentation is allowed. Any Submittal not bearing the required wet stamp as stated herein, shall be rejected until the appropriate wet stamp information is provided on each submittal.

#### **10.6 Verification of Submittal Information.**

**10.6.1** By approving and submission of Submittals, the Contractor represents to the District and Architect that the Contractor has determined and verified materials, field measurements, field construction criteria, catalog numbers and similar data related thereto and has checked and coordinated the information contained within such Submittals with the requirements of the Work and of the Contract Documents. Each Submittal shall include the following certification duly executed by the Contractor’s superintendent or project manager for the Work: **“The Contractor has reviewed and approved the field dimensions and construction criteria of the attached Submittal. The Contractor has verified that the Submittal is complete and includes notations of any portion of the Work depicted in the Submittal which is not in strict conformity with the Contract Documents. The information in the attached Submittal has been reviewed and coordinated by the Contractor with information included in other Submittals.” Contractor verification includes completed interdisciplinary coordination with other trades where needed.**

#### **10.7 Contractor Responsibility for Deviations.**

**10.7.1** The Contractor shall not be relieved of responsibility for correcting deviations from the requirements of the Contract Documents by the District’s and Architect’s review of Submittals unless the Contractor has specifically informed the District in writing of such deviation at the time of submission of the Submittal and the District has given written approval to the specific deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Submittals by the District’s and Architect’s review or comments thereon.

**10.8 No Performance of Work Without Architect Review.**

**10.8.1** The Contractor shall perform no portion of the Work requiring the District's and Architect's review of Submittals until the District and Architect have completed their review and returned the Submittal to the Contractor indicating "No Exception Taken" to that Submittal. The Contractor shall not perform any portion of the Work forming a part of a Submittal or which is affected by a related Submittal until the entirety of the Submittal or other related Submittal has been fully processed. All Work shall be in accordance with the final action taken by the District and the Architect review in review of Submittals and other applicable portions of the Contract Documents.

**10.9 District and Architect Review of Submittals.**

**10.9.1** The purpose of the District's and Architect's review of Submittals and the time for the District's and Architect's return of Submittals to the Contractor shall be as set forth elsewhere in the Contract Documents. If the District and/or Architect return a Submittal as rejected or requiring correction(s) with re-submission, the Contractor, so as not to delay the progress of the Work, shall promptly thereafter resubmit a Submittal conforming to the requirements of the Contract Documents; the resubmitted Submittal shall indicate the portions thereof modified in accordance with the District's and Architect's direction. When professional certification of performance criteria of materials, systems or equipment is required by the Contract Documents, the District shall be entitled to rely upon the accuracy and completeness of the Contractor's calculations and certifications accompanying Submittals. The District's and Architect's review of the Submittals is for the limited purposes described in the Contract Documents. The District and Architect will review each Submittal twice. Should additional Submittals be required as a result of failure of the Contractor to address comments, the Contractor will pay for the Architect's services on a time and material basis for each subsequent review.

**10.10 Deferred Approval Items.**

**10.10.1** In the event that any portion of the Work is designated in the Contract Documents as a "Deferred Approval" item from DSA, Contractor shall be solely and exclusively responsible for the preparation of Submittals for such item(s) in a timely manner so as not to delay or hinder the completion of the Work within the Contract Time. All work, labor, materials, equipment or services necessary to complete the design, engineering and permitting/approval of the Deferred Approval items shall be provided by the Contractor without adjustment of the Contract Price or the Contract Time. "Deferred Approval" submittal must be received formatted in conformance with DSA PR 18-04.BB18. Contractor is responsible to respond and address all comments to the satisfaction of the DSA plan reviewers for approval.

**10.11 Contractor Responsibility for Deviations**

The Contractor shall not be relieved of responsibility for correcting deviations from the requirements of the Contract Documents by the District's or Architect's review of Submittals unless the Contractor has specifically informed the District and the Architect in writing of such deviation at the time of submission of the Submittal and the District and the Architect have given written approval to the specific deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Submittals by the District's or the Architect's review or comments thereon.

**11 SITE ACCESS, CONDITIONS AND REQUIREMENTS**

**11.1 Site Investigation**

Before bidding on the Work, Contractor shall make a careful investigation of the Site and thoroughly familiarize itself with the requirements of the Contract. By the act of submitting a bid for the Work

included in the Contract, Contractor shall be deemed to have made a complete study and investigation, and to be familiar with and accepted the existing conditions of the Site.

### **11.2 Soils Investigation Report**

- 11.2.1** When a soils investigation report obtained from test holes at Site is available, that report shall be available to the Contractor but shall not be a part of the Contract. Any information obtained from that report or any information given on Drawings as to subsurface soil condition or to elevations of existing grades or elevations of underlying rock is approximate only, is not guaranteed, does not form a part of the Contract, and Contractor may not rely thereon. By submitting its bid, Contractor acknowledges that it made visual examination of Site and made whatever tests Contractor deems appropriate to determine underground condition of soil.
- 11.2.2** If a soils report is identified in the Contract Documents, it is not a Contract Document. Further, no representation is made by District or Architect that information provided is adequate for purposes of construction of the Project. District disclaims responsibility for any and all interpretations made by the Contractor of any soil or subsurface condition for information, such as soil-bearing values, rock profiles, presence and scope of boulders and cobbles, soil stability and the presence or level and extent of underground water.
- 11.2.3** The Contractor shall determine the means, methods, techniques and sequences necessary to achieve required soil contours and characteristics of all completed Work.
- 11.2.4** If after execution of the Contract, the Contractor encounters conditions at the Site than are materially different from those customarily encountered at or near the Premises, any request by the Contractor for additional funds or additional time, shall be governed by provisions of the Contract Documents for Changes in the Work and related to unforeseen conditions.
- 11.2.5** Contractor agrees that no claim against District will be made by Contractor for damages and hereby waives any rights to damages if, during progress of Work, Contractor encounters subsurface or latent conditions at Site materially differing from those shown on Drawings or indicated in Specifications, or for unknown conditions of an unusual nature that differ materially from those ordinarily encountered in the work of the character provided for in Plans and Specifications, except as indicated in the provisions of these General Conditions regarding trenches, trenching, and/or existing utility lines.

### **11.3 Access to Work**

District and its representatives shall at all times have access to Work wherever it is in preparation or progress, including storage and fabrication. Contractor shall provide safe and proper facilities for access so that District's representatives may perform their functions.

### **11.4 Layout and Field Engineering**

- 11.4.1** All field engineering required for layout of this Work and establishing grades for earthwork operations shall be furnished by Contractor at its expense. This Work shall be done by a qualified, California-registered civil engineer approved in writing by District and Architect. Any required Record and/or As-Built Drawings of Site development shall be prepared by the approved civil engineer.
- 11.4.2** Contractor shall be responsible for having ascertained pertinent local conditions such as location, accessibility, and general character of the Site and for having satisfied itself as to the conditions under which the Work is to be performed. District shall not be liable for any claim for allowances because of Contractor's error or negligence in acquainting itself with the conditions at the Site.

**11.4.3** Contractor shall protect and preserve established benchmarks and monuments and shall make no changes in locations without the prior written approval of District. Contractor shall replace any benchmarks or monuments that are lost or destroyed subsequent to proper notification of District and with District's approval.

**11.5 Utilities for Construction**

Utilities necessary to complete the Work and to completely perform all of the Contractors' obligations shall be obtained by the Contractor without adjustment of the Contract Price. The Contractor shall furnish and install necessary or appropriate temporary distributions of utilities, including utilities furnished by the District unless otherwise specifically stated in the Special Conditions. Any such temporary distributions shall be removed by the Contractor upon completion of the Work. The costs of all such utility services, including the installation and removal of temporary distributions thereof, shall be borne by the Contractor and included in the Contract Price. Also refer to other utility requirements as indicated in the Specifications.

**11.6 Sanitary Facilities**

At all times during Work at the Site, the Contractor shall obtain and maintain temporary sanitary facilities in conformity with applicable law, rule or regulation. The Contractor shall maintain temporary sanitary facilities in a neat and clean manner with sufficient toilet room supplies and stormwater protection(s). Personnel engaged in the Work are not permitted to use toilet facilities at the Site unless specifically stated in the Special Conditions. Also refer to other Sanitary facility requirements as indicated in the Specifications.

**11.7 Surveys**

Contractor shall provide surveys done by a California-licensed civil engineer surveyor to determine locations of construction, grading, and site work as required to perform the Work. At the end of the project, the surveys shall be presented to the District along with the As Built Drawings.

**11.8 Regional Notification Center**

Contractor, except in an emergency, shall contact the appropriate regional notification center at least two (2) days prior to commencing any excavation if the excavation will be conducted in an area or in a private easement that 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 and/or carried out by the Contractor unless an inquiry identification number has been assigned to the Contractor or any Subcontractor and the Contractor has given the District the identification number. Any damages arising from Contractor's failure to make appropriate notification shall be at the sole risk and expense of the Contractor. Any delays caused by failure to make appropriate notification shall be at the sole risk of the Contractor and shall not be considered for an extension of the Contract time.

**11.9 Existing Utility Lines**

**11.9.1** Pursuant to Government Code section 4215, District assumes the responsibility for removal, relocation, and protection of main or trunk utility lines and facilities located on the construction Site at the time of commencement of construction under the Contract with respect to any such utility facilities that are not identified in the Plans and Specifications. Contractor shall not be assessed for liquidated damages for delay in completion of the Project caused by failure of District or the owner of a utility to provide for removal or relocation of such utility facilities.

**11.9.2** Locations of existing utilities provided by District shall not be considered exact, but approximate within reasonable margin and shall not relieve Contractor of responsibilities to exercise

reasonable care nor costs of repair due to Contractor's failure to do so. District shall compensate Contractor for the costs of locating, repairing damage not due to the failure of Contractor to exercise reasonable care, and removing or relocating such utility facilities not indicated in the Plans and Specifications with reasonable accuracy, and for equipment necessarily idle during such work.

**11.9.3** No provision herein shall be construed to preclude assessment against Contractor for any other delays in completion of the Work. Nothing in this Article shall be deemed to require District to indicate the presence of existing service laterals, appurtenances, or other utility lines, within the exception of main or trunk utility lines, whenever the presence of these utilities on the Site can be inferred from the presence of other visible facilities, such as buildings, meter junction boxes, on or adjacent to the Site.

**11.9.4** If Contractor, while performing Work, discovers utility facilities not identified by District in Contract Plans and Specifications, Contractor shall immediately, but in no case longer than two (2) Business Days, notify the District and the utility in writing. The cost of repair for damage to above-mentioned visible facilities without prior written notification to the District shall be borne by the Contractor.

**11.10 Notification**

Contractor understands, acknowledges and agrees that the purpose for prompt notification to the District pursuant to these provisions is to allow the District to investigate the condition(s) so that the District shall have the opportunity to decide how the District desires to proceed as a result of the condition(s). Accordingly, failure of Contractor to promptly notify the District in writing, pursuant to the applicable provisions of these General Conditions, shall constitute Contractor's waiver of any claim for damages or delay incurred as a result of the condition(s).

**11.11 Hazardous Materials**

Contractor shall comply with all provisions and requirements of the Contract Documents related to hazardous materials including, without limitation, certifications related to hazardous materials in the document entitled Certifications to be Completed by Contractor.

**11.12 No Signs**

Neither the Contractor nor any other person or entity shall display any signs not required by law or the Contract Documents at the Site, fences trailers, offices, or elsewhere on the Site without specific prior written approval of the District.

**12 TRENCHES**

**12.1 Trenches Greater Than Five Feet**

Pursuant to Labor Code section 6705, if the Contract Price exceeds \$25,000 and involves the excavation of any trench or trenches five (5) feet or more in depth, the Contractor shall, in advance of excavation, promptly submit to the District and/or a registered civil or structural engineer employed by the District or Architect, a detailed plan showing the design of shoring for protection from the hazard of caving ground during the excavation of such trench or trenches.

**12.2 Excavation Safety**

If such plan varies from the Shoring System Standards established by the Construction Safety Orders, the plan shall be prepared by a registered civil or structural engineer, but in no case shall such plan be less effective than that required by the Construction Safety Orders. No excavation of such trench or

trenches shall be commenced until said plan has been accepted by the District or by the person to whom authority to accept has been delegated by the District.

**12.3 No Tort Liability of District**

Pursuant to Labor Code section 6705, nothing in this Article shall impose tort liability upon the District or any of its employees.

**12.4 No Excavation without Permits**

The Contractor shall not commence any excavation Work until it has secured all necessary permits including the required CAL OSHA excavation/shoring permit. Any permits shall be prominently displayed on the Site prior to the commencement of any excavation.

**12.5 Discovery of Hazardous Waste, Unusual Conditions and/or Unforeseen Conditions**

**12.5.1** Pursuant to Public Contract Code section 7104, if the Work involves digging trenches or other excavations that extend deeper than four (4) feet below the surface, the Contractor shall immediately, but in no case longer than two (2) Business Days, and before the following conditions are disturbed, notify the District, in writing, of any:

**12.5.1.1** Material that the Contractor believes may be material that is hazardous waste, as defined in section 25117 of the Health and Safety Code, and requires removal to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.

**12.5.1.2** Subsurface or latent physical conditions at the Site differing from those indicated.

**12.5.1.3** 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.

**12.5.2** The District shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or do involve hazardous waste, and cause a decrease or increase in the 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 herein.

**12.5.3** In the event that a dispute arises between District and the Contractor 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. The Contractor shall retain any and all rights provided by the Contract or by law that pertain to the resolution of disputes and protests, which include the requirement that Contractor complies with the notice and PCO provisions of the Contract Documents. Contractor's failure to submit a proposed change order pursuant to the terms of the Contract Documents shall be deemed a waiver of Contractor's right to an adjustment of the Contract Price of Contract Time.

**13 INSURANCE AND BONDS**

**13.1 Insurance**

Unless different provisions and/or limits are indicated in the Special Conditions, all insurance required of Contractor and/or its Subcontractor(s) shall be in the amounts indicated herein and include the provisions set forth herein.

**13.1.1 Commercial General Liability and Automobile Liability (Any Auto) Insurance**

**13.1.1.1** Contractor shall procure and maintain, during the life of the Contract, Commercial General Liability Insurance and Automobile Liability Insurance that shall protect Contractor, District, State, Construction Manager(s), Project Inspector(s), and Architect(s) from all claims for bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising from operations under the Contract. This coverage shall be provided in a form at least as broad as the Insurance Services Office (ISO) occurrence form CG 00 01 and ISO form CA 00 01 (as applicable). Contractor shall ensure that Products Liability and Completed Operations coverage (10 year period), Fire Damage Liability, and any Auto including owned, non-owned, and hired, are included within the above policies and at the required limits, or Contractor shall procure and maintain these coverages separately.

**13.1.1.2** Contractor's deductible or self-insured retention for its Commercial General Liability Insurance policy shall not exceed \$25,000 unless approved in writing by District.

**13.1.2 Umbrella Liability Insurance**

**13.1.2.1** Contractor shall procure and maintain, during the life of the Contract, an Excess Liability and/or Umbrella Liability Insurance Policy. Any Umbrella Liability Insurance Policy shall protect Contractor, District, State, Construction Manager(s), Program Manager(s), and Architect(s) in the amounts indicated herein, and shall comply with all requirements for Commercial General Liability and Automobile Liability and Employers' Liability Insurance. This coverage shall be provided in a form at least as broad as the Insurance Services Office (ISO) standard form.

**13.1.2.2** There shall be no gap between the per occurrence amount of any underlying policy and the start of the coverage under the Umbrella Liability Insurance Policy.

**13.1.2.3** Whether this Excess Liability and/or Umbrella Liability Insurance Policy is written on a "follow form" or "stand alone" form, the coverages shall equal or greater than the Contractor's Commercial General Liability and Automobile Liability and Employers' Liability Insurance with no exclusions that reduce or eliminate coverage items.

**13.1.3 Subcontractor(s):** Contractor shall require its Subcontractor(s), if any, to procure and maintain Commercial General Liability Insurance, Automobile Liability Insurance, and Umbrella Liability Insurance with minimum limits equal to at least fifty percent (50%) of the amounts required of the Contractor.

**13.1.4 Workers' Compensation and Employers' Liability Insurance**

**13.1.4.1** In accordance with provisions of section 3700 of the California Labor Code, the Contractor and every Subcontractor shall be required to secure the payment of compensation to its employees.

**13.1.4.2** Contractor shall procure and maintain, during the life of this Contract, Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees engaged in Work under the Contract, on/or at the Site of the Project. This coverage shall cover, at a minimum, medical and surgical treatment, disability benefits, rehabilitation therapy, and survivors' death benefits. Contractor shall require its Subcontractor(s), if any, to procure and maintain Workers' Compensation Insurance and Employers' Liability Insurance for all employees of Subcontractor(s). Any class of employee or employees not covered by a Subcontractor's insurance shall be covered by Contractor's insurance. If any class of employee or employees engaged in Work under the Contract, on or at the Site of the Project, are not protected under the Workers' Compensation Insurance, Contractor shall provide, or shall cause a Subcontractor

to provide, adequate insurance coverage for the protection of any employee(s) not otherwise protected before any of those employee(s) commence work.

**13.1.5 Builder's Risk Insurance: Builder's Risk "All Risk" Insurance.**

Contractor shall procure and maintain, during the life of this Contract, Builder's Risk (Course of Construction), or similar first party property coverage acceptable to the District, issued on a replacement cost value basis. The cost shall be consistent with the total replacement cost of all insurable Work included within the Contract Documents. Coverage is to insure against all risks of accidental physical loss and shall include without limitation the perils of vandalism and/or malicious mischief (both without any limitation regarding vacancy or occupancy), sprinkler leakage, water damage, mold, civil authority, theft, sonic disturbance, earthquake, flood, collapse, wind, fire, war, terrorism, lightning, smoke, and rioting. Coverage shall include debris removal, demolition, increased costs due to enforcement of all applicable ordinances and/or laws in the repair and replacement of damaged and undamaged portions of the property, and reasonable costs for the Architect's and engineering services and expenses required as a result of any insured loss upon the Work and Project, including completed Work and Work in progress, to the full insurable value thereof. Contractor must review the Special Conditions to confirm the scope of this requirement and if the District has modified this provision.

**13.1.5.1.1 Pollution Liability Insurance**

**13.1.5.1.2** Contractor shall procure and maintain Pollution Liability Insurance that shall protect Contractor, District, State, Construction Manager(s), Project Inspector(s), and Architect(s) from all claims for bodily injury, property damage, including natural resource damage, cleanup costs, removal, storage, disposal, and/or use of the pollutant arising from operations under this Contract, and defense, including costs and expenses incurred in the investigation, defense, or settlement of claims. Coverage shall apply to sudden and/or gradual pollution conditions resulting from the escape or release of smoke, vapors, fumes, acids, alkalis, toxic chemicals, liquids, or gases, natural gas, waste materials, mold, mildew, spores, fungi, microbes, bacteria, legionella pneumophila, or other irritants, contaminants, or pollutants, including asbestos. This coverage shall be provided in a form at least as broad as Insurance Services Offices, Inc. (ISO) Form CG 2415, or Contractor shall procure and maintain these coverages separately.

**13.1.5.1.3** Contractor warrants that any retroactive date applicable to coverage under the policy shall predate the effective date of the Contract and that continuous coverage will be maintained or an extended reporting or discovery period will be exercised for a period of ten (10) years, beginning from the time that the Work under the Contract is completed. This Extended Reporting Period (ERP) shall be provided on an occurrence form and the form shall show the 10-year ERP.

**13.1.5.2** If Contractor is responsible for removing any pollutants from a site, then Contractor shall ensure that Any Auto, including owned, non-owned, and hired, is included within the above policies and at the required limits, to cover its automobile exposure from transporting the pollutants from the site to an approved disposal site, and shall include coverage for the remote storage or dump site where pollutants are removed to. This coverage shall include the Motor Carrier Act Endorsement, MCS 90.Proof of Carriage of Insurance and Other Requirements: Endorsements and Certificates

**13.1.6 Proof of Insurance Required Prior to Commencement of Work.** Contractor shall not commence Work nor shall it allow any Subcontractor to commence Work under the Contract, until Contractor and its Subcontractor(s) have procured all required insurance and Contractor has delivered in duplicate to the District complete endorsements (or entire insurance policies) and

certificates indicating the required coverages have been obtained, and the District has approved these documents.

**13.1.6.1** Endorsements, certificates, and insurance policies shall include the following:

**13.1.6.1.1** A clause stating:

**13.1.6.1.1.1** "This policy shall not be amended, canceled or modified and the coverage amounts shall not be reduced until notice has been mailed to District, Architect, and Construction Manager stating date of amendment, modification, cancellation or reduction. Date of amendment, modification, cancellation or reduction may not be less than thirty (30) days after date of mailing notice."

**13.1.6.1.1.2** In lieu of receiving an endorsement with this clause, the District may, at its sole discretion, accept written notification from Contractor and its insurer to the District of any amendments, modifications, cancellations or reduction in coverage, not less than thirty (30) days prior to such coverage changes occur.

**13.1.6.1.2** Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

**13.1.6.2** All endorsements, certificates and insurance policies shall state that District, its trustees, employees and agents, the State of California, Construction Manager(s), Program Manager(s), Inspector(s) and Architect(s) are named additional insureds under all policies except Workers' Compensation Insurance and Employers' Liability Insurance.

**13.1.6.3** Contractor's and Subcontractors' insurance policy(s) shall be primary and non-contributory to any insurance or self-insurance maintained by District, its trustees, employees and/or agents, the State of California, Construction Manager(s), Program Manager(s), Inspector(s), and/or Architect(s).

**13.1.6.4** All endorsements shall waive any right to subrogation against any of the named additional insureds.

**13.1.6.5** All policies shall be written on an occurrence form.

**13.1.6.6** Unless otherwise stated in the Special Conditions, all of Contractor's insurance shall be placed with insurers **ADMITTED** in California with a current A.M. Best's rating of no less than **A:VII** or equivalent, as determined by the District.

**13.1.6.7** The insurance requirements set forth herein shall in no way limit the Contractor's liability arising out or relating to the performance of the Work or related activities.

**13.1.6.8 Self-Insurance** – The District acknowledges that some insurance requirements contained in this Contract may be fulfilled by self-insurance on the part of the Contractor. However, this shall not in any way limit liabilities assumed by the Contractor under this Agreement. Any self-insurance shall be approved in writing by the District upon satisfactory evidence of financial capacity. Contractor's obligation hereunder may be satisfied in whole or in part by adequately funded self-insurance programs or self-insurance retentions.

**13.1.6.9 Subcontracted Work** - Should any of the work under this Agreement be subcontracted, the Contractor shall require its Subcontractor(s) to carry the aforementioned coverages at limits specified by the Contractor.

**13.1.6.10** Failure of Contractor and/or its Subcontractor(s) to comply with the insurance requirements herein shall be deemed a material breach of the Agreement.

**13.1.7 Insurance Policy Limits**

Unless different limits are indicated in the Special Conditions, the limits of insurance shall **not be less than** the following amounts:

Commercial General Liability	Includes: Bodily Injury, Property Damage, Personal & Advertising Injury, Product Liability and Completed Operations	\$2,000,000 each occurrence; \$4,000,000 general aggregate
Automobile Liability – <u>Any Auto</u>	Combined Single Limit	\$2,000,000 per occurrence
Workers Compensation		Statutory limits pursuant to State law
Employers' Liability		\$2,000,000 each accident, each disease; \$2,000,000 policy limit
<u>Contractors Pollution Liability Coverage</u>		\$1,000,000 per occurrence; \$5,000,000 aggregate
Excess Liability (Umbrella)		\$6,000,000 per occurrence; \$6,000,000 aggregate
Builder's Risk (Course of Construction)		Issued for the value and scope of Work indicated herein.
Property of Others	Combined Single Limit General Aggregate	Issued for the value and scope of Work stored off-site.
Aircraft Liability		\$1,000,000 if drone/aircraft used

**13.2 Contract Security – Bonds**

**13.2.1** Contractor shall furnish two surety bonds issued by a California admitted surety insurer as follows:

**13.2.1.1 Performance Bond:** A bond in an amount at least equal to one hundred percent (100%) of Contract Price as security for faithful performance of this Contract.

**13.2.1.2 Payment Bond:** A bond in an amount at least equal to one hundred percent (100%) of the Contract Price as security for payment of persons performing labor and/or furnishing materials in connection with the Contract.

**13.2.2** Cost of bonds shall be included in the Bid and Contract Price.

**13.2.3** All bonds related to the Project shall be in the forms set forth in the Contract Documents and shall comply with all requirements of the Contract Documents, including, without limitation, the bond forms.

#### **14 WARRANTY/GUARANTEE/INDEMNITY**

##### **14.1 Warranty/Guarantee**

**14.1.1** Contractor shall obtain and preserve for the benefit of the District, manufacturer's warranties on materials, fixtures, and equipment incorporated into the Work. Contractor shall ensure that all warranties are maintained for the benefit of the District, regardless of the who the manufacturer is, who the installing Subcontractor was, if any, etc. While the District will fully expect the Contractor to manage all warranty work through all applicable warranty periods, the District must have that same ability if the Contractor fails to perform its warranty obligations as required.

**14.1.2** In addition to guarantees required elsewhere, Contractor shall, and hereby does guarantee and warrant all Work against all defects for a period of **ONE (1)** year after the later of the following dates:

**14.1.2.1** The date of completion as defined in Public Contract Code section 7107, subdivision (c),

**14.1.2.2** The commissioning date for the Project, if any.

**14.1.3** At the District's sole option, Contractor shall repair or replace any and all of that Work, together with any other Work that may be displaced in so doing, that may prove defective in workmanship and/or materials within a **ONE (1)** year period from date of Completion as defined above without expense whatsoever to District. In the event of failure of Contractor and/or Surety to commence and pursue with diligence said replacements or repairs within **TEN (10)** days after being notified in writing, Contractor and Surety hereby acknowledge and agree that District is authorized to proceed to have defects repaired and made good at expense of Contractor and/or Surety who hereby agree to pay costs and charges therefore immediately on demand.

**14.1.4** If, in the opinion of District, defective work creates a dangerous condition or requires immediate correction or attention to prevent further loss to District or to prevent interruption of operations of District, District will attempt to give the notice required above. If Contractor or Surety cannot be contacted or neither complies with District's request for correction within a reasonable time as determined by District, District may, notwithstanding the above provision, proceed to make all corrections and/or provide attentions the District believes are necessary. The costs of correction or attention shall be charged against Contractor and Surety of the guarantees provided in this Article or elsewhere in the Contract Documents.

**14.1.5** The above provisions do not in any way limit the guarantees on any items for which a longer guarantee is specified or on any items for which a manufacturer gives a guarantee for a longer period. Contractor shall furnish to District all appropriate guarantee or warranty certificates as indicated in the Specifications or upon request by District.

**14.1.6** Nothing herein shall limit any other rights or remedies available to District.

##### **14.2 Indemnity**

**14.2.1** To the furthest extent permitted by California law, Contractor shall indemnify, defend with legal counsel reasonably acceptable to the District, keep and hold harmless the District and its consultants, the Architect and its consultants, the Construction Manager and its consultants, separate contractors, and their respective board members, officers, representatives,

contractors, agents, and employees, in both individual and official capacities (“Indemnitees”), against all suits, claims, damages, losses, and expenses, including but not limited to attorney’s fees, caused by, arising out of, resulting from, or incidental to, the performance of the Work by Contractor, its Subcontractors, vendors, or suppliers, including, without limitation, any such suit, claim, damage, loss, or expense attributable to, without limitation, bodily injury, sickness, disease, death, alleged patent violation or copyright infringement, or to injury to or destruction of tangible property (including damage to the Work itself) including the loss of use resulting therefrom, except to the extent caused by the sole negligence, active negligence, or willful misconduct of the Indemnitees, and/or to any extent that would render these provisions void or unenforceable. This agreement and obligation of Contractor shall not be construed to negate, abridge, or otherwise reduce any right or obligation of indemnity that would otherwise exist as to any party or person described herein. This indemnification, defense, and hold harmless obligation includes any failure or alleged failure by Contractor to comply with any provision of law, any failure or alleged failure to timely and properly fulfill all of its obligations under the Contract Documents in strict accordance with their terms, and without limitation, any stop payment notice actions or liens, including liens by the California Department of Labor Standards Enforcement.

- 14.2.2** Contractor shall give prompt notice to the District in the event of any injury (including death), loss, or damage included herein. Without limitation of the provisions herein, if Contractor’s agreement to indemnify, defend, and hold harmless the Indemnitees as provided herein against liability for damage arising out of bodily injury to persons or damage to property caused by or resulting from the negligence of any of the Indemnitees shall to any extent be or be determined to be void or unenforceable, it is the intention of the parties that these circumstances shall not otherwise affect the validity or enforceability of Contractor’s agreement to indemnify, defend, and hold harmless the rest of the Indemnitees, as provided herein, and in the case of any such suits, claims, damages, losses, or expenses caused in part by the default, negligence, or act or omission of Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, and in part by any of the Indemnitees, Contractor shall be and remain fully liable on its agreements and obligations herein to the full extent permitted by law.
- 14.2.3** In any and all claims against any of the Indemnitees by any employee of Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, Contractor’s indemnification obligation herein shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor or any Subcontractor under workers’ compensation acts, disability benefit acts, or other employee benefit acts.
- 14.2.4** The defense and indemnification obligations hereunder shall survive the Completion of Work, including the warranty/guarantee period, and/or the termination of the Agreement.

## **15 TIME**

### **15.1 Notice to Proceed**

District may issue a Notice to Proceed as indicated in the Instructions to Bidders or will otherwise instruct the Contractor to begin performing the Work of the Project.

### **15.2 Hours of Work**

Work shall be performed during regular working hours as permitted by the appropriate governmental agency except that in the event of an emergency, or when required to complete the Work in accordance with job progress, Work may be performed outside of regular working hours with the advance written

consent of the District and approval of any required governmental agencies. Contractor and Subcontractors shall continuously furnish sufficient forces to ensure the performance of the Work in accordance with the Construction Schedule.

### **15.3 Progress and Completion**

#### **15.3.1 Time of the Essence**

Time limits stated in the Contract Documents are of the essence to the Contract. By executing the Agreement, Contractor confirms that the Contract Time is a reasonable period for performing the Work.

#### **15.3.2 No Commencement Without Insurance**

**15.3.2.1** Contractor shall not commence operations on the Project or elsewhere prior to the effective date of insurance and bonds. The date of commencement of the Work shall not be changed by the effective date of such insurance. If Contractor commences Work without insurance and bonds, all Work is performed at Contractor's peril and shall not be compensable until and unless Contractor secures bonds and insurance pursuant to the terms of the Contract Documents and subject to District's claim for damages.

### **15.4 Schedule**

Contractor shall provide to District, Construction Manager, and Architect a schedule in conformance with the Contract Documents and as required in the Notice to Proceed and the Contractor's Submittals and Schedules section of these General Conditions.

### **15.5 Expeditious Completion**

The Contractor shall proceed expeditiously with adequate forces and shall achieve Completion within the Contract Time.

## **16 EXTENSIONS OF TIME – LIQUIDATED DAMAGES**

### **16.1 Contractor's Notice of Delay**

**16.1.1** In addition to the requirements indicated in this subsection, Contractor shall submit any request for an adjustment of the Contract Price or the Contract Time through the Change Order provisions in these General Conditions.

**16.1.2** Contractor shall, within **FIVE (5)** calendar days of any delay impacting the critical path in completing the Work, notify District in writing of the causes of the delay including documentation and facts explaining the delay.

**16.1.3** Any request by Contractor for an adjustment of the Contract Price or the Contract Time for a delay shall be submitted in accordance with the provisions in the Contract Documents governing changes in Work. When requesting time, requests must be submitted with full justification and documentation. Such justification must be based on the official Construction Schedule as updated at the time of occurrence of the delay or execution of Work related to any changes to the Scope of Work.

**16.1.4** Any claim for delay must include the following information as support, without limitation:

**16.1.4.1 Duration.** The duration of the activity relating to the changes in the Work and the resources (manpower, equipment, material, etc.) required to perform the activities within the stated duration.

**16.1.4.2 Logical Ties / Fragnets.** Specific logical ties to the Contract Schedule for the proposed changes and/or delay showing the activity/activities in the Construction Schedule that are affected by the change and/or delay. (A portion of any delay of seven (7) days or more must be provided.)

Include a “fragnet” analysis for the portion of the schedule and the activities the Contractor contends are impacted by the delay.

**16.1.4.3 Updated Construction Schedule.** A recovery or updated Construction Schedule must be submitted.

**16.1.5** District shall review the facts and extent of any noticed delay and may grant Contract Time extension(s) of time for completing Work when, in the District’s judgment, the findings of fact justify an extension.

**16.1.6** Extension(s) of time shall apply only to that portion of Work affected by delay, and shall not apply to other portions of Work not so affected.

**16.1.7** An extension of time may only be granted if Contractor has timely submitted the updated Construction Schedule as required herein.

**16.1.8** Following submission of a notice of delay, the District may determine whether the delay is to be considered:

**16.1.8.1** Excusable and Compensable, Excusable and Non-Compensable, or Unexcused;

**16.1.8.2** How long the delay continues; and

**16.1.8.3** To what extent the prosecution and Completion of the Work might be delayed thereby.

**16.1.9** Contractor’s failure to request adjustment(s) of the Contract Time in strict conformity with applicable provisions of the Contract Documents shall be deemed Contractor’s waiver of its right to assert a claim for a delay.

**16.1.10 Limitations Upon Adjustment of Contract Time on Account of Delays.** Any adjustment of the Contract Time on account of an Excusable Delay or a Compensable Delay shall be limited as set forth herein. No adjustment of the Contract Time shall be made on account of any Excusable Delays or Compensable Delays unless those delay(s) actually and directly impact Work or Work activities on the critical path of the then current and updated approved Construction Schedule as of the date on which a delay first occurs. The District shall not be deemed in breach of, or otherwise in default of any obligation hereunder, if the District shall deny a request by the Contractor for an adjustment of the Contract Time for any delay that does not actually and directly impact Work on the then current and updated approved Construction Schedule. In submitting a request for an adjustment of Contract Time, and as a condition precedent to the District’s review of that request, Contractor shall insert into the then current and updated approved Construction Schedule a “fragnet” analysis representing the event that Contractor claims to result in delay to the critical path as depicted in the updated approved Construction Schedule. If an Excusable Delay and a Compensable Delay occur concurrently, the maximum extension of the Contract Time shall be the number of days from the commencement of the first delay to the cessation of the delay that ends last. If an Unexcused Delay occurs concurrently with either an Excusable Delay or a Compensable Delay, the maximum extension of the Contract Time shall be the number of days, if any, which the Excusable Delay or the Compensable Delay exceeds the period of time of the Unexcused Delay.

**16.2 Excusable and Compensable Delay(s)**

**16.2.1** Contractor is **not** entitled to additional compensation for any delay, even a delay caused by Adverse Weather or an Excusable Delay, unless **all** of the following conditions are met:

**16.2.1.1** The District is responsible for the delay;

- 16.2.1.2 The delay is unreasonable under the circumstances involved and impacts the critical path of the Work and extends the most current Contract Completion date;
  - 16.2.1.3 The delay was not within the contemplation of District and Contractor;
  - 16.2.1.4 Contractor complies with the Change Order procedures, and if necessary, the Claims procedures of the Contract Documents;
  - 16.2.1.5 The delay could not have been avoided or mitigated by the Contractor's care, prudence, foresight, and diligence;
  - 16.2.1.6 The delay extends the most current Contract Completion date; and
  - 16.2.1.7 The delay is not concurrent with a Contractor-caused delay or other type of Excusable Delay.
- 16.2.2 In accordance with California Public Contract Code section 7102, if the Contractor's progress is delayed by the events described in the preceding subsection, Contractor shall not be precluded from the recovery of damages directly and proximately resulting therefrom. In that event, Contractor's damages, if any, shall be limited to direct, actual and unavoidable additional costs of labor, materials or construction equipment directly resulting from that delay, and shall exclude special, indirect or consequential damages. In no event shall Contractor seek costs or damages for delays, interruptions, hindrances or disruptions to the Work for on-Site or off-Site costs or damages based upon formulas, e.g. Eichleay or other formula. Except as expressly provided for herein, Contractor shall not have any other claim, demand or right to adjustment of the Contract Price arising out of delay, interruption, hindrance or disruption to the progress of the Work. Adjustments to the Contract Price and the Contract Time, if any, on account of Changes to the Work or Suspension of the Work shall be governed by the applicable provisions of the Contract Documents, including without limitation, the "Changes in the Work" section and the percentages in the "Format for Proposed Change" section of these General Conditions.

