PROJECT MANUAL
FOR
P-1047
BORLAND HOUSE FOUNDATION REPLACEMENT
AT
1005 Escobar Street, Martinez, CA 94553
CONTRA COSTA COMMUNITY COLLEGE DISTRICT
August 12, 2015
## SECTION 00010
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SECTION 00015

PROJECT DIRECTORY

ARCHITECT:    Page & Turnbull
417 Montgomery Street, Eight Floor
San Francisco, CA 94104
Phone: 415.362.5154

STRUCTURAL ENGINEER:   Thornton Tomasetti
680 California Street, 14th Floor
San Francisco, CA 94108
Phone: 415.365.6900

OWNER:  Contra Costa Community College District
500 Court Street
Martinez, CA 94553

P.J. Roach, Facilities Project Manager
925.229.6845

Ray Pyle, Chief Facilities Planner
925.229.6842

END OF SECTION 00015
NOTICE IS HEREBY GIVEN that the Governing Board of the Contra Costa Community College District (District), Martinez, California, will receive sealed bid proposals for the furnishing of all labor, materials, equipment, transportation and services for the construction of the project entitled **P-1047 Borland House Foundation Replacement**.

Construction Cost Estimate (Range): $125,000.00 to $175,000.00;

License Required: A- General Engineering or B-General Building Contractor

In general, the Work consists of complete replacement of the original brick and wood post foundations with new concrete footings and excavation of the crawl space to meet minimum code requirements. The Borland House was originally constructed in 1890 and is listed on the National Register of Historic Places.

Project Documents including but not limited to plans, specifications, addenda, bidders lists, bid results, etc. can be viewed online at the Contra Costa Builders Exchange at: [http://onlineplanservice.com/PublicWorks/ProjectList.aspx?Agency=20](http://onlineplanservice.com/PublicWorks/ProjectList.aspx?Agency=20)

The viewing software is free and can be downloaded from the website. If you are interested in receiving project notifications automatically, please register by clicking on the "Register" button on the Project Details page. Plan page copy service is available and can be ordered online through the Contra Costa Builders Exchange. Please feel free to contact the Contra Costa Builders Exchange at: 2440 Stanwell Drive, Suite "B", Concord, California 94520, Tel: (925) 685-8630.

Hard copies of plans and specifications shall be available for purchase at ARC located at 5753 Pacheco Blvd., Pacheco, California, Phone: (925) 682-6930. To purchase plans at ARC’s Public Planroom website use the link: [https://order.e-arc.com/arcEOC/PWELL_Main.asp?mem=23](https://order.e-arc.com/arcEOC/PWELL_Main.asp?mem=23). Go to the Public Planroom for access to the documents without a login required. Payment for hardcopies shall be the responsibility of the bidder, and shall be made directly to ARC. The District does not provide hardcopies of bid documents or reimburse cost of printing, delivery, or any expenses related to the bidding process.

For information directly from the District, you may also log in to the District Website: [http://www.4cd.edu/webapps/purchasingviewbids/default.aspx](http://www.4cd.edu/webapps/purchasingviewbids/default.aspx). Project documents available include but are not limited to plans, specifications, addenda, bidders lists, bid results, etc., and can be viewed on this District webpage.

All questions related to this project must be in writing and are directed to:

Jovan Esprit  
Contra Costa Community College District  
500 Court St., Martinez, CA 94553  
Email: jespirit@4cd.edu  
Facsimile: 925-335-9697

Each bid shall be made on the bid form, which is included in the Bid Documents and when submitted, shall be accompanied by a Bid Bond or Certified Cashier’s Check in the amount of 10% of bid (made payable to the Contra Costa Community College District)
Contra Costa Community College District). The District reserves the right to forfeit Bid Bond submitted for failure of the successful bidder to secure Payment & Performance Bonds.

**Important Information:**

**Pre-Bid Meeting and Job Walk, Date / Time:** August 18th at 10:00 AM (MANDATORY)

Pre-Bid Meeting and Job Walk, Location: 1005 Escobar Street, Martinez, CA 94553

**Last Date / Time for Bidder Questions/RFIs:** August 25th prior to 4:00 PM

**Bids Due No Later Than, Date / Time:** Tuesday, September 2nd prior to 2:00 PM

Bids Must Be Received at: Contra Costa Community College District (Lobby)

500 Court St, Martinez, CA 94553

Attn: Jovan Esprit – Contracts Manager (CCCCD)

Bids must be received by the District prior to the time and by the date noted above. Bids that are not received by the District prior to the time and by the date noted above will not be accepted or will be returned to the Bidder unopened.

The successful bidder will be required to furnish a labor and material bond in an amount equal to one hundred percent (100%) of the contract price and a faithful performance bond in an amount equal to one hundred percent (100%) of the contract price, said bonds to be secured from a surety company acceptable to the Contra Costa Community College District and authorized to execute such surety in the State of California.

This project is a public works project and is subject to prevailing wage rate laws. A copy of the prevailing rates of wages is on file with the Contracts & Purchasing Office of the Contra Costa Community College District. Said rates of wages shall be included in the contract for the work by this reference.

Attention is directed to Section 4100 through 4113 of the Public Contract Code concerning subcontractors.

**Effective January 1, 2015 (SB 8545 Stat. 2014, Chapter 28)**

- No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
- No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
- This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Attention is directed to Agreement Form, Article 5, and GENERAL CONDITIONS, Article 8, paragraphs 8.4.1 and 8.4.2, regarding liquidated damages. Liquidated Damages shall be set for five hundred dollars ($500.00) for each calendar day the work is delayed. The Governing Board of the Contra Costa Community College District reserves the right to reject any and all bids and/or waive any informality or irregularity in any bid received. No bidder may withdraw their Bid for a period of ninety (90) days after the date set for opening thereof.

END OF SECTION 00100
SECTION 00200
INSTRUCTIONS TO BIDDERS

1.1 ISSUING OF DOCUMENTS
A. Complete sets of Bidding Documents may be purchased at ARC Reprographic Services located at 5753 Pacheco Blvd., Pacheco, California, (925) 682-6930 or via the ARC Reprographic Services internet website, www.e-arc.com. Payment shall be made to ARC Reprographic Services for the cost of printing. To order documents via the internet, log on to https://order.e-arc.com/arcEOC/PWELL_Main.asp?mem=23. In the lower left side of the webpage under "PUBLIC PLANROOM", click the "GO→" button and select the documents you need to order.
B. Bidding Documents may be examined at the Contra Costa Community College District, 500 Court Street, Martinez, CA 94553. By Appointment: Georgette Stewart, Facilities Department, phone: (925)229-6847.
C. Project documents including but not limited to plans, specifications, addenda, bidders lists, bid results, etc. can be viewed at online plan service through the Contra Costa Builders Exchange at: http://onlineplanservice.com/PublicWorks/ProjectList.aspx?Agency=49

1.2 QUALIFICATIONS OF BIDDERS
A. Bidders may be required to furnish evidence satisfactory to the District and the Architect that he has sufficient means and has had sufficient experience in the class of work called for to enable him to complete the Contract in a satisfactory manner.
B. Bidders shall be Contractors properly licensed in accordance with the laws of the State of California.
C. The successful Bidder shall furnish satisfactory Certificates of Insurance coverage as specified in the Contract Documents.

1.3 RECEIPT AND OPENING OF BIDS
A. Contra Costa Community College District hereinafter referred to as the District, will receive Bids at the same time and place specified in the Notice inviting Bids.
B. Complete the Bid Form included in the Project Manual.
C. The envelopes containing the Bids shall be sealed, addressed to the District, and designated as "P-1047 Borland House Foundation Replacement – Contra Costa Community College District". The envelope shall contain the name and address of the Bidder.
D. Bids that are mailed shall have the previously described envelope placed inside an envelope addressed to: CONTRA COSTA COMMUNITY COLLEGE DISTRICT, 500 Court Street, Martinez, CA 94553 ATTENTION: JOVAN ESPRIT, Contracts Manager. Bids should be mailed in time to be received prior to the time set forth in the Advertisement for Bids.
E. Bids which are conditional (or which make alterations, omissions, or reservations to the terms of the Bidding Documents) may be rejected as non-responsive.
F. All monetary figures are required, both in writing and in numerals. In event of conflict between written quotations and numerical quotations, written quotations shall govern.

G. Type or print all bid data legibly in ink except signatures which shall be in script. Mistakes may be crossed out and corrections inserted, if each is initialed in ink by signer of Bid.

H. Bidder's business address and signature shall be on the Bid. A Bid by a partnership shall furnish the full names of partners and be signed in the partnership name by one member of the partnership, or by authorized representative, followed by the signature and designation of the person signing. Bids by corporations, with corporate seal affixed, shall be signed with the legal name of the corporation followed by the name of the state of incorporation and by the signature and designation of the person authorized to bind it to the matter. The name of each person signing shall also be typed or printed below the respective signatures. When required by the District, satisfactory evidence of authority of the office signing in behalf of the corporation shall be furnished.