**16.3 Excusable and Non-Compensable Delay(s)**

- 16.3.1 An "Excusable Delay" shall mean an interruption of the Work beyond the reasonable control of the Contractor and that:
  - 16.3.1.1 Could have not been avoided by the Contractor exercising care, prudence, foresight, and diligence, and
  - 16.3.1.2 Actually extended the most current Project Completion date.
- 16.3.2 The Contractor may be entitled to an extension of the Project Completion date if there is an Excusable Delay, but the Contractor shall not be entitled to additional compensation for an Excusable Delay.
- 16.3.3 Force Majeure.
  - 16.3.3.1 Excusable Delays are limited to interruptions that satisfy the above requirements and that are acts of God; acts of a public enemy; fires; floods; windstorms; tornadoes; earthquakes; wars; riots; insurrections; epidemics; quarantine restrictions; strikes; lockouts; fuel shortages; freight embargoes; and Adverse Weather that satisfies the requirements herein ("**Force Majeure Events**").
  - 16.3.3.2 COVID-19. Contractor agrees that the Contract Time is based on the Contractor's full compliance with all applicable and existing federal, state, and/or local statutes, orders, rules, regulations, ordinances, and/or directives relating to construction site safety in connection with COVID-19, and/or any similar virus or derivative strain. Therefore, any delay associated with COVID-19, or any derivative or similar strain thereof, or any federal, state, or local order

relating thereto, shall not be considered a Force Majeure Event unless it materially increases the Contract Time and Contractor has issued a PCO and the District has issued a Change Order pursuant to the “Changes in the Work” provisions herein. If the Parties cannot in good faith and reasonably agree to an increase in the Contract Time, the Parties agree that dispute will be resolved pursuant to the Claims Resolution Process herein.

- 16.3.4** Contractor is aware that governmental agencies and utilities, including, without limitation, the Division of the State Architect, the Department of General Services, gas companies, electrical utility companies, water districts, and other agencies may have to approve Contractor-prepared drawings or approve a proposed installation. Contractor shall include in its bid, time for possible review of its drawings and for reasonable delays and damages that may be caused by such agencies. Contractor is not entitled to make a claim for damages or delays or an Excusable Delay arising from the review of Contractor’s drawings or other approvals from the Division of the State Architect, the Department of General Services, gas companies, electrical utility companies, water districts, and other agencies.
- 16.3.5** Neither the financial resources of the Contractor or any person or entity directly or indirectly engaged by the Contractor in performance of any portion of the Work shall be deemed conditions beyond the control of the Contractor. If an event of Excusable Delay occurs, the Contract Time shall be subject to adjustment hereunder only if the Contractor establishes: (i) full compliance with all applicable provisions of the Contract Documents relative to the method, manner and time for Contractor’s notice and request for adjustment of the Contract Time; (ii) that the event(s) forming the basis for Contractor’s request to adjust the Contract Time are outside the reasonable control and without any fault or neglect of the Contractor or any person or entity directly or indirectly engaged by Contractor in performance of any portion of the Work; and (iii) that the event(s) forming the basis for Contractor’s request to adjust the Contract Time directly and adversely impacted the critical path of the Work as indicated in the approved Construction Schedule or the most recent updated approved Construction Schedule relative to the date(s) of the claimed event(s) of Excusable Delay.
- 16.3.6 Computation of Time / Adverse Weather**
- 16.3.6.1** The Contractor will only be allowed a time extension for Adverse Weather conditions if requested by Contractor within five (5) calendar days of the Adverse Weather event, and only if all of the following conditions are met – thereby making the resulting delay an Excusable Delay.
- 16.3.6.1.1** The weather conditions constitute Adverse Weather, as defined herein and further specified in the Special Conditions;
- 16.3.6.1.2** Contractor can verify that the Adverse Weather caused delays in excess of five (5) hours of the indicated labor required to complete the scheduled tasks of Work on the day affected by the Adverse Weather;
- 16.3.6.1.3** The Contractor’s crew is dismissed as a result of the Adverse Weather; and
- 16.3.6.1.4** The number of days of delay exceed those indicated in the Special Conditions.
- 16.3.6.2** A day-for-day extension will only be allowed for those days in excess of those indicated in the Special Conditions and only if the tasks of Work on the day affected by the Adverse Weather were tasks required to be performed on that day to maintain the critical path of the Construction Schedule.

- 16.3.6.3 The Contractor shall work seven (7) days per week, if necessary, irrespective of inclement weather, to maintain access and the Construction Schedule, and to protect the Work under construction from the effects of Adverse Weather, all at no further cost to the District.
- 16.3.6.4 The Contract Time has been determined with consideration given to the average climate weather conditions prevailing in the County in which the Project is located.

**16.4 Unexcused Delay(s) – Liquidated Damages**

- 16.4.1 Unexcused Delays refer to any delay to the progress of the Work caused by events or factors other than those specifically identified in the “Excusable and Compensable Delay(s)” or the “Excusable and Non-Compensable Delay(s)” sections above. Neither the Contract Price nor the Contract Time shall be adjusted on account of Unexcused Delays.
- 16.4.2 Contractor and District hereby agree that the exact amount of damages for failure to complete the Work within the time specified is extremely difficult or impossible to determine. If the Work is not completed within the time specified in the Contract Documents, it is understood that the District will suffer damage. It being impractical and unfeasible to determine the amount of actual damage, it is agreed the Contractor shall forfeit and pay to District as fixed and liquidated damages, and not as a penalty, the amount set forth in the Agreement for each calendar day of delay in Completion. Contractor and its Surety shall be liable for the amount thereof pursuant to Government Code section 53069.85.
- 16.4.3 Contractor shall not forfeit or pay liquidated damages for an Excusable Delay or an Excusable and Compensable Delay.

**17 CHANGES IN THE WORK**

**17.1 No Changes Without Authorization**

- 17.1.1 There shall be no change whatsoever in the Drawings, Specifications, or in the Work without an executed Change Order or Use of Allowance as applicable, a written Unilateral Change Order, or a written Force Account Directive authorized by the District as herein provided. District shall not be liable for the cost of any extra work, any changes to the Contract Time, or any substitutions, changes, additions, omissions, or deviations from the Drawings and Specifications unless the District's governing board has authorized the same and the cost thereof has been approved in writing by an executed Change Order or Use of Allowance as applicable, a written Unilateral Change Order, or a written Force Account Directive.
- 17.1.2 **Verbal Order of Change in the Work.** Any verbal order, direction, instruction, interpretation, or determination from the District, the Project Inspector or the Architect which in the opinion of the Contractor causes any change to the scope of the Work, or otherwise requires an adjustment to the Contract Price or the Contract Time, shall be treated as a Change only if the Contractor gives the Architect written notice within three (3) Business Days of the order, directions, instructions, interpretation or determination and prior to acting in accordance therewith. Time is of the essence in Contractor's written notice pursuant to the preceding sentence so that the District can promptly investigate and consider alternative measures to address the order, direction, instruction, interpretation or determination giving rise to Contractor's notice. Accordingly, Contractor acknowledges that its failure, for any reason, to give written notice within three (3) Business Days of any verbal order, direction, instruction, interpretation or determination shall be deemed Contractor's waiver of any right to assert or claim any entitlement to an adjustment of the Contract Time or the Contract Price on account of that verbal order, direction, instruction, interpretation or determination. The written notice shall state the date, circumstances, extent of adjustment to the Contract Price or the Contract

Time, if any, requested, and the source of the verbal order, directions, instructions, interpretation or determination that the Contractor regards as a Change. Unless the Contractor acts in strict accordance with this procedure, any verbal order, direction, instruction, interpretation or determination shall not be treated as a Change and the Contractor hereby waives any claim for any adjustment to the Contract Price or the Contract Time on account thereof.

- 17.1.3 The Surety, in executing and providing the Performance Bond and the Payment Bond, shall be deemed to have expressly agreed to any change to the Contract and to any extension of time made by reason thereof.
- 17.1.4 No extension of time for performance of the Work shall be allowed hereunder unless claim for such extension is made at the time changes in the Work are ordered, and such time duly adjusted in writing in the Change Order, Unilateral Change Order, or Force Account Directive. The provisions of the Contract Documents shall apply to all such changes, additions, and omissions with the same effect as if originally embodied in the Drawings and Specifications.
- 17.1.5 Contractor shall perform immediately all work that has been authorized by a fully executed Change Order, Unilateral Change Order, or Force Account Directive. Contractor shall be fully responsible for any and all delays and/or expenses caused by Contractor's failure to expeditiously perform this Work and Contractor's failure or refusal to so proceed with that Work may be deemed to be Contractor's default of a material obligation of the Contractor under the Contract Documents.
- 17.1.6 Should any Change Order result in an increase in the Contract Price, the cost of that Change Order shall be agreed to, in writing, in advance by Contractor and District and be subject to the monetary limitations set forth in Public Contract Code section 20118.4. In the event that Contractor proceeds with any change in Work without a Change Order executed by the District, Unilateral Change Order, or Force Account Directive, Contractor waives any claim of additional compensation or time for that additional work.
- 17.1.7 Contractor understands, acknowledges, and agrees that the reason for District authorization is so that District may have an opportunity to analyze the Work and decide whether the District shall proceed with the Change Order or alter the Project so that a change in Work becomes unnecessary.
- 17.1.8 In an emergency affecting safety of life or of work or of adjoining property, Contractor, without special instruction or authorization, shall act, at its discretion, to prevent all threatened loss or injury. Any compensation or time claimed by Contractor on account of emergency work shall be determined as indicated herein as a PCO.
- 17.1.9 No payments will be made, nor will District accept proposed change orders until the Contractor has complied with all the requirements of the Escrow of Bid Documentation document (if applicable).

## 17.2 **Architect Authority**

The Architect will have authority to order minor changes in the Work not involving any adjustment in the Contract Price, or an extension of the Contract Time, or a change that is inconsistent with the intent of the Contract Documents. These changes shall be effected by written Change Order, Unilateral Change Order, or by Architect's response(s) to RFI(s).

### **17.3 Change Orders**

**17.3.1** A Change Order is a written instrument prepared and issued by the District and/or the Architect and signed by the District (as authorized by the District's governing board), and the Contractor, stating their agreement regarding all of the following:

**17.3.1.1** A description of a change in the Work;

**17.3.1.2** The amount of the adjustment in the Contract Price, if any; and

**17.3.1.3** The extent of the adjustment in the Contract Time, if any.

**17.3.2** If a Change Order is required to be approved by DSA, the District may call it a Construction Change Document.

**17.3.3** If the District approves a Change, the District or the Architect shall provide a written Change Order to the Contractor describing the Change and setting forth the adjustment to the Contract Time and the Contract Price, if any, on account of that Change. All Change Orders shall be full payment and final settlement of all rights for direct, indirect and consequential costs, including without limitation, costs of delays or impacts related to, or arising out of, items covered and affected by the Change Order, as well as any adjustments to the Contract Time. Any demand or request for an adjustment to the Contract Time or the Contract Price relating to any Change incorporated into a Change Order not presented by the Contractor for inclusion in the Change Order shall be deemed waived. The Contractor shall execute the Change Order prepared pursuant to the foregoing. After the Change Order has been prepared and forwarded to the Contractor for execution, the Contractor shall not modify or amend the form or content of such Change Order, or any portion thereof.

### **17.4 Unilateral Change Orders**

**17.4.1** A Unilateral Change Order is a written order prepared and issued by the District, the Construction Manager, and/or the Architect and signed by the District, directing a change in the Work. The District may as provided by law, by Unilateral Change Order and without invalidating the Contract, order changes in the Work consisting of additions, deletions, or other revisions. Any dispute as to the sum of the Unilateral Change Order or timing of payment shall be resolved pursuant to the Payment provisions and the Claims provisions herein. **A Unilateral Change Order is NOT a Construction Change Document (which is defined above as a Change Order that DSA must approve).**

**17.4.2** The District may issue a Unilateral Change Order in the absence of agreement on the terms of a Change Order or Use of Allowance if applicable.

### **17.5 Force Account Directives**

**17.5.1** When work, for which a definite price has not been agreed upon in advance, is to be paid for on a force account basis, all direct costs necessarily incurred and paid by the Contractor for labor, material, and equipment used in the performance of that Work, shall be subject to the approval of the District and compensation will be determined as set forth herein.

**17.5.2** District will issue a Force Account Directive to proceed with the Work on a force account basis, and a not-to-exceed budget will be established by District.

**17.5.3** All requirements regarding direct cost for labor, labor burden, material, equipment, and markups on direct costs for overhead and profit described in this section shall apply to Force Account Directives. However, District will only pay for actual costs verified in the field by the District or its authorized representative(s) on a daily basis.

- 17.5.4 Contractor shall be responsible for all cost related to the administration of Force Account Directive. The markup for overhead and profit for Contractor modifications shall be full compensation to the Contractor to administer Force Account Directive.
- 17.5.5 Contractor shall notify District or its authorized representative(s) at least twenty-four (24) hours prior to proceeding with any of the force account work. Furthermore, the Contractor shall notify the District when it has consumed eighty percent (80%) of the budget, and shall not exceed the budget unless specifically authorized in writing by the District. Contractor will not be compensated for force account work in the event that Contractor fails to timely notify the District regarding the commencement of force account work, or exceeding the force account budget.
- 17.5.6 Contractor shall diligently proceed with the work, and on a daily basis, submit a daily force account report on a form supplied by the District no later than 5:00 p.m. each day. The report shall contain a detailed itemization of the daily labor, material, and equipment used on the force account work only. The names of the individuals performing the force account work shall be included on the daily force account reports. The type and model of equipment shall be identified and listed. District will review the information contained in the reports, and sign the reports no later than the next work day, and return a copy of the report to Contractor for its records. District will not sign, nor will Contractor receive compensation for work District cannot verify. Contractor will provide a weekly force account summary indicating the status of each Force Account Directive in terms of percent complete of the not-to-exceed budget and the estimated percent complete of the work.
- 17.5.7 In the event Contractor and District reach a written agreement on a set cost for the work while the work is proceeding based on a Force Account Directive, the Contractor's signed daily force account reports shall be discontinued and all previously signed reports shall be invalid.

## 17.6 Price Request

- 17.6.1 Definition of Price Request. A Price Request ("PR") is a written request prepared by the Architect or the District, requesting the Contractor to submit to the District and the Architect an estimate of the effect of a proposed change in the Work on the Contract Price and the Contract Time.
- 17.6.2 Scope of Price Request. A Price Request shall contain adequate information, including any necessary Drawings and Specifications, to enable Contractor to provide the cost breakdowns required herein. Contractor shall not be entitled to any additional compensation for preparing a response to a Price Request, whether ultimately accepted or not.
- 17.6.3 Contractor shall not consider Price Requests to be instructions either to stop work in progress or to execute the proposed change.
- 17.6.4 Contractor shall respond to pricing requests within 10 working days of receipt unless otherwise specified in Price Request. Contractor shall submit a quotation estimating cost adjustments to the Contract Price and the Contract Time necessary to execute the change, with the following documentation and information:
  - 17.6.4.1 Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
  - 17.6.4.2 Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
  - 17.6.4.3 Include costs of labor and supervision directly attributable to the change.

**17.6.4.4** Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

**17.7 Proposed Change Order**

**17.7.1 Proposed Change Order**. The Contractor may issue a Proposed Change Order ("PCO"), only as a written request prepared by it to the District and the Architect, requesting that the District issue a Change Order based upon a proposed change to the Work.

**17.7.2 Changes in Contract Price**. A PCO shall include breakdowns pursuant to the provisions herein to validate any change in Contract Price and include all reasonable documentation as required herein.

**17.7.3 Changes in Time**. A PCO shall also include any changes in time required to complete the Project. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationships. Use available total float before requesting an extension of the Contract Time. Any additional time requested shall not be the number of days to make the proposed change, but must be based upon the impact to the Construction Schedule as defined in the Contract Documents. If Contractor fails to request a time extension in a PCO, then the Contractor is thereafter precluded from requesting time and/or claiming a delay. If the Contractor is requesting additional time and believes that time is both Excusable and Compensable, then the Contractor must provide detailed documentation that supports its position and that addresses all the components of the "Excusable and Compensable Delay(s)" section above.

**17.7.4 Unknown and/or Unforeseen Conditions**. If Contractor submits a PCO requesting an increase in Contract Price and/or Contract Time that is based at least partially on Contractor's assertion that Contractor has encountered unknown and/or unforeseen condition(s) on the Project, then Contractor shall base the PCO on provable information that, beyond a reasonable doubt and to the District's satisfaction, demonstrates that the unknown and/or unforeseen condition(s) were actually unknown and/or unforeseen and that the condition(s) were reasonably unknown and/or unforeseen. If not, the District shall deny the PCO and the Contractor shall complete the Project without any increase in Contract Price and/or Contract Time based on that PCO.

**17.7.5 Time to Submit PCO**. Contractor shall submit its PCO within five (5) days of the date Contractor discovers, or reasonably should discover, the circumstances giving rise to the proposed change order, unless additional time to submit a proposed change order is granted in writing by the District. Time is of the essence in Contractor's written notice pursuant to the preceding sentence so that the District can promptly investigate and consider alternative measures to the address the basis for the PCI. Accordingly, Contractor acknowledges that its failure, for any reason, to give written notice (with Supporting Documentation to permit the District's review and evaluation) within this time frame shall be deemed Contractor's waiver, release, discharge and relinquishment of any right to assert or claim any entitlement to an adjustment of the Contract Time or the Contract Price on account of the circumstances giving rise to the PCO.

**17.7.6 COVID-19**

**17.7.6.1** Contractor agrees that its bid, the Contract Price and the Contract Time are based on the Contractor's full compliance with all applicable and existing federal, state, and/or local statutes, orders, rules, regulations, ordinances, and/or directives relating to construction site safety in connection with COVID-19, and/or any similar virus or derivative strain at the time of Contract award. Therefore, any cost or delay associated with COVID-19, or any derivative or

similar strain thereof, or any federal, state, or local order relating thereto, shall not be considered compensable unless:

- 17.7.6.1.1** It occurred after the date of the award of the Contract to Contractor;
  - 17.7.6.1.2** It materially increases the Contract Price or the Contract Time; and
  - 17.7.6.1.3** Contractor notifies the District within 10 days of notice of any a new derivative, strain, or new public health order(s), including the anticipated increase to the Contract Price or Contract Time due to the new derivative, strain, or new public health order(s), and Contractor substantiates those costs with detailed supporting documentation as required for a PCO.
- 17.7.6.2** If, during the construction of the Project, the applicable and existing federal, state, and/or local statutes, orders, rules, regulations, ordinances, and/or directives relating to construction site safety in connection with COVID-19, and/or any similar virus or derivative strain, are changed or rescinded (e.g., by the reduction of potential exposure or risk due to vaccinations), the Parties agree to reduce the Contract Price and the Contract Time due to the removal of the required efforts. If the Parties cannot mutually agree on the appropriate reduction, the District may issue a Unilateral Change Order for an amount of time and money it determines to be both reasonable and appropriate. The Parties agree that any dispute related to this provision will be resolved pursuant to the Claims Resolution Process herein.

**17.8 Format for Proposed Change Order**

- 17.8.1** The following “Format For Proposed Change Order” shall be used as applicable by the District and the Contractor (e.g. Change Orders, PCO’s, Use of Allowance or Contingencies) to communicate proposed additions and deductions to the Contract, supported by attached documentation.

*Balance of this page intentionally left blank.*

**FORMAT FOR PROPOSED CHANGE ORDER**

Note: The District reserves the right to require the breakdown below and may require the use of this form. "No More Than" means that Contractor must justify costs up to, but not exceeding the maximum percentage allowed. Flat rates and lump sums will only be allowed if the District agrees to accept them on a case by case, proposal by proposal basis.

	<b>PRIME CONTRACTOR</b>	<b><u>ADD</u></b> Total cumulative OH/P prime + all tiers no more than 25% of net	<b><u>DEDUCT</u></b> OH/P no less than 5% of net
(a)	<b><u>Labor Charge</u></b> Attach all itemized hours for each type of worker. Rates shall be <b>no more than</b> the Straight-Time Total Hourly Rate as determined by the Department of Industrial Relations ("DIR") for the applicable labor category. Provide cut sheet of labor hours from DIR as support.		
(b)	<b><u>Labor Burden &amp; Worker's Compensation Charge</u></b> This shall be <b>no more than</b> twenty percent (20%) of <b>item (a)</b> , the Labor Charge – breakout required.		
(c)	<b>Subtotal (a+b)</b>		
(d)	<b><u>Material Charge</u></b> Attach itemized quantity and unit cost plus sales tax and invoice(s) from vendor(s).		
(e)	<b><u>Equipment Charge</u></b> Excluding Operator costs and small items under \$1,000. Attach invoice(s) from supplier(s).		
(f)	<b>Subtotal (c+d+e)</b>		
(g)	<b><u>Prime Contractor Overhead and Profit</u></b> Excluding bonds and insurance. This shall be <b>no more than</b> fifteen percent (15%) of <b>line (f)</b> .		
(h)	<b><u>TOTAL – CONTRACTOR</u></b> <b><u>(Excluding Bonds &amp; Insurance)</u></b>		

	<b>SUBCONTRACTOR(s)</b>	<b>ADD</b> Total cumulative OH/P prime + all tiers no more than 25% of net	<b>DEDUCT</b> OH/P <u>no less than</u> 5% of net
	<b><u>Labor Charge – Direct</u></b>		
(i)	Attach all itemized hours for each type of worker. Rates shall be <b>no more than</b> the Straight-Time Total Hourly Rate as determined by the Department of Industrial Relations (“DIR”) for the applicable labor category. Provide cut sheet of labor hours from DIR as support.		
	<b><u>Labor Burden &amp; Worker’s Compensation Charge</u></b>		
(j)	This shall be <b>no more than</b> twenty percent (20%) of <b>item (i)</b> , the Labor Charge – breakout required. This shall be the total cumulative charge permitted for all Subcontractors or all labor performed by the Subcontractor or lower tier Subcontractors. Breakout required.		
(k)	<b>Subtotal (i+j)</b>		
	<b><u>Material Charge</u></b>		
(l)	Attach itemized quantity and unit cost plus sales tax and invoice(s) from vendor(s).		
	<b><u>Equipment Charge</u></b>		
(m)	Excluding Operator costs and small items under \$1,000. Attach invoice(s) from supplier(s).		
(n)	<b>Subtotal (k+l+m)</b>		
	<b><u>Sub-Contractor Overhead and Profit</u></b>		
(o)	Excluding bonds and insurance. This shall be <b>no more than</b> fifteen percent (15%) of <b>line (n)</b> .		
(p)	<b>TOTAL – SUBCONTRACTOR</b>		
(q)	<b>SUB-TOTAL (h + p)</b>		
	<b><u>Bonds and Insurance</u></b>		
(r)	Direct Cost as applied to line (q). Not to exceed 1%.		
(s)	<b>GRAND TOTAL (q+r)</b>		

(t)	<u>TIME</u>	DAYS:
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**17.8.2** All Proposed Change Order requests by Contractor for a change shall include a complete itemized breakdown with the following detail:

**17.8.2.1 Labor.** Labor breakdown by trade classification, wage rates, and estimated hours. Labor costs shall only include fringe benefits indicated by governing trade organizations. Wages shall not exceed current prevailing wages in the locality for performance of the changes.

**17.8.2.1.1** The Contractor's or Subcontractors' labor burden and Workers' Compensation premium shall only be charged as indicated herein. In no event shall Contractor include any other charges than as indicated herein without the prior written approval of the District.

**17.8.2.2 Material.** Material quantities, and types of products, and transportation costs, if applicable.

**17.8.2.3 Equipment.** Equipment breakdown by make, type, size, rental rates (if not owned), equipment hours and transportation costs, if applicable.

**17.8.2.3.1** The equipment costs shall not exceed one hundred percent (100%) of the Association of Equipment Distributors (AED) rental rates or Caltrans rates, whichever is less. Hourly, daily, weekly, or monthly rates shall be used, whichever is lower. Hourly rates including operator shall not be used.

**17.8.2.3.2** The time to be paid for equipment shall be the actual time that the equipment is in productive operation on the Work or idled as a result of the event or circumstance giving rise to the Proposed Change Order. In computing the hourly rental of equipment, any time less than thirty (30) minutes shall be considered one-half (1/2) hour. No payment will be made for time while equipment is inoperative due to breakdown, or for non-workdays. In addition, the rental time shall not include the time required to move the equipment to and from the project site. No mobilization or demobilization will be allowed for equipment already on site. If such equipment is not moved by its own power, then loading and transportation costs will be paid in lieu of rental time thereof. However, neither moving time nor loading and transportation costs will be paid if the equipment is used on the Project Site in any other way than upon the work directly related to the event or circumstance giving rise to the Proposed Change Order.

**17.8.2.3.3** Individual pieces of equipment having a replacement value of one thousand dollars (\$1,000) or less shall be considered to be small tools or small equipment, and no payment will be made since the costs of these tools and equipment is included as part of the markup for overhead and profit defined herein.

**17.8.2.3.4** Payment to the Contractor for the use of equipment as set forth above shall constitute full compensation to the Contractor for the cost of fuel, power, oil, lubricants, supplies, small equipment, necessary attachments, repairs and maintenance of any kind, depreciation, storage, insurance, labor (except for equipment operators), and any and all costs to the Contractor incidental to the use of the equipment.

**17.8.2.3.5** Should Contractor, or any of its owners, officers, directors or agents, hold any ownership interest in any company, organization, association or corporation from whom rental equipment is secured. Contractor shall immediately notify District of such and the price set for any such rental shall be agreed upon in advance by the Contractor and the District.

**17.8.2.4 Overhead, Profit, Bond and Insurance Costs.** Markup for overhead and profit, which shall be used to compensate Contractor for all costs for all administration, general conditions, and supervision, including, without limitation:

- 17.8.2.4.1** All home office overhead, field office overhead, field office personnel including, but not limited to, principals, project managers, superintendents, supervisory foremen, estimators, project engineers, detailers, draftsmen, schedulers, consultants, watchmen, payroll clerks, administrative assistants, labor compliance costs and secretaries.
- 17.8.2.4.2** All field and field office expenses including, but not limited to, field trailers, parking, storage sheds, office equipment and supplies, telephone service and long distance telephone calls, computers, fax machines, temporary utilities, sanitary facilities and services, janitorial services, small tools and equipment with a cost under \$1000 each, portable scaffolding, blocking, shores, appliances, job vehicles, security and fencing, conformance to regulatory requirements including compliance to safety regulations, safety programs and meetings, cartage, warranties, As-Built Drawings, as well as any related maintenance costs.
- 17.8.2.4.3** Administrative functions such as, but not limited to, reviewing, coordinating, distributing, processing, posting, recording, estimating, negotiating, expediting, engineering, drawing, detailing, revising shop drawings, carting, cleaning, protecting the work, and other incidental Work related to the change.
- 17.8.2.4.4** All other costs and taxes required to be paid, but not included under direct costs as defined above including, without limitation, payroll taxes, social security, etc.
- 17.8.2.4.5** All costs for Contractor's bonds and insurance.
- 17.8.2.4.6** Taxes: Federal excise tax shall not be included. District will issue an exemption on request.
- 17.8.2.5 Contract Time.** Justification for any adjustment in Contract Time including a schedule analysis identifying critical schedule activities delayed by the request. Contract Time shall be extended or reduced by Change Orders, Unilateral Change Orders, or Force Account Directives for a period of time commensurate with the time reasonably necessary to perform a Change. This time must be requested in writing by the Contractor with the Price Request, PCO, or expressly in writing as part of its documentation for Unilateral Change Orders, or Force Account Directives. The Contractor shall justify any Contract Time extension by submittal of a schedule analysis as required in this Changes section of these General Conditions accurately portraying the impact of the change on the critical path of the Construction Schedule. Changes performed within available float shall not justify an extension to the Contract Time. The District shall make the final determination of the amount of Contract Time to allocate to any Change.
- 17.8.2.6 Supporting Documentation.** Contractor shall include with each PCO, along with the itemized breakdown as required herein, reasonable documentation substantiating the requested change in the Contract Price and Contract Time. If the District deems Contractor's supporting documentation incomplete or inadequate to substantiate the requested change to the Contract Price and Contract Time, the District may request that Contractor supplement the PCO with additional, reasonable supporting documentation.

## **17.9 Change Order Certification**

- 17.9.1** All Change Orders and PCOs shall include the following certification by the Contractor. The Parties acknowledged that if a Change Order is approved that does not include this language, that Change Order shall be deemed to include this certification language:

The Contractor approves the foregoing as to the changes, if any, and the price specified for each item and the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete all additional work specified for the

consideration stated herein. Submission of sums that have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq. It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District. It is expressly understood that the value of the extra Work or changes includes all of the Contractor's costs, expenses, field overhead, home office overhead, profit, both direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project. Any costs, expenses, damages, or time extensions not included are deemed waived.

#### **17.10 Determination of Change Order Cost**

**17.10.1** The amount of the increase or decrease in the Contract Price from a Change Order, if any, shall be determined in one or more of the following ways as applicable to a specific situation and at the District's discretion:

**17.10.1.1** District acceptance of a PCO;

**17.10.1.2** By agreement between District and Contractor.

**17.10.1.3** By unit prices or alternates contained in Contractor's original bid. If the Bid for the Work included proposal(s) for Alternate Bid Item(s), during Contractor's performance of the Work, the District may elect to add any such Alternate Bid Item(s) if the that item did not form a basis for award of the Contract or delete any such Alternate Bid Item(s) if that item formed a basis for award of the Contract. If the District elects to add or delete an Alternate Bid Item(s) pursuant to the foregoing, the cost or credit for that Alternate Bid Item(s) shall be as set forth in the Contractor's Bid, at the District's discretion. If any Alternate Bid Item is added or deleted from the Work pursuant to the foregoing, the Contract Time shall be adjusted by the number of days allocated for the added or deleted Alternate Bid Item in the Contract Documents; if days are not allocated for any Alternate Bid Item added or deleted pursuant to the foregoing, the Contract Time shall be equitably adjusted.

**17.10.1.4** By the District, based upon actual and necessary costs incurred by the Contractor as determined by the District on the basis of the Contractor's records. Promptly upon determining the extent of adjustment to the Contract Price, the District shall notify the Contractor in writing of the same; the Contractor shall be deemed to have accepted the District's determination of the amount of adjustment to the Contract Price on account of a Change to the Work unless Contractor shall notify the District, in writing, not more than fifteen (15) days from the date of the District's written notice, of any objection to the District's determination. Failure of the Contractor to timely notify the District of Contractor's objections to the District's determination of the extent of adjustment to the Contract Price shall be deemed Contractor's acceptance of the District's determination and a waiver of any right or basis of the Contractor to thereafter protest or otherwise object to the District's determination. Notwithstanding any objection of the Contractor to the District's determination of the extent of any adjustment to the Contract Price pursuant to this provision, Contractor shall diligently proceed to perform and complete any such Change.

#### **17.11 Deductive Change Orders**

The estimated cost of deductions shall be based on labor and material prices on the date the Contract was executed. If Contractor offers a proposed amount for a deductive Change Order(s), Contractor shall include a minimum of five percent (5%) total overhead and profit to be deducted with the amount of the work of the Change Order(s). If Subcontractor work is involved, Subcontractors shall also include a minimum of five percent (5%) overhead and profit to be deducted with the amount of its deducted

work, for a total minimum of ten percent (10%) total overhead and profit to be deducted. Any deviation from this provision shall not be allowed.

Any change in The Work involving both additions and deletions shall indicate a net total cost, including subcontracts and materials. Allowance for overhead and profit, as specified herein, shall be applied if the net total cost is an extra; overhead and profit allowances shall not be applied if the net total cost is a credit. The estimated cost of deductions shall be based on labor and material prices on the date the Contract was executed.

**17.12 Discounts, Rebates and Refunds**

For purposes of determining the cost, if any, of any change, addition, or omission to the Work hereunder, all trade discounts, rebates, refunds, and all returns from the sale of surplus materials and equipment shall accrue and be credited to the Contractor, and the Contractor shall make provisions so that such discounts, rebates, refunds, and returns may be secured, and the amount thereof shall be allowed as a reduction of the Contractor's cost in determining the actual cost of construction for purposes of any change, addition, or omission in the Work as provided herein.

**17.13 Accounting Records**

With respect to portions of the Work performed by Change Orders, Unilateral Change Orders, or Force Account Directives, Contractor shall keep and maintain cost-accounting records satisfactory to the District, which shall be available to the District on the same terms as any other books and records Contractor is required to maintain pursuant to the Contract Documents.

**17.14 Notice Required**

If Contractor is seeking an adjustment in the Contract Price, or any extension in the Contract Time for Completion, it shall notify District pursuant to the provisions of the Contract Documents. No adjustment in the Contract Price or Contract Time shall be considered unless made in accordance with the Contract Documents. Contractor shall proceed to execute the Work even though the adjustment may not have been agreed upon. Any change in the Contract Price or extension of the Contract Time resulting from such contract adjustment shall only be authorized by a Change Order.

**17.15 Applicability to Subcontractors**

Any requirements under this Article shall be equally applicable to Change Orders, Unilateral Change Orders, or Force Account Directives issued to Subcontractors by the Contractor to the extent as required by the Contract Documents.

**17.16 Alteration to Change Order Language**

Contractor shall not alter Change Orders or reserve time in Change Orders. Contractor shall execute finalized Change Orders and proceed under the provisions herein with proper notice.

**17.17 Failure of Contractor to Execute Change Order**

No dispute, disagreement or failure of the parties to reach agreement on the terms of the change order shall relieve the Contractor from the obligation to proceed with performance of the Work, promptly and expeditiously. Contractor shall be in default of the Contract if Contractor fails to execute a Change Order when the Contractor agrees with the addition and/or deletion of the Work in that Change Order.

**18 REQUEST FOR INFORMATION**

**18.1** Any Request for Information ("RFI") shall reference all applicable Contract Document(s), including Specification section(s), detail(s), page number(s), drawing number(s), and sheet number(s), etc. Contractor shall make suggestions and interpretations of the issue raised by each RFI. An RFI cannot modify the Contract Price, Contract Time, or the Contract Documents.

- 18.2 Contractor shall be liable to the District for all costs incurred by the District associated with the processing, reviewing, evaluating and responding to any RFI, including without limitation, fees of the Architect and any other design consultant to the Architect or the District, that District reasonably determines:
  - 18.2.1 Does not reflect adequate or competent supervision or coordination by the Contractor or any Subcontractor; or
  - 18.2.2 Does not reflect the Contractor's adequate or competent knowledge of the requirements of the Work or the Contract; or
  - 18.2.3 Requests an interpretation or decision of a matter where the information sought is equally available to the Contractor; or
  - 18.2.4 Is not justified for any other reason.
- 18.3 Prior to submitting the RFI, Contractor shall diligently review the Contract Documents for information responsive to the RFI, including information incorporated by reference. Contractor should not issue an RFI regarding information contained in or inferable from the Contract Documents, including information incorporated by reference. An RFI is invalid if the RFI response is contained in or inferable from the Contract Documents.
- 18.4 Contractor shall be responsible for preparing and submitting each RFI so as to not cause delay to the progress of the Work nor to cause any impact to the Contractor's labor productivity. An RFI may be considered untimely if not submitted within **Forty-Eight (48) hours** of receipt from a Contractor's subcontractor. Untimely submission of any RFI will preclude Contractor from asserting any claims for delay or for labor impact against the District.
- 18.5 If the Contractor fails to timely notify the Architect in writing of any Conditions encountered and the Contractor proceeds to perform any portion of the Work containing or affected by such Conditions the Contractor shall bear all costs associated with or required to correct, remove, or otherwise remedy any portion of the Work affected thereby without adjustment of the Contract Time or the Contract Price. In requesting information of the District to address and resolve any conditions, the Contractor shall act with promptness in submitting any written request so as to allow the District a reasonable period of time to review, evaluate and respond to any request, taking into account the then current status of the progress and completion of the Work and the actual or potential impact of any conditions upon the completion of the Work within the Contract Time. The Contract Time shall not be subject to adjustment in the event that the Contractor shall fail to timely request information from the District.