I. No Bids will be received after the date and time set forth in the Notice Inviting Bids.

1.4 BID SECURITY

A. Submit with the Bid a Bid Security in the amount of 10 percent (10%) of the Bid.

B. The District reserves the right to forfeit the Bid Bond submitted for failure of the successful bidder to secure Payment & Performance Bonds.

1.5 SURETY BONDS

A. The successful Bidder shall furnish a Labor and Material Payment Bond in the amount equal to one hundred percent (100%) of the Contract Price and a faithful Performance Bond in the amount equal to 100 percent (100%) of the Contract Price as security for the successful performance of the work and payment of persons performing labor and furnishing materials. The Bonds shall be executed by a surety company or companies acceptable to the District and authorized to execute such in the State in which the Project is located and shall be furnished within 10 days after Notice of Acceptance of said Bid. Surety shall be made in favor of the District and shall cover the guarantee periods as well as the construction period.

1.6 WITHDRAWAL OR REVISIONS OF BID

A. This Bid may be withdrawn or revised prior to the scheduled time for receipt. Bids not withdrawn prior to the scheduled time for receipt may not be withdrawn for a period of 90 days.

1.7 BID PROTESTS

A. Inquiries or questions based on alleged patent ambiguity of the plans, specifications or estimate must be communicated as a bidder inquiry prior to bid opening. Any such inquiries or questions, submitted after bid opening, will not be treated as a bid protest.

B. Bidder may file a protest with the District against the Bid of other Bidder or Bidders (“Bid Protest”) subject to the provisions of this Article. The procedures and time limits set forth in this Article are mandatory and are a Bidder’s sole and exclusive remedy in protesting other
Bidders' bids. Failure to comply with these procedures shall constitute a waiver of any right to pursue a Bid Protest, or to contest the District's award of the contract for the work that is the subject of the Bid, in any legal proceeding before any authority with jurisdiction.

C. Bid Protests and Responses shall be governed by the following time limitations:

1. Bidder must deliver any Bid Protest to the District in writing before 2:00PM five (5) working days after the date of bid opening. The District will reject any Bid Protest not received by the District by this deadline. Bidder must concurrently deliver a copy of its Bid Protest to all Bidders against whose Bids the Bid Protest is directed. The Bidder must include with its Bid Protest written proof to the District's satisfaction that Bidder has delivered a copy of its Bid Protest to the other Bidder whose bid is the subject of the Bid Protest.

2. A Bidder whose Bid is the subject of a Bid Protest must deliver its written response, if any, (“Response”) to the District, before 2:00PM on September 1st, 2015. The District will reject any Response not received by the District by this deadline.

D. Delivery of Bid Protest or Response:

1. Bidder may deliver a Bid Protest to the District by personal delivery or electronic transmission such as by facsimile. Bidder is solely responsible for ensuring that the District receives any Bid Protest or Response by the deadlines set forth herein.

2. The District will not consider Bid Protests or Responses by telephone conversation or any other non-written communication.

3. Bidder shall submit any Bid Protest or Response to:

CONTRA COSTA COMMUNITY COLLEGE DISTRICT, 500 Court Street, Martinez, CA 94553
ATTENTION: JOVAN ESPRIT, Contracts Manager.

E. Content of Bid Protest:

1. A Bid Protest must state the basis for the protest and provide supporting evidence.

2. A Bid Protest must refer to the specific portion of the Bid that forms the basis of the protest.

3. A Bid Protest must include the name, address, and telephone number of the person representing the protesting Bidder.

4. A Bid Protest must be clearly identified as a Bid Protest.

1.8 AWARD AND REJECTION OF BIDS

A. In awarding or rejecting Bids, the District reserves the following rights:

1. Identification of successful Bidder will not be determined at time of opening Bids.

2. To obtain opinion of counsel on legality and sufficiency of bids.

3. To reject all Bids, to re-bid, or waive irregularities or informalities in a Bid, and to accept or reject alternates.

4. Request proof that the successful Bidder can provide performance and payment bonds as required.
1.9 EXAMINE DOCUMENTS AND VISIT SITE
   A. Before submitting a Bid, the Bidder shall examine the Bidding Documents, visit the site of the work, attend the required site visit arranged by the District and obtain Certification of Attendance signed by the District, ascertain existing conditions and limitations, including those of labor, and include in the Bid a sum to cover the cost of all items described in the Contract Documents.
   B. No consideration will be granted for alleged misunderstanding of the materials to be furnished or work to be done. The tender of a Bid carries with it the agreement to terms and conditions referred to in the Contract Documents.

1.10 DISCREPANCIES, AMBIGUITIES, OR CONFLICTS
   A. If the Bidder is in doubt as to the true meaning of any part of the Contract Documents; finds discrepancies, errors or omissions therein; or finds variances in any of the Contract Documents with applicable rules, regulations, ordinances and/or laws, a written request for an interpretation or correction thereof must be submitted to the District’s Contract Manager. Bidders are solely responsible for submitting to District’s Contract Manager such request. Ambiguities or inconsistencies arising as a result of separation of sections or portions of the drawings or specifications by or for subcontractor bidding shall not relieve the Contractor for providing the complete Work without increase to or adjustment in the Contract Price or the Time for performance. Interpretations or corrections of the Contract Documents will be by written addendum issued by the Architect. No person is authorized to render an oral interpretation or correction of any portion of the Contract Documents to any Bidder, and no Bidder is authorized to rely on any such oral interpretation or correction. Failure to request interpretation or clarification of any portion of the Contract Documents pursuant to the foregoing is a waiver of any discrepancy, defect or conflict therein.

1.11 ADDENDA
   A. Cost for work included in any Addenda issued during the time of bidding shall be included in the Bid, and will become a part of the Contract. List Addenda received as indicated on the Bid Form.

1.12 FORM OF AGREEMENT
   A. The form of agreement to be used for the Contract is provided by the District and is included in the Project Manual.

1.13 AWARD OF CONTRACT
   A. The District will be allowed a period of ninety (90) days after Bid Opening Date for evaluating the Bids.
   B. Bidders of record will be notified of the results of the District’s evaluation of bids and Award of Contract, if any.
   C. The contractor shall begin work within ten (10) calendar days of receipt of Notice to Proceed.

END OF SECTION 00200
SECTION 00300
BID PROPOSAL FORM

PROJECT NUMBER / NAME: P-1047 Borland House Foundation Replacement

CAMPUS / LOCATION: District Office (Borland House)

DISTRICT: CONTRA COSTA COMMUNITY COLLEGE DISTRICT
500 Court St, Martinez, CA 94553

Herein Referred to as "District"

1. INTRODUCTION

A. The Bidder proposes to perform the Work for the Contract Sum and within the proposed Contract Time, based upon an examination of the site and the Bid and Contract Documents.

B. The Bidder certifies this Bid is submitted in good faith.

C. The Bidder agrees that the Contract Sum and other proposed terms will be considered in evaluating Bids and may be negotiated and adjusted before awarding of Contract.

D. The signed copy of the Certification of the Visit to the Site shall be attached to the Bid Form Submittal.

E. A fully executed Statement of Bidder’s Qualifications signed by an authorized officer of the Bidder submitting the Bid shall be attached to the Bid Form.

F. A fully executed Non-Collusion Affidavit signed by an authorized officer of the Bidder submitting Bid shall be attached to the Bid Form.

G. The District shall award the contract to the lowest responsive and responsible Bidder. The evaluation of the low bid shall be based on the total of Item 2.A Base Bid (which includes item 2.B, Allowance #1) only.

H. The District reserves the right to award the other Additive/Deductive Alternates through change orders as budget allows.

2. CONTRACT SUM

A. BASE BID (Including Allowance #1)

For labor, materials, bonds, fixtures, equipment, tools, transportation, services, sales taxes and other costs necessary to complete the general construction in accordance with the Contract Documents, for a stipulated Contract Sum in the amount of:

______________________________________________ Dollars ($______________________)
B. ALLOWANCE #1

The Contractor recognizes that the amount of the Base Bid provided above includes a stipulated sum of $30,000.00 reserved for costs associated with unknown site and structural conditions, additional work, labor, and/or materials beyond that included in Contract Documents, which is to be utilized at the sole discretion of the District.

Contractor Authorized Signature: __________________________________________

3. ADDITIVE ALTERNATES

A. Crawl Space Vapor Barrier

Provide and install 12 mil crawl space vapor barrier.

Provide all labor, materials, bonds, fixtures, equipment, tools, transportation, services, sales taxes and other costs necessary to complete this Alternate construction in accordance with the Contract Documents:

____________________________________________ Dollars ($______________________)

B. Crawl Space Insulation

Provided and install unfaced batt insulation in all crawl space floor joists.