## 19 PAYMENTS

### 19.1 Contract Price

- 19.1.1 The Contract Price is stated in the Agreement and, including authorized adjustments, is the total amount payable by the District to the Contractor for performance of the Work pursuant to the Contract Documents. If all or a portion of the Project is being funded by funds requiring approval by the State Allocation Board (SAB), payment may be subject to that approval being received, funding by the SAB, and funds being released by the Office of Public School Construction (OPSC).

### 19.2 Applications for Progress Payments

- 19.2.1 Procedure for Applications for Progress Payments
  - 19.2.1.1 Application for Progress Payment

**19.2.1.1.1** Not before the fifth (5<sup>th</sup>) day of each calendar month during the progress of the Work, Contractor shall submit to the District and the Architect an itemized Application for Payment for Work completed in accordance with the Schedule of Values. The Application for Payment shall be notarized, if required, and supported by the following or each portion thereof unless waived by the District in writing:

**19.2.1.1.1.1** The amount paid to the date of the Application for Payment to the Contractor, to all its Subcontractors, and all others furnishing labor, material, or equipment for its Contract;

**19.2.1.1.1.2** The amount being requested by the Application for Payment by the Contractor on its own behalf and separately stating the amount requested on behalf of each of the Subcontractors and all others furnishing labor, material, and equipment under the Contract;

**19.2.1.1.1.3** The balance that will be due to each of the entities after payment is made;

**19.2.1.1.1.4** A certification that the As-Built Drawings and annotated Specifications are current and uploaded to Procore;

**19.2.1.1.1.5** An Itemized breakdown of Work performed;

**19.2.1.1.1.6** An updated and acceptable construction schedule in conformance with the provisions herein;

**19.2.1.1.1.7** The additions to and subtractions from the Contract Price and Contract Time;

**19.2.1.1.1.8** Pricing for Instruction Bulletins, ASI's or RFI's as directed by the District Representative;

**19.2.1.1.1.9** A total of the retention held;

**19.2.1.1.1.10** The material invoices, evidence of equipment purchases, rentals, and other support and details of cost as the District may require from time to time;

**19.2.1.1.1.11** The percentage of completion of the Contractor's Work by line item;

**19.2.1.1.1.12** The Schedule of Values updated from the preceding Application for Payment;

**19.2.1.1.1.13** A duly completed and executed conditional waiver and release upon progress payment compliant with Civil Code section 8132 from each subcontractor of any tier and supplier to be paid from the current progress payment;

**19.2.1.1.1.14** A duly completed and executed unconditional waiver and release upon progress payment compliant with Civil Code section 8134 from each subcontractor of any tier and supplier that was paid from the previous progress payment; and

**19.2.1.1.1.15** A certification by the Contractor of the following:

The Contractor warrants title to all Work performed as of the date of this payment application. The Contractor further warrants that all Work performed as of the date of this payment application is free and clear of liens, claims, security interests, or encumbrances in favor of the Contractor, Subcontractors, material and equipment suppliers, workers, or other persons or entities making a claim by reason of having provided labor, materials, and equipment relating to the Work, except those of which the District has been informed.

**19.2.1.1.1.16** If requested by the District, a third party, or as required by the California Department of Industrial Relations, all requested or required certified payroll record ("CPR(s)") for each journeyman, apprentice, worker, or other employee employed by the Contractor and/or each Subcontractor in connection with the Work for the period of the Application for Payment.

**19.2.1.1.2** Except as expressly provided for herein, no payments shall be made by the District on account of any item of the Work, including without limitation, materials or equipment that, at the time of the Contractor's submittal of an Application for Progress Payment, has/have not been incorporated into and made a part of the Work.

**19.2.1.1.3** Contractor shall be subject to the False Claims Act set forth under Government Code section 12650 et seq., for information provided with any Application for Progress Payment.

**19.2.2 Prerequisites for Progress Payments**

**19.2.2.1** First Payment Request: The following items, if applicable, must be completed before District will accept and/or process Contractor's first payment request:

**19.2.2.1.1** Installation of the Project sign;

**19.2.2.1.2** Installation of field office;

**19.2.2.1.3** Installation of temporary facilities and fencing;

**19.2.2.1.4** Schedule of Values;

**19.2.2.1.5** Contractor's Construction Schedule;

**19.2.2.1.6** Schedule of unit prices, if applicable;

**19.2.2.1.7** Submittal Schedule;

**19.2.2.1.8** Receipt by Architect of all submittals due as of the date of the payment application;

**19.2.2.1.9** Copies of necessary permits;

**19.2.2.1.10** Copies of authorizations and licenses from governing authorities;

**19.2.2.1.11** Initial progress report;

**19.2.2.1.12** Surveyor qualifications;

**19.2.2.1.13** Written acceptance of District's survey of rough grading, if applicable;

**19.2.2.1.14** List of all Subcontractors, with names, license numbers, telephone numbers, and Scope of Work;

**19.2.2.1.15** All bonds and insurance endorsements; and

**19.2.2.1.16** Resumes of Contractor's project manager, and if applicable, job site secretary, record documents recorder, and job site superintendent.

**19.2.2.2** Second Payment Request: District will not process the second payment request until and unless all submittals and Shop Drawings and pre-construction survey have been accepted for review by the Architect.

**19.2.2.3** No Waiver of Criteria: Any payment made to Contractor where criteria set forth herein have not been met shall not constitute a waiver of said criteria by District. The approval of any Application for Progress Payment or the disbursement of any Progress Payment to the Contractor shall not be deemed nor constitute acceptance of defective Work or Work not in conformity with the Contract Documents. Instead, such payment shall be construed as a good faith effort by District to resolve differences so Contractor may pay its Subcontractors and suppliers. Contractor agrees that failure to submit such items may constitute a material breach of the Contract by Contractor and may subject Contractor to termination.

**19.3 Progress Payments**

**19.3.1 District's Approval of Application for Payment**

**19.3.1.1** Upon receipt of an Application for Payment, District shall act in accordance with the following:

**19.3.1.1.1** Each Application for Payment shall be reviewed by the District as soon as practicable after receipt for the purpose of determining that the Application for Payment is a proper Application for Payment.

**19.3.1.1.2** Any Application for Payment determined not to be a proper Application for Payment suitable for payment shall be returned to the Contractor as soon as practicable, but not later than seven (7) days, after receipt. An Application for Payment returned pursuant to this paragraph shall be accompanied by a document setting forth in writing the reasons why the Application for Payment is not proper. The number of days available to the District to make a payment without being subject to any applicable statute regarding prompt payment or interest accrual, shall be reduced by the number of days by which the District exceeds this seven-day return requirement.

**19.3.1.1.3** An approved Application for Payment shall be considered payable if funds are available for payment after the deduction of amounts allowed by law and/or pursuant to the section herein entitled "Decisions to Withhold Payment,"

**19.3.1.2** The District's review of the Contractor's Application for Payment will be based on the District's and the Architect's observations at the Site and the data comprising the Application for Payment that the Work has progressed to the point indicated and that, to the best of the District's and the Architect's knowledge, information, and belief, the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject to:

**19.3.1.2.1** Observation of the Work for general conformance with the Contract Documents,

**19.3.1.2.2** Results of subsequent tests and inspections,

**19.3.1.2.3** Minor deviations from the Contract Documents correctable prior to Completion, and

**19.3.1.2.4** Specific qualifications expressed by the Architect.

**19.3.1.3** District's approval of each Application for Payment shall be based on Contractor complying with all requirements for a fully complete and valid Application for Payment.

**19.3.2 Payments to Contractor**

**19.3.2.1** Within thirty (30) days after District's receipt of each undisputed and properly submitted Application for Payment, Contractor shall be paid a sum equal to ninety-five percent (95%) of the value of the Work performed (as verified by Architect and Inspector and certified by Contractor) up to the last day of the previous month, less the aggregate of previous payments and amount to be withheld. The value of the Work completed shall be Contractor's best estimate. No inaccuracy or error in Contractor's estimate shall operate to release the Contractor, or any Surety upon any bond, from damages arising from such Work, or from the District's right to enforce each and every provision of this Contract, and the District shall have the right subsequently to correct any error made in any estimate for payment.

**19.3.2.2** District shall withhold five percent (5%) retention from all Progress Payments.

**19.3.2.3** District may withhold ten percent (10%) retention from all Progress Payments pursuant to Public Contract Code section 7201, if the Project is determined to be "substantially complex."

**19.3.2.4** The Contractor shall not be entitled to have any payment requests processed, or be entitled to have any payment made for Work performed, so long as any lawful or proper direction given by the District concerning the Work, or any portion thereof, remains incomplete.

**19.3.2.5** In accordance with Public Contract Code §20104.50, in the event that the District shall fail to make any Progress Payment within thirty (30) days after receipt of an undisputed and properly submitted Application for Progress Payment, the District shall pay the Contractor interest on the undisputed amount of such Application for Progress Payment equal to the legal rate of interest set forth in California Code of Civil Procedure §685.010(a).

**19.3.3 No Waiver**

No payment by District hereunder shall be interpreted so as to imply that District has inspected, approved, or accepted any part of the Work. Notwithstanding any payment, the District may enforce each and every provision of this Contract. The District may correct or require correction of any error subsequent to any payment.

**19.3.4 Warranty of Title**

**19.3.4.1** If a lien or a claim based on a stop notice or stop payment notice of any nature should at any time be filed against the Work or any District property, by any entity that has supplied material or services at the request of the Contractor, Contractor and Contractor's Surety shall promptly, on demand by District and at Contractor's and Surety's own expense, take any and all action necessary to cause any such lien or a claim based on a stop notice or stop payment notice to be released or discharged immediately therefrom.

**19.3.4.2** If the Contractor fails to furnish to the District within ten (10) calendar days after demand by the District, satisfactory evidence that a lien or a claim based on a stop notice or stop payment notice has been so released, discharged, or secured, the District may discharge such indebtedness and deduct the amount required therefore, together with any and all losses, costs, damages, and attorney's fees and expense incurred or suffered by District from any sum payable to Contractor pursuant to the Contract.

**19.4 Decisions to Withhold Payment**

**19.4.1 Reasons to Withhold Payment**

District may withhold payment in whole, or in part, to the extent reasonably necessary to protect the District if, in the District's opinion, the representations to the District required herein cannot be made. District may withhold payment, in whole, or in part, to such extent as may be necessary to protect the District from loss because of, but not limited to:

**19.4.1.1** Defective Work not remedied within **FORTY-EIGHT (48)** hours of written notice to Contractor;

**19.4.1.2** Stop notices, stop payment notices or other liens served upon the District as a result of the Contract;

**19.4.1.3** Liquidated damages assessed against the Contractor;

**19.4.1.4** The cost to complete the Work if there exists reasonable doubt that the Work can be completed for the unpaid balance of the Contract Price or by the Completion Date;

**19.4.1.5** Damage to the District or other contractor(s);

**19.4.1.6** Unsatisfactory performance of the Work by Contractor;

**19.4.1.7** Failure to store and properly secure materials;

**19.4.1.8** Failure of the Contractor to submit, on a timely basis, proper, sufficient, and acceptable documentation required by the Contract Documents, including, without limitation, a Construction Schedule, Schedule of Submittals, Schedule of Values, Monthly Progress

Schedules, Shop Drawings, Product Data and samples, Proposed product lists, executed Change Orders, and/or verified reports, signed Instruction Bulletins;

- 19.4.1.9** Failure of the Contractor to maintain or upload to Procore As-Built Drawings;
- 19.4.1.10** Erroneous estimates by the Contractor of the value of the Work performed, or other false statements in an Application for Payment;
- 19.4.1.11** Unauthorized deviations from the Contract Documents including without limitation, Contractor failure to correct notices of defective Work and/or safety orders;
- 19.4.1.12** Failure of the Contractor to perform the Work in a timely manner in compliance with the Construction Schedule, established progress schedules, and/or completion dates;
- 19.4.1.13** Failure to provide acceptable electronic certified payroll records, as required by the Labor Code, by these Contract Documents, or by written request; for each journeyman, apprentice, worker, or other employee employed by the Contractor and/or by each Subcontractor in connection with the Work for the period of the Application for Payment or if payroll records are delinquent or inadequate;
- 19.4.1.14** Failure to properly pay prevailing wages as required in Labor Code section 1720 et seq., failure to comply with any other Labor Code requirements, and/or failure to comply with labor compliance monitoring and enforcement by the DIR
- 19.4.1.15** Allowing an unregistered subcontractor, as described in Labor Code section 1725.5, to engage in the performance of any work under this Contract;
- 19.4.1.16** Failure to comply with any applicable federal statutes and regulations regarding minimum wages, withholding, payrolls and basic records, apprentice and trainee employment requirements, equal employment opportunity requirements, Copeland Act requirements, Davis-Bacon Act and related requirements, Contract Work Hours and Safety Standards Act requirements, if applicable;
- 19.4.1.17** Failure to properly maintain or clean up the Site;
- 19.4.1.18** Failure to timely indemnify, defend or hold harmless the District;
- 19.4.1.19** Any payments due to the District, including but not limited to payments for failed tests, utilities changes, or permits;
- 19.4.1.20** Failure to pay Subcontractor(s) or supplier(s) as required by law and by the Contract Documents;
- 19.4.1.21** Failure to pay any royalty, license or similar fees;
- 19.4.1.22** Failure of the Contractor to submit on a timely basis all Closeout Documentation in a manner and form that is proper, sufficient, and reasonably acceptable to the District, and to not cause a delay in the Completion or approval of the Project; or
- 19.4.1.23** Failure to appropriately manage storm water or failure to perform any implementation and/or monitoring required by any SWPPP for the Project and/or the imposition of any penalties or fines imposed therefore against Contractor or District.
- 19.4.1.24** Payment is delayed due to an audit inquiry by the State, the County Office of Education, the County, or any entity with jurisdiction related to the Project.
- 19.4.1.25** Contractor is otherwise in breach, default or in substantial violation of any provision of the Contract;

**19.4.1.26** Failure of work to meet the approval of AOR, IOR, SOR, and District representative. Funds for that scope of work may be withheld until correction is made and satisfies the District representative.

**19.4.2** No Interest or penalties shall be paid on any retention or amounts withheld due to the failure of Contractor to perform in full accordance with the terms and conditions of the Contract Documents.

**19.4.3** Reallocation of Withheld Amounts

**19.4.3.1** District may, in its discretion, apply any withheld amount to pay outstanding claims or obligations as defined herein. In so doing, District shall make such payments on behalf of Contractor. If any payment is so made by District, then that amount shall be considered a payment made pursuant to the Contract and District shall not be liable to Contractor for any payment made in good faith. These payments may be made without prior judicial determination of claim or obligation. District will render Contractor an accounting of funds disbursed on behalf of Contractor.

**19.4.3.2** If Contractor defaults or neglects to perform the Work in accordance with the Contract Documents or fails to perform any provision thereof, District may, after **FORTY-EIGHT (48)** hours written notice to the Contractor and, without prejudice to any other remedy, make good such deficiencies. District shall adjust the total Contract Price by reducing the amount thereof by the cost of making good such deficiencies. If District deems it inexpedient to correct Work that is damaged, defective, or not done in accordance with Contract provisions, an equitable reduction in the Contract Price (of at least one hundred twenty-five percent (125%) of the estimated reasonable value of the nonconforming Work) shall be made therefor.

**19.4.4** Payment After Cure

When Contractor cures the grounds for declining approval, payment shall be made for amounts so withheld. No interest shall be paid on any retention or amounts withheld due to the failure of the Contractor to perform in accordance with the terms and conditions of the Contract Documents.

**19.5** Subcontractor Payments

**19.5.1** Payments to Subcontractors. No later than seven (7) days after receipt, or pursuant to Business and Professions Code section 7108.5 and Public Contract Code section 7107, the Contractor shall pay to each Subcontractor, out of the amount paid to the Contractor on account of such Subcontractor's portion of the Work, the amount to which said Subcontractor is entitled. Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to its Sub-subcontractors in a similar manner.

**19.5.2** No Obligation of District for Subcontractor Payment. District shall have no obligation to pay, or to see to the payment of, money to a Subcontractor except as may otherwise be required by law.

**19.5.3** Joint Checks. District shall have the right in its sole discretion, if necessary for the protection of the District, to issue joint checks made payable to the Contractor and Subcontractors and material or equipment suppliers. The joint check payees shall be responsible for the allocation and disbursement of funds included as part of any such joint payment. In no event shall any joint check payment be construed to create any contract between the District and a Subcontractor of any tier, any obligation from the District to such Subcontractor, or rights in such Subcontractor against the District.

**20** **COMPLETION OF THE WORK**

## **20.1 Substantial Completion**

- 20.1.1** The District has established a date for Substantial Completion. Please see Special Conditions for specific date. When Contractor considers the progress of the Work to be at Substantial Completion, Contractor shall request in writing that the District Representative, Project Inspector and Architect inspect the Work and issue a Certificate of Substantial Completion. In the request, Contractor shall certify that the progress of the Work is at Substantial Completion and Contractor shall at that time, submit a list of items that Contractor believes are corrective in nature. Contractor shall promptly proceed in correcting items that are on Contractor submitted list.
- 20.1.1.1** Within three (3) days after receipt of the request for Substantial Completion, the District Representative, Architect and Contractor shall inspect the Work.
- 20.1.1.1.1** If, after inspection, the District Representative considers the progress of the Work to be at Substantial Completion, the Architect shall prepare a comprehensive punch list of items to be corrected along with a Certificate of Substantial Completion signed by the Architect, the District Representative and the Contractor thereby establishing the date of Substantial Completion and the date by which the Contractor shall finish all items on the attached punch list
- 20.1.1.1.2** If, after inspection of the Work, and within seven (7) days after receipt of the written request for Certificate of Substantial Completion, the District Representative does not consider the progress of the Work to be at Substantial Completion, the District Representative will notify the Contractor stating the reasons thereof.
- 20.1.1.2** At Substantial Completion, the District Representative and Contractor will concur on the division of responsibilities between the District and the Contractor with respect to security, maintenance, safety, operation, heat, utilities, damage to the Work, warranties and guarantees. Warranties and guarantees shall commence on the date of Substantial Completion, unless otherwise indicated in the Certificate of Substantial Completion.
- 20.1.1.3** Contractor shall correct all items on the Punch List in the time frame established by the Certificate of Substantial Completion issued by the Architect, within the Closeout period and in accordance with the Contract. Failure to include an item on the Punch List issued by the District does not relieve the Contractor from completing all Work in accordance with the Contract Documents.
- 20.1.1.4** The District shall allow reasonable access to the Contractor to correct items on the Punch List, which may not be granted during normal school hours if such activity interferes with school operations.
- 20.1.1.5** The District may occupy or use any completed or partially completed portion of the Work with such partial use or occupancy not constituting acceptance of the Work or a portion thereof. Upon the District's election to partially use and/or occupy the Work, the District Representative shall provide notice to the Contractor. The District Representative, the Architect and the Project Inspector shall jointly inspect the area to be partially used and/or occupied in order to determine and record the status of completion. The Project Inspector shall prepare and distribute a list of Contract deficiencies to Contractor, District Representative, and Architect. The Contract deficiencies shall be corrected in the time frame as directed by the District Representative. The District Representative and Contractor shall also agree in writing to the division of responsibilities pending issuance of a Certificate of Substantial Completion

regarding security, maintenance, operation, heat, utilities, damage to the Work, warranties, and guaranties.

## **20.2 Completion**

**20.2.1** The Project may only be accepted by action of the governing board of the District.

**20.2.2** District shall accept the Project and may have a Notice of Completion recorded when Project Completion has been achieved in accordance with the Contract Documents and to the satisfaction of District. For purposes of the payment of Retention, Completion is defined in Public Contract Code section 7107. For purposes of the timely filing of Stop Payment Notices, Completion is defined in California Civil Code section 9200, et seq.

**20.2.3** At the Completion for this Project, the District, at its sole option, may accept the Project and record a Notice of Completion when Project Completion has been completed to the satisfaction of District, except for minor corrective items, as distinguished from incomplete items. If Contractor fails to complete all minor corrective items within thirty-five (35) days after the date of the District's acceptance of the Project, District shall withhold from the final payment one hundred fifty percent (150%) of an estimate of the amount sufficient to complete the corrective items, as determined by District, until the item(s) are completed.

**20.2.4** At the end of the thirty-five (35) day period, if there are any items remaining to be corrected, District may elect to proceed as provided herein related to adjustments to Contract Price, and/or District's right to perform the Work of the Contractor.

## **20.3 Closeout Procedures**

### **20.3.1 Punch List**

Contractor shall notify the Architect when Contractor considers the Work complete. Upon notification, Architect will prepare a list of minor items to be completed or corrected ("Punch List"). Contractor and/or its Subcontractors shall proceed promptly to complete and correct items on the Punch List. Failure to include an item on Punch List does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

### **20.3.2 Closeout Requirements**

#### **20.3.2.1 Utility Connections**

Buildings shall be connected to water, gas, sewer, and electric services, complete and ready for use. Service connections shall be made and existing services reconnected.

#### **20.3.2.2 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 make available the as-builts for review at every weekly meeting, and a detailed review and update will be required with every monthly payment application. District reserves the

right to withhold a reasonable value if as-builts are not being maintained properly, or if the as-builts are not provided at the end of the job or the termination of the contract, whichever is later.

- c. 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. Prior to final payment of 100% completion and before retention release, the complete as-builts for the Project shall be turned over to the District's Representative. Contractor shall also provide an electronic .pdf version of the as-builts. The suitability of the as-builts will be determined by the District Representative and the Architect of Record.

**20.3.2.3** Operations & Maintenance Manuals: Contractor shall prepare all operation and maintenance manuals and date as indicated in the Specifications.

**20.3.2.4** Closeout Documentation: Contractor shall provide all Closeout Documentation, which shall include the following, without limitation:

**20.3.2.4.1** A full set of final As-Built Drawings, as further defined herein.

**20.3.2.4.2** All Operations & Maintenance Manuals and information, as further defined herein.

**20.3.2.4.3** All Warranties, as further defined herein.

**20.3.2.4.4** Verified report(s) for all scope(s) of work (DSA 6-C, Rev 03/22/13, or more recent revision if available).

#### **20.4** Final Inspection

**20.4.1** Contractor shall comply with Punch List procedures as provided herein, and maintain the presence of the Contractor's superintendent and project manager until the Punch List is complete to ensure proper and timely completion of the Punch List. Under no circumstances shall Contractor demobilize its forces prior to completion of the Punch List. Upon receipt of Contractor's written notice that all of the Punch List items have been fully completed and the Work is ready for final inspection and acceptance, Architect and Project Inspector will inspect the Work and shall submit to Contractor and District a final inspection report noting the Work, if any, required in order to complete in accordance with the Contract Documents. Absent unusual circumstances, this report shall consist of the Punch List items not yet satisfactorily completed.

**20.4.2** Upon Contractor's completion of all items on the Punch List and any other uncompleted portions of the Work, the Contractor shall notify the District and Architect, who shall again inspect such Work. If the Architect finds the Work complete and acceptable under the Contract Documents, the Architect will notify Contractor, who shall then jointly submit to the Architect and the District its final Application for Payment.

#### **20.4.3** Final Inspection Requirements

**20.4.3.1** Before calling for final inspection, Contractor shall determine that the following have been performed:

**20.4.3.1.1** The Work has been completed.

**20.4.3.1.2** All life safety items are completed and in working order.

**20.4.3.1.3** Mechanical and electrical Work are complete and tested, fixtures are in place, connected, and ready for tryout and air balance reports are complete.

**20.4.3.1.4** Electrical circuits scheduled in panels and disconnect switches labeled.

- 20.4.3.1.5 Painting and special finishes complete.
- 20.4.3.1.6 Doors complete with hardware, cleaned of protective film, relieved of sticking or binding, and in working order.
- 20.4.3.1.7 Tops and bottoms of doors sealed.
- 20.4.3.1.8 Floors waxed and polished as specified.
- 20.4.3.1.9 Broken glass replaced and glass cleaned.
- 20.4.3.1.10 Grounds cleared of Contractor's equipment, raked clean of debris, and trash removed from Site.
- 20.4.3.1.11 Work cleaned, free of stains, scratches, and other foreign matter, of damaged and broken material replaced.
- 20.4.3.1.12 Finished and decorative work shall have marks, dirt, and superfluous labels removed.
- 20.4.3.1.13 Final cleanup, as provided herein.

**20.5 Costs of Multiple Inspections**

More than two (2) requests of the District to make a final inspection shall be considered an additional service of District, Architect, Construction Manager, and/or Project Inspector, and all subsequent costs will be invoiced to Contractor and if funds are available, withheld from remaining payments.

**20.6 Partial Occupancy or Use Prior to Completion**

- 20.6.1 District's Rights to Occupancy. The District may occupy or use any completed or partially completed portion of the Work at any stage. Neither the District's Final Acceptance, the making of Final Payment, any provision in Contract Documents, nor the use or occupancy of the Work, in whole or in part, by District shall constitute acceptance of Work not in accordance with the Contract Documents nor relieve the Contractor or the Contractor's Performance Bond Surety from liability with respect to any warranties or responsibility for faulty or defective Work or materials, equipment and workmanship incorporated therein. The District and the Contractor shall agree in writing to the responsibilities assigned to each of them for payments, security, maintenance, heat, utilities, damage to the Work, insurance, the period for correction of the Work, and the commencement of warranties required by the Contract Documents. Any dispute as to responsibilities shall be resolved pursuant to the Claims provisions herein, with the added provision that during the dispute process, the District shall have the right to occupy or use any portion of the Work that it needs or desires to use.
- 20.6.2 Inspection Prior to Occupancy or Use. Immediately prior to partial occupancy or use, the District, the Contractor, and the Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.
- 20.6.3 No Waiver. Unless otherwise agreed upon, partial or entire occupancy or use of a portion or portions of the Work shall not constitute beneficial occupancy or acceptance of the Work not complying with the requirements of the Contract Documents.

**21 FINAL PAYMENT AND RETENTION**

**21.1 Final Payment**

- 21.1.1 Upon receipt and approval of a valid and final Application for Payment, the Architect will issue a final Certificate of Payment or similar document indicating Architect's agreement that the Project has reached Completion. The District shall thereupon jointly inspect the Work and

either accept the Work as complete or notify the Architect and the Contractor in writing of reasons why the Work has not reached Completion to the satisfaction of the District.

- 21.1.2** Upon acceptance of the Work of the Contractor as having reached Completion to the satisfaction of the District (that, absent unusual circumstances, will occur when the Punch List items have been satisfactorily completed), the District may record a Notice of Completion with the County Recorder, and the Contractor shall, upon receipt of final payment from the District, pay all the amount(s) due to its Subcontractors.

**21.2 Prerequisites for Final Payment**

The following conditions must be fulfilled prior to Final Payment:

- 21.2.1** A full and final waiver or release of all stop notices and stop payment notices in connection with the Work shall be submitted by Contractor, including a release of stop notice or stop payment notice in recordable form, together with (to the extent permitted by law) a copy of the full and final release of all stop notice or stop payment notice rights.
- 21.2.2** A duly completed and executed conditional waiver and release upon final payment compliant with Civil Code section 8136 from each subcontractor of any tier and supplier to be paid from the current progress payment;
- 21.2.3** A duly completed and executed unconditional waiver and release upon final payment compliant with Civil Code section 8138 from each subcontractor of any tier and supplier that was paid from the previous progress payment; and
- 21.2.4** Contractor shall have made all corrections to the Work that are required to remedy any defects therein, to obtain compliance with the Contract Documents or any requirements of applicable codes and ordinances, or to fulfill any of the orders or directions of District required under the Contract Documents.
- 21.2.5** Each Subcontractor shall have delivered to the Contractor all written guarantees, warranties, applications, and bonds required by the Contract Documents for its portion of the Work.
- 21.2.6** Contractor must have completed all requirements set forth under "Closeout Procedures," including, without limitation, submission of an approved set of complete As-Built Drawings.
- 21.2.7** Architect shall have issued its written approval that final payment can be made.
- 21.2.8** Contractor shall have delivered to the District all manuals and materials required by the Contract Documents.
- 21.2.9** Contractor shall have completed final clean up as provided herein.

**21.3 Retention**

- 21.3.1** The retention, less any amounts disputed by the District or that the District has the right to withhold pursuant to provisions herein, shall be paid:
- 21.3.1.1** After approval of the District by the Architect's Certificate of Payment;
- 21.3.1.2** After the satisfaction of the conditions set forth herein;
- 21.3.1.3** Within sixty (60) days after Completion;
- 21.3.1.4** No earlier than thirty-five (35) days of the recording of the Notice of Completion by District, if a Notice of Completion is recorded by the District.
- 21.3.2** No interest shall be paid on any retention, or on any amounts withheld due to a failure of the Contractor to perform, in accordance with the terms and conditions of the Contract Documents,

except as provided to the contrary in any Escrow Agreement between the District and the Contractor pursuant to Public Contract Code section 22300.

**21.4 Substitution of Securities**

The District will permit the substitution of securities in accordance with the provisions of Public Contract Code section 22300.

**21.5 Claims Asserted After Final Payment**

Any lien, stop payment notice or other claim filed or asserted after the Contractor's acceptance of the Final Payment by any Subcontractor, of any tier, laborer, Material Supplier or others in connection with or for Work performed under the Contract Documents shall be the sole and exclusive responsibility of the Contractor pursuant to the indemnification obligations of the Contract Documents. In the event any lien, stop payment notice or other claim of any Subcontractor, Laborer, Material Supplier or others performing Work under the Contract Documents remain unsatisfied after Final Payment is made, Contractor shall refund to District all monies that the District may pay or be compelled to pay in discharging any lien, stop payment notice or other claim, including, without limitation all costs and reasonable attorneys' fees incurred by District in connection therewith.

**22 UNCOVERING WORK, CORRECTION OF WORK AND RIGHT TO TAKEOVER WORK**

**22.1 Uncovering of Work**

If a portion of the Work is covered without Project Inspector or Architect approval or not in compliance with the Contract Documents, it must, if required in writing by the District, the Project Inspector, or the Architect, be uncovered for the Project Inspector's or the Architect's observation and be replaced at the Contractor's expense without change in the Contract Price or Contract Time.

**22.2 Rejection of Work**

Prior to the District's Acceptance of the Work, any Work or materials or equipment forming a part of the Work or incorporated into the Work that is defective or not in conformity with the Contract Documents may be rejected by the District, the Architect or the Project Inspector and the Contractor shall correct all rejected Work without any adjustment to the Contract Price or the Contract Time, even if the Work, materials or equipment have been previously inspected by the Architect or the Project Inspector or even if they failed to observe the defective or non-conforming Work, materials or equipment.

**22.3 Nonconforming Work**

**22.3.1** Contractor shall promptly remove from Premises all Work identified by District as failing to conform to the Contract Documents whether incorporated or not. Contractor shall promptly replace and re-execute its own Work to comply with the Contract Documents without additional expense to the District and shall bear the expense of making good all work of other contractors destroyed or damaged by any removal or replacement pursuant hereto and/or any delays to the District or other Contractors caused thereby.

**22.3.2** If Contractor does not remove Work that District has identified as failing to conform to the Contract Documents within a reasonable time, not to exceed **FORTY-EIGHT (48)** hours, District may remove it and may store any material at Contractor's expense. If Contractor does not pay expense(s) of that removal within ten (10) days' time thereafter, District may, upon ten (10) days' written notice, sell any material at auction or at private sale and shall deduct all costs and expenses incurred by the District and/or District may withhold those amounts from payment(s) to Contractor.

## **22.4 Correction of Work**

- 22.4.1 Correction of Rejected Work.** Pursuant to the notice provisions herein, the Contractor shall promptly correct the Work rejected by the District, the Architect, or the Project Inspector as failing to conform to the requirements of the Contract Documents, whether observed before or after Completion and whether or not fabricated, installed, or completed. The Contractor shall bear costs of correcting the rejected Work, including additional testing, inspections, and compensation for the Inspector's or the Architect's services and expenses made necessary thereby.
- 22.4.2 One-Year Warranty Corrections.** If, within one (1) year after the date of Completion of the Work or a designated portion thereof, or after the date for commencement of warranties established hereunder, or by the terms of an applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of written notice from the District to do so. This period of one (1) year shall be extended with respect to portions of the Work first performed after Completion by the period of time between Completion and the actual performance of the Work. This obligation hereunder shall survive acceptance of the Work under the Contract and termination of the Contract. The District shall give such notice promptly after discovery of the condition.

## **22.5 District's Right to Takeover Work**

- 22.5.1** If the Contractor should neglect to prosecute the Work properly or fail to perform any provisions of this Contract, the District, after **FORTY-EIGHT (48)** hours written notice to the Contractor, may, without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.
- 22.5.2** If it is found at any time, before or after Completion of the Work, that Contractor has varied from the Drawings and/or Specifications, including, but not limited to, variation in material, quality, form, or finish, or in the amount or value of the materials and labor used, District may require at its option:
- 22.5.2.1** That all such improper Work be removed, remade or replaced, and all work disturbed by these changes be made good by Contractor at no additional cost to the District;
- 22.5.2.2** That the District deduct from any amount due Contractor the sum of money equivalent to the difference in value between the work performed and that called for by the Drawings and Specifications; or
- 22.5.2.3** That the District exercise any other remedy it may have at law or under the Contract Documents, including but not limited to the District hiring its own forces or another contractor to replace the Contractor's nonconforming Work, in which case the District shall either issue a deductive Change Order, a Unilateral Change Order, or invoice the Contractor for the cost of that work. Contractor shall pay any invoices within thirty (30) days of receipt of same or District may withhold those amounts from payment(s) to Contractor.
- 22.5.3 Acceptance of Defective or Non-Conforming Work.** The District may, in its sole and exclusive discretion, elect to accept Work that is defective or that is not in accordance with the requirements of the Contract Documents, instead of requiring its removal and correction, in which case the Contract Price shall be reduced as appropriate and equitable.

## **23 TERMINATION AND SUSPENSION**

**23.1 District's Right to Terminate Contractor for Cause**

**23.1.1 Grounds for Termination.** The District, in its sole discretion, may terminate the Contract and/or terminate the Contractor's right to perform the work of the Contract based upon the following:

**23.1.1.1** Contractor refuses or fails to execute the Work or any separable part thereof with sufficient diligence as will ensure its completion within the time specified or any extension thereof, or

**23.1.1.2** Contractor fails to complete said Work within the time specified or any extension thereof, or

**23.1.1.3** Contractor persistently fails or refused to perform Work or provide material of sufficient quality as to be in compliance with Contract Documents; or

**23.1.1.4** Contractor files a petition for relief as a debtor, or a petition is filed against the Contractor without its consent, and the petition not dismissed within sixty (60) days; or

**23.1.1.5** Contractor makes a general assignment for the benefit of its creditors, or a receiver is appointed on account of its insolvency; or

**23.1.1.6** Contractor persistently or repeatedly refuses fails, except in cases for which extension of time is provided, to supply enough properly skilled workers or proper materials to complete the Work in the time specified; or

**23.1.1.7** Contractor fails to make prompt payment to Subcontractors, or for material, or for labor; or

**23.1.1.8** Contractor persistently disregards laws, or ordinances, or instructions of District; or

**23.1.1.9** Contractor fails to supply labor, including that of Subcontractors, that can work in harmony with all other elements of labor employed or to be employed on the Work; or

**23.1.1.10** Contractor or its Subcontractor(s) is/are otherwise in breach, default, or in substantial violation of any provision of this Contract.

**23.1.2 Notification of Termination**

**23.1.2.1** Upon the occurrence at District's sole determination of any of the above conditions, District may, without prejudice to any other right or remedy, serve written notice upon Contractor and its Surety of District's termination of this Contract and/or the Contractor's right to perform the work of the Contract. This notice will contain the reasons for termination. Unless, within three (3) days after the service of the notice, any and all condition(s) shall cease, and any and all violation(s) shall cease, or arrangement satisfactory to District for the correction of the condition(s) and/or violation(s) be made, this Contract and/or the Contractor's right to perform the Work shall cease and terminate. Upon termination, Contractor shall not be entitled to receive any further payment until the entire Work is finished.

**23.1.2.2** Upon termination, District may immediately serve written notice of tender upon Surety whereby Surety shall have the right to takeover and perform this Contract only if Surety:

**23.1.2.2.1** Within three (3) days after service upon it of the notice of tender, gives District written notice of Surety's intention to takeover and perform this Contract; and

**23.1.2.2.2** Commences performance of the Contract within seven (7) days from date of serving of its notice to District.

**23.1.2.3** If Surety fails to notify District or begin performance as indicated herein, District may takeover the Work and execute the Work to completion by any method it may deem advisable at the expense of Contractor and/or its Surety. Contractor and/or its Surety shall be liable to District for any excess cost or other damages the District incurs thereby. Time is of the essence in the Contract. If the District takes over the Work as herein provided, District may, without liability

for so doing, take possession of and utilize in completing the Work such materials, appliances, plan, and other property belonging to Contractor as may be on the Site of the Work, in bonded storage, or previously paid for.

**23.1.2.4 Conversion to Termination for Convenience.** In the event the Contract is terminated under this “District’s Right to Terminate Contractor for Cause” section and it is finally determined by an arbitrator, court, jury or other tribunal having jurisdiction, for any reason, that the Contractor was not in default under the provisions hereof or that the District’s exercise of its rights under this section was defective, deficient, ineffective, invalid or improper for any reason, the termination shall be deemed a termination for convenience of the District under the “Termination of Contractor for Convenience” section herein and thereupon, the rights and obligations of the District and the Contractor shall be determined in accordance with the “Termination of Contractor for Convenience” section herein.

**23.1.3 Effect of Termination**

**23.1.3.1** Contractor shall, only if ordered to do so by the District, immediately remove from the Site all or any materials and personal property belonging to Contractor that have not been incorporated in the construction of the Work, or which are not in place in the Work. District retains the right, but not the obligation, to keep and use any materials and personal property belonging to Contractor that have not been incorporated in the construction of the Work, or which are not in place in the Work. Contractor and its Surety shall be liable upon the performance bond for all damages caused the District by reason of the Contractor’s failure to complete the Contract.

**23.1.3.2** In the event that the District shall perform any portion of, or the whole of the Work, pursuant to the provisions of the General Conditions, the District shall not be liable nor account to the Contractor in any way for the time within which, or the manner in which, the Work is performed by the District or for any changes the District may make in the Work or for the money expended by the District in satisfying claims and/or suits and/or other obligations in connection with the Work.

**23.1.3.3** In the event that the Contract is terminated for any reason, no allowances or compensation will be granted for the loss of any anticipated profit by the Contractor or any impact or impairment of Contractor’s bonding capacity.

**23.1.3.4** If the expense to the District to finish the Work exceeds the unpaid Contract Price, Contractor and Surety shall pay difference to District within twenty-one (21) days of District's request.

**23.1.3.5 Assignment and Assumption of Subcontracts.** District shall have the right (but shall have no obligation) to assume and/or assign to a general contractor or construction manager or other third party who is qualified and has sufficient resources to complete the Work, the rights of the Contractor under its subcontracts with any or all Subcontractors. In the event of an assumption or assignment by the District, no Subcontractor shall have any claim against the District or third party for Work performed by Subcontractor or other matters arising prior to termination of the Contract. The District or any third party, as the case may be, shall be liable only for obligations to the Subcontractor arising after assumption or assignment. Should the District so elect, the Contractor shall execute and deliver all documents and take all steps, including the legal assignment of its contractual rights, as the District may require, for the purpose of fully vesting in the District the rights and benefits of it Subcontractor under Subcontracts or other obligations or commitments. All payments due the Contractor hereunder shall be subject to a right of offset by the District for expenses and damages suffered by the District as a result of any default, acts, or omissions of the Contractor.

Contractor must include this assignment provision in all of its contracts with its Subcontractors.

**23.1.3.6** The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to District.

**23.2 Emergency Termination of Public Contracts Act of 1949**

**23.2.1** The Contract is subject to termination as provided by sections 4410 and 4411 of the Government Code of the State of California, being a portion of the Emergency Termination of Public Contracts Act of 1949.

**23.2.1.1** Section 4410 of the Government Code states:

In the event a national emergency occurs, and public work, being performed by contract, is stopped, directly or indirectly, because of the freezing or diversion of materials, equipment or labor, as the result of an order or a proclamation of the President of the United States, or of an order of any federal authority, and the circumstances or conditions are such that it is impracticable within a reasonable time to proceed with a substantial portion of the work, then the public agency and the contractor may, by written agreement, terminate said contract.

**23.2.1.2** Section 4411 of the Government Code states:

Such an agreement shall include the terms and conditions of the termination of the contract and provision for the payment of compensation or money, if any, which either party shall pay to the other or any other person, under the facts and circumstances in the case.

**23.2.2** Compensation to the Contractor shall be determined at the sole discretion of District on the basis of the reasonable value of the Work done, including preparatory work. As an exception to the foregoing and at the District's discretion, in the case of any fully completed separate item or portion of the Work for which there is a separate previously submitted unit price or item on the accepted Schedule of Values, that price shall control. District, in its sole discretion, may adopt the Contract Price as the reasonable value of the Work performed or any portion thereof.

**23.3 Termination of Contractor for Convenience**

**23.3.1** District in its sole discretion may terminate the Contract upon three (3) days written notice to the Contractor. Under a termination for convenience, the District retains the right to all the options available to the District if there is a termination for cause. In case of a termination for convenience, Contractor shall have no claims against the District except:

**23.3.1.1** The actual cost for labor, materials, and services performed that is unpaid and can be documented through timesheets, invoices, receipts, or otherwise, and

**23.3.1.2** Five percent (5%) of the total cost of work performed as of the date of termination, or five percent (5%) of the value of the Work yet to be performed, whichever is less. This five percent (5%) amount shall be full compensation for all Contractor's and its Subcontractor(s)' mobilization and/or demobilization costs and any anticipated loss profits resulting from termination of the Contractor for convenience.

**23.4 Suspension of Work**

**23.4.1** District may, without cause, order Contractor in writing to suspend, delay or interrupt the Project in whole or in part for such period of time as District may determine. When the District resumes the Project, the Parties will attempt to negotiate an adjustment in the Contract Price for increases or decreases in the cost of performance of the Project caused by suspense, delay

or interruption. If the Parties cannot agree on an adjusted Contract Price, the District may terminate the Contract as permitted herein.

- 23.4.2** In the event the District shall order suspension of the Work, an adjustment shall be made to the Contract Price for increases in the direct cost of performance of the Work of the Contract Documents, actually caused by suspension, delay or interruption ordered by the District; provided however that no adjustment of the Contract Price shall be made to the extent: (i) that performance is, was or would have been so suspended, delayed or interrupted by another cause for which the Contractor is responsible under the Contract Documents; or (ii) that an equitable adjustment is made or denied under another provision of the Contract Documents. The foregoing notwithstanding, any adjustment of the Contract Price shall not include any adjustment to increase the Contractor's overhead, general administrative costs or profit, all of which will remain as reflected in the Schedule of Values submitted by the Contractor pursuant to the Contract Documents. In the event of the District's suspension of the Work, the Contract Time shall be equitably adjusted.

### **23.5 Scope Reduction**

In cases of suspension, partial or complete termination, or at the discretion of the District, the District reserves the right to unilaterally approve a deductive Change Order to reduce scope of work or perform work with other forces or its own forces.

## **24 CLAIMS RESOLUTION**

### **24.1 Exclusive Remedy.**

- 24.1.1** Compliance with the claim resolution process and timelines described in this Claims Resolution section as well as the notice provisions of the Contract are express conditions precedent to Contractor's right to commence litigation or arbitration, file a claim under the California Government Code, or commence any other legal action related to the Project ("Claims Resolution Process").
- 24.1.2** Contractor acknowledges that its failure, for any reason, to provide written notice and all required supporting documentation to permit the District's review and evaluation within the time frame required by this Claims Resolution Process, shall be deemed Contractor's waiver, release, discharge and relinquishment of any right to assert, request, or demand any entitlement to an adjustment of the Contract Time or the contract Price on account of any instruction, request, drawings, specifications, action, condition, omission, default or other situation.
- 24.1.3** To the extent any provision(s) of this Claims Resolution Process conflict with or otherwise impair the timeframes and procedures of Public Contract Code section 9204, the provisions of Section 9204 shall control. If provisions of this Claims Resolution Process are supplementary and/or in addition to the requirements of Section 9204, but do not conflict with or otherwise impair the timeframes and procedures of Section 9204, the provisions of this Claims Resolution Process and the Contract shall control.

### **24.2 Performance during Claim Resolution Process.**

The Contractor shall diligently proceed with Work on the Project at the same time that Claims are addressed under the Claims Resolution Process. It is the intent of District to resolve Claims with the Contractor as close to the events giving rise to the Claims as possible, and to avoid stale or late Claims and the late documenting of Claims. Contractor's failure to diligently proceed in accordance with the District's instructions or the Contract terms will be considered a material breach of the Contract and a waiver of Contractor's rights under this Contract.

**24.3 Waiver.**

If Contractor fails to timely submit any written notices required under the terms of the Contract or in this Claims Resolution section, Contractor waives and releases its rights regarding further review of its Claim, unless Contractor and District mutually agree in writing to other time limits.

**24.4 Intention.**

The Claims Resolution Process required herein is intended to provide a concise mechanism for resolving Claims as they arise during the Project, while requiring accurate documentation related to contested issues as to those Claims that are not contemporaneously resolved.

**24.5 Other Provisions.**

If portions of the Contract, other than this Claims Resolution Process, establish a specific process regarding a specific subject, then that process shall govern and control the resolutions of any disagreements thereunder. Otherwise, the provisions in this Claims Resolution Process shall control the resolution of all Claims.

**24.6 Claim Presentation**

**24.6.1 Claim:** A claim is a written demand by Contractor (or by Contractor on behalf of a Subcontractor) that the Contractor must submit by **registered mail or certified mail return receipt requested** for:

**24.6.1.1** An extension to the Contract Time, including relief from damages or penalties assessed by the District for delay;

**24.6.1.2** Payment of money or damages arising from work done by, or on behalf of, the Contractor pursuant to the Contract and payment that is not otherwise expressly provided for in the Contract Documents or the Contractor is not otherwise entitled; or

**24.6.1.3** Payment that is disputed by the District.

("Claim")

**24.6.2** A PCO may be a Claim, but the Parties agree that a PCO shall only be a Claim if:

**24.6.2.1** The District states in writing that it disagrees with the terms of a PCO and directs the Contractor to utilize the Claim Resolution Process, or

**24.6.2.2** The District rejects in whole or in part a PCO and the Contractor states in writing that it is utilizing the Claim Resolution Process for the portion of the PCO that the District rejected.

**24.6.3** Subcontractors.

**24.6.3.1** Public Contract Code section 9204(d)(5) states that the Contractor may present to the District a Claim on behalf of a Subcontractor or lower tier Subcontractor. A Subcontractor may request in writing, either on his or her own behalf or on behalf of a lower tier Subcontractor, that the Contractor present a claim for Work which was performed by the Subcontractor or by a lower tier Subcontractor on behalf of the Subcontractor. The Subcontractor requesting that the Claim be presented to the District shall furnish reasonable documentation to support the Claim. Within 45 days of receipt of this written request, the Contractor shall notify the Subcontractor in writing as to whether the Contractor presented the claim to the District and, if the Contractor did not present the Claim, provide the Subcontractor with a statement of the reasons for not having done so.

**24.6.3.2** Contractor is responsible for providing this Claims Resolution Process to its Subcontractors and for ensuring that all Subcontractors or others who may assert Claims by and through

Subcontractors and/or the Contractor are informed of this Claims Resolution Process. No Claim submitted by any party that fails to follow the provisions of this Claims Resolution Process will be considered. Contractor shall indemnify, keep and hold harmless the District and its consultants, against all suits, claims, damages, losses, and expenses, including but not limited to attorney's fees, caused by, arising out of, resulting from, or incidental to, the failure to provide this Claims Resolution Process to its Subcontractors or others who may assert Claims by and through Subcontractors and/or the Contractor.

**24.6.4 Contractor Must Timely Identify, Present and Document Any Claim**

**24.6.4.1** Every Claim shall be stated with specificity in writing and signed by Contractor under penalty of perjury and presented to the District within ten (10) calendar days from the date Contractor discovers or reasonably should discover, that an act, error or omission of District, its agents or employees, or action, condition or other situation has occurred that may entitle Contractor to make a Claim. This shall include the Contractor's actual or constructive knowledge of any instruction, request, drawings, specifications, action, condition, omission, default or other situation for which the contractor believes there should an adjustment of the Contract Price or Contract Time. Contractor shall provide this writing even if Contractor has not yet been damaged, delayed, or incurred extra cost when Contractor discovers, or reasonably should discover, the act, error, omission, action, condition or situation giving rise to the incidents giving rise to the Claim. The writing shall:

**24.6.4.1.1** Identify all of the issues, events, conditions, circumstances and/or causes giving rise to the Claim;

**24.6.4.1.2** Identify all pertinent dates and/or durations and all actual and/or anticipated effects on the Contract Price, milestones and/or Contract Time adjustments; and

**24.6.4.1.3** Identify in detail line-item costs if the Claim seeks money.

**24.6.4.1.4** If the Claim involves extra work, a detailed cost breakdown of the amounts the Contractor is seeking, including actual cost records (including without limitation, payroll records, material and rental invoices and the like) demonstrating that those costs have actually been incurred. To the extent costs have not yet been incurred at the time the Claim is submitted, actual cost records must be submitted on a current basis not less than once a week during any periods costs are incurred. A cost record will be considered current if submitted within seven (7) days of the date the cost reflected in the record is incurred. At the request of District, extra costs may be subject to further verification procedures (such as having an inspector verify the performance of alleged extra work on a daily basis).

**24.6.4.1.5** If the Claim involves an error or omission in the Contract Documents:

**24.6.4.1.5.1** An affirmative representation under penalty of perjury by Contractor and any affected Subcontractors and suppliers that the error or omission was not discovered prior to submitting a proposal for the Work, and

**24.6.4.1.5.2** A detailed statement demonstrating that the error or omission reasonably should not have been discovered, by Contractor, its Subcontractors and suppliers, prior to submitting a proposal for the Work.

**24.6.4.1.6** If the Claim involves a request for additional compensation for escalation of materials costs, then this provision exclusively governs those request(s) by Contractor and the following are all conditions precedent to Contractor's submission of a Change Order Request or Claim for additional compensation for escalation of materials costs.

- 24.6.4.1.6.1** Contractor shall not be entitled to submit a request for compensation for escalation of materials unless the actual cost of materials exceeds ten percent (10%) of the **total** material costs on the Project.
- 24.6.4.1.6.2** The cost escalation is the result of unusual and unforeseeable market conditions not reasonably foreseeable at the time of award of the Contract and was not an escalated cost resulting from any action or inaction of the Contractor.
- 24.6.4.1.6.3** Contractor timely ordered and/or purchased the materials at issue.
- 24.6.4.1.6.4** Contractor's material costs were reasonable at the time of Contractor's bid for the Project.
- 24.6.4.1.6.5** Contractor demonstrates an actual increase in the cost of materials in its Contract Price at the time of award of the Contract and/or as reflected in Contractor's escrowed bid documents compared to Contractor's actual material payment cost paid either at time of purchase or delivery, whichever is earlier.
- 24.6.4.1.6.6** An actual year-to-date price increase has occurred and can be substantiated by the E.N.R. 20-City Average Material Cost Index for the material at issue that demonstrates the claim for an increase in price of the material at the time of delivery of the higher priced material to the Project.
- 24.6.4.2** The writing shall be accompanied by all documents substantiating Contractor's position regarding the Claim.
- 24.6.4.3** A Claim that asserts an effect on any schedule milestones and/or Contract Time shall include all pertinent scheduling data demonstrating the impact(s) on the critical path(s), milestone(s) and/or Contract Time.
- 24.6.4.4** Contractor agrees that it shall not base its damages, its calculations or its Claim on a "total cost" approach, a "modified total cost" approach or a "jury verdict method" approach.
- 24.6.5** **Certification.** Each copy of the Claim Documentation shall be certified by a responsible officer of the Contractor in accordance with the requirements of the Contract Documents. This certification shall be under penalty of perjury and must include the following language immediately above or before the Contractor's signature: ***"I declare under penalty of perjury under the laws of the State of California that the information provided and statements made in this Claim are true and correct, substantiated and of merit."*** The Contractor acknowledges that this requirement is not a mere formality but is intended to ensure that the Contractor only submits Claims that it believes are true and correct, substantiated and have merit. Should Contractor fail to submit the foregoing written statement signed under penalty of perjury, Contractor waives and releases its Claim, including all rights and remedies in connection therewith. This certification must include a certification of any portion of the Claim from Subcontractor(s) or others who are asserting Claims by and through Subcontractors and/or the Contractor
- 24.6.6** **District's Written Statement/Decision on Claim.** The District shall issue a written statement/decision regarding the Claim to the Contractor within forty-five (45) days of receipt of the written Claim from the Contractor, or three (3) days after the District's first regular governing board meeting after that 45-day period if the District's governing board does not meet within that first 45-day period. If the District fails to timely provide a written statement/decision regarding the Claim, the Claim shall be deemed rejected in its entirety.
- 24.6.7** Contractor Must Demand an Informal Meet and Confer Conference if Contractor Pursues Any Claim

- 24.6.7.1** FAILURE OF A CONTRACTOR TO TIMELY DEMAND A MEET AND CONFER CONFERENCE IS A WAIVER OF ITS RIGHT TO PURSUE ALL OR A PORTION OF ITS CLAIM.
- 24.6.7.2** **Where There Is No Agreement:** If there is no agreement between Contractor and the District on a Claim, then within ten (10) calendar days of the date of the District's written statement/decision in response to a Claim or PCO, if Contractor pursues that Claim, then Contractor must demand, by **registered mail or certified mail return receipt requested**, a meet and confer conference with District staff. A meet and confer conference with District staff shall be a condition precedent to Contractor seeking any further relief, including a mediation as indicated below.
- 24.6.7.3** **Where There Is Partial Agreement:** If Contractor and the District partially agree on a Claim but do not reach complete agreement, then the Parties shall complete a Change Order, if applicable, for the issues and/or amounts agreed to. For those issues not agreed to, if Contractor pursues those issues from that Claim, then Contractor must demand, by **registered mail or certified mail return receipt requested**, a meet and confer conference with District staff regarding those issues. A meet and confer conference with District staff shall be a condition precedent to Contractor seeking any further relief, including a mediation as indicated below, in connection with the District's rejection.
- 24.6.7.4** **Meet and Confer Conference.** District and Contractor shall schedule the meet and confer conference as soon as reasonably possible after Contractor's written demand for a meet and confer conference, but in no case later than thirty (30) days after Contractor's demand.
- 24.6.7.5** **District's Written Decision.** Within ten (10) **business** days of the meet and confer conference, the District shall issue a written decision. If the District fails to timely provide a written statement/decision after the meet and confer conference, all Claim issues that were part of the meet and confer conference shall be deemed rejected in their entirety.
  - 24.6.7.5.1** If the District's decision completely resolves the Claim, then the Parties shall complete a Change Order, if applicable, for the issues and/or amounts agreed to.
  - 24.6.7.5.2** If the District rejects the Contractor's Claim in whole or in part or does not issue a timely written response, then the parties shall mediate the remaining issues of the Claim.
  - 24.6.7.5.3** Contractor's costs incurred in seeking relief for Claims are not recoverable from District.
- 24.6.8** Mediation.
  - 24.6.8.1** At the District's sole discretion, this mediation may be a multiple-party mediation with the Architect, the Construction Manager, the Inspector, and/or other District consultants.
  - 24.6.8.2** The District and Contractor shall mutually agree to a mediator within ten (10) **business** days after the disputed portion of the Claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the Claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator.
- 24.6.9** **Contractor's Obligation to File a Government Code Claim.** Nothing in this Contract, including this Claims Resolution Process, waives, modifies or tolls the Contractor's obligation to present a timely claim under Government Code section 910, et seq. Therefore, in addition to complying with this Claims Resolution Process, the Contractor is required to present claims to the District pursuant to Government Code section 910, et seq. If after the requirements of this Claims Resolution Process are satisfied, and all or a portion of the Claim remains unresolved, and if the

Government Code claim is rejected by the District, the Contractor may proceed under the post-mediation provisions of this Claims Resolution Process.

**24.6.10 Post Mediation Provisions**

**24.6.10.1 Claims of \$375,000 or Less:** The provisions of Public Contract Code § 20104.4 shall apply. Pursuant to Public Contract Code § 20104.4(a), within sixty (60) days, but no earlier than thirty (30) days, following the filing of responsive pleadings, the court shall submit the matter to nonbinding mediation unless waived by mutual stipulation of both parties. Pursuant to Public Contract Code § 9204(d)(2)(D), a mediation conducted pursuant to this Claims Resolution Process shall excuse the obligation under Public Contract Code § 20104.4(a) to mediate after litigation has been commenced unless otherwise agreed to by the parties in writing.

**24.6.10.2 Litigation of Claims in Excess of \$375,000.** If, after a mediation as indicated above, the Parties have not resolved the Claim, either Party may commence an action in a court of competent jurisdiction to contest that decision within ninety (90) days following the conclusion of that mediation or one (1) year following the accrual of the cause of action, whichever is later. By mutual agreement, the Parties can agree to instead resolve the Claim through arbitration.

**24.6.11** The District shall be entitled to remedy any false claims, as defined in California Government Code section 12650 *et seq.*, made to the District by the Contractor or any Subcontractor under the standards set forth in Government Code section 12650 *et seq.* Any Contractor or Subcontractor who submits a false claim shall be liable to the District for three times the amount of damages that the District sustains because of the false claim. A Contractor or Subcontractor who submits a false claim shall also be liable to the District for (a) the costs, including attorney fees, of a civil action brought to recover any of those penalties or damages, and (b) a civil penalty of up to \$11,000 for each false claim. In addition, Contractor may be subject to criminal prosecution under California Penal Code §72 and/or civil liability under False Claims Act. If so, the District may be entitled to recover its costs incurred to investigate any False Claim, including but not limited to attorneys' fees and expert fees incurred in connection with that investigation.

**24.7 Documentation of Resolution.**

If a Claim is resolved, the District shall determine if that resolution shall be documented in an Agreement and Release of Any and All Claims form or other document, as appropriate.

**24.8 Claim Resolution Process – Non-Applicability.**

The procedures and provisions in this Claims Resolution section shall **not** apply to:

- 24.8.1** District's determination of what Work is or will be constructed, or whether the Work complies with the Contract Documents for purposes of accepting the Work;
- 24.8.2** District's rights and obligations as a public entity, such as, but without limitation, the revocation of pre-qualified or qualified status, barring a contractor from District contracts, the imposition of penalties or forfeitures prescribed by statute or regulation; provided, however, that penalties imposed against a public entity by statutes such as Public Contract Code section 7107, shall be subject to the mandatory dispute resolution provisions of this Claims Resolution section and the Contract;
- 24.8.3** Personal injury, wrongful death or property damage claims;
- 24.8.4** Latent defect or breach of warranty or guarantee to repair;
- 24.8.5** Stop notices or stop payment notices; or

**24.8.6** Any other District rights as set forth herein.

**24.9** **The District's failure to respond to a Claim** from the Contractor within the time periods described herein or to otherwise meet the time requirements of Public Contract Code section 9204 shall automatically result in the Claim being deemed rejected in its entirety, with no admission by the District as to the merits of the Claim.

**24.10** If District fails to timely issue payment for any Claim or portion of a Claim as required pursuant to these Claim Resolution Procedures, the Contractor is permitted to assess interest indicated in Public Contract Code section 9204. Notwithstanding this provision, and in accordance with Public Contract Code section 7107, the District is entitled to withhold up to 150% of disputed amounts and the District shall not be liable for payment of interest on such disputed amounts pending final adjudication of such disputes.

## **25 LABOR, WAGE & HOUR, APPRENTICE AND RELATED PROVISIONS**

### **25.1 Contractor & Subcontractor Registration**

**25.1.1** Contractor shall comply with the registration and compliance monitoring provisions of Labor Code section 1771.4, including furnishing its CPRs to the Labor Commissioner of California and complying with any applicable enforcement by the Department of Industrial Relations. Labor Code section 1771.1(a) states the following:

“A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.”

**25.1.2** Contractor acknowledges that, for purposes of Labor Code section 1725.5, all or some of the Work is a public work to which Labor Code section 1771 applies. Contractor shall comply with Labor Code section 1725.5, including without limitation the registration requirements. Additionally, all Contractor's Subcontractors shall comply with Labor Code section 1725.5 to be qualified to bid on, be listed in a bid, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of the Contract. Contractor represents that all of its Subcontractors are registered pursuant to Labor Code section 1725.5.

**25.1.3** The Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor shall post job site notices, as prescribed by regulation. Contractor shall comply with all requirements of Labor Code section 1771.4, except the requirements that are exempted by the Labor Commissioner for the Project.

### **25.2 Wage Rates, Travel and Subsistence**

**25.2.1** Pursuant to the provisions of article 2 (commencing at section 1770), chapter 1, part 7, division 2, of the Labor Code of California, the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which this public work is to be performed for each craft, classification, or type of worker needed to execute this Contract are on file at the District's principal office and copies will be made available to any interested party on request and are available to any interested party on request or at **[www.dir.ca.gov/oprl/statistics\\_and\\_databases.html](http://www.dir.ca.gov/oprl/statistics_and_databases.html)**. Contractor shall obtain and post a copy of these wage rates at the job site.

- 25.2.2** Holiday and overtime work, when permitted by law, shall be paid for at a rate of at least one and one-half times the above specified rate of per diem wages, unless otherwise specified. The holidays upon which those rates shall be paid need not be specified by the District, but shall be all holidays recognized in the applicable collective bargaining agreement. If the prevailing rate is not based on a collectively bargained rate, the holidays upon which the prevailing rate shall be paid shall be as provided in Section 6700 of the Government Code.
- 25.2.3** Contractor shall pay and shall cause to be paid each worker engaged in Work on the Project not less than the general prevailing rate of per diem wages determined by the Director of the Department of Industrial Relations (“DIR”) (“Director”), regardless of any contractual relationship which may be alleged to exist between Contractor or any Subcontractor and such workers.
- 25.2.4** If during the period this bid is required to remain open, the Director determines that there has been a change in any prevailing rate of per diem wages in the locality in which the Work under the Contract is to be performed, such change shall not alter the wage rates in the Invitation to Bid or the Contract subsequently awarded.
- 25.2.5** Pursuant to Labor Code section 1775, Contractor shall, as a penalty to District, forfeit the statutory amount, (currently not to exceed two hundred dollars (\$200) for each calendar day, or portion thereof), for each worker paid less than the prevailing rates, as determined by the District and/or the Director, for the work or craft in which that worker is employed for any public work done under Contract by Contractor or by any Subcontractor under it.
- 25.2.5.1** The amount of the penalty shall not be less than forty dollars (\$40) for each calendar day, or portion thereof, unless the failure of Contractor was a good faith mistake and, if so, the error was promptly and voluntarily corrected when brought to the attention of Contractor.
- 25.2.5.2** The amount of the penalty shall not be less than eighty dollars (\$80) for each calendar day or portion thereof, if Contractor has been assessed penalties within the previous three (3) years for failing to meet Contractor’s prevailing wage obligations on a separate contract, unless those penalties were subsequently withdrawn or overturned.
- 25.2.5.3** The amount of the penalty may not be less than one hundred twenty dollars (\$120) for each calendar day, or portion thereof, if the Labor Commissioner determines the Contractor willfully violated Labor Code section 1775.
- 25.2.5.4** The difference between such prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate, shall be paid to each worker by Contractor.
- 25.2.6** Any worker employed to perform Work on the Project, which Work is not covered by any classification listed in the general prevailing wage rate of per diem wages determined by the Director, shall be paid not less than the minimum rate of wages specified therein for the classification which most nearly corresponds to Work to be performed by him, and such minimum wage rate shall be retroactive to time of initial employment of such person in such classification.
- 25.2.7** Pursuant to Labor Code section 1773.1, per diem wages are deemed to include employer payments for health and welfare, pension, vacation, travel time, subsistence pay, and apprenticeship or other training programs authorized by section 3093, and similar purposes.
- 25.2.8** Contractor shall post at appropriate conspicuous points on the Site of Project, a schedule showing all determined minimum wage rates and all authorized deductions, if any, from unpaid wages actually earned. In addition, Contractor shall post a sign-in log for all workers and visitors

to the Site, a list of all subcontractors of any tier on the Site, and the required Equal Employment Opportunity poster(s).

**25.3 Hours of Work**

- 25.3.1** As provided in article 3 (commencing at section 1810), chapter 1, part 7, division 2, of the Labor Code, eight (8) hours of labor shall constitute a legal days work. The time of service of any worker employed at any time by Contractor or by any Subcontractor on any subcontract under this Contract upon the Work or upon any part of the Work contemplated by this Contract shall be limited and restricted by Contractor to eight (8) hours per day, and forty (40) hours during any one week, except as hereinafter provided. Notwithstanding the provisions hereinabove set forth, Work performed by employees of Contractor in excess of eight (8) hours per day and forty (40) hours during any one week, shall be permitted upon this public work upon compensation for all hours worked in excess of eight (8) hours per day at not less than one and one-half times the basic rate of pay.
- 25.3.2** Contractor shall keep and shall cause each Subcontractor to keep an accurate record showing the name of and actual hours worked each calendar day and each calendar week by each worker employed by Contractor in connection with the Work or any part of the Work contemplated by this Contract. The record shall be kept open at all reasonable hours to the inspection of District and to the Division of Labor Standards Enforcement of the DIR.
- 25.3.3** Pursuant to Labor Code section 1813, Contractor shall as a penalty to the District forfeit the statutory amount (believed by the District to be currently twenty five dollars (\$25)) for each worker employed in the execution of this Contract by Contractor or by any Subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of the provisions of article 3 (commencing at section 1810), chapter 1, part 7, division 2, of the Labor Code.
- 25.3.4** Any Work necessary to be performed after regular working hours, or on Sundays or other holidays shall be performed without additional expense to the District.

**25.4 Payroll Records**

- 25.4.1** If requested by the District, Contractor shall provide to the District and shall cause each Subcontractor performing any portion of the Work to provide the District and an accurate and certified payroll record (“CPR(s)”), showing the name, address, social security number, work classification, straight time, and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by the Contractor and/or each Subcontractor in connection with the Work.
  - 25.4.1.1** In addition to any other requirements pursuant to Labor Code sections 1770, et seq., the CPRs enumerated hereunder shall be certified and shall be provided to the District on a weekly basis. The CPRs from the Contractor and each Subcontractor for each week shall be provided on or before Wednesday of the week following the week covered by the CPRs. District shall not make any payment to Contractor until:
    - 25.4.1.1.1** Contractor and/or its Subcontractor(s) provide CPRs acceptable to the District, and
    - 25.4.1.1.2** The District is given sufficient time to review and/or audit the CPRs to determine their acceptability. Any delay in Contractor and/or its Subcontractor(s) providing CPRs to the District in a timely manner will directly delay the District’s review and/or audit of the CPRs and Contractor’s payment.

**25.4.2** All CPRs shall be available for inspection at all reasonable hours at the principal office of Contractor on the following basis:

**25.4.2.1** A certified copy of an employee’s CPR shall be made available for inspection or furnished to the employee or his/her authorized representative on request.

**25.4.2.2** CPRs shall be made available for inspection or furnished upon request to a representative of District, Division of Labor Standards Enforcement, Division of Apprenticeship Standards, and/or the Department of Industrial Relations.

**25.4.2.3** CPRs shall be made available upon request by the public for inspection or copies thereof made; provided, however, that a request by the public shall be made through either the District, Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. If the requested CPRs have not been provided pursuant to the provisions herein, the requesting party shall, prior to being provided the records reimburse the costs of preparation by Contractor, Subcontractors, and the entity through which the request was made. The public shall not be given access to the records at the principal office of Contractor.

**25.4.3** The form of certification for the CPRs shall be as follows:

I, \_\_\_\_\_ (Name-Print), the undersigned, am the \_\_\_\_\_ (Position in business) with the authority to act for and on behalf of \_\_\_\_\_ (Name of business and/or Contractor), certify under penalty of perjury that the records or copies thereof submitted and consisting of \_\_\_\_\_ (Description, number of pages) are the originals or true, full, and correct copies of the originals which depict the payroll record(s) of actual disbursements by way of cash, check, or whatever form to the individual or individual named, and (b) we have complied with the requirements of sections 1771, 1811, and 1815 of the Labor Code for any work performed by our employees on the Project.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

(Section 16401 of Title 8 of the California Code of Regulations)

**25.4.4** Each Contractor shall file a certified copy of the CPRs with the entity that requested the records within ten (10) days after receipt of a written request.

**25.4.5** Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by District, Division of Apprenticeship Standards, or Division of Labor Standards Enforcement 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 Contractor awarded Contract or performing Contract shall not be marked or obliterated.

**25.4.6** Contractor shall inform District of the location of the records enumerated hereunder, including the street address, city, and county, and shall, within five (5) Business Days, provide a notice of change of location and address.

**25.4.7** In the event of noncompliance with the requirements of this section, Contractor shall have ten (10) days in which to comply subsequent to receipt of written notice specifying in what respects Contractor must comply with this section. Should noncompliance still be evident after the ten (10) day period, Contractor shall, as a penalty to District, forfeit one hundred dollars (\$100) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of Division of Apprenticeship Standards or Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due.

**25.4.8** It shall be the responsibility of Contractor to ensure compliance with the provisions of Labor Code section 1776.

**25.5 Apprentices**

**25.5.1** Contractor acknowledges and agrees that, if this Contract involves a dollar amount greater than or a number of working days greater than that specified in Labor Code section 1777.5, then this Contract is governed by the provisions of Labor Code Section 1777.5. It shall be the responsibility of Contractor to ensure compliance with this Article and with Labor Code section 1777.5 for all apprenticeship occupations.

**25.5.2** Apprentices of any crafts or trades may be employed and, when required by Labor Code section 1777.5, shall be employed provided they are properly registered in full compliance with the provisions of the Labor Code.

**25.5.3** Every such apprentice shall be paid the standard wage paid to apprentices under the regulations of the craft or trade at which he/she is employed, and shall be employed only at the work of the craft or trade to which she/he is registered.

**25.5.4** Only apprentices, as defined in section 3077 of the Labor Code, who are in training under apprenticeship standards and written apprentice agreements under chapter 4 (commencing at section 3070), division 3, of the Labor Code, are eligible to be employed. The employment and training of each apprentice shall be in accordance with the provisions of the apprenticeship standards and apprentice agreements under which he/she is training.

**25.5.5** Pursuant to Labor Code section 1777.5, if that section applies to this Contract as indicated above, Contractor and any Subcontractors employing workers in any apprenticeable craft or trade in performing any Work under this Contract shall apply to the applicable joint apprenticeship committee for a certificate approving the Contractor or Subcontractor under the applicable apprenticeship standards and fixing the ratio of apprentices to journeymen employed in performing the Work.

**25.5.6** Pursuant to Labor Code section 1777.5, if that section applies to this Contract as indicated above, Contractor and any Subcontractor may be required to make contributions to the apprenticeship program.

**25.5.7** If Contractor or Subcontractor willfully fails to comply with Labor Code section 1777.5, then, upon a determination of noncompliance by the Administrator of Apprenticeship, it shall:

**25.5.7.1** Be denied the right to bid on any subsequent project for one (1) year from the date of such determination;

**25.5.7.2** Forfeit as a penalty to District the full amount as stated in Labor Code section 1777.7. Interpretation and enforcement of these provisions shall be in accordance with the rules and procedures of the California Apprenticeship Council and under the authority of the Chief of the Division of Apprenticeship Standards.

**25.5.8** Contractor and all Subcontractors shall comply with Labor Code section 1777.6, which section forbids certain discriminatory practices in the employment of apprentices.

**25.5.9** Contractor shall become fully acquainted with the law regarding apprentices prior to commencement of the Work. Special attention is directed to sections 1777.5, 1777.6, and 1777.7 of the Labor Code, and title 8, California Code of Regulations, section 200 et seq. Questions may be directed to the State Division of Apprenticeship Standards, 455 Golden Gate Avenue, San Francisco, California 94102.

**25.5.10** Contractor shall ensure compliance with all certification requirements for all workers on the Project including, without limitation, the requirements for electrician certification in Labor Code sections 108, et seq.

**25.6 Non-Discrimination**

**25.6.1** Contractor herein agrees not to discriminate in its recruiting, hiring, promotion, demotion, or termination practices on the basis of race, religious creed, national origin, ancestry, sex, age, or physical handicap in the performance of this Contract and to comply with the provisions of the California Fair Employment and Housing Act as set forth in part 2.8 of division 3 of the California Government Code, commencing at section 12900; the Federal Civil Rights Act of 1964, as set forth in Public Law 88-352, and all amendments thereto; Executive Order 11246, and all administrative rules and regulations found to be applicable to Contractor and Subcontractor.