Provide all labor, materials, bonds, fixtures, equipment, tools, transportation, services, sales taxes and other costs necessary to complete this Alternate construction in accordance with the Contract Documents:

____________________________________________ Dollars ($______________________)

4. COMPLETION TIME

A. For establishing the Date of Final Completion the contract time for the Base Bids and Alternates shall be 90 calendar days after date of the Notice To Proceed. This time may be subject to modification to facilitate the work as mutually agreed upon at a later date.

B. The Bidder certifies that the Bid is based on the Contract Time for completion as stated above and in the Contract Documents. Bidder further certifies that the Base Bid amount is sufficient to cover all labor, materials, central office and construction site overhead, profit, and all other costs related to the completion of the Project for the entire Project construction time for both the General Contractor and all Subcontractors, as stated above in paragraphs 2 and 3.
5. ADDENDA

A. The Bidder acknowledges receipt of the following Addenda, and certifies the Bid has provided for all modifications and considerations required therein.

   None [   ]

   Addendum No.: _______ dated _________________

   Addendum No.: _______ dated _________________

B. List of Additional Addenda Attached: Yes [   ] No [   ].

6. DESIGNATION OF SUBCONTRACTORS

A. The Bidder has set forth a complete list indicating the type of work, name, and business address of each Subcontractor who will perform work in excess of one-half of one percent of the Contract Sum.

B. Any portion of the work in excess of the specified amount having no designated Subcontractor shall be performed by the Bidder.

C. Substitution of listed Subcontractors will not be permitted unless approved in advance by the District.

D. Prior to signing the Contract, the District reserves the right to reject any listed Subcontractor.

<table>
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<tr>
<th>Type of Work</th>
<th>Subcontractor’s</th>
<th>Business Address</th>
<th>License #</th>
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<tr>
<td>(1)</td>
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E. Complete list of Subcontractors is attached: Yes [   ] No [   ]

F. Continuation list of Subcontractors is attached: Yes [   ] No [   ]

7. ACCEPTANCE AND AWARD
A. The District reserves the right to reject this Bid and to negotiate changes before or after execution of the Contract. This Bid shall remain open and shall not be withdrawn for a period of 90 days after Bid Opening date.

B. If written notice of acceptance of this Bid is mailed or delivered to the Bidder within 90 days after the date set for the receipt of this Bid, or other time before it is withdrawn, the Bidder will execute and deliver to the District a Contract prepared by District with the required Surety Bonds and Certificates of Insurance, within 10 days after personal delivery or deposit in the mail of the notification of acceptance.

C. Notice of acceptance or request for additional information may be addressed to the Bidder at the address provided.

8. BID SECURITY

A. The required 10 percent (10%) Bid Security for this Bid is attached in the form of:

( ) Bid Bond Issued By: ________________________________

( ) Certified or Cashier’s Check No._________________________

Issued by: ________________________________

9. BIDDER’S BUSINESS INFORMATION

A. Individual [ ]:

Personal Name: ________________________________

Business Name: ________________________________

Address: _______________________________________

__________________ Zip Code: __________

Telephone: ______________________________________

Fax Number: ______________________________________

B. Partnership [ ]:

Co-partners’ Names: ________________________________

Business Name: ________________________________

Address: _______________________________________

Contra Costa Community College District
Borland House
P-1047 Borland House Foundation Replacement

Section 00300 - Page 4 of 6
Zip Code: ______________

Telephone: ________________________________

Fax Number: ________________________________

C. Corporation [ ]:

Firm Name: ________________________________

Address: ________________________________

Zip Code: ______________

Telephone: ________________________________

Fax Number: ________________________________

State of Incorporation: ________________________________

President: ________________________________

Secretary: ________________________________

Treasurer: ________________________________

Manager: ________________________________

D. Power of Attorney:

Name: ________________________________

Title: ________________________________

E. Contractor License No. ________________State of ________________

F. DIR Registration No. ________________Expiration: ________________

G. Bidder is submitting this proposal on behalf of a Joint Venture. Names, license numbers, and relevant information are given on a separate attachment:

Yes [ ] No [ ].

H. Upon request, furnish appropriate documentation to substantiate and/or support the data given.
10. The undersigned hereby certifies under penalty of perjury under the laws of the State of California that all the information submitted by the Bidder in connection with this Bid and all the representations herein made are true and correct.