**25.6.2** Special requirements for Federally Assisted Construction Contracts: During the performance of this Contract, Contractor agrees to incorporate in all subcontracts the provisions set forth in Chapter 60-1.4(b) of Title 41 published in Volume 33 No. 104 of the Federal Register dated May 28, 1968.

**25.7 Labor First Aid**

Contractor shall maintain emergency first aid treatment for Contractor's workers on the Project which complies with the Federal Occupational Safety and Health Act of 1970 (29 U.S.C. § 651 et seq.) the California Occupational Safety and Health Act of 1973, and all related regulations, including without limitation section 330 et seq. of Title 8 of the California Code of Regulations.

**26 FEDERAL LABOR, WAGE & HOUR, APPRENTICE, AND RELATED PROVISIONS**

**[See Special Conditions for applicability of this section for this Project.]**

**26.1** As this Project is funded in whole or in part by federal funds, Contractor and all Subcontractors are subject to civil or criminal prosecution for any violation of the federal False Claims Act set forth under section 1001 of title 18 and section 231 of title 31 of the United States Code.

**26.1.1.1.1 Minimum Wages**

The Davis-Bacon Act and 29 CFR parts 1 through 7 shall apply if the Project is financed in whole or in part from Federal funds or in accordance with guarantees of a Federal agency or financed from funds obtained by pledge of any contract of a Federal agency to make a loan, grant or annual contribution.

**26.1.2** All laborers and mechanics employed or working upon the Site of the Work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the Project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account, except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3) , the full amount of wages and bona fide fringe benefits, or cash equivalents thereof, due at time of payment computed at rates not less than those contained in the applicable wage determination of the Secretary of Labor regardless of any contractual relationship which may be alleged to exist between the Contractor and such laborers and mechanics.

**26.1.2.1** Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of this section, including but not limited to paragraph 27.1.7; also, regular contributions made or costs incurred for more than a weekly period, but not less often than quarterly, under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such

weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of Work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing Work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, that the employer's payroll records accurately set forth the time spent in each classification in which Work is performed. The wage determination including any additional classification and wage rates conformed under this section, including but not limited to paragraph 27.1.6 and the Davis-Bacon poster (WH-1321) shall be posted at all times by the Contractor and its Subcontractors at the Site of the Work in a prominent and accessible place where it can be easily seen by the workers.

- 26.1.2.2** Any class of laborers or mechanics, including helpers, and which is to be employed under the Contract which is not listed in the wage determination shall be classified in conformance with the wage determination. An additional classification and wage rate and fringe benefits will not be approved unless when the following criteria have been met:
- 26.1.2.2.1** The Work to be performed by the classification requested is not performed by a classification in the wage determination; and
- 26.1.2.2.2** The classification is utilized in the area by the construction industry; and
- 26.1.2.2.3** The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.
- 26.1.3** If the Contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the District agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the Contractor to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210.
- 26.1.4** In the event the Contractor, the laborers or mechanics to be employed in the classification or their representatives, and the District do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the Contractor shall provide the questions, including the views of all interested parties and the recommendation of the District, to the District for the District's review and referral to the Administrator for determination.
- 26.1.5** The wage rate (including fringe benefits where appropriate) determined pursuant to this section, shall be paid to all workers performing Work in the classification under this Contract from the first day on which Work is performed in the classification.
- 26.1.6** Whenever the minimum wage rate prescribed in any applicable wage determination for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, Contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.
- 26.1.7** If the Contractor does not make payments to a trustee or other third person, the Contractor may consider, as part of the wages of any laborer or mechanic, the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, provided that the Secretary of Labor has found, upon the written request of the Contractor, that the applicable standards of the Davis-Bacon Act have been met. If the Secretary of Labor so requires, the Contractor shall set aside in a separate account sufficient assets to meet obligations under the plan or program.

**26.1.8 Withholding.** District may, upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the Contractor under this Contract or any other Federal contract with the same Contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the Contractor or any Subcontractor the full amount of wages required by the Contract. In the event of Contractor's or any Subcontractors' failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the Site of the Work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the Contract, the District may, after written notice to the Contractor, sponsor, applicant, or owner, take such action as it deems necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

**26.1.8.1.1** Payrolls and basic records.

**26.1.8.2** Payrolls and basic records relating thereto shall be maintained by the Contractor during the course of the Work and preserved for a period of three years thereafter for all laborers and mechanics working at the Site of the Work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the Contractor shall maintain records that show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

**26.1.8.3** The Contractor shall submit weekly for each week in which any Contract Work is performed a copy of all payrolls to the District. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information shall be submitted on a form acceptable to the District. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <https://www.dol.gov/whd/programs/dbra/wh347.htm> or its successor site. Contractor is responsible for the submission of copies of payrolls by all Subcontractors. Contractor and Subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the District, the Contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. Contractor may require a Subcontractor to

provide addresses and social security numbers to the Contractor for its own records, without weekly submission to the District or other government agency.

- 26.1.8.3.1** Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the Contractor or Subcontractor or his or her agent who pays or supervises the payment of the persons employed under the Contract and shall certify the following:
  - 26.1.8.3.1.1** That the payroll for the payroll period contains the information required to be provided under 29 CFR 5.5 (a)(3)(ii) of Regulations, 29 CFR part 5,
  - 26.1.8.3.1.2** That the appropriate information is being maintained under 29 CFR 5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and
  - 26.1.8.3.1.3** That such information is correct and complete;
  - 26.1.8.3.1.4** That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the Contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and
  - 26.1.8.3.1.5** That no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;
  - 26.1.8.3.1.6** That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of Work performed, as specified in the applicable wage determination incorporated into or applicable to the Contract.
  - 26.1.8.3.1.7** The weekly submission of a properly executed certification in the form set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph 27.3.3 of this section.
  - 26.1.8.3.1.8** The falsification of any of the above certifications may subject the Contractor or one or more Subcontractors to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.
- 26.1.8.3.2** The Contractor or Subcontractor shall make the records required under this section available for inspection, copying, or transcription by authorized representatives of the District or the federal Department of Labor, and shall permit representatives to interview employees during working hours on the job. If the Contractor or Subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the Contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

#### **26.1.9 Apprentices and trainees**

- 26.1.9.1 Apprentices.** Apprentices will be permitted to work at less than the predetermined rate for the Work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first ninety (90) days of probationary employment as an apprentice in an eligible apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job Site in any craft

classification shall not be greater than the ratio permitted to the Contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of Work actually performed. In addition, any apprentice performing Work on the job Site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the Work actually performed. Where a Contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the Contractor's or Subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the Contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the Work performed until an acceptable program is approved.

**26.1.9.2 Trainees.** Except as provided in 29 CFR 5.16, trainees will not be permitted to Work at less than the predetermined rate for the Work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job Site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of Work actually performed. In addition, any trainee performing Work on the job Site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the Work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the Contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the Work performed until an acceptable program is approved.

**26.1.9.3 Equal employment opportunity.** The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

**26.1.10 Compliance with Copeland Act requirements.** Contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this Contract.

**26.1.10.1 Subcontracts.** The Contractor or Subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the Federal agency may by appropriate instructions require, and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The Contractor shall be responsible for the compliance by any Subcontractor or lower tier Subcontractor with all the Contract clauses in 29 CFR 5.5.

**26.1.10.2 Contract termination: debarment.** A breach of the Contract clauses in 29 CFR 5.5 may be grounds for termination of the Contract, and for debarment as a Contractor and a Subcontractor as provided in 29 CFR 5.12.

**26.1.10.3 Compliance with Davis-Bacon and Related Act requirements.** All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this Contract.

**26.1.10.4 Disputes concerning labor standards.** Disputes arising out of the labor standards provisions of this Contract shall not be subject to the general disputes clause of this Contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the Contractor (or any of its Subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

**26.1.11 Certification of eligibility.**

**26.1.11.1.1** By entering into this Contract, the Contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the Contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

**26.1.11.1.2** No part of this Contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

**26.1.11.1.3** Contractor shall be subject to the penalty for making false statements prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

**26.1.11.1.4 Clauses Mandated by Contract Work Hours and Safety Standards Act.** As used in the following paragraphs, the terms laborers and mechanics include watchmen and guards.

**26.1.11.1.5 Overtime requirements.** No Contractor or Subcontractor contracting for any part of the Contract Work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such Work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

**26.1.11.1.6 Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in the foregoing paragraph the Contractor and any Subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and Subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the foregoing paragraph, in the sum of \$10 for each calendar day on which such individual was required or permitted to Work in excess of the

standard workweek of forty hours without payment of the overtime wages required by the foregoing paragraph.

**26.1.11.1.7 Withholding for unpaid wages and liquidated damages.** The District may upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of Work performed by the Contractor or Subcontractor under the Contract or any other Federal contract with the same Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or Subcontractor for unpaid wages and liquidated damages as provided in the forgoing paragraph.

**26.1.11.1.8 Subcontracts.** The Contractor or Subcontractor shall insert in any subcontracts the foregoing paragraphs concerning "Overtime requirements" and "Violation; liability for unpaid wages; liquidated damages" and also a clause requiring each Subcontractor to include these clauses in any lower tier subcontracts. Contractor shall be responsible for compliance by any Subcontractor or lower tier Subcontractor with the clauses set forth in paragraphs 27.11.1 through 27.11.4 of this section.

## **27 MISCELLANEOUS**

### **27.1 Assignment of Antitrust Actions**

**27.1.1** Section 7103.5(b) of the Public Contract Code states:

In entering into a public works contract or subcontract to supply goods, services, or materials pursuant to a public works contract, the Contractor or subcontractor offers and agrees to assign to the awarding body 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. Sec. 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 purchases of goods, made and become effective at the time the awarding body tenders final payment to the Contractor, without further acknowledgment by the parties.

**27.1.2** Section 4552 of the Government Code states:

In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body 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. Sec. 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 purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.

**27.1.3** Section 4553 of the Government Code states:

If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery.

**27.1.4** Section 4554 of the Government Code states:

Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the

violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action.

**27.1.5** Under this Article, “public purchasing body” is District and “bidder” is Contractor.

**27.2 Excise Taxes**

If, under Federal Excise Tax Law, any transaction hereunder constitutes a sale on which a Federal Excise Tax is imposed and the sale is exempt from such Federal Excise Tax because it is a sale to a State or Local Government for its exclusive use, District, upon request, will execute documents necessary to show (1) that District is a political subdivision of the State for the purposes of such exemption, and (2) that the sale is for the exclusive use of District. No Federal Excise Tax for such materials shall be included in any Contract Price.

**27.3 Taxes**

Contract Price is to include any and all applicable sales taxes or other taxes that may be due in accordance with section 7051 of the Revenue and Taxation Code; Regulation 1521 of the State Board of Equalization or any other tax code that may be applicable.

**27.4 Shipments**

All shipments must be F.O.B. destination to Site or sites, as indicated in the Contract Documents. There must be no charge for containers, packing, unpacking, drayage, or insurance. The total Contract Price shall be all inclusive (including sales tax) and no additional costs of any type will be considered.

**27.5 Compliance with Government Reporting Requirements**

If this Contract is subject to federal or other governmental reporting requirements because of federal or other governmental financing in whole or in part for the Project which it is part, or for any other reason, Contractor shall comply with those reporting requirements at the request of the District at no additional cost.

END OF GENERAL CONDITIONS

**SPECIAL CONDITIONS**

**1. Federal Funding**

**Federal Funding:**

**IS NOT INVOLVED IN THIS PROJECT**

**IS INVOLVED IN THIS PROJECT**

Davis/Bacon and Buy American requirements shall apply, in addition to CA prevailing wage requirements. See General Conditions.

**1. Project Description**

The information provided here is a summary only. All bidders must thoroughly review the Plans and Specifications and the other Contract Documents for a full understanding of the scope of the Work of the Project.

a. **Scope.**

- (1) The Project is generally described as:  
Removal and replacement of existing asphalt hardcourts, game striping, removal and replacement of two (2) existing ball walls and addition of a third. See bid documents for more details.

b. **Preliminary (Tentative) Schedule.** These dates are subject to change, at the District’s discretion.

- (1) The District anticipates awarding the Project, if it awards it at all, at its Board meeting on Tuesday, May 19, 2026.
- (2) The District anticipates issuing a Notice to Proceed to the successful Contractor in Wednesday, May 20, 2026, provided the Contractor has all necessary paperwork submitted to the District.
- (3) The District anticipates the Preconstruction Meeting to be held on Wednesday, May 27, 2026.
- (4) The District anticipates the estimated start date for the construction of the Project to be Monday, June 15, 2026
- (5) The District has determined the date for Substantial Completion to be Wednesday, July 29, 2026.
- (6) The District has determined the date for Completion of the Project to be Friday, July 31, 2026.
- (7) The known school schedule is attached. It is anticipated that the next school year will be similar and that will be issued to the Contractor as soon as it is available. **A total of twenty (20) “Quiet Days” shall be set aside in the schedule.** These days will be triggered by the District Representative in writing and will be used solely for student testing or special events where construction noise of planned work would be detrimental to the students. A minimum of 48 hours’ notice will be provided.
- (8) Spring break and winter break may be used for work. Staff will be informed that the site is not accessible during these times. There will be no summer school or other official activities at the site during the construction period. The summer

periods should be used for any work required on the normally active campus areas outside of the new building footprint.

## 2. Prequalification

This Project:

**DOES NOT REQUIRE PREQUALIFICATION**

**REQUIRES PREQUALIFICATION**

This Project requires that all bidders are prequalified by the District. Bidder must have a rating of **\$1,000,000** or higher to bid this project. For a list of prequalified Prime Contractors see: <https://s3.amazonaws.com/cnetwork-prod-ct/reports/Saugus%20Union%20School%20District-Approved%20Contractors.pdf>

The District must receive a contractor's completed prequalification application through Quality Bidders, fifteen (15) days prior to bid opening date.

**REQUIRES MEP (Mechanical/Electrical/Plumbing) PREQUALIFICATION**

In addition, this Project will be using State Facility Funds and has electrical, mechanical, or plumbing components that will be performed by subcontractors performing under the following license classification(s), and each of those subcontractors that intend to bid as a first-tier subcontractor to a general contractor (prime contractor) are required to have been prequalified by the District: C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46.

For a list of Subcontractors prequalified by the District, see: <https://s3.amazonaws.com/cnetwork-prod-ct/reports/Saugus%20Union%20School%20District-Approved%20Contractors.pdf>

The District must receive a contractor's completed prequalification application through Quality Bidders, fifteen (15) days prior to bid opening date.

## 3. DVBE

This Project:

**DOES NOT REQUIRE DVBE CERTIFICATION AND GOOD FAITH EFFORT**

**REQUIRES DVBE CERTIFICATION AND GOOD FAITH EFFORT**

Section 17076.11 of the Education Code requires school districts using funds allocated pursuant to the State of California School Facility Program for the construction and/or modernization of school building(s) to have a participation goal for disabled veteran business enterprises ("DVBE") of at least three percent (3%) per year of the overall dollar amount expended on projects that receive state funding. For any project that is at least partially state-funded, the low Bidder must submit certification of compliance with the procedures for implementation of DVBE contracting goals with its signed Agreement. DVBE Certification Participation Forms are provided herein. Bidders should not submit these forms with their Bids.

## 4. Specific Software Use Required

This Project:

**DOES NOT REQUIRE USE OF ANY SPECIFIC SOFTWARE DURING CONSTRUCTION**

**REQUIRES USE OF THE FOLLOWING DISTRICT STANDARD SOFTWARE:**

- Procore™ Construction Management software: District shall provide licensed access to District's system sufficient for the delivery of the project.
- Other: \_\_\_\_\_

**5. Liquidated Damages**

Time is of the essence and Liquidated Damages applies to this Project. See also "Agreement". Each portion of the Liquidated Damages shall be calculated cumulatively. For example, if Contractor is late in completing two milestones and the entire Project, Contractor will forfeit and pay three separate Liquidated Damages amounts. It is hereby understood and agreed that neither the total cumulative Liquidate Damages amount nor any portion of the Liquidated Damage amount are penalties.

District may deduct Liquidated Damages from money due or that may become due Contractor under this Agreement. Contractor's forfeiture of Liquidated Damages to District, and District's right to retain Liquidated Damages, are as indicated in Government Code section 53069.85 and as indicated herein and in the General Conditions. Liquidated Damages are automatically and without notice of any kind forfeited and payable by Contractor upon the accrual of each day of delay. Neither District's failure or delay in deducting Liquidated Damages from payments otherwise due the Contractor, nor District's failure or delay in notifying Contractor of the forfeiture and payment of Liquidated Damages, shall be deemed a waiver of District's right to Liquidated Damages and/or the District's right to withhold Liquidated Damages from any amounts that would otherwise be payable to the Contractor.

Contractor and Surety shall be liable for and pay to District the entire amount of Liquidated Damages including any portion that exceeds the amount of the Contract Price then held, retained or controlled by District.

Liquidated Damages shall be in addition, and not in lieu of, District's right to charge Contractor for the District's cost of completing or correcting items of the Work.

**Project Completion:** Two thousand Five Hundred dollars (\$2,500.00) per day as Liquidated Damages for each and every day's delay beyond the Contract Time to complete all the Work.

**6. Stormwater Compliance**

**THIS PROJECT HAS A STORM WATER POLLUTION PREVENTION PLAN (SWPPP)**

This project disturbs 1 acre of more of ground and a SWPPP in compliance with the California Storm Water Construction General Permit has been issued as part of this bid and has issued the document to all bidders. Contractor must comply fully with the SWPPP, and is the Qualified Stormwater Practitioner (QSP) and shall perform all associated required work as the QSP as part of this bid.

- a) As the QSP, Contractor shall be responsible for storm water and non-storm water visual observations, sampling, and analysis per the District's SWPPP.
- b) Contractor shall strictly follow the requirements to implement all the provisions of the SWPPP including, without limitation, schedule and site modifications in collaboration with the District's Qualified SWPPP Developer (QSD), and preparation of monitoring and recording reports and providing those to District.

**☒ THIS PROJECT DOES NOT TRIGGER THE NEED FOR A SWPPP – STORMWATER MANAGEMENT REQUIRED AS FOLLOWS:**

This project has been deemed to not disturb 1 acre or more and does not trigger a SWPPP under the CA Storm Water Construction General Permit.

However, compliance under the Federal Clean Water Act applies. Storm water leaving the site and entering the jurisdiction of local municipalities must also be managed. Contractor acknowledges that all California school districts are obligated to manage the discharge of storm water to surface waters from its construction and land disturbance activities (storm water requirements), without limitation:

**a)** 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.

**b)** Contractor acknowledges that all California school districts are obligated to manage the discharge of storm water to surface waters from its construction and land disturbance activities (storm water requirements) and that by submitting a bid Contractor shall:

**(1)** Prevent the pollution of stormwater runoff from the construction activities through one or more of the following measures:

**(a)** Comply with lawfully enacted stormwater management and/or erosion control local ordinance applicable to the municipality surrounding the project site.

**(b)** Prevent loss of soil through wind or water erosion by implementing an effective combination of erosion and sediment control and good housekeeping best management practices (“BMPs”).

**(i)** Implement soil loss BMP’s as appropriate for the project including, but not limited to, the following:

1. Scheduling construction activity during dry weather, when possible.
2. Preservation of natural features, vegetation, soil, and buffers around surface waters.
3. Drainage swales or lined ditches to control stormwater flow.
4. Mulching or hydroseeding to stabilize disturbed soils.
5. Erosion control to protect slopes.
6. Protection of storm drain inlets (gravel bags or catch basin inserts).
7. Perimeter sediment control (perimeter silt fence, fiber rolls).
8. Sediment trap or sediment basin to retain sediment on site.
9. Stabilized construction exits.
10. Wind erosion control.
11. Other soil loss BMP’s acceptable to the enforcing agency.

**(ii)** Will maintain good housekeeping BMP’s to manage construction equipment, materials, non-stormwater discharges, and wastes as appropriate for this project including, but not limited to, the following:

1. Dewatering activities.
2. Material handling and waste management.
3. Building materials stockpile management.
4. Management of washout areas (concrete, paints, stucco, etc.).
5. Control of vehicle/equipment fueling to contractor’s staging area.
6. Vehicle and equipment cleaning performed off site.
7. Spill prevention and control.
8. Other housekeeping BMP’s acceptable to the enforcing agency.

Whether specifically permitted under a SWPPP, or not, District reserves the right to take responsive action if needed to mitigate impacts of stormwater or construction related water releases and to backcharge the Contractor for time and materials related to any response due to lack of response or lack of sufficient response to the event. These charges may be withheld from Contractor progress payments.

Failure to comply with applicable requirements is a violation of federal and state law. Contractor hereby agrees to indemnify and hold harmless District, its 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 officers, agents, employees and authorized volunteers may sustain or incur for noncompliance with applicable requirements arising out of or in connection with the project, except for liability resulting from the sole established negligence, willful misconduct or active negligence of District, its officials, officers, agents, employees or authorized volunteers. District may seek damages from Contractor for delay in completing the contract in accordance with “Liquidated Damages” hereof, caused by Contractor's failure to comply with regulatory and code requirements and reimbursement for fines or other costs associated with non-compliance.

**7. Substitutions for Specified Items**

This Project :

**DOES NOT REQUIRE THE USE OF SPECIFIC ITEM(S) AND IDENTIFIED ITEMS MAY BE SUBSTITUTED FOR “EQUAL” ITEMS PURSUANT TO THE PRODUCT SUBSTITUTION PROVISIONS IN THE CONTRACT DOCUMENTS.**

agency.

**8. Weather Days**

Delays due to Adverse Weather conditions at the Site will only be permitted in compliance with the provisions in the General Conditions and only if the number of days of Adverse Weather exceeds 0 days of documented Adverse Weather. Documentation of use of these days must be in writing in the Weekly Construction Meeting Notes and agreed to by the District within 10 Days or sooner after the event.

**9. Insurance Policies and Limits**

Contractor’s insurance shall be with insurance companies with an A.M. Best rating of no less than **[A-]**.

A. Limits of Insurance

The limits of insurance for this Project shall not be less than:

Commercial General Liability	Includes: Bodily Injury, Property Damage, Personal & Advertising Injury, Product	\$2,000,000 each occurrence; \$4,000,000 general aggregate
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	Liability and Completed Operations	
Automobile Liability – <u>Any</u> Auto	Combined Single Limit	\$2,000,000 per occurrence
Workers Compensation		Statutory limits pursuant to State law
Employers' Liability		\$2,000,000 each accident, each disease; \$2,000,000 policy limit
<u>Contractors Pollution Liability Coverage</u>		\$1,000,000 per occurrence; \$5,000,000 aggregate
Excess Liability (Umbrella)		\$3,000,000 per occurrence; \$3,000,000 aggregate
Builder's Risk (Course of Construction)		Issued for the value and scope of Work indicated herein.
Property of Others	Combined Single Limit General Aggregate	Issued for the value and scope of Work stored off-site.
Aircraft Liability		\$1,000,000 if drone/aircraft used

B. Contractor's (Builder's) "All Risk" Risk Insurance:

- a. Contractor shall procure and maintain, during the life of the Project, Contractor's Builders Risk (Course of Construction), or similar first party property coverage acceptable to the District, issued on a replacement cost value basis. The cost shall be consistent with the total replacement cost of all insurable Work of the Project included within the Contract Documents.
- b. Coverage is to insure against all risks of accidental physical loss and shall include without limitation the perils of vandalism and/or malicious mischief (both without any limitation regarding vacancy or occupancy), sprinkler leakage, civil authority, sonic disturbance, collapse, wind, fire, lightning, and smoke. Coverage shall include debris removal, demolition, increased costs due to enforcement of all applicable ordinances and/or laws in the repair and replacement of damaged and undamaged portions of the property, and reasonable costs for the Architect's and engineering services and expenses required as a result of any insured loss upon the Work and Project, including completed Work and Work in progress, to the full insurable value thereof.

C. Earthquake and Flood Coverage

This Project:

**DOES NOT REQUIRES EARTHQUAKE AND FLOOD COVERAGE**

**REQUIRES EARTHQUAKE AND FLOOD COVERAGE AND COST FOR SAME MUST BE INCLUDED IN THE BASE BID PRICE**

**EARTHQUAKE AND FLOOD INSURANCE IS BEING CONSIDERED AND THE PRICE MUST BE PROVIDED IN THE ADDITIVE ALTERNATE SECTION PROVIDED HEREIN. The deductible for this insurance shall be paid by Contractor.**

**10. Certain Fees Not Part of Permits**

Notwithstanding the requirements in the General Conditions, District shall oversee the obtaining and payment of the following permits, fees or charges, but Contractor shall assist in those efforts as requested by the District at no additional cost to District:

DISTRICT RESPONSIBILITIES:

- (1) Low Erosivity Waiver Fees

**11. Site and Project Specific Conditions**

- a. **Access.** Access to the school buildings and entry to buildings, classrooms, restrooms, mechanical rooms, electrical rooms, or other rooms, for construction purposes, must be coordinated with District and onsite District personnel before Contractor commences Work. The District may require Contractors or Subcontractors to sign in at the school office, presenting a valid California or other state issued identification card to be run through the District’s school security system. The badge printed by the school security system shall be worn at all times while on the school campus. Unless agreed to otherwise in writing, only a school custodian will be allowed to unlock and lock doors in existing building(s). The custodian will be available only while school is in session. If a custodian is required to arrive before 6:00 a.m. or leave after 2:30 p.m. to accommodate Contractor’s Work, the overtime wages for the custodian will be paid by Contractor, unless, at the discretion of District, other arrangements are made in advance.
- b. **Master Key.** Upon request, District may, at its own discretion, provide a master key to the school site for the convenience of Contractor. Contractor agrees to pay all expenses to re-key the entire school site and all other affected District buildings if the master key is lost or stolen or if any unauthorized party obtains a copy of the key or access to the school.
- c. **Maintaining Services.** Contractor is advised that Work is to be performed in spaces regularly scheduled for use. Interruption and/or periods of shutdown of public access, electrical service, water service, lighting, or other utilities shall be only as arranged in advance with District. Contractor shall provide temporary services to all facilities when regularly scheduled for use and interrupted by Contractor’s Work.
- d. **Maintaining Utilities.** Contractor shall maintain in operation during term of Contract, drainage lines, storm drains, sewers, water, gas, electrical, steam, and other utility service lines within working area.
- e. **Use of Onsite Utilities**

This Project:

**DOES NOT ALLOW CONTRACTOR TO CONNECT TO OR USE ONSITE UTILITIES**

**ALLOWS USE OF ONSITE UTILITIES**

Use of onsite utilities if checked above is an option and a privilege. District makes no claims as to adequacy of onsite utilities for the purpose(s) intended by the Contractor. Contractor is responsible for adequacy and to bring in sufficient temporary utilities as needed.

f. **DSA Project Inspector Field Office**

This Project:

**DOES NOT REQUIRE A CONTRACTOR PROVIDED DSA INSPECTOR FIELD OFFICE**

**REQUIRES A CONTRACTOR PROVIDED DSA INSPECTOR FIELD OFFICE**

If a DSA Project Inspector Field Office is required as checked above, please see Sections 01 50 00 Temporary Facilities and Controls and 01 52 13 Field Offices in the Project Manual for further requirements.

g. **Temporary Construction Fencing**

This Project:

**DOES NOT REQUIRE TEMPORARY CONSTRUCTION FENCING**

**REQUIRES TEMPORARY CONSTRUCTION FENCING**

Gray IQ-21 Insul-Quilts sound blankets must be applied on all campus facing fencing. Back of campus fence behind work areas need not be blanketed. The intent of the sound blanket is to keep sound from interrupting education activities. Contractor may attach temporary fence to existing fence where appropriate and sufficient.

Care must be taken to provide fire truck access through gates in fire lane area. Fire lane must remain functional for fire access at all times, even when school not in session. Contractor shall work with local fire authority as needed and provide gates and locks as required to facilitate functionality of the lane. No material storage or parking is allowed which narrows or blocks fire lanes.

h. **Parking.** The District's Construction Manager shall delineate the permissible areas for Contractor personnel to park and any restrictions on parking at the Project site. The Contractor shall not be permitted to park in District parking areas reserved for teachers and staff during school hours.

i. **Work During Instructional Time.** By submitting its bid, Contractor affirms that Work may be performed during ongoing instruction in existing facilities. If so, Contractor agrees to cooperate to the best of its ability to minimize any disruption to the school up to, and including, rescheduling specific work activities.

j. **Badge and Vest Policy for Contractors.** Contractor shall provide their workers, subcontractors and all of Subcontractors' workers, and delivery personnel or others entering the site with identification badges and a brightly colored construction vest. These badges and vests shall be worn by all who are on the project site.

(1) Badges must be filled out in full and contain the following information:

- a) Name of Contractor
- b) Name of Employee
- c) Contractor's address and phone number

- (2) Badges must be worn when Contractor or his/her employees are on site and must be visible at all times. Contractors must inform their employees that they are required to allow District employees, the Architect, the Construction Manager, the Program Manager, or the Project Inspector to review the information on the badges to confirm their identity and right to be on site and in any particular part of the site at any time upon request.
  - (3) Failure to display identification badges and wear vests as required by this policy may result in the assessment of fines against the Contractor.
- k. **Sanitary Facilities for Contractors.** Contractor shall provide their workers, Subcontractors and all of Subcontractor's workers sanitary temporary facilities in no fewer numbers than required by law and such additional facilities as may be directed by the Inspector for the use of all workers. The facilities shall be maintained in a sanitary condition at all times and shall be left at the Site until removal is directed by the Inspector, the District Representative or the Contractor completes all other work at the Site. Use of toilet facilities in the Work under construction shall not be permitted except by consent of the Inspector and the District Representative.

## 12. Existing information and documentation regarding project site

The following document(s) are being issued as reference documents. They describe existing conditions at or near the Project and use of information available regarding existing conditions. The documents provided as listed in this section are not part of the Contract Documents. See General Conditions for definition(s) of terms used herein. Contractor is required to request from the District a copy of any reports that it believes are necessary to perform Contractor's Work in a safe, efficient and workman-like manner.

### A. Reports and Information on Existing Conditions

- 1) Documents providing a general description of the Site and conditions of the Work may have been collected by District, its consultants, contractors, and tenants. These documents may include previous contracts, contract specifications, tenant improvement contracts, as-built drawings, utility drawings, and information regarding underground facilities.
- 2) Information regarding existing conditions may be inspected at the District offices or the Construction Manager's offices, if any, and copies may be obtained at cost of reproduction and handling upon Bidder's/Contractor's agreement to pay for such copies. These reports, documents, and other information are **not** part of the Contract Documents.
- 3) Information regarding existing conditions may also be included in the Project Manual, but shall **not** be considered part of the Contract Documents.
- 4) The reports and other data or information regarding existing conditions and underground facilities at or contiguous to the Project are the following:

**B. Geotechnical Data.** Geotechnical data at or near the Project that is in the District's possession available for Contractor's review.

**C. Other Data.** The following items are also available:

- (1) Survey of Site

### D. Use of Information

- 1) District does not warrant, and makes no representation regarding, the accuracy or thoroughness of any information regarding existing conditions. Bidder represents and agrees that in submitting a bid it is not relying on any information regarding existing conditions supplied by District.
- 2) Under no circumstances shall District be deemed to warrant or represent existing above-ground conditions, as-built conditions, or other actual conditions, verifiable by independent investigation. These conditions are verifiable by Contractor by the performance of its own independent investigation that Contractor must perform as a condition to bidding, and Contractor should not and shall not rely on this information or any other information supplied by District regarding existing conditions.
- 3) Any information shown or indicated in the reports and other data supplied herein with respect to existing underground facilities at or contiguous to the Project may be based upon information and data furnished to District by the District's employees and/or consultants or builders of such underground facilities or others. District does not assume responsibility for the completeness of

this information, and Bidder is solely responsible for any interpretation or conclusion drawn from this information.

- 4) District shall be responsible only for the general accuracy of information regarding underground facilities, and only for those underground facilities that are owned by District, and only where Bidder has conducted the independent investigation required of it pursuant to the Instructions to Bidders, and discrepancies are not apparent.

2. Limited Reliance on Certain Information

a. Reference is made herein for identification of:

- (1) Reports of explorations and tests of subsurface conditions at or contiguous to the Site that have been utilized by District in preparation of the Contract Documents.
- (2) Drawings of physical conditions in or relating to existing subsurface structures (except underground facilities) that are at or contiguous to the Site and have been utilized by District in preparation of the Contract Documents.

b. Bidder may rely upon the general accuracy of the "technical data" contained in the reports and drawings identified above, but only insofar as it relates to subsurface conditions, provided Bidder has conducted the independent investigation required pursuant to Instructions to Bidders, and discrepancies are not apparent. The term "technical data" in the referenced reports and drawings shall be limited as follows:

- (1) The term "technical data" shall include actual reported depths, reported quantities, reported soil types, reported soil conditions, and reported material, equipment or structures that were encountered during subsurface exploration. The term "technical data" does not include, and Bidder may not rely upon, any other data, interpretations, opinions or information shown or indicated in such drawings or reports that otherwise relate to subsurface conditions or described structures.
- (2) The term "technical data" shall not include the location of underground facilities.
- (3) Bidder may not rely on the completeness of reports and drawings for the purposes of bidding or construction. Bidder may rely upon the general accuracy of the "technical data" contained in such reports or drawings.
- (4) Bidder is solely responsible for any interpretation or conclusion drawn from any "technical data" or any other data, interpretations, opinions, or information provided in the identified reports and drawings.

END OF SPECIAL CONDITIONS



**SUMMARY OF WORK**

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**1. RELATED DOCUMENTS AND PROVISIONS:**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions, including, without limitation, Site Access Conditions and Requirements;
- B. Special Conditions.

**2. SUMMARY OF WORK COVERED BY CONTRACT DOCUMENTS**

The Work of this Contract consists of the following:

Per plans, specifications and other documents for this project.

**3. WORK BY OTHERS**

- A. Work on the Project that will be performed and completed prior to the start of the Work of this Contract:
  - 1. None
  
- B. Work on the Project that will be performed by others concurrent with the Work of this Contract:
  - 1. Shade Structure Installation by USA Shade
  - 2. Playground Equipment Installation by Dave Bang Associates, Inc.

**4. CODES, REGULATIONS, AND STANDARDS**

- A. The codes, regulations, and standards adopted by the state and federal agencies having jurisdiction shall govern minimum requirements for this project. Where codes, regulations, and standards conflict with the Contract Documents, these conflicts shall be brought to the immediate attention of the District and the Architect.

- B. Codes, regulations, and standards shall be as published effective as of date of bid opening, unless otherwise specified or indicated.

## **5. PROJECT RECORD DOCUMENTS:**

- A. Contractor shall maintain on Site one set of the following record documents; Contractor shall record actual revisions to the Work:
  - 1. Contract Drawings.
  - 2. Specifications.
  - 3. Addenda.
  - 4. Change Orders, observations, directives and other modifications to the Contract.
  - 5. Construction Change Directives (CCD's).
  - 6. Reviewed shop drawings, product data, and samples.
  - 7. Field test records.
  - 8. Inspection certificates.
  - 9. Manufacturer's certificates.
  - 10. Updated project schedule.
- B. Contractor shall store Record Documents separate from documents used for construction. Provide files, racks, and secure storage for Record Documents and samples.
- C. Contractor shall record information concurrent with construction progress.
- D. Specifications: Contractor shall legibly mark and record at each product section of the Specifications the description of the actual product(s) installed, including the following:
  - 1. Manufacturer's name and product model and number.
  - 2. Product substitutions or alternates utilized.
  - 3. Changes made by Addenda, Change Orders, CCD's and written directives.

## **6. EXAMINATION OF EXISTING CONDITIONS**

- A. Contractor shall examine the Project Site and acquaint itself with the conditions of the Site and of the streets or roads approaching the Site.
- B. Prior to commencement of Work, Contractor shall survey the Site and existing buildings and improvements to observe existing damage and defects such as cracks, sags, broken, missing or damaged glazing, other building elements and Site improvements, and other damage.

1. Should Contractor observe cracks, sags, and other damage to and defects of the Site and adjacent buildings, paving, and other items not indicated in the Contract Documents, Contractor shall immediately report same to the District and the Architect.
- C. Contractor shall document such damage prior to the start of construction. Provide District with a copy of documentation.

## **8. CONTRACTOR'S USE OF PREMISES**

- A. Contractor shall have use of the premises for the execution of the work.
- B. Coordinate use of the premises under the direction of the Owner.
- C. If unoccupied and only with District's prior written approval, Contractor may use the building(s) at the Project Site without limitation for its operations, storage, and office facilities for the performance of the Work. If the District chooses to occupy any building(s) upon substantial completion, Contractor must obtain the District's written approval for Contractor's use of spaces and types of operations to be performed within the building(s) while so occupied. Contractor's access to the building(s) shall be limited to the areas indicated.
- D. If the space at the Project Site is not sufficient for Contractor's operations, storage, office facilities and/or parking, Contractor shall arrange and pay for any additional facilities needed by Contractor.
- E. Contractor shall not interfere with use of or access to occupied portions of the building(s) or adjacent property.
- F. Contractor shall maintain existing building in weather-tight conditions throughout construction period. Repair damage caused by construction operations. Take all precautions necessary to protect building and its occupants during construction.
- G. Contractor shall maintain corridors, stairs, halls, and other exit-ways of building clear and free of debris and obstructions at all times.
- H. Contractor shall keep driveways and entrances serving premises clear and accessible to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.
- I. No one other than those directly involved in the demolition and construction, or specifically designated by the District or the Architect shall be permitted in the areas of work during demolition and construction activities.
- J. The Contractor shall install the construction security fence and maintain that it will be locked when not in use. Keys to this fencing or padlock code will be provided to the District.

## **9. PROTECTION OF EXISTING STRUCTURES AND UTILITIES**

- A. The Drawings show above-grade and below-grade structures, utility lines, and other installations that are known or believed to exist in the area of the Work. Contractor shall locate these existing installations before proceeding with excavation and other operations that could damage same; maintain them in service, where appropriate; and repair damage to them caused by the performance of the Work. Should damage occur to these existing installations, the costs of repair shall be at the Contractor's expense and made to the District's satisfaction.
- B. Contractor shall be alert to the possibility of the existence of additional structures and utilities. If Contractor encounters additional structures and utilities, Contractor will immediately report to the District for disposition of same as indicated in the General Conditions.

## **10. UTILITY SHUTDOWNS AND INTERRUPTIONS**

- A. Contractor shall give the District a minimum of three (3) days written notice in advance of any need to shut off existing utility services or to effect equipment interruptions. The District will set exact time and duration for shutdown, and will assist Contractor with shutdown. Work required to re-establish utility services shall be performed by the Contractor.
  - 1. In the event any utility service is interrupted without a minimum of three (3) days written notice in advance, Contractor shall be financially liable for all damages suffered by Owner due to unauthorized interruption.
- B. Contractor shall obtain District's written approval as indicated in the General Conditions in advance of deliveries of material or equipment or other activities that may conflict with District's use of the building(s) or adjacent facilities.

## **11. STRUCTURAL INTEGRITY**

- A. Contractor shall be responsible for and supervise each operation and work that could affect structural integrity of various building elements, both permanent and temporary.
- B. Contractor shall include structural connections and fastenings as indicated or required for complete performance of the Work.

END OF DOCUMENT

**APPLICATION FOR PAYMENT, AND CONDITIONAL AND UNCONDITIONAL WAIVER, AND RELEASE  
FORMS**

**1. GENERAL INFORMATION**

- A. Application is to be completed in conjunction with the Schedule of Values (SOV) form.
- B. Application and Certificate for Payments are designed to be used on a project where a Contractor has a direct Agreement with the Owner.

**2. COMPLETING THE PAY APPLICATION FORM**

After the Contractor has received an approved SOV, it should be submitted with each Pay Application.

**3. MAKING PAYMENT**

The District will make payment directly to the Contractor based on the amount certified by the Architect on the approved Pay Application. The completed form contains the name and address of the Contractor. Payment should not be made to any other party unless specifically indicated on this form.

**4. APPLICATION FOR PAYMENT**

Contractor shall comply with all provisions in the general conditions related to applications for payment and/or payments.

**5. WAIVER AND RELEASE FORMS**

Contractor is to use the appropriate following forms when submitting an Application for Payment.

**CONDITIONAL WAIVER AND RELEASE  
ON PROGRESS PAYMENT  
(CIVIL CODE SECTION 8132)**

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Through Date: \_\_\_\_\_

**Conditional Waiver and Release**

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: \_\_\_\_\_

Amount of Check: \$ \_\_\_\_\_

Check Payable to: \_\_\_\_\_

**Exceptions**

This document does not affect any of the following:

- A. Retentions.
- B. Extras for which the claimant has not received payment.
- C. The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:

Date(s) of waiver and release: \_\_\_\_\_

Amount(s) of unpaid progress payment(s): \$ \_\_\_\_\_

- D. Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

Claimant's Signature: \_\_\_\_\_

Claimant's Title: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**UNCONDITIONAL WAIVER AND RELEASE  
ON PROGRESS PAYMENT  
(CIVIL CODE SECTION 8134)**

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Through Date: \_\_\_\_\_

**Unconditional Waiver and Release**

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has received the following progress payment: \$\_\_\_\_\_

**Exceptions**

This document does not affect any of the following:

- A. Retentions.
- B. Extras for which the claimant has not received payment.
- C. Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

Claimant's Signature: \_\_\_\_\_

Claimant's Title: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**CONDITIONAL WAIVER AND RELEASE  
ON FINAL PAYMENT  
(CIVIL CODE SECTION 8136)**

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: \_\_\_\_\_

**Conditional Waiver and Release**

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: \_\_\_\_\_

Amount of Check: \$ \_\_\_\_\_

Check Payable to: \_\_\_\_\_

**Exceptions**

This document does not affect any of the following: \_\_\_\_\_

Disputed claims for extras in the amount of: \$ \_\_\_\_\_

Claimant's Signature: \_\_\_\_\_

Claimant's Title: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**UNCONDITIONAL WAIVER AND RELEASE  
ON FINAL PAYMENT  
(CIVIL CODE SECTION 8138)**

**NOTICE TO CLAIMANT:** THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: \_\_\_\_\_

**Unconditional Waiver and Release**

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for all labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has been paid in full.

**Exceptions**

This document does not affect any of the following: \_\_\_\_\_

Disputed claims for extras in the amount of: \$ \_\_\_\_\_

Claimant's Signature: \_\_\_\_\_

Claimant's Title: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

PAY APPLICATION AND CERTIFICATION REQUEST  
Hard Copy

**PRIOR WRITTEN DISTRICT AUTHORIZATION IS REQUIRED FOR HARD COPY SUBMITTAL**

**INSTRUCTION SHEET**

*AIA DOCUMENTS G702a/G703a*

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**1. GENERAL INFORMATION**

AIA Document G702, Application and Certificate for Payment, is to be used in conjunction with AIA Document G703, Continuation Sheet. These documents are designed to be used on a project where a Contractor has a direct Agreement with the Owner. Procedures for their use are covered in AIA Document A20L General Conditions of the Contract for Construction, 1976 Edition.

**2. COMPLETING THE G702 FORM:**

- A. After the Contractor has completed AIA Document G703, Continuation Sheet, summary information should be transferred to AIA Document G702, Application and Certificate for Payment.
- B. The Contractor should sign the form, have it notarized and submit it, together with G703, to the Architect.
- C. The Architect should review it and, if it is acceptable, complete the Architect's Certificate for Payment on this form. The completed form should be forwarded to the Owner.
- D. See Change Orders in **Change Orders**

**3. COMPLETING THE G703 FORM:**

- A. **Heading:** Complete the information here consistent with similar information on AIA Document G702, Application and Certificate for Payment.
- B. **Columns A, B & C:** These columns should be completed by identifying the various portions of the project and their scheduled value consistent with the schedule of values submitted to the Architect at the commencement of the project or as subsequently adjusted. The breakdown may be by sections of the Work or by Subcontractors and should remain consistent throughout the Project. Multiple pages should be used when required.
- C. **Column C** should be subtotaled at the bottom when more than one page is used and totaled on the last page. Initially, this total should equal the original Contract Sum. The total of column C may be adjusted by Change Orders during the project.

- D. **Column D:** Enter in this column the amount of completed Work covered by the previous application. This is the sum of columns D and E from the previous application. Values from column I (Materials Presently Stored) from prior payments should not be entered in this column.
- E. **Column E:** Enter here the value of Work completed until the time of this application, including the value of materials incorporated in the project which were listed on the previous Application and Certificate for Payment under Materials Presently Stored (column F).
- F. **Column F:** Enter here the value of Materials Presently Stored for which payment is sought. The total of the column must be recalculated at the end of each pay period. This value covers both materials newly stored for which payment is sought and materials previously stored which are not yet incorporated into the Project. Mere payment by the Owner for stored materials does not result in a deduction from this column. Only as materials are incorporated into the Project is their value deducted from the column and incorporated into column E (Work Completed-This Period).
- G. **Column G:** Enter here the total of columns D, E and F. Calculate the percentage completed by dividing column G by column C.
- H. **Column H:** Enter here the difference between column C (Scheduled Value) and column G (Total Completed and Stored to Date).
- I. **Column I:** This column is normally used only for contracts where variable retain age is permitted on a line-item basis. It need not be completed on projects where a constant retain age is withheld from the overall contract amount.
- J. **Change Orders:** Although Change Orders could be incorporated by changing the schedule of values each time a Change Order is added to the Project, this is not normally done. Usually, Change Orders are listed separately, either on their own G703 form or at the end of the basic schedule. The amount of the original contract adjusted by Change Orders is to be entered in the appropriate location on the G702 form.

#### **4. MAKING PAYMENT**

The owner should make payment directly to the Contractor based on the amount certified by the Architect on AIA Document G702, Application and Certificate for Payment. The completed form contains the name and address of the Contractor. Payment should not be made to any other party unless specifically indicated on this form.

#### **5. CONDITIONAL AND UNCONDITIONAL WAIVER AND RELEASE FORMS**

Contractor to submit the conditional and / or unconditional waiver and release forms, as required with each pay application. See section 01 29 00 for more information.

END DOCUMENT



**APPLICATION AND CERTIFICATE FOR PAYMENT**

TO: Saugus Union School District  
 24930 Avenue Stanford  
 Santa Clarita, CA 91350

PROJECT: **Site**  
 Project Name

APPLICATION NO. \_\_\_\_\_  
 PERIOD TO: \_\_\_\_\_

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR  
 OTHER

FROM: ARCHITECT: **N/A**  
 Address  
 Address  
 Phone # / Email

DSA No.: \_\_\_\_\_  
 CONTRACT DATE: \_\_\_\_\_

SUSD Project No. \_\_\_\_\_

Project No. \_\_\_\_\_

**CONTRACTOR'S APPLICATION FOR PAYMENT**

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
TOTALS:		
Approved this Month		
Number	Date Approved	
<b>TOTALS</b>		
Net change by Change Orders		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates of Payment were issued and payments received from the Owner, and that current payments shown herein is now due.

CONTRACTOR:  
 BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

INSPECTOR:  
 BY: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER:  
 BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Application is made for Payments as shown below, in connection with the Contract. Schedule of Values is attached.

- 1. Original contract sum: \$ \_\_\_\_\_
- 2. Net change by Change Orders: \$ \_\_\_\_\_
- 3. Contract sum to date: \$ \_\_\_\_\_
- 4. Total completed and stored to date: \$ \_\_\_\_\_  
 (Column G on Schedule of Values sheet)
- 5. Retainage:
  - a. 5 % of Completed Work  
 (Column D + E on Schedule of Values Sheet)
  - b. 5 % of Stored Material  
 (Column F on Schedule of Values Sheet)
 Total Retainage (Line 5a + 5b or Total in Column 1 of Schedule of Values Sheet) \$ \_\_\_\_\_
- 6. Total earned less Retainage: \$ \_\_\_\_\_  
 (Line 4 less Line 5 Total)
- 7. Less previous certificates for payment: (Line 6 from prior Certificate) \$ \_\_\_\_\_
- 8. Current payment due: \$ \_\_\_\_\_
- 9. Balance to finish, plus retainage: \$ \_\_\_\_\_  
 (Line 3 less Line 6)

State of: \_\_\_\_\_ County of: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 Notary Public:

My Commission expires: \_\_\_\_\_

**AMOUNT CERTIFIED:** \$ \_\_\_\_\_

*(Attach explanation if amount certified differs from the amount applied for)*

**SUBMITTALS**

**1. RELATED DOCUMENTS AND PROVISIONS:**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions, including, without limitation, Contractor's Submittals and Schedules, Drawings and Specifications;
- B. Section 01 29 73: Schedule of Values Procedures.
- C. Section 01 29 00: Progress Payment Procedures.
- D. Section 01 31 19: Project Meetings.
- E. Section 01 33 00: Submittals.
- F. Section 01 43 00: Materials and Equipment.
- G. Section 01 45 00: Quality Control.
- H. Division 2 through Division 32.

**2. SECTION INCLUDES:**

- A. Definitions:
  - 1. Shop Drawings and Product Data are as indicated in the General Conditions and include, but are not limited to, fabrication, erection, layout and setting drawings, formwork and falsework drawings, manufacturers' standard drawings, descriptive literature, catalogues, brochures, performance and test data, wiring and control diagrams. In addition, there are other drawings and descriptive data pertaining to materials, equipment, piping, duct and conduit systems, and methods of construction as may be required to show that the materials, equipment or systems and all positions conform to the requirement of the Contract Documents, including, without limitation, the Drawings.
  - 2. "Manufactured" applies to standard units usually mass-produced; "fabricated" means specifically assembled or made out of selected materials to meet design requirements. Shop Drawings shall establish the actual detail of manufactured or fabricated items, indicated proper relation to adjoining work and amplify design details of mechanical and electrical equipment in proper relation to physical spaces in the structure.
  - 3. Manufacturer's Instructions: Where any item of Work is required by the Contract Documents to be furnished, installed, or performed, at a minimum, in accordance with specified product manufacturer's instructions, the Contractor shall procure and distribute

copies of these to the District, the Architect, and all other concerned parties and shall furnish, install, or perform the work, at a minimum, in accordance with those instructions.

4. CONTRACTOR shall package each submittal appropriately for transmittal and handling and will then send Architect, Commissioning Agent (if applicable), and District Representative submittal for review per the Project plans and specifications. Submittals will not be accepted from sources other than from General Contractor.

B. Samples, Shop Drawings, Product Data, and other items as specified, in accordance with the following requirements:

1. The submittal process shall be through Procore™, unless otherwise directed by the District.
2. Contractor shall submit all Shop Drawings, Product Data, and Samples to the District, the Architect, the Project Inspector, and the Construction Manager.
3. Contractor shall comply with all time frames herein and in the General Conditions and Special Conditions, in any case, shall submit required information in sufficient time to permit proper consideration and action before ordering any materials or items represented by such Shop Drawings, Product Data, and/or Samples.
4. Contractor shall comply with all time frames herein and in the General Conditions and, in any case, shall allow sufficient time so that no delay occurs due to required lead time in ordering or delivery of any item to the Site. Contractor shall be responsible for any delay in progress of Work due to its failure to observe these requirements.
5. Time for completion of Work shall not be extended on account of Contractor's failure to promptly submit Shop Drawings, Product Data, and/or Samples.
6. Reference numbers on Shop Drawings shall have Architectural and/or Engineering Contract Drawings reference numbers for details, sections, and "cuts" shown on Shop Drawings. These reference numbers shall be in addition to any numbering system that Contractor chooses to use or has adopted as standard.
7. When the magnitude or complexity of submittal material prevents a complete review within the stated time frame, Contractor shall make this submittal in increments to avoid extended delays.
8. Contractor shall certify on submittals for review that submittals conform to Contract requirements. In event of any variance, Contractor shall specifically state in transmittal and on Shop Drawings, portions vary and require approval of a substitute. Also certify that Contractor-furnished equipment can be installed in allocated space.
9. Unless specified otherwise, sampling, preparation of samples, and tests shall be in accordance with the latest standard of the American Society for Testing and Materials.
10. Upon demand by Architect or District, Contractor shall submit samples of materials and/or articles for tests or examinations and consideration before Contractor incorporates same in Work. Contractor shall be solely responsible for delays due to sample(s) not being

submitted in time to allow for tests. Acceptance or rejection will be expressed in writing. Work shall be equal to approved samples in every respect. Samples that are of value after testing will remain the property of Contractor.

C. Submittal Schedule:

1. Refer to Special Conditions for any Liquidated Damages associated with the Submittal Schedule.
2. Contractor shall prepare its proposed submittal schedule that is coordinated with the its proposed construction schedule and submit both to the District within five (5) days after the date of the Notice to Proceed. Contractor's proposed schedules shall become the Project Construction Schedule and the Project Submittal Schedule after each is approved by the District.
3. Contractor is responsible for all lost time should the initial submittal be rejected, marked "revised and resubmit", etc.
4. All Submittals shall be forwarded to the District by the date indicated on the approved Submittal Schedule, unless an earlier date is necessary to maintain the Construction Schedule, in which case those Submittals shall be forwarded to the District so as not to delay the Construction Schedule.

**3. SHOP DRAWINGS:**

- A. Contractor shall provide the District with one (1) hard copy, one (1) electronic copy, and upload into Procore™. The District and / or Architect will review and return via Procore™, unless otherwise directed by the District.
- B. Before commencing installation of any Work, the Contractor shall submit and receive approval of all drawings, descriptive data, and material list(s) as required to accomplish Work. All drawings will be transmitted through Procore™, unless directed otherwise by the District.
- C. Review of Shop Drawings is regarded as a service to assist Contractor and in all cases original Contract Documents shall take precedence as outlined under General Conditions. All drawings will be transmitted through Procore™, unless directed otherwise by the District.
- D. No claim for extra time or payment shall be based on work shown on Shop Drawings unless the claim is (1) noted on Contractor's transmittal letter accompanying Shop Drawings and (2) Contractor has complied with all applicable provisions of the General Conditions, including, without limitation, provisions regarding changes and payment, and all required written approvals.
- E. District and / or Architect shall not review Shop Drawings for quantities of materials or number of items supplied.
- F. District's and/or Architect's review of Shop Drawing will be general. District and/or Architect review does not relieve Contractor of responsibility for accuracy, proper fitting, construction of Work, furnishing of materials, or Work required by Contract Documents and not indicated on Shop Drawings. Shop Drawing reviewed by District and/or Architect is not to be construed as approving departures from Contract Documents.

- G. Review of Shop Drawings and Schedules does not relieve Contractor from responsibility for any aspect of those Drawings or Schedules that is a violation of local, County, State, or Federal laws, rules, ordinances, or rules and regulations of commissions, boards, or other authorities or utilities having jurisdiction.
- H. Before submitting Shop Drawings for review, Contractor shall check Shop Drawings of its subcontractors for accuracy and confirm that all Work contiguous with and having bearing on other work shown on Shop Drawings is accurately drawn and in conformance with Contract Documents.
  - I. Submitted drawings and details must bear stamp of approval of Contractor, unless submitted through Procore:
    - 1. Stamp and signature shall clearly certify that Contractor has checked Shop Drawings for compliance with Drawings.
    - 2. If Contractor submits a Shop Drawing without an executed stamp of approval, or whenever it is evident (despite stamp) that Drawings have not been checked the District and/or Architect will not consider them and will return them to the Contractor for revision and resubmission. In that event, it will be deemed that Contractor has not complied with this provision and Contractor shall bear risk of all delays to same extent as if it had not submitted any Shop Drawings or details.
  - I. Submission of Shop Drawings (in either original submission or when resubmitted with correction) constitutes evidence that Contractor has checked all information thereon and that it accepts and is willing to perform Work as shown.
  - J. Contractor shall pay for cost of any changes in construction due to improper checking and coordination. Contractor shall be responsible for all additional costs, including coordination. Contractor shall be responsible for costs incurred by itself, the District, the Architect, the Project Inspector, the Construction Manager, any other Subcontractor or contractor, etc., due to improperly checked and/or coordination of submittals.
- K. Shop Drawings must clearly delineate the following information:
  - 1. Project name, site and address.
  - 2. Specification number and description.
  - 3. Architect's name and project number.
  - 4. Shop Drawing title, number, date, and scale.
  - 5. Names of Contractor, Subcontractor(s) and fabricator.
  - 6. Working and erection dimensions.
  - 7. Arrangements and sectional views.
  - 8. Necessary details, including complete information for making connections with other Work.

9. Kinds of materials and finishes.
  10. Descriptive names of materials and equipment, classified item numbers, and locations at which materials or equipment are to be installed in the Work. Contractor shall use same reference identification(s) as shown on Contract Drawings.
- L. Contractor shall prepare composite drawings and installation layouts when required to solve tight field conditions.
1. Shop Drawings shall consist of dimensioned plans and elevations and must give complete information, particularly as to size and location of sleeves, inserts, attachments, openings, conduits, ducts, boxes, structural interferences, etc.
  2. Contractor shall coordinate these composite Shop Drawings and installation layouts in the field between itself and its Subcontractor(s) for proper relationship to the Work, the work of other trades, and the field conditions. The Contractor shall check and approve all submittal(s) before submitting them for final review.

**4. PRODUCT DATA OR NON REPRODUCIBLE SUBMITTALS:**

**This does not apply if submitting via the District's construction management software.**

- A. Contractor shall submit manufacturer's printed literature in original form. Any fading type of reproduction will not be accepted. Contractor must submit a minimum of two (2) hard copies each, to the District and / or Architect and / or Commissioning Agent (if applicable). District and / or Architect and / or Commissioning Agent (if applicable) shall return one (1) to the Contractor, who shall reproduce whatever additional copies it requires for distribution.
- B. Contractor shall submit one (1) PDF electronic file, via Procore™, unless directed otherwise by the District and one (1) hard copy of a complete list of all major items of mechanical, plumbing, and electrical equipment and materials in accordance with the approved Submittal Schedule, except as required earlier to comply with the approved Construction Schedule. Other items specified are to be submitted prior to commencing Work. Contractor shall submit items of like kind at one time in a neat and orderly manner. Partial lists will not be acceptable. All documents will be transmitted through Procore™, unless directed otherwise by the District.
- C. Submittals shall include manufacturer's specifications, physical dimensions, and ratings of all equipment. Contractor shall furnish performance curves for all pumps and fans. Where printed literature describes items in addition to that item being submitted, submitted item shall be clearly marked on sheet and superfluous information shall be crossed out. If highlighting is used, Contractor shall mark all copies.
- D. Equipment submittals shall be complete and include space requirements, weight, electrical and mechanical requirements, performance data, and supplemental information that may be requested.

**5. SAMPLES:**

- A. Contractor shall submit for approval Samples as required and within the time frame in the Contract Documents. Materials such as concrete, mortar, etc., which require on-site testing will be obtained from Project Site.

- B. Contractor shall submit **four (4)** samples except where greater or lesser number is specifically required by Contract Documents including, without limitation, the Specifications.
  - 1. Samples must be of sufficient size and quality to clearly illustrate functional characteristics, with integrally related parts and attachment devices.
  - 2. Samples must show full range of texture, color, and pattern.
- C. Contractor shall make all Submittals, unless it has authorized Subcontractor(s) to submit and Contractor has notified the District in writing to this effect.
- D. Samples to be shipped prepaid or hand-delivered to the District.
- E. Contractor shall mark samples to show name of Project, name of Contractor submitting, Contract number and segment of Work where representative Sample will be used, all applicable Specifications Sections and documents, Contract Drawing Number and detail, and ASTM or FS reference, if applicable.
- F. Contractor shall not deliver any material to Site prior to receipt of District's and/or Architect's completed written review and approval. Contractor shall furnish materials equal in every respect to approved Samples and execute Work in conformance therewith.
- G. District's and/or Architect's review, acceptance, and/or approval of Sample(s) will not preclude rejections of any material upon discovery of defects in same prior to final acceptance of completed Work.
- H. After a material has been approved, no change in brand or make will be permitted.
- I. Contractor shall prepare its Submittal Schedule and submit Samples of materials requiring laboratory tests to specified laboratory for testing not less than ten (10) days before such materials are required to be used in Work.
- J. Samples which are rejected must be resubmitted promptly after notification of rejection and be marked "Resubmitted Sample" in addition to other information required.
- K. Field Samples and Mock-Ups are to be removed by Contractor at District's direction:
  - 1. Size: As Specified.
  - 2. Furnish catalog numbers and similar data, as requested.

## 6. REVIEW AND RESUBMISSION REQUIREMENTS:

- A. The District will arrange for review of Sample(s), Shop Drawing(s), Product Data, and other submittal(s) by appropriate reviewer and return to Contractor as provided below within **five (5)** days after receipt or within **five (5)** days after receipt of all related information necessary for such review, whichever is later.

- B. One (1) copy of product or materials data will be returned to Contractor with the review status. Material will be transmitted through Procore™, if possible, unless directed otherwise by the District.
- C. Samples to be incorporated into the Work will be returned to Contractor, together with a written notice designating the Sample with the appropriate review status and indicating errors discovered on review, if any. Other Samples will not be returned, but the same notice will be given with respect thereto, and that notice shall be considered a return of the Sample.
- D. Contractor shall revise and resubmit any Sample(s), Shop Drawing(s), Product Data, and other submittal(s) as required by the reviewer. Such resubmittals will be reviewed and returned in the same manner as original Sample(s), Shop Drawing(s), Product Data, and other submittal(s), within five **(5) days** after receipt thereof or within **five (5) days** after receipt of all related information necessary for such review.
- E. Contractor may proceed with any of the Work covered by Sample(s), Shop Drawing(s), Product Data, and other submittal(s) upon its return if designated as no exception taken, or revise as noted, provided the Contractor proceeds in accordance with the District and/or the Architect's notes and comments.
- F. Contractor shall not begin any of the work covered by a Sample(s), Shop Drawing(s), Product Data, and other submittal(s), designated as revise and resubmit or rejected, until a revision or correction thereof has been reviewed and returned to Contractor.
- G. Sample(s), Shop Drawing(s), Product Data, and other submittal(s) designated as revise and resubmit or rejected and requiring resubmittal, shall be revised or corrected and resubmitted to the District no later than fourteen (14) days or a shorter period as required to comply with the approved Construction Schedule, after its return to Contractor.
- H. Neither the review nor the lack of review of any Sample(s), Shop Drawing(s), Product Data, and other submittal(s) shall waive any of the requirements of the Contract Documents or relieve Contractor of any obligation thereunder.
- I. District's and/or Architect's review of Shop Drawings does not relieve the Contractor of responsibility for any errors that may exist. Contractor is responsible for the dimensions and design of adequate connections and details and for satisfactory construction of all the Work.

END OF DOCUMENT

**TEMPORARY FACILITIES AND CONTROLS**

**PART 1 – GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISIONS:**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions;
- B. Special Conditions;

**1.02 TEMPORARY UTILITIES:**

A. Electric Power and Lighting:

- (1) Contractor will pay for power during the course of the Work. To the extent power is available in the building(s) or on the Site, Contractor may use the District's existing utilities by making prearranged payments to the District for the utilities used by Contractor and all Subcontractors. Contractor shall be responsible for providing temporary facilities required to deliver that power service from its existing location in the building(s) or on the Site to point of intended use.
- (2) Contractor shall verify characteristics of power available in building(s) or on the Site. Contractor shall take all actions required to make modifications where power of higher voltage or different phases of current are required. Contractor shall be fully responsible for providing that service and shall pay all costs required therefor.
- (3) Contractor shall furnish, wire for, install, and maintain temporary electrical lights wherever it is necessary to provide illumination for the proper performance and/or observation of the Work: a minimum of 20 foot-candles for rough work and 50 foot-candles for finish work.
- (4) Contractor shall be responsible for maintaining existing lighting levels in the project vicinity should temporary outages or service interruptions occur.

B. Heat and Ventilation:

- (1) Contractor shall provide temporary heat to maintain environmental conditions to facilitate progress of the Work, to meet specified minimum conditions for the installation and curing of materials, and to protect materials and finishes from damage due to improper temperature and humidity conditions. Portable heaters shall be standard units complete with controls.

- (2) Contractor shall provide forced ventilation and dehumidification, as required, of enclosed areas for proper installation and curing of materials, to disperse humidity, and to prevent hazardous accumulations of dust, fumes, vapors, and gases.
- (3) Contractor shall pay the costs of installation, maintenance, operation, and removal of temporary heat and ventilation, including costs for fuel consumed, required for the performance of the Work.

C. Water:

- (1) Contractor shall pay for water used during the course of the Work. Contractor shall coordinate and pay for installation or use of water meter in compliance with local water agency requirements. To the extent water is then available in the building(s) or on the Site, Contractor may use the District's existing utilities by making prearranged payments to the District for the utilities used by Contractor and all Subcontractors. Contractor shall be responsible for providing temporary facilities required to deliver such utility service from its existing location in the building(s), on the Site, or other location approved by the local water agency, to point of intended use.
- (2) Contractor shall use backflow preventers on water lines at point of connection to District's water supply. Backflow preventers shall comply with requirements of Uniform Plumbing Code.
- (3) Contractor shall make potable water available for human consumption.

D. Sanitary Facilities:

- (1) Contractor shall provide sanitary temporary facilities in no fewer numbers than required by law and such additional facilities as may be directed by the Inspector for the use of all workers. The facilities shall be maintained in a sanitary condition at all times and shall be left at the Site until removal is directed by the Inspector or Contractor completes all other work at the Site.
- (2) Use of toilet facilities in the Work under construction shall not be permitted except by consent of the Inspector and the District.

E. Fire Protection:

- (1) Contractor shall provide and maintain fire extinguishers and other equipment for fire protection. Such equipment shall be designated for use for fire protection only and shall comply with all requirements of the California Fire, State Fire Marshall and/or its designee.
- (2) Where on-site welding and burning of steel is unavoidable, Contractor shall provide protection for adjacent surfaces.

F. Trash Removal:

- (1) Contractor shall provide trash removal on a timely basis. Under no circumstance shall Contractor use District trash service.

G. Contractors Field Office:

- (1) If Contractor chooses to provide a field office, it shall be an acceptable construction trailer that is well-lit and ventilated. The construction trailer shall be equipped with shelves, desks, filing cabinet, chairs, and such other items of equipment needed. Trailer and equipment are the property of the Contractor and must be removed from the Site upon completion of the Work. Contractor may use an area adjacent to the construction area for an office area, if approved in writing by District.
- (2) Contractor shall provide any additional electric lighting and power required for the trailer. Contractor shall make adequate provisions for heating and cooling as required.

**1.03 CONSTRUCTION AIDS:**

A. Plant and Equipment:

- (1) Contractor shall furnish, operate, and maintain a complete plant for fabricating, handling, conveying, installing, and erecting materials and equipment; and for conveyances for transporting workers. Include elevators, hoists, debris chutes, and other equipment, tools, and appliances necessary for performance of the Work.
- (2) Contractor shall maintain plant and equipment in safe and efficient operating condition. Damages due to defective plant and equipment, and uses made thereof, shall be repaired by Contractor at no expense to the District.

B. None of the District's tools and equipment shall be used by Contractor for the performance of the Work.

**1.04 BARRIERS AND ENCLOSURES:**

- A. Contractor shall obtain the District's written permission for locations and types of temporary barriers and enclosures, including fire-rated materials proposed for use, prior to their installation.
- B. Contractor shall provide and maintain temporary enclosures to prevent public entry and to protect persons using other buildings and portions of the Site and/or Premises, the public, and workers. Contractor shall also protect the Work and existing facilities from the elements, and adjacent construction and improvements, persons, and trees and plants from damage and injury from demolition and construction operations.
- C. Contractor shall provide site access to existing facilities for persons using other buildings and portions of the Site, the public, and for deliveries and other services and activities.

D. Tree and Plant Protection:

- (1) Contractor shall preserve and protect existing trees and plants on the Premises that are not designated or required to be removed, and those adjacent to the Premises.
- (2) Contractor shall provide barriers to a minimum height of 4'-0" around drip line of each tree and plant, around each group of trees and plants, as applicable, in the proximity of demolition and construction operations, or as denoted on the Plans.
- (3) Contractor shall not park trucks, store materials, perform Work or cross over landscaped areas. Contractor shall not dispose of paint thinners, water from cleaning, plastering or concrete operations, or other deleterious materials in landscaped areas, storm drain systems, or sewers. Plant materials damaged as a result of the performance of the Work shall, at the option of the District and at Contractor's expense, either be replaced with new plant materials equal in size to those damaged or by payment of an amount representing the value of the damaged materials as determined by the District.
- (4) Contractor shall remove soil that has been contaminated during the performance of the Work by oil, solvents, and other materials which could be harmful to trees and plants, and replace with good soil, at Contractor's expense.
- (5) Excavation around Trees:
  - (a) Excavation within drip lines of trees shall be done only where absolutely necessary and with written permission from the District.
  - (b) Where trenching for utilities is required within drip lines, tunneling under and around roots shall be by hand digging and shall be approved by the District. Main lateral roots and taproots shall not be cut. All roots 2 inches in diameter and larger shall be tunneled under and heavily wrapped with wet burlap so as to prevent scarring or excessive drying. Smaller roots that interfere with installation of new work may be cut with prior approval by the District. Roots must first be cut with a Vermeer, or equivalent, root cutter prior to any trenching.
  - (c) Where excavation for new construction is required within drip line of trees, hand excavation shall be employed to minimize damage to root system. Roots shall be relocated in backfill areas wherever possible. If encountered immediately adjacent to location of new construction, roots shall be cut approximately 6 inches back from new construction.
  - (d) Approved excavations shall be carefully backfilled with the excavated materials approved for backfilling. Backfill shall conform to adjacent grades without dips, sunken areas, humps, or other surface irregularities. Do not use mechanical equipment to compact backfill.

Tamp carefully using hand tools, refilling and tamping until Final Acceptance as necessary to offset settlement.

- (e) Exposed roots shall not be allowed to dry out before permanent backfill is placed. Temporary earth cover shall be provided, or roots shall be wrapped with four layers of wet, untreated burlap and temporarily supported and protected from damage until permanently relocated and covered with backfill.
- (f) Accidentally broken roots should be sawed cleanly 3 inches behind ragged end.

**1.05 SECURITY:**

The Contractor shall be responsible for project security for materials, tools, equipment, supplies, and completed and partially completed Work.

**1.06 TEMPORARY CONTROLS:**

A. Noise Control:

- (1) Contractor acknowledges that adjacent facilities may remain in operation during all or a portion of the Work period, and it shall take all reasonable precautions to minimize noise as required by applicable laws and the Contract Documents.
- (2) Notice of proposed noisy operations, including without limitation, operation of pneumatic demolition tools, concrete saws, and other equipment, shall be submitted to the District a minimum of forty-eight (48) hours in advance of their performance.

B. Noise and Vibration:

- (1) Equipment and impact tools shall have intake and exhaust mufflers.
- (2) Contractor shall cooperate with District to minimize and/or cease the use of noisy and vibratory equipment if that equipment becomes objectionable by its longevity.

C. Dust and Dirt:

- (1) Contractor shall conduct demolition and construction operations to minimize the generation of dust and dirt, and prevent dust and dirt from interfering with the progress of the Work and from accumulating in the Work and adjacent areas including, without limitation, occupied facilities.
- (2) Contractor shall periodically water exterior demolition and construction areas to minimize the generation of dust and dirt.

- (3) Contractor shall ensure that all hauling equipment and trucks carrying loads of soil and debris shall have their loads sprayed with water or covered with tarpaulins, and as otherwise required by local and state ordinance.
- (4) Contractor shall prevent dust and dirt from accumulating on walks, roadways, parking areas, and planting, and from washing into sewer and storm drain lines.

D. Water:

- (1) Contractor shall not permit surface and subsurface water, and other liquids, to accumulate in or about the vicinity of the Premises. Should accumulation develop, Contractor shall control the water or other liquid, and suitably dispose of it by means of temporary pumps, piping, drainage lines, troughs, ditches, dams, or other methods. Contractor shall be required to remove the accumulation within 24 hours of notification by District or District Representative.

E. Pollution:

- (1) No burning of refuse, debris, or other materials shall be permitted on or in the vicinity of the Premises.
- (2) Contractor shall comply with applicable regulatory requirements and anti-pollution ordinances during the conduct of the Work including, without limitation, demolition, construction, and disposal operations.

F. Lighting:

- (1) If portable lights are used after dark, all light must be located so as not to direct light into neighboring property.

**1.07 JOB SIGN(S):**

A. General:

- (1) Signs other than the specified Project sign as provided by the District and or signs required by law, for safety, or for egress, shall not be permitted, unless otherwise approved in advance by the District.

**1.08 PUBLICITY RELEASES:**

- A. Contractor shall not release any information, story, photograph, plan, or drawing relating information about the Project to anyone, including press and other public communications medium, including, without limitation, on website(s) without the written permission of the District.

**PART 2 – PRODUCTS Not used.**

**PART 3 – EXECUTION Not used.**

END OF DOCUMENT

**VEHICULAR ACCESS AND PARKING**

**1. SECTION INCLUDES**

- A. Signs, Signals and devices.
- B. Construction Parking Control.
- C. Flagmen
- D. Flares and Lights.
- E. Haul Routes.
- F. Traffic Signs and Signals.
- G. Removal

**2. SIGNS, SIGNALS AND DEVICES**

- A. Post-Mounted and Wall-Mounted Traffic Control and Informational Signs as required to maintain adequate standards of safety and control of vehicular movement on and off construction site.
- B. Traffic Control Signals: As approved by local jurisdictions.
- C. Traffic Cones and Drums, Flares and Lights: As approved by local jurisdictions.
- D. Flagmen Equipment: As approved by local jurisdictions.

**3. CONSTRUCTION PARKING CONTROL**

- A. Control vehicular parking to prevent interference with public traffic and parking, access by emergency vehicles and Owner's operations.
- B. Monitor parking of construction personnel's vehicles. Maintain vehicular access to and through parking areas.
- C. Prevent parking on or adjacent to access roads or in non-designated areas.

**4. FLAGMEN**

- A. Provide trained and equipped flagmen to regulate traffic when construction operations or traffic encroach on public traffic lanes.

## **5. FLARES AND LIGHTS**

- A. Use flares and lights during hours of low visibility to delineate traffic lanes and to guide traffic.

## **6. HAUL ROUTES**

- A. Consult with authority having jurisdiction in establishing public thoroughfares to be used for haul routes and site access.
- B. Confine construction traffic to designated haul routes.
- C. Provide traffic control at critical areas of haul routes to regulate traffic, to minimize interference with public traffic.
- D. Consult with Owner to establish construction traffic haul route [on existing campus].

## **7. TRAFFIC SIGNS AND SIGNALS**

- A. At approaches to site and on site, install at crossroads, detours, parking areas and elsewhere as needed to direct construction and affected public traffic.
- B. Install and operate traffic control devices as are necessary to direct and maintain orderly flow of traffic in areas under Contractor's control and areas affected by Contractor's operations.
- C. Relocate as Work progresses to maintain effective traffic control.

## **8. REMOVAL**

- A. Remove equipment and devices when no longer required.
- B. Repair damage caused by installation.
- C. Remove post settings to full depth.

END OF SECTION

**OWNER-FURNISHED PRODUCTS**

**1. RELATED DOCUMENTS AND PROVISIONS:**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions;
- B. Special Conditions; and
- C. Materials and Equipment.

**2. SECTION INCLUDES:**

Requirements for the following:

- A. Installing Owner-furnished materials and equipment.
- B. Providing necessary utilities, connections and rough-ins.

**3. DEFINITIONS**

- A. Owner: District, who is providing/furnishing materials and equipment.
- B. Installer Contactor: Contractor, who is installing the materials and equipment furnished by the Owner.

**4. PRODUCT DELIVERY, STORAGE, AND HANDLING:**

- A. Receive, store and handle products in accordance with the manufacturer's instructions.
- B. Protect equipment items as required to prevent damage during storage and construction.

**5. GENERAL PRODUCT REQUIREMENTS:**

- A. Installer Contractor's Responsibilities:
  - 1. Verify mounting and utility requirements for Owner-furnished materials and equipment items.
  - 2. Provide mounting and utility rough in for all items where required.
    - a. Rough in locations, sizes, capacities, and similar type items shall be as indicated and required by product manufacturer.

B. Owner and Installer Contractor(s) Responsibilities:

Owner-Furnished/Contractor Installed ("OFCI"): Furnished by the Owner; installed by the Installer Contractor.

1. General: Owner and Installer Contractor(s) will coordinate deliveries of materials and equipment to coincide with the construction schedule.
2. Owner will furnish specified materials and equipment delivered to the site. Owner/vendor's representative shall be present on Site at the time of delivery to comply with the contract requirements and Specifications Section 01 43 00, Materials and Equipment, Article 1.04.
3. The Owner furnishing specified materials and equipment is responsible to provide manufacturer guarantees as required by the Contract to the Installer Contractor.
4. The Installer Contractor shall:
  - a. Review, verify and accept the approved manufacturer's submittal/Shop Drawings for all materials and equipment required to be installed by the Installer Contractor and furnished by the Owner. Any discrepancies, including but not limited to possible space conflicts, should be brought to the attention of the Project Manager and/or Program Manager, if applicable.
  - b. Coordinate timely delivery. Installer Contractor shall receive materials and equipment at Site when delivered and give written receipt at time of delivery, noting visible defects or omissions; if such declaration is not given, the Installer Contractor shall assume responsibility for such defects and omissions.
  - c. Store materials and equipment until ready for installation and protect from loss and damage. Installer Contractor is responsible for providing adequate storage space.
  - d. Coordinate with other bid package contractors and field measurement to ensure complete installation.
  - e. Uncrate, assemble, and set in place.
  - f. Provide adequate supports.
  - g. Install materials and equipment in accordance with manufacturer's recommendations, instructions, and Shop Drawings, supply labor and material required, and make mechanical, plumbing, and electrical connections required to operate equipment.
  - h. Be certified by equipment manufacturer for installation of the specific equipment supplied by the Owner.
  - i. Provide anchorage and/or bracing as required for seismic restraint per Title 24, UBC Standard 27-11 and all other applicable codes.

- j. Provide the contract-required warranty and guarantee for all work, materials, equipment, and installation upon its completion and acceptance by the District. Guarantee includes all costs associated with the removal, shipping to and from the Site, and re-installation of any equipment found to be defective.
- C. Compatibility with Space and Service Requirements:
- 1. Equipment items shall be compatible with space limitations indicated and as shown on the Contract Documents and specified in other sections of the Specifications.
  - 2. Modifications to equipment items required to conform to space limitations specified for rough in shall not cause additional cost to the District.
- D. Manufacturer's printed descriptions, specifications, and instructions shall govern the Work unless specifically indicated or specified otherwise.

## **6. FURNISHED MATERIALS AND EQUIPMENT**

- A. All furnished materials and equipment are indicated or scheduled on the Contract Documents.

## **7. INSTALLATION**

- A. Install equipment items in accordance with the manufacturer's instructions.
- B. Set equipment items securely in place, rigidly or flexibly mounted in accordance with manufacturers' directions.
- C. Make electrical and mechanical connections as indicated and required.
- D. Touch-up and restore damaged or defaced finishes to the District's satisfaction.

## **8. CLEANING AND PROTECTION**

- A. Repair or replace items not acceptable to the Architect and / or District.
- B. Upon completion of installation, clean equipment items in accordance with manufacturer's recommendations, and protect from damage until final acceptance of the Work by the District.

END OF DOCUMENT

**OPERATION AND MAINTENANCE DATA**

**1. RELATED DOCUMENTS AND PROVISIONS**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions, including, without limitation, Completion of the Work;
- B. Special Conditions.

**2. QUALITY ASSURANCE**

Contractor shall prepare instructions and data by personnel experienced in maintenance and operation of described products.

**3. FORMAT**

- A. Contractor shall prepare data in the form of an instructional manual entitled "OPERATIONS AND MAINTENANCE MANUAL & INSTRUCTIONS" ("Manual").
- B. Binders: Contractor shall use commercial quality, 8-1/2 by 11 inch, three-side rings, with durable plastic covers; two inch maximum ring size. When multiple binders are used, Contractor shall correlate data into related consistent groupings.
- C. Cover: Contractor shall identify each binder with typed or printed title "OPERATION AND MAINTENANCE MANUAL & INSTRUCTIONS"; and shall list title of Project and identify subject matter of contents.
- D. Contractor shall arrange content by systems process flow under section numbers and sequence of Table of Contents of the Contract Documents.
- E. Contractor shall provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- F. Text: The content shall include Manufacturer's printed data, or typewritten data on 24-pound paper.
- G. Drawings: Contractor shall provide with reinforced punched binder tab and shall bind in with text; folding larger drawings to size of text pages.

**4. CONTENTS, EACH VOLUME**

- A. Table of Contents: Contractor shall provide title of Project; names, addresses, and telephone numbers of the Architect, any engineers, sub-consultants, Subcontractor(s), and Contractor with name of responsible parties; and schedule of products and systems, indexed to content of the volume.

- B. For Each Product or System: Contractor shall list names, addresses, and telephone numbers of Subcontractor(s) and suppliers, including local source of supplies and replacement parts.
- C. Product Data: Contractor shall mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- D. Drawings: Contractor shall supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Contractor shall not use Project Record Documents as maintenance drawings.
- E. Text: The Contractor shall include any and all information as required to supplement product data. Contractor shall provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.
- F. Warranties and Bonds: Contractor shall bind in one copy of each.

## **5. MANUAL FOR MATERIALS AND FINISHES**

- A. Building Products, Applied Materials, and Finishes: Contractor shall include product data, with catalog number, size, composition, and color and texture designations. Contractor shall provide information for re-ordering custom manufactured products.
- B. Instructions for Care and Maintenance: Contractor shall include Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- C. Moisture Protection and Weather Exposed Products: Contractor shall include product data listing applicable reference standards, chemical composition, and details of installation. Contractor shall provide recommendations for inspections, maintenance, and repair.
- D. Additional Requirements: Contractor shall include all additional requirements as specified in the Specifications.
- E. Contractor shall provide a listing in Table of Contents for design data, with tabbed fly sheet and space for insertion of data.

## **6. MANUAL FOR EQUIPMENT AND SYSTEMS**

- A. Each Item of Equipment and Each System: Contractor shall include description of unit or system, and component parts and identify function, normal operating characteristics, and limiting conditions. Contractor shall include performance curves, with engineering data and tests, and complete nomenclature, and commercial number of replaceable parts.
- B. Contractor shall include color coded wiring diagrams as installed.
- C. Maintenance Requirements: Contractor shall include routine procedures and guide for troubleshooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.

- D. Contractor shall include manufacturer's printed operation and maintenance instructions.
- E. Contractor shall include sequence of operation by controls manufacturer.
- F. Contractor shall provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- G. Contractor shall provide control diagrams by controls manufacturer as installed.
- H. Contractor shall provide Contractor's coordination drawings, with color coded piping diagrams as installed.
- I. Contractor shall provide charts of valve tag numbers, with location and function of each key.
- J. Contractor shall provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- K. Additional Requirements: Contractor shall include all additional requirements as specified in Specification(s).
- L. Contractor shall provide a listing in Table of Contents for design data, with tabbed fly sheet and space for insertion of data.

## 7. SUBMITTALS

- A. Contractor shall submit to the District for review two (2) copies of preliminary draft or proposed formats and outlines of the contents of the Manual within thirty (30) days of Contractor's start of Work.
- B. For equipment, or component parts of equipment put into service during construction and to be operated by District, Contractor shall submit draft content for that portion of the Manual within ten (10) days after acceptance of that equipment or component.
- C. Contractor shall submit two (2) hard copies, one (1) electronic copy and upload electronic copy to Procore™ (in the folder directed by the District) of a complete Manual in final form prior to final Application for Payment. Copy will be returned with District comments. Contractor must revise the content of the Manual as required by District prior to District's approval of Contractor's final Application for Payment.
- D. Contractor must submit two (2) hard copies, one (1) electronic copy and upload electronic copy to Procore™ (in the folder directed by the District) of revised Manual in final form within **ten (10)** days after final inspection.

END OF DOCUMENT

**WARRANTIES**

**1. RELATED DOCUMENTS AND PROVISIONS**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions, including, without limitation, Warranty/Guarantee Information;
- B. Special Conditions.

**2. FORMAT**

- A. Binders: Contractor shall use commercial quality, 8-1/2 by 11 inch, three-side rings, with durable plastic covers; two inch maximum ring size.
- B. Cover: Contractor shall identify each binder with typed or printed title "WARRANTIES" and shall list title of Project.
- C. Table of Contents: Contractor shall provide title of Project; name, address, and telephone number of Contractor and equipment supplier, and name of responsible principal. Contractor shall identify each item with the number and title of the specific Specification, document, provision, or section in which the name of the product or work item is specified.
- D. Contractor shall separate each warranty with index tab sheets keyed to the Table of Contents listing, providing full information and using separate typed sheets as necessary. Contractor shall list each applicable and/or responsible Subcontractor(s), supplier(s), and/or manufacturer(s), with name, address, and telephone number of each responsible principal(s).
- E. Contractor shall provide all documents on a USB and uploaded into Procore™. Each tab in the binder should be a separate file.
  - 1. File should be identified per the binder cover and table of contents.
- F. Contractor shall provide a Warranty Guarantee form for each warranty.

**3. PREPARATION:**

- A. Contractor shall obtain warranties, executed in duplicate by each applicable and/or responsible subcontractor(s), supplier(s), and manufacturer(s), within **ten (10)** days after completion of the applicable item or work. Except for items put into use with District's permission, Contractor shall leave date of beginning of time of warranty until the date of completion is determined.
- B. Contractor shall verify that documents are in proper form, contain full information, and are notarized, when required.
- C. Contractor shall co-execute submittals when required.

D. Contractor shall retain warranties until time specified for submittal.

**4. TIME OF SUBMITTALS:**

- A. For equipment or component parts of equipment put into service during construction with District's permission, Contractor shall submit a draft warranty for that equipment or component within **ten (10)** days after acceptance of that equipment or component.
- B. Contractor shall submit for District approval all warranties and related documents within **ten (10)** days after date of completion. Contractor must revise the warranties as required by the District prior to District's approval of Contractor's final Application for Payment.
- C. For items of work delayed beyond date of completion, provide updated submittal within ten days after acceptance, listing the date of acceptance as start of warranty period.

END OF DOCUMENT

**WARRANTY/GUARANTEE**

Warranty/Guarantee for Bridgeport Elementary School Asphalt Play Courts

We hereby warrant/guarantee the Material and Labor which we have installed at Bridgeport Elementary School, 23670 Newhall Ranch Road, Valencia, CA 91355 has been performed in accordance with the plans, drawings and specifications and that the work as installed will fulfill the requirements included in the specifications and the Contract Documents. The undersigned agrees to repair or replace any or all of such work, together with any other adjacent work which may be displaced in connection with such repair or replacement, that may prove to be defective in workmanship within a period of Two (2) years from date of completion of the Project or material within a period per specification section from the date of completion of the Project, ordinary wear and tear and unusual abuse or neglect excepted.

In the event of our failure to comply with the above-mentioned conditions within a reasonable period of time, as determined by the **Saugus Union School District**, but no later than **five (5) calendar** days after being notified in writing by the **Saugus Union School District**, the undersigned authorizes the **Saugus Union School District** to proceed to have said defects repaired or replaced and made good at the expense of the undersigned, which will pay the costs and charges therefore upon demand.

\_\_\_\_\_  
Subcontractor's Typed Name

\_\_\_\_\_  
Prime/General Contractor

By: \_\_\_\_\_  
Print Name/Title

By: \_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Signature of Subcontractor

\_\_\_\_\_  
Signature of Authorized Signer

Representative to be contacted for Services:

Name: \_\_\_\_\_ State License No: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_

END OF SECTION



**Appendix A**

**Additional Contract Documents**

*(To be completed by Contractor after bid opening and submitted to District)*

- Agreement
- Escrow Agreement in Lieu of Retention (if applicable)
- Performance Bond
- Payment Bond
- Certifications to be Completed by Contractor Form
- Disabled Veteran Business Enterprise Participation Certification
- Criminal Background Investigation/Fingerprinting Certification/District Identification
- Certification Regarding Executive Order N-6-22

**AGREEMENT**

This agreement is made and entered into on the date of final signature hereto, by and between the **Saugus Union School District** ("District") and \_\_\_\_\_ ("**Contractor**")

("Agreement"). The District and the Contractor agree as follows:

**The Work:** Contractor shall furnish all tools, equipment, apparatus, facilities, labor, and material necessary to perform and complete in a good and workmanlike manner, the work of the following project:

**Bridgeport Elementary School Asphalt Play Courts** ("Project" or "Contract" or "Work")

The Work shall be performed and completed as required in the Contract Documents as defined in the General Conditions including, without limitation, the Drawings and Specifications, under the direction and supervision of, and subject to, the approval of the District or its authorized representative.

**Classification of Contractor's License:** Contractor hereby acknowledges that it currently holds valid Type A or B Contractor's license(s) issued by the State of California, Contractor's State Licensing Board, in accordance with division 3, chapter 9, of the Business and Professions Code and in the classification called for in the Contract Documents.

**Time for Completion:** It is hereby understood and agreed that the Contractor shall complete the Work by Friday, July 31, 2026 ("Contract Time") as specified in the District's Notice to Proceed. The District shall not approve an early completion schedule by Contractor. A schedule showing the Work completed in less than the Contract Time indicated in the Contract, shall be considered to have Project Float.

**Contract Price:** In consideration of the foregoing covenants, promises, and agreements, Contractor offers, in the amounts stated below, to perform the Work according to the Contract Documents. District covenants, promises, and agrees that it will pay and cause to be paid to Contractor in full, and as the Contract Price the following amount(s):

**Base Contract Amount:**

		,				,				.		
Dollars										Cents		

**+ District Contingency of ten percent (10%) of Base Bid:**

		,				,				.		
Dollars										Cents		

**= Total Contract Price**

		,				,				.		
Dollars										Cents		

THE ABOVE CONTINGENCIES/ALLOWANCES, IF ANY, ARE WITHIN THE CONTRACT PRICE ONLY TO THE EXTENT CONTRACTOR HAS BEEN AUTHORIZED IN WRITING TO PERFORM WORK ENCOMPASSED BY THE CONTINGENCY/ALLOWANCE DESCRIPTION, HAS PERFORMED THE WORK AND HAS APPROPRIATELY INVOICED FOR THAT WORK, AND DISTRICT HAS APPROVED CONTRACTOR'S INVOICE. USE OF CONTINGENCY/ALLOWANCE(S) SHALL FOLLOW THE PROCESS AND THE IDENTICAL STRUCTURE AS A CHANGE ORDER. THE UNUSED PORTION OF CONTINGENCY/ALLOWANCE(S) SHALL BE RETAINED BY THE DISTRICT AND MAY BE CLOSED BY A UNILATERAL CHANGE ORDER.

The Base Contract Price and authorized use of allowances shall be paid in lawful money of the United States pursuant to the payment provisions in the General Conditions.

**The Contract Documents:** The complete Contract to complete the Work consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. All obligations of the District and Contractor are fully set forth and described in the Contract Documents. The Contract Documents are intended to cooperate so that Work called for in one and not mentioned in the other or vice versa is to be performed the same as if mentioned in all Contract Documents.

**Interpretation of Contract Documents/Order of Precedence:** Questions concerning the intent, precedence, or meaning of the Contract Documents, including the Drawings or Specifications, shall be submitted to the District for interpretation. Inconsistencies in the Contract Documents shall be resolved by giving precedence in the following order:

- (i) District-approved modifications (e.g., Change Orders, Force Account Directives, etc.), beginning with the most recent (if any);
- (ii) Agreement;
- (iii) Special Conditions (if any);
- (iv) Supplemental Conditions (if any);
- (v) General Conditions;
- (vi) Remaining Division 0 documents (Documents beginning with "00");
- (vii) Division 1 Documents (Documents beginning with "01");
- (viii) Division 2 through Division 49 documents (Technical Specifications);
- (ix) Figured dimensions;
- (x) Large-scale drawings;
- (xi) Small-scale drawings.

In case of conflict, the greater quantity and/or higher standard of workmanship shall apply unless the District expressly in writing (e.g., via a Change Order) accepts a lesser quantity or lower quality of workmanship and the Contract Price is adjusted accordingly. The decision of the District in the matter shall be final.

**Integration / Modification.** The Contract Documents and any documents specifically incorporated by reference are completely integrated as the complete and exclusive statement of the terms of the Agreement. This Agreement supersedes all previous contracts, agreements, and / or communications, both oral and written, and constitutes the entire understanding of the District and Contractor. No extrinsic evidence whatsoever shall be admissible or used to explain or supplement the terms of the Contract, Contract Documents, or any items incorporated by reference. No changes, amendments or alterations shall be effective unless in writing, signed by both Parties, and unless provided otherwise by the Contract Documents.

**Completion-Extension of Time:** If Contractor fails to complete the Work within the Contract Time, due allowance being made for the contingencies provided for herein, Contractor shall become liable to District for all loss and damage that District may suffer on account thereof. Contractor shall coordinate its Work with the work of all other contractors. The District shall not be liable for delays resulting from

Contractor's failure to coordinate its Work with other contractors in a manner that allows for timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the work of other contractors.

**Liquidated Damages:** Time is of the essence for all Work to be performed. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that District will sustain in the event of and by reason of Contractor's delay; therefore, pursuant to Government Code section 53069.85 and Public Contract Code section 7203, Contractor shall forfeit and pay to District the sums as indicated in the Special Conditions ("**Liquidated Damages**").

**Use of Unit Prices and Bid Alternates:** The District may, at its sole discretion, increase or decrease the Contract Price by unit prices or alternates contained in Contractor's original bid. If the bid for the Work included proposal(s) for Alternate Bid Item(s), during Contractor's performance of the Work, the District may elect to add any such Alternate Bid Item(s) if the item did not form a basis for award of the Agreement or delete any such Alternate Bid Item(s) if that item formed a basis for award of the Agreement. If the District elects to add or delete an Alternate Bid Item(s) pursuant to the foregoing, the cost or credit for that Alternate Bid Item(s) shall be as set forth in the Contractor's bid, at the District's discretion. If any Alternate Bid Item is added or deleted from the Work pursuant to the foregoing, the Contract Time shall be adjusted by the number of days allocated for the added or deleted Alternate Bid Item in the Contract Documents; if days are not allocated for any Alternate Bid Item added or deleted pursuant to the foregoing, the Contract Time shall be equitably adjusted.

**Insurance and Bonds:** Contractor shall provide all required certificates of insurance, and payment and performance bonds.

**Performance of Work:** If Contractor fails to perform the Work properly or fails to perform any provisions of this Contract, the District, may, pursuant to the General Conditions and without prejudice to any other remedy it may have, cure the deficiencies and deduct the cost thereof from the payment then or thereafter due Contractor.

**COVID-19.** Contractor is responsible for complying with all applicable and existing federal, state, and/or local statutes, orders, rules, regulations, ordinances, and/or directives relating to construction site safety in connection with COVID-19, and/or any similar virus or derivative strain. Contractor shall ensure it has supervisor employees onsite that are trained and knowledgeable of all of these requirements to ensure full compliance on Project Site(s).

**Authority of District, Architect, Project Inspector, and DSA:** Contractor hereby acknowledges that the District, Architect(s), the Project Inspector(s), and the Division of the State Architect as applicable to this Project have authority to approve and/or stop Work if Contractor's Work does not comply with the requirements of the Contract Documents, Title 24 of the California Code of Regulations, and all applicable laws. Contractor shall be liable for any delay caused by its non-compliant Work.

**Assignment of Contract:** Neither the Contract, nor any part thereof, nor any moneys due or to become due thereunder, may be assigned by Contractor without the written approval of District, nor without the written consent of the Surety on Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.

**Payment of Prevailing Wages:** Contractor and all Subcontractors under Contractor shall pay all workers on Work performed pursuant to the Contract Documents not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.

**Contractor & Subcontractor Registration:** Contractor shall comply with the registration and compliance monitoring provisions of Labor Code section 1771.4, including complying with any applicable enforcement by the Department of Industrial Relations.

**Authority of Contractor’s Representatives:** Contractor hereby certifies that the person who executes this Agreement has the authority and power to legally bind the Contractor. Contractor also certifies that the person(s) it employees on the Project at or above the level of project superintendent, each have the authority to legally bind the Contractor.

**Severability:** If any term, covenant, condition, or provision of the Contract Documents is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions in the Contract Documents shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.

IN WITNESS WHEREOF, accepted and agreed on the date indicated above:

**Saugus Union School District**

_____	_____
<b>Contractor</b>	<b>District</b>
_____	_____
<b>Date</b>	<b>Date</b>
_____	_____
<b>Signature</b>	<b>Signature</b>
_____	Nick Heinlein
<b>Print Name</b>	<b>Print Name</b>
_____	Assistant Superintendent of Business
<b>Print Title</b>	<b>Print Title</b>

NOTE: If the Contractor is a corporation, Contractor must attach a certified copy of the corporation’s by-laws, or of the resolution of the Board of Directors of the corporation, authorizing the above person to execute this Agreement and the bonds required by the Contract Documents.

END OF AGREEMENT

## ESCROW BID DOCUMENTATION

### 1. REQUIREMENT TO ESCROW BID DOCUMENTATION

- A. Contractor shall submit, within **SEVEN (7)** calendar days after the date of the Notice of Award, one copy of all documentary information received or generated by Contractor in preparation of bid prices for this Contract, as specified herein. This material is referred to herein as "Escrow Bid Documentation." The Escrow Bid Documentation of the Contractor will be held in escrow for the duration of the Contract.
- B. Contractor agrees, as a condition of award of the Contract, that the Escrow Bid Documentation constitutes all written information used in the preparation of its bid, and that no other written bid preparation information shall be considered in resolving disputes or claims. Contractor also agrees that nothing in the Escrow Bid Documentation shall change or modify the terms or conditions of the Contract Documents.
- C. The Escrow Bid Documentation will not be opened by District except as indicated herein. The Escrow Bid Documentation will be used only for the resolution of change orders and claims disputes.
- D. Contractor's submission of the Escrow Bid Documentation, as with the bonds and insurance documents required, is considered an essential part of the Contract award. Should the Contractor fail to make the submission within the allowed time specified above, District may deem the Contractor to have failed to enter into the Contract, and the Contractor shall forfeit the amount of its bid security, accompanying the Contractor's bid, and District may award the Contract to the next lowest responsive responsible bidder.
- E. NO PAYMENTS WILL BE MADE, NOR WILL DISTRICT ACCEPT PROPOSED CHANGE ORDERS UNTIL THE ABOVE REQUIRED INFORMATION IS SUBMITTED AND APPROVED.
- F. The Escrow Bid Documentation shall be submitted in person by an authorized representative of the Contractor to the District.

### 2. OWNERSHIP OF ESCROW BID DOCUMENTATION

- A. The Escrow Bid Documentation is, and shall always remain, the property of Contractor, subject to review by District, as provided herein.
- B. Escrow Bid Documentation constitute trade secrets, not known outside Contractor's business, known only to a limited extent and only by a limited number of employees of Contractor, safeguarded while in Contractor's possession, extremely valuable to Contractor, and could be extremely valuable to Contractor's competitors by virtue of it reflecting Contractor's contemplated techniques of construction. Subject to the provisions herein, District agrees to safeguard the Escrow Bid Documentation, and all information contained therein, against disclosure to the fullest extent permitted by law.

### 3. **FORMAT AND CONTENTS OF ESCROW BID DOCUMENTATION**

- A. Contractor may submit Escrow Bid Documentation in its usual cost-estimating format; a standard format is not required. The Escrow Bid Documentation shall be submitted in the language (e.g., English) of the specification.
- B. Escrow Bid Documentation must clearly itemize the estimated costs of performing the work of each bid item contained in the bid schedule, separating bid items into sub-items as required to present a detailed cost estimate and allow a detailed cost review. The Escrow Bid Documentation shall include all subcontractor bids or quotes, supplier bids or quotes, quantity takeoffs, crews, equipment, calculations of rates of production and progress, copies of quotes from subcontractors and suppliers, and memoranda, narratives, add/deduct sheets, and all other information used by the Contractor to arrive at the prices contained in the bid proposal. Estimated costs should be broken down into Contractor's usual estimate categories such as direct labor, repair labor, equipment ownership and operation, expendable materials, permanent materials, and subcontract costs as appropriate. Plant and equipment and indirect costs should be detailed in the Contractor's usual format. The Contractor's allocation of indirect costs, contingencies, markup, and other items to each bid item shall be identified.
- C. All costs shall be identified. For bid items amounting to less than \$10,000, estimated unit costs are acceptable without a detailed cost estimate, provided that labor, equipment, materials, and subcontracts, as applicable, are included and provided that indirect costs, contingencies, and markup, as applicable, are allocated.
- D. Bid Documentation provided by District should not be included in the Escrow Bid Documentation unless needed to comply with the following requirements.

### 4. **SUBMITTAL OF ESCROW BID DOCUMENTATION**

- A. The Escrow Bid Documentation shall be submitted by the Contractor in a sealed container within **SEVEN (7)** calendar days after the date of the Notice of Award. The container shall be clearly marked on the outside with the Contractor's name, date of submittal, project name and the words "Escrow Bid Documentation – Intended to be opened in the presence of Authorized Representatives of Both District and Contractor".
- B. By submitting Escrow Bid Documentation, Contractor represents that the material in the Escrow Bid Documentation constitutes all the documentary information used in preparation of the bid and that the Contractor has personally examined the contents of the Escrow Bid Documentation container and has found that the documents in the container are complete.
- C. If Contractor's proposal is based upon subcontracting any part of the work, each subcontractor whose total subcontract price exceeds 5 percent of the total contract price proposed by Contractor, shall provide separate Escrow Documents to be included with those of Contractor. Those documents shall be opened and examined in the same manner and at the same time as the examination described above for Contractor.

- D. If Contractor wishes to subcontract any portion of the Work after award, District retains the right to require Contractor to submit Escrow Documents for the Subcontractor before the subcontract is approved.

**5. STORAGE, EXAMINATION AND FINAL DISPOSITION OF ESCROW BID DOCUMENTATION**

- A. The Escrow Bid Documentation will be placed in escrow, for the life of the Contract, in a mutually agreeable institution. The cost of storage will be paid by Contractor for the duration of the project until final Contract payment. The storage facilities shall be the appropriate size for all the Escrow Bid Documentation and located conveniently to both District's and Contractor's offices.
- B. The Escrow Bid Documentation shall be examined by both District and Contractor, at any time deemed necessary by either District or Contractor, to assist in the negotiation of price adjustments and change orders or the settlement of disputes and claims. In the case of legal proceedings, Escrow Bid Documentation shall be used subject to the terms of an appropriate protective order if requested by Contractor and ordered by a court of competent jurisdiction. Examination of the Escrow Bid Documentation is subject to the following conditions:
  - 1. As trade secrets, the Escrow Bid Documentation is proprietary and confidential to the extent allowed by law.
  - 2. District and Contractor shall each designate, in writing to the other party **SEVEN (7)** calendar days prior to any examination, the names of representatives who are authorized to examine the Escrow Bid Documentation. No other person shall have access to the Escrow Bid Documentation.
  - 3. Access to the documents may take place only in the presence of duly designated representatives of the District and Contractor. If Contractor fails to designate a representative or appear for joint examination on **SEVEN (7)** calendar days notice, then the District representative may examine the Escrow Bid Documents alone upon an additional **THREE (3)** calendar days notice if a representative of the Contractor does not appear at the time set.
  - 4. If a subcontractor has submitted sealed information to be included in the Escrow Bid Documents, access to those documents may take place only in the presence of a duly designated representative of the District, Contractor and that subcontractor. If that subcontractor fails to designate a representative or appear for joint examination on **SEVEN (7)** calendar days notice, then the District representative and/or the Contractor may examine the Escrow Bid Documentation without that subcontractor present upon an additional **THREE (3)** calendar days notice if a representative of that subcontractor does not appear at the time set.
- C. The Escrow Bid Documentation will be returned to Contractor at such time as the Contract has been completed and final settlement has been achieved.

END OF DOCUMENT

**ESCROW AGREEMENT IN LIEU OF RETENTION  
Public Contract Code Section 22300**

**(Note: Contractor must use this form.)**

This Escrow Agreement ("Escrow Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the **Saugus Union School District** ("District"), whose address is 24930 Avenue Stanford, Santa Clarita, California, 91355, and \_\_\_\_\_ ("Contractor"), whose address is \_\_\_\_\_, and \_\_\_\_\_ ("Escrow Agent"), a state or federally chartered bank in the state of California, whose address is \_\_\_\_\_

For the consideration hereinafter set forth, District, Contractor, and Escrow Agent agree as follows:

1. Pursuant to section 22300 of Public Contract Code of the State of California, which is hereby incorporated by reference, Contractor has the following two (2) options:
  - a. Deposit securities with Escrow Agent as a substitute for retention earnings required to be withheld by District pursuant to the Construction Contract No.\_\_\_\_ entered into between District and Contractor for the \_\_\_\_\_ Project, in the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) dated, \_\_\_\_\_, 20\_\_\_\_, (the "Contract"); **or**
  - b. On written request of Contractor, District shall make payments of the retention earnings for the above referenced Contract directly to Escrow Agent.

When Contractor deposits the securities as a substitute for Contract earnings (first option), Escrow Agent shall notify District within **ten (10)** calendar days of the deposit. The market value of the securities at the time of substitution and at all times from substitution until the termination of the Escrow Agreement shall be at least equal to the cash amount then required to be withheld as retention under terms of Contract between District and Contractor.

Securities shall be held in name of Saugus Union School District, and shall designate Contractor as beneficial owner.

2. District shall make progress payments to Contractor for those funds which otherwise would be withheld from progress payments pursuant to Contract provisions, provided that Escrow Agent holds securities in form and amount specified above.
3. When District makes payment of retention earned directly to Escrow Agent, Escrow Agent shall hold them for the benefit of Contractor until the time that the escrow created under this Escrow Agreement is terminated. Contractor may direct the investment of the payments into securities. All terms and conditions of this Escrow Agreement and the rights and responsibilities of the Parties shall be equally applicable and binding when District pays Escrow Agent directly.

4. Contractor shall be responsible for paying all fees for the expenses incurred by Escrow Agent in administering the Escrow Account, and all expenses of District. The District will charge Contractor \$ TBD for each of District's deposits to the escrow account. These expenses and payment terms shall be determined by District, Contractor, and Escrow Agent.
5. Interest earned on securities or money market accounts held in escrow and all interest earned on that interest shall be for sole account of Contractor and shall be subject to withdrawal by Contractor at any time and from time to time without notice to District.
6. Contractor shall have the right to withdraw all or any part of the principal in the Escrow Account only by written notice to Escrow Agent accompanied by written authorization from District to Escrow Agent that District consents to withdrawal of amount sought to be withdrawn by Contractor.
7. District shall have the right to draw upon the securities and/or withdraw amounts from the Escrow Account in the event of default by Contractor. Upon seven (7) days' written notice to Escrow Agent from District of the default, if applicable, Escrow Agent shall immediately convert the securities to cash and shall distribute the cash as instructed by District.
8. Upon receipt of written notification from District certifying that the Contract is final and complete, and that Contractor has complied with all requirements and procedures applicable to the Contract, Escrow Agent shall release to Contractor all securities and interest on deposit less escrow fees and charges of the Escrow Account. The escrow shall be closed immediately upon disbursement of all monies and securities on deposit and payments of fees and charges.
9. Escrow Agent shall rely on written notifications from District and Contractor pursuant to Paragraphs 5 through 8, inclusive, of this Escrow Agreement and District and Contractor shall hold Escrow Agent harmless from Escrow Agent's release and disbursement of securities and interest as set forth above.
10. Names of persons who are authorized to give written notice or to receive written notice on behalf of District and on behalf of Contractor in connection with the foregoing, and exemplars of their respective signatures are as follows:

On behalf of District:

On behalf of Contractor:

\_\_\_\_\_

Title

\_\_\_\_\_

Title

\_\_\_\_\_

Name

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

24930 Ave. Stanford, Santa Clarita, CA 91355  
Address

\_\_\_\_\_  
Address

On behalf of Escrow Agent:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

At the time the Escrow Account is opened, District and Contractor shall deliver to Escrow Agent a fully executed copy of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement by their proper officers on the date first set forth above.

On behalf of District:

On behalf of Contractor:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

24930 Ave. Stanford, Santa Clarita, CA 91355  
Address

\_\_\_\_\_  
Address

END OF ESCROW AGREEMENT

**PERFORMANCE BOND**  
(100% of Contract Price)

(Note: Contractors must use this form, NOT a surety company form.)

**WHEREAS**, the governing board (“Board”) of the **Saugus Union School District**, (“District”) and

\_\_\_\_\_, (“Principal”) have entered into a contract for the furnishing of all materials and labor, services and transportation, necessary, convenient, and proper to perform the following project:

**Bridgeport Elementary School Asphalt Play Courts** (“Project” or “Contract”)

which Contract dated \_\_\_\_\_, 20\_\_\_\_, and all of the Contract Documents attached to or forming a part of the Contract, are hereby referred to and made a part hereof, and

**WHEREAS**, the Principal is required under the terms of the Contract to furnish a bond for the faithful performance of the Contract;

**NOW, THEREFORE**, the Principal and \_\_\_\_\_ (“Surety”) are held and firmly bound unto the District in the penal sum of:

\$ \_\_\_\_\_ **DOLLARS,**

lawful money of the United States, for the payment of which to the District will and truly to be made pursuant to the provisions herein. Principal and Surety, each of us, bind ourselves, our heirs, executors, administrators, successors, and assigns jointly and severally to:

Perform all the work required to complete the Project; and

Pay to the District all damages the District incurs as a result of the Principal’s failure to perform all the Work required to complete the Project.

In the event the Principal is declared by the District to be in breach or default in the performance of the Contract, then, after written notice from the District to the Surety, as provided for herein, the Surety shall either remedy the default or breach of the Principal or shall take charge of the Work of the Contract and complete the Contract with a Contractor other than the Principal at its own expense; provided, however, that the procedure by which the Surety undertakes to discharge its obligations under this Bond shall be subject to the advance written approval of the District.

The condition of the obligation is such that, if the above bounden Principal, 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 and any alteration thereof made as therein provided, on his or its part to be kept and performed at the time and in the intent and meaning, including all contractual guarantees and warranties of materials and workmanship, and shall indemnify and save harmless the District, its trustees, officers and agents, as therein stipulated, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

As a condition precedent to the satisfactory completion of the Contract, the above obligation shall hold good for a period equal to the warranty and/or guarantee period of the Contract, during which time Surety’s obligation shall continue if Contractor shall fail to make full, complete, and satisfactory repair, replace, 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's or Surety's obligations under the Contract, law or equity, including, but not limited to, California Code of Civil Procedure section 337.15.

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

Any claims under this bond may be addressed to the Surety at the following address. This cannot be the Contractor's broker for this bond, but must be an employee of the Surety or the Surety's legal counsel:

---

**Surety's Representative / Legal Counsel**

---

**Attention**

---

**Direct Telephone Number**

---

**Email Address**

---

**Mailing Address**

Signatures on next page.

IN WITNESS WHEREOF, two (2) 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,

Dated: \_\_\_\_\_, 20\_\_\_\_  
Month Day Year

\_\_\_\_\_  
Principal Signature of Person with Authority

(Affix Corporate Seal) By (Print Name/Title): \_\_\_\_\_

\_\_\_\_\_  
Surety Signature of Person with Authority

(Affix Corporate Seal) By (Print Name/Title): \_\_\_\_\_

\_\_\_\_\_  
Name of California Agent of Surety Address of California Agent of Surety

CA Agent Surety Phone: \_\_\_\_\_

Contractor must attach a Notarial Acknowledgment for all Surety's signatures and a Power of Attorney and Certificate of Authority for Surety. The California Department of Insurance must authorize the Surety to be an admitted surety insurer.

END OF PERFORMANCE BOND

**PAYMENT BOND**

Contractor's Labor & Material Bond (100% of Contract Price)

(Note: Contractors must use this form, NOT a surety company form.)

**WHEREAS**, the governing board ("Board") of the **Saugus Union School District**, (or "District") and \_\_\_\_\_, ("Principal") have entered into a contract for the furnishing of all materials and labor, services and transportation, necessary, convenient, and proper to

**Bridgeport Elementary School Asphalt Play Courts** ("Project" or "Contract")

which Contract dated \_\_\_\_\_, 20\_\_\_\_, and all of the Contract Documents attached to or forming a part of the Contract, are hereby referred to and made a part hereof, and

**WHEREAS**, pursuant to law and the Contract, the Principal is required, before entering upon the performance of the work, to file a good and sufficient bond with the body by which the Contract is awarded in an amount equal to 100 percent (100%) of the Contract price, to secure the claims to which reference is made in the Civil Code of California, including section 9100, and the Labor Code of California, including section 1741.

**NOW, THEREFORE**, the Principal and \_\_\_\_\_ ("Surety") are held and firmly bound unto all laborers, material men, and other persons referred to in said statutes in the penal sum of:

**\$ \_\_\_\_\_ DOLLARS,**

lawful money of the United States, being a sum not less than the total amount payable by the terms of Contract, for the payment of which sum well and truly to be made pursuant all applicable statutes and to the provisions herein. Principal and Surety, each of us, bind ourselves, our heirs, executors, administrators, successors, or assigns, jointly and severally, to those applicable statutes and to the provisions herein.

The condition of this obligation is that if the Principal or any of his or its subcontractors, of the heirs, executors, administrators, successors, or assigns of any, all, or either of them shall fail to pay for any labor, materials, provisions, 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 thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to that work or labor, that the Surety will pay the same in an amount not exceeding the amount herein above set forth, and also in case suit is brought upon this bond, will pay a reasonable attorney's fee to be awarded and fixed by the Court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this bond shall inure to the benefit of any and all persons, companies, and corporations entitled to file claims under sections 9000 through 9566 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this bond.

Should the condition of this bond be fully performed, then this obligation shall become null and void; otherwise it shall be and remain in full force and affect.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract or to the Work to be performed thereunder shall in

any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the Contract Documents or to the Work.

IN WITNESS WHEREOF, two (2) 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,

Dated: \_\_\_\_\_, 20\_\_\_\_  
Month Day Year

\_\_\_\_\_  
Principal Signature of Person with Authority

(Affix Corporate Seal) By (Print Name/Title): \_\_\_\_\_

\_\_\_\_\_  
Surety Signature of Person with Authority

(Affix Corporate Seal) By (Print Name/Title): \_\_\_\_\_

\_\_\_\_\_  
Name of California Agent of Surety Address of California Agent of Surety

CA Agent Surety Phone: \_\_\_\_\_

Contractor must attach a Notarial Acknowledgment for all Surety's signatures and a Power of Attorney and Certificate of Authority for Surety. The California Department of Insurance must authorize the Surety to be an admitted surety insurer.

END OF PAYMENT BOND Click or tap here to enter text.

**CERTIFICATIONS TO BE COMPLETED BY CONTRACTOR**

THE UNDERSIGNED MUST **CHECK EACH BOX** (select the correct boxes for the Roofing Certification) AND EXECUTE THIS FORM AND HEREBY CERTIFIES TO THE GOVERNING BOARD OF THE DISTRICT THAT:

He/she is a representative of the Contractor,

He/she is familiar with the facts herein certified and acknowledged,

He/she is authorized and qualified to execute this Agreement and these certifications on behalf of Contractor and that by executing the Agreement and these Certifications he/she is certifying the following items.

**Prevailing Wage** (California Labor Code Sections 1770, 1725.5, 1771.1). The successful bidder and its subcontractors shall pay all workers on the Project not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code. Prevailing wage rates are on file with the District and are available to any interested party on request or at [www.dir.ca.gov/oprl/statistics\\_and\\_databases.html](http://www.dir.ca.gov/oprl/statistics_and_databases.html). Bidders and bidders' subcontractors shall comply with the registration and qualification requirements pursuant to sections 1725.5 and 1771.1 of the California Labor Code.

I hereby certify that I will conform to the State of California Public Works Contract requirements and California Labor Code regarding prevailing wages, benefits, on-site audits with 48-hours' notice, payroll records, and apprentice and trainee employment requirements, for all Work on the Project including, without limitation, labor compliance monitoring and enforcement by the Department of Industrial Relations.

**Workers' Compensation** (Labor Code Sections 1860-1861). In accordance with Labor Code section 3700, every contractor will be required to secure the payment of compensation to his or her employees. I acknowledge and certify under penalty of perjury that 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.

**Drug-Free Workplace** (Government Code Sections 8355-8357). Pursuant to Government Code section 8350 et seq., the Drug-Free Workplace Act of 1990, it is required that every person or organization awarded a contract or grant for the procurement of any property or service from any state agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract or grant awarded by a state agency may be subject to suspension of payments or termination of the contract or grant, and the contractor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

The District is not a "state agency" as defined in the applicable section(s) of the Government Code, but the District is a local agency and public school district under California law and requires all contractors on District projects to comply with the provisions and requirements of the Drug-Free Workplace Act of 1990.

Contractor must also comply with the provisions of Health & Safety Code section 11362.3 which prohibits the consumption or possession of cannabis or cannabis products in any public place, including school grounds, and specifically on school grounds while children are present.

I acknowledge and certify under penalty of perjury that I will provide a drug-free workplace by doing all of the following:

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying the actions that will be taken against employees for violations of the prohibition.
- (2) Establishing a drug-free awareness program to inform employees about all of the following:
  - (A) The dangers of drug abuse in the workplace.
  - (B) The person's or organization's policy of maintaining a drug-free workplace.
  - (C) Any available drug counseling, rehabilitation, and employee assistance programs.
  - (D) The penalties that may be imposed upon employees for drug abuse violations.
- (3) Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

I also acknowledge that this Contract may be subject to suspension of payments under the contract or grant or termination of the contract or grant, or both, and the contractor or grantee thereunder may be subject to debarment, in accordance with the requirements of the above-referenced statute, if the contracting or granting agency determines that any of the following has occurred:

- (1) The contractor or grantee has made a false certification under Section 8355.
- (2) The contractor or grantee violates the certification by failing to carry out the requirements of subdivisions (a) to (c), inclusive, of Section 8355.

I also acknowledge that the Department of General Services shall establish and maintain a list of individuals and organizations whose contracts or grants have been canceled due to failure to comply with the above-referenced statute. This list shall be updated monthly and published each month. No state agency shall award a contract or grant to a person or organization on the published list until that person or organization has complied with the above-referenced statute.

**Tobacco-Free Environment.** Pursuant to, without limitation, 20 U.S.C. section 6083, Labor Code section 6400 et seq., Health & Safety Code section 104350 et seq. and District Board Policies, all District sites, including the Project site, are tobacco-free environments. Smoking and the use of tobacco products by all persons is prohibited on or in District property. District property includes school buildings, school grounds, school owned vehicles and vehicles owned by others while on District property.

I acknowledge and certify under penalty of perjury that I am aware of the District's policy regarding tobacco-free environments at District sites, including the Project site and acknowledge and certify that I will adhere to the requirements of that policy and not permit any of my firm's employees, agents, subcontractors, or my firm's subcontractors' employees or agents to use tobacco and/or smoke on the Project site. The District also prohibits electronic cigarettes, "vaping" or similar product uses on District sites.

**No Hazardous Materials.** I acknowledge and certify under penalty of perjury that no Asbestos, or Asbestos-Containing Materials, polychlorinated biphenyl (PCB), or any material listed by the federal or state Environmental Protection Agency or federal or state health agencies as a hazardous material, or any other material defined as being hazardous under federal or state laws, rules, or regulations ("New

Hazardous Material”), shall be furnished, installed, or incorporated in any way into the Project or in any tools, devices, clothing, or equipment used to affect any portion of Contractor's work on the Project for District. I have instructed our employees with respect to the above-mentioned standards, hazards, risks, and liabilities.

Asbestos and/or asbestos-containing material shall be defined as all items containing but not limited to chrysotile, crocidolite, amosite, anthophyllite, tremolite, and actinolite. Any or all material containing greater than one-tenth of one percent (.1%) asbestos shall be defined as asbestos-containing material. Any disputes involving the question of whether or not material is New Hazardous Material shall be settled by electron microscopy or other appropriate and recognized testing procedure, at the District’s determination. The costs of any such tests shall be paid by Contractor if the material is found to be New Hazardous Material.

All Work or materials found to be New Hazardous Material or Work or material installed with equipment containing “New Hazardous Material,” will be immediately rejected and this Work will be removed at Contractor's expense at no additional cost to the District.

The Contractor must immediately notify the District within two (2) Business Days, if the Contractor finds and before it disturbs, any material that the Contractor believes may be hazardous waste, as defined in section 25117 of the Health and Safety Code, and requires removal to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.

*Certifications continue on next page.*

☐ **Lead as a Health Hazard.** Lead poisoning is recognized as a serious environmental health hazard facing children today. Even at low levels of exposure, much lower than previously believed, lead can impair the development of a child's central nervous system, causing learning disabilities, and leading to serious behavioral problems. Lead enters the environment as tiny lead particles and lead dust disburse when paint chips, chinks, peels, wears away over time, or is otherwise disturbed. Ingestion of lead dust is the most common pathway of childhood poisoning; lead dust gets on a child's hands and toys and then into a child's mouth through common hand-to-mouth activity. Exposures may result from construction or remodeling activities that disturb lead paint, from ordinary wear and tear of windows and doors, or from friction on other surfaces.

Ordinary construction and renovation or repainting activities carried out without lead-safe work practices can disturb lead-based paint and create significant hazards. Improper removal practices, such as dry scraping, sanding, or water blasting painted surfaces, are likely to generate high volumes of lead dust.

Because the Contractor and its employees will be providing services for the District, and because the Contractor's work may disturb lead-containing building materials, **Contractor is hereby notified** of the potential presence of lead-containing materials located within certain buildings utilized by the District. All school buildings built prior to 1993 are presumed to contain some lead-based paint until sampling proves otherwise.

#### Overview of California Law

Education Code section 32240 et seq. is known as the Lead Safe Schools Protection Act. Under this act, the Department of Health Services ("DHS") is to conduct a sample survey of schools in the State of California for the purpose of developing risk factors to predict lead contamination in public schools. (Ed. Code, § 32241.)

Any school that undertakes any action to abate existing risk factors for lead is required to utilize trained and state-certified contractors, inspectors, and workers. (Ed. Code, § 32243, subd. (b).) Moreover, lead-based paint, lead plumbing, and solders, or other potential sources of lead contamination, shall not be utilized in the construction of any new school facility or the modernization or renovation of any existing school facility. (Ed. Code, § 32244.)

Both the Federal Occupational Safety and Health Administration ("Fed/OSHA") and the California Division of Occupational Safety and Health ("Cal/OSHA") have implemented safety orders applicable to all construction work where a contractor's employee may be occupationally exposed to lead.

The OSHA Regulations apply to all construction work where a contractor's employee may be occupationally exposed to lead. The OSHA Regulations contain specific and detailed requirements imposed on contractors subject to that regulation. The OSHA Regulations define construction work as work for construction, alteration, and/or repair, including painting and decorating. It includes, but is not limited to, the following:

- Demolition or salvage of structures where lead or materials containing lead are present;
- Removal or encapsulation of materials containing lead;
- New construction, alteration, repair, or renovation of structures, substrates, or portions thereof, that contain lead, or materials containing lead;
- Installation of products containing lead;
- Lead contamination/emergency cleanup;
- Transportation, disposal, storage, or containment of lead or materials containing lead on the site or location at which construction activities are performed; and

- Maintenance operations associated with the construction activities described in the subsection.

Because it is assumed by the District that all painted surfaces (interior as well as exterior) within the District contain some level of lead, it is imperative that the Contractor, its workers and subcontractors fully and adequately comply with all applicable laws, rules and regulations governing lead-based materials (including title 8, California Code of Regulations, section 1532. 1).

The Contractor must notify the District if any Work may result in the disturbance of lead-containing building materials. Any and all Work that may result in the disturbance of lead-containing building materials must be coordinated through the District. A signed copy of this Certification must be on file prior to beginning Work on the Project, along with all current insurance certificates.

#### Renovation, Repair and Painting Rule, Section 402(c)(3) of the Toxic Substances Control Act

In 2008, the U.S. Environmental Protection Agency, issued a rule pursuant to the authority of Section 402(c)(3) of the Toxic Substances Control Act, requiring lead safe work practices to reduce exposure to lead hazards created by renovation, repair and painting activities that disturb lead-based paint (Renovation, Repair and Painting Rule). Renovations in homes, childcare facilities, and schools built prior to 1978 must be conducted by certified renovations firms, using renovators with accredited training, and following the work practice requirements to reduce human exposures to lead.

Contractor, its workers and subcontractors must fully and adequately comply with all applicable laws, rules and regulations governing lead-based materials, including those rules and regulations appearing within title 40 of the Code of Federal Regulations as part 745 (40 CFR 745).

The requirements apply to all contractors who disturb lead-based paint in a six-square-foot area or greater indoors or a 20-square-foot area outdoors. If a DPH-certified inspector or risk assessor determines that a home constructed before 1978 is lead-free, the federal certification is not required for anyone working on that particular building.

#### Contractor's Liability

If the Contractor fails to comply with any applicable laws, rules, or regulations, and that failure results in a site or worker contamination, the Contractor will be held solely responsible for all costs involved in any required corrective actions, and shall defend, indemnify, and hold harmless the District, pursuant to the indemnification provisions of the Contract, for all damages and other claims arising therefrom.

If lead disturbance is anticipated in the Work, only persons with appropriate accreditation, registrations, licenses, and training shall conduct this Work.

It shall be the responsibility of the Contractor to properly dispose of any and all waste products, including, but not limited to, paint chips, any collected residue, or any other visual material that may occur from the prepping of any painted surface. It will be the responsibility of the Contractor to provide the proper disposal of any hazardous waste by a certified hazardous waste hauler. This company shall be registered with the Department of Transportation (DOT) and shall be able to issue a current manifest number upon transporting any hazardous material from any school site within the District.

The Contractor shall provide the District with any sample results prior to beginning Work, during the Work, and after the completion of the Work. The District may request to examine, prior to the commencement of the Work, the lead training records of each employee of the Contractor.

I acknowledge and certify under penalty of perjury, that:

1. I have received notification of potential lead-based materials on the District's property;

2. I am knowledgeable regarding and will comply with all applicable laws, rules, and regulations governing work with, and disposal of, lead.

**☐ Imported Materials.** All soils, aggregate, or related materials (“Fill”) that Contractor, a Subcontractor, agent or supplier, in any way, provides or delivers and/or supplies to the Project Site shall be free of any and all hazardous material as defined in section 25260 of the Health and Safety Code, shall satisfy the requirements of any environmental review of the Project performed pursuant to the statutes and guidelines of the California Environmental Quality Act, sections 21000 et seq. of the Public Resources Code (“CEQA”), and shall comply with the requirements of sections 17210 et seq. of the Education Code, including requirements for a Phase I environmental assessment acceptable to the State of California Department of Education and Department of Toxic Substances Control. I acknowledge that, to the furthest extent permitted by California law, the indemnification provisions in the Contract Documents apply to, without limitation, any claim(s) connected with providing, delivering, and/or supplying Fill.

**☐ Roofing Contract Financial Interest Certification (Public Contract Code § 3006)**

I, \_\_\_\_\_ **[Your Name]**, \_\_\_\_\_ **[Firm Name]**  
certify that I have not offered, given, or agreed to give, received, accepted, or agreed to accept, any gift, contribution, or any financial incentive whatsoever to or from any person in connection with a roof project contract or subcontract on the Project. As used in this certification, “person” means any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

I, \_\_\_\_\_ **[Your Name]**, \_\_\_\_\_ **[Firm Name]**  
certify that I do not have, and throughout the duration of the Contract, I will not have, any financial relationship in connection with the performance of the Contract with any architect, engineer, roofing consultant, materials manufacturer, distributor, or vendor that is not disclosed below.

I, \_\_\_\_\_ **[Your Name]**, \_\_\_\_\_ **[Firm Name]**  
have the following financial relationships with an architect, engineer, roofing consultant, materials manufacturer, distributor, or vendor, or other person in connection with the following roof project contract:

_____	_____
Firm Name	Address
_____	_____
	City/State/Zip
_____	_____
Address of branch office used for this Project if applicable	City/State/Zip of branch office
_____	_____
If subsidiary, name of parent company	Address of parent company
_____	_____
	City/State/Zip of parent company

**ACKNOWLEDGEMENT AND CERTIFICATION**

I acknowledge and certify under penalty of perjury that I am duly authorized to legally bind the Contractor to all provisions and items included in these certifications, that the contents of these certifications are true, and that these certifications are made under the laws of the State of California.

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Proper Name of Bidder**

\_\_\_\_\_

**Signed**

\_\_\_\_\_

**Print Name / Title**

END OF CONTRACTOR CERTIFICATIONS

**DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION CERTIFICATION**

***See Special Conditions to determine if this Project requires this certification.***

Section 17076.11 of the Education Code requires school districts using funds allocated pursuant to the State of California School Facility Program (“Program”) for the construction and/or modernization of school buildings to have a participation goal for disabled veteran business enterprises (“DVBE(s)”) of at least three percent (3%), per year, of the overall dollar amount expended each year by the school district on projects that receive state funding.

Section 2001 of the Public Contract Code requires school districts to require each Bidder to provide in its bid certain information about its Subcontractors. In addition to completing this certification as indicated herein, each Bidder must provide the information related to DVBEs as required in the Designated Subcontractors List.

1. **Disabled Veteran Business Enterprise.** A DVBE is a business enterprise certified by the California Office of Small Business as a DVBE.
2. **DVBE Participation Policy.** The District is committed to achieving this DVBE participation goal. The District encourages Contractor to ensure maximum opportunities for the participation of DVBEs in the Work of the Contract.
3. **DVBE Participation Goal.** The three percent (3%) participation goal is not a quota, set-aside or rigid proportion.
4. **Certification of Participation.** At the time of execution of the Contract, the Contractor will provide a statement to the District of anticipated participation of DVBEs in the contract.
5. **Submission of Report.** During performance of the Contract, Contractor shall monitor the Work of the Contract, award of subcontracts and contracts for materials, equipment and supplies for the purpose of determining DVBE participation in the Work of the Contract.
  - a) Contractor shall report on a monthly basis all DVBEs utilized in the performance of the Work, the type or classification of the Work performed by each DVBE, and the dollar value of the Work performed by each DVBE.
  - b) Upon completion of the Work of the Contract, Contractor shall submit a report to the District in the form attached hereto identifying all DVBEs utilized in the performance of the Work, the type or classification of the Work performed by each DVBE, and the dollar value of the Work performed by each DVBE.
    - i) The submission to the District of this report is a condition precedent to the District's obligation to make payment of the Final Payment under the Contract Documents. The submission of this report shall be in addition to, and not in lieu of, any other conditions precedent set forth in the Contract Documents for the District's obligation to make payment of the Final Payment.
    - ii) The District reserves the right to request additional information or documentation from the Contractor evidencing efforts to comply with the three percent (3%) DVBE participation goal.

See next page for DVBE Participation Report and signature.

**DVBE PARTICIPATION REPORT**

**Contractor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project Name: Bridgeport Elementary School Asphalt Play Courts**

**Project Number: 26-011**

DVBE Firm Name	Trade / Portion of Work	Subcontract/ Contract Value
Add more sheets as needed to include all information for each DVBE		

*This form may be copied to provide more firms as needed.*

**Does the cumulative dollar value of these DVBE contracts meet or exceed the participation goal of three percent (3%) of the final Contract Price, as adjusted by all change orders?**

YES  NO

If your response is "NO," please attach to this report a detailed description of the reasons your firm did not achieve the participation goal of three percent (3%) of the final Contract Price.

I certify and declare under penalty of perjury under the laws of the State of California that all the foregoing information is complete, true, and correct.

\_\_\_\_\_  
**Date (Month, Day, Year)**

\_\_\_\_\_  
**Proper Name of Bidder/Firm**

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Print Name / Title**

END OF DVBE CERTIFICATION

**CRIMINAL BACKGROUND INVESTIGATION / FINGERPRINTING CERTIFICATION**

The undersigned does hereby certify to the governing board of the District that he/she is a representative of the Contractor, is familiar with the facts herein certified, is authorized and qualified to execute this certificate on behalf of Contractor; and that the information in this Criminal Background Investigation / Fingerprinting Certification is true and correct.

1. **Education Code.** Contractor has taken **at least one** of the following actions with respect to the Project (*check all that apply*):

**All Workers Fingerprinted.** The Contractor has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Contractor’s employees and all of its subcontractors’ employees who may have contact with District pupils in the course of providing services pursuant to the Contract, and the California Department of Justice (“DOJ”) has determined (per the DOJ process for Applicant Agencies described more fully on its website, located at: ) that none of those employees have been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of Contractor’s employees and of all of its subcontractors’ employees who may come in contact with District pupils during the course and scope of the Contract is attached hereto; and/or

**Physical Barrier.** Pursuant to Education Code section 45125.2, Contractor has installed or will install, prior to commencement of work, a physical barrier at the Project site, that will limit contact between Contractor’s employees and District pupils at all times; and/or

**Continual Supervision by Fingerprinted Employee.** Pursuant to Education Code section 45125.2, Contractor certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Contractor who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Contractor's employees and its subcontractors' employees is:

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Unoccupied Site.** The Work on the Contract is at an unoccupied school site and no employee and/or subcontractor or supplier of any tier of Contract shall come in contact with the District pupils.

2. **Megan’s Law (Sex Offenders).** I have verified and will continue to verify that the employees of Contractor that will be on the Project site and the employees of the Subcontractor(s) that will be on the Project site are **not** listed on California’s “Megan’s Law” Website (<http://www.meganslaw.ca.gov>).

Contractor’s responsibility for background clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

\_\_\_\_\_  
**Date (Month, Day, Year)**

\_\_\_\_\_  
**Proper Name of Bidder/Firm**

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Print Name / Title**

END OF CRIMINAL BACKGROUND INVESTIGATION / FINGERPRINTING CERTIFICATION

**CERTIFICATION REGARDING EXECUTIVE ORDER N-6-22**

California Governor Newsom previously issued Executive Order N-6-22 requiring State agencies to take steps to ensure any agency and entity under contract with State agencies review their investments and contracts to ensure compliance with economic sanctions imposed on Russia by the US government or the State of California.

Please review the following statements:

(1) Having conducted a good faith review, I attest that the undersigned Contractor is in compliance with the economic sanctions imposed by the U.S. Government in response to Russia’s actions in Ukraine, as well as sanctions imposed under State law, if any, as described in the State Order and Federal Order.

State Order: <https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>.

Federal Order: <https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>

(2) the undersigned Contractor has taken steps in response to Russia's actions in Ukraine, including, but not limited to, desisting from making new investments in, or engaging in financial transactions with, Russian entities, and not transferring technology to Russia or Russian entities. Please attach a report to this Certification describing additional steps, if any, the Contractor has taken in response to Russia’s actions in Ukraine.

Note that responses may be subject to disclosure under the California Public Records

Act. Accordingly, it is within the discretion of the Contractor to determine what information to provide. Additionally, please do not include any confidential information or disclosures that could pose security risks.

Name of Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix B**  
SUSD Forms

**SUBSTITUTION REQUEST FORM**

**SITE: 23670 Newhall Ranch Road, Valencia, CA 91355**

**PROJECT: Bridgeport Elementary School Asphalt Play Courts**

Pursuant to Public Contract Code section 3400, bidder submits the following request to Substitute with the bid that is submitted. If substitution is not accepted by the District and bidder indicates “no” below, then bidder may be deemed non-responsive and bid may be rejected.

With this understanding, bidder hereby requests substitution of the following articles, devices, equipment, products, materials, fixtures, patented processes, forms, methods, or types of construction:

	Specification Section	Specified Item	Requested Substituted Item	Contractor Agrees to Provide Specified Item if request to Substitute is Denied (circle one)	District Decision (circle one)
1.				Yes No	Grant Deny
2.				Yes No	Grant Deny
3.				Yes No	Grant Deny
4.				Yes No	Grant Deny
5.				Yes No	Grant Deny
6.				Yes No	Grant Deny
7.				Yes No	Grant Deny
8.				Yes No	Grant Deny
9.				Yes No	Grant Deny

This 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; (6) will require no change of the construction schedule or milestones for the Project; and, (7) Contractor agrees to pay for any DSA Fees or other Governmental Plan check costs associated with this Substitution Request. (See General Conditions Section 3.10)

The undersigned states that the following paragraphs 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 Architect, engineering, or other consultant design, detailing, DSA plan check or other governmental plan check costs, and construction costs caused by the requested substitution.
3. The proposed substitution will have no adverse effect on other trades, the Baseline Schedule Milestones, the Contract Time, or specified warranty requirements.
4. Maintenance and service parts will be available locally for the proposed substitution.
5. In order for the Architect to properly review the substitution request, within five (5) days following the opening of bids, the Contractor shall provide samples, test criteria, manufacturer information, and any other documents requested by Architect or Architect's engineers or consultants, including the submissions that would ordinarily be required under Article 3.7 for Shop Drawings along with a document which provides a side by side comparison of key characteristics and performance criteria (often known as a CSI side by side comparison chart).
6. If Substitution Request is accepted by the District, Contractor is still required to provide a Submittal for the substituted item pursuant to Article 3.7 and shall provide required Schedule information (including schedule fragnets, if applicable) for the substituted item as required under Article 8.3.2.1. The approval of the Architect, Engineer, or District of the substitution request does not mean that the Contractor is relieved of Contractor's responsibilities for Submittals, Shop Drawings, and Schedules under Article 3.7 and 8.3.2 if the Contractor is awarded the Project.

District Use Only

Substitution Request Review by: <hr/>
Signature of District's Representative <hr/>
Printed Name of District's Representative <hr/>

\_\_\_\_\_  
Legal Name of Company

\_\_\_\_\_  
Signature of Bidder's Representative

\_\_\_\_\_  
Printed Name of Bidder's Representative

\_\_\_\_\_  
Date

END OF DOCUMENT



Project:

Submittal #:

Subject:

Section:

Date:

To:

District

Cc:

IOR (If applicable)

Owner: Saugus Union School District  
 24930 Avenue Stanford  
 Santa Clarita, CA 91355

Contractor:

Delivery:

Email or Other:

Message:

Additional Attachments:

**RESPONSE**

Approved

Revise/Resubmit

Rejected

Notes:

Review neither extends nor alters any contractual obligations of the Contractor. Reviewing is only for conformance with the design concept of the project and compliance with the information given in the Contract Documents. The Contractor is responsible for dimensions to be confirmed and correlated at the site for information that pertains solely to the fabrication processes or to the means, methods, techniques, sequences and procedures of construction and for coordination of the work of all trades. The action of the person named below on a specific item does not indicate approval of an assembly of which the item is a component.

Name:

Date:



**SAUGUS**  
 Union School District  
*Excellence in Education*

00 63 13.02

**FROM:** \_\_\_\_\_  
 (Contractor)

<b>REQUEST FOR INFORMATION</b>	<b>Project Name:</b> _____	<b>RFI#:</b> _____
	<b>District's Project No.:</b> _____	<b>DATE:</b> _____

Attn: Project Manager     **INITIALS:** \_\_\_\_\_  
 Email: \_\_\_\_\_

Brief Summary of this RFI: (Provide attachment if additional space is needed)

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**DRAWINGS REFERENCE:** \_\_\_\_\_     **SPEC REFERENCE:** \_\_\_\_\_

**PROPOSED SOLUTION:** (Provide attachment if additional space is needed)

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<b>IMPACT CONTRACT TIME:</b> _____	<b>IMPACT CONTRACT PRICE:</b> _____
------------------------------------	-------------------------------------

<b>RESPONSE NEEDED BY:</b> _____ <b>WHY? (if less than 1 week):</b> _____	<b>SUBMITTER'S SIGNATURE:</b> _____
--	-------------------------------------

**RESPONSE:**

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<b>DATE:</b> _____	<b>PM Initials:</b> _____
--------------------	---------------------------



**Appendix C**  
SUSD District Calendars



# 2025-2026 Calendar

SCHOOL BEGINS: August 13

JULY				
M	T	W	T	F
	1	2	3	<del>4</del>
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST				
M	T	W	T	F
				1
4	5	6	TR/SD	SD
SD	SD	SR	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER				
M	T	W	T	F
<del>1</del>	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

## NON-ATTENDANCE DAYS

- September 1.....Labor Day
- October 6-10..... Fall Break
- Aug 7-8..... Staff Development
- November 11..... Veteran's Day
- November 19.....Parent Conferences
- November 24-28..... Thanksgiving Break
- Dec 22 - Jan 9..... Winter Break
- January 19..... MLK Jr. Day
- February 13..... Lincoln's Birthday
- February 16..... President's Day
- April 3..... Parent Conferences
- April 6-10.....Spring Break
- May 25..... Memorial Day
- June 19.....Juneteenth

OCTOBER				
M	T	W	T	F
		1	2	3
<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER				
M	T	W	T	F
3	4	5	6	7
10	<del>11</del>	12	13	14
17	18	C	20	21
<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>

DECEMBER				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>
<del>29</del>	<del>30</del>	<del>31</del>		

## MINIMUM DAYS

- August.....Back-to-School \*
- November/March/May..... Upper Grade (3-6 ONLY)
- November 17, 18, 20, 21 .....Parent Conferences
- March 30-April 2.....Parent Conferences
- March/May.....Open House\*
- May 26..... Record Keeping Day
- June 12..... Last Day of School

JANUARY				
M	T	W	T	F
			<del>1</del>	<del>2</del>
<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>
12	13	14	15	16
<del>19</del>	20	21	22	23
26	27	28	29	30

FEBRUARY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	<del>13</del>
<del>16</del>	17	18	19	20
23	24	25	26	27

MARCH				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL				
M	T	W	T	F
		1	2	C
<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
<del>25</del>	26	27	28	29

JUNE				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	LD
15	16	17	18	<del>19</del>
22	23	24	25	26
29	30			

\*Back-to-School Night and Open House will be a minimum day. The date is determined and announced by each school and occurs on a Thursday.

## PROGRESS REPORT CARDS

**WILL BE SENT HOME:**  
Week of: Nov. 17, 2025  
Week of: Mar. 30, 2026  
Jun. 12, 2026

### MISSION STATEMENT

The Saugus Union School District in partnership with the home and community, is committed to excellence in elementary education.

### VISION

Academic and personal success for every child.

### CORE VALUES

Respect • Integrity • Learning  
• Teamwork • Enthusiasm

TR	Teachers return
SR	Students return
M	Minimum day
<del>X</del>	District closed
C	Parent conferences (non-attendance day)
<del>X</del>	School holiday (non-attendance day)
	Early release Wednesday
	Student free day
SD	Staff development day (non-attendance days)
LD	Last day (minimum day)
U	Upper Grade Minimum Day



# 2026-2027 Calendar

SCHOOL BEGINS: August 12

JULY				
M	T	W	T	F
		1	2	<del>3</del>
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST				
M	T	W	T	F
3	NTO	NTO	TR/SD	SD
SD	SD	SR	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER				
M	T	W	T	F
	1	2	3	4
<del>7</del>	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

## NON-ATTENDANCE DAYS

- Aug 4-5..... New Teacher Orientation
- Aug 6-11..... Staff Development
- September 7..... Labor Day
- October 5-9..... Fall Break
- November 11..... Veteran's Day
- November 18..... Parent Conferences
- November 23-27..... Thanksgiving Break
- Dec 21 - Jan 8..... Winter Break
- January 18..... MLK Jr. Day
- February 12..... Lincoln's Birthday
- February 15..... President's Day
- April 2..... Parent Conferences
- April 5-9..... Spring Break
- May 31..... Memorial Day
- June 18..... Juneteenth

OCTOBER				
M	T	W	T	F
			1	2
<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	<del>11</del>	12	13
16	17	C	19	20
<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>
30				

DECEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>
<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>	

JANUARY				
M	T	W	T	F
				<del>1</del>
<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>
11	12	13	14	15
<del>18</del>	19	20	21	22
25	26	27	28	29

FEBRUARY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	<del>12</del>
<del>15</del>	16	17	18	19
22	23	24	25	26

MARCH				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## MINIMUM DAYS

- August.....Back-to-School \*
- November 16, 17, 19, 20.....Parent Conferences
- March 29-April 1.....Parent Conferences
- March/May.....Open House\*
- June 1 ..... Record Keeping Day
- June 11.....Last Day of School

\*Back-to-School Night and Open House will be a minimum day. The date is determined and announced by each school and occurs on a Thursday.

APRIL				
M	T	W	T	F
			1	C
<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
<del>31</del>				

JUNE				
M	T	W	T	F
	1	2	3	4
7	8	9	10	LD
14	15	16	17	<del>18</del>
21	22	23	24	25
28	29	30		

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C	Parent conferences (non-attendance day)
<del>X</del>	School holiday (non-attendance day)
	Non-attendance day
SD	Staff development day (non-attendance days)
LD	Last day (minimum day)

### PROGRESS REPORT CARDS

#### WILL BE SENT HOME:

- Week of: Nov. 16
- Week of: March 29
- Jun. 11, 2027