Executed this day of ____________________________

 Contractor's License No.   Expiration Date

 Firm Name

 Signature

 By (Print or Type Name)

 Title

 End of Section 00300
BID SECURITY FORM
Pursuant to PCC Section 20651(b)

BID BOND

KNOW ALL MEN BY THESE PRESENTS that we, the undersigned,

________________________________________________________ (hereafter called “Principal”),

and _______________________________________________________ (hereafter called “Surety”),

are hereby held and firmly bound unto CONTRA COSTA COMMUNITY COLLEGE DISTRICT
(herafer called “Owner”) in the sum of

($)______________________ representing 10% of the Bid Amount for the payment of which, well and
truely to be made, we hereby jointly and severally bind ourselves, successors, and assigns.

SIGNED this __________ day of ________________________, in the Year ______________

The condition of the above obligation is such that whereas the Principal has submitted to the Owner a
certain Bid, attached hereto and hereby made a part hereof, to enter into a contract in writing for the
construction of __________________________________________________________________.

NOW, THEREFORE,

a. If said Bid is rejected, or

b. If said Bid is accepted and the Principal executes and delivers a contract or the attached
Agreement form within ten (10) calendar days after acceptance (properly completed in
accordance with said Bid), and furnishes bonds for his faithful performance of said Contract and
for payment of all persons performing labor or furnishing materials in connection therewith,

Then this obligation shall be void; otherwise, the same shall remain in force and effect.

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

In the event suit is brought upon this bond by the Owner and judgment is recovered, the Surety shall pay
all costs incurred by the Owner in such suit, including without limitation, attorneys’ fees to be fixed by
the court.
IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, on the day and year first set forth above.

PRINCIPAL:

__________________________________________________

__________________________________________________

ATTEST: (if individual, two witnesses are required)

By: ______________________________
    Name / Title

By: ______________________________
    Name / Title

ATTEST: (if corporation) (CORPORATE SEAL)

By: ______________________________
    Name / Title

SURETY:

__________________________________________________

__________________________________________________

ATTEST: (if individual, two witnesses are required)

By: ______________________________
    Name / Title

By: ______________________________
    Name / Title

ATTEST: (if corporation) (CORPORATE SEAL)

By: ______________________________
    Name / Title
IMPORTANT:

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in California Insurance Code Section 105, and if the work or project is financed, in whole or in part, with federal, grant, or loan funds, it must also appear on the Treasury Department’s most current list (Circular 570 as amended).

THIS IS A REQUIRED FORM.

Any claims under this bond may be addressed to:

(Name and Address of Surety)

(Name and Address of agent or representative for service of process in California if different from above)

(Telephone Number of Surety and agent or representative for service of process in California)
NONCOLLUSION AFFIDAVIT
(TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID)

State of California
County of Contra Costa

______________________________________, being first duly sworn, deposes and says that he or she is of ___________________________, the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that 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, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that 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, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

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

Date: __________________________ Signature: ___________________________________

State of California
County of Contra Costa

On ______________________, before me, __________________________________, Notary Public personally appeared __________________________________, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Date: __________________________ Signature: _________________________________

[SEAL]  END OF SECTION 00350
Contra Costa Community College District (District), in accordance with Public Contract Code Section 20651.5, requires each prospective bidder for a contract, as described under Section 20651, to complete and submit to the district a standardized questionnaire and financial statement in a form specified by the district, including a complete statement of the prospective bidder's financial ability and experience in performing public works. The questionnaire and financial statement shall be verified under oath by the bidder in the manner in which civil pleadings in civil actions are verified. The questionnaire responses of prospective bidders and their financial statements shall not be deemed public records and shall not be open to public inspection. All information requested must be provided and be current as of the date of the Bid.

I, _________________________________ being first duly sworn, depose and say:

(Name)

I am the ___________________________ of __________________________________

(Title) (Company / Entity)

Firm Name: ________________________________ Check One:

☐ Corporation
☐ Partnership
☐ Sole Proprietor
☐ Joint Venture

(as it appears on license)

Contact Person: ________________________________

Address: ____________________________________________

Phone: __________________ Fax: ________________________

Email: ________________________________ Tax ID No.:_________________________

If firm is a sole proprietor or partnership:

Owner(s) of Company  __________________________________________

Contractor’s License Number(s): (California State License Board Classification)

____________________________________

____________________________________

____________________________________

Contra Costa Community College District
Borland House
P-1047 Borland House Foundation Replacement

Section 00400 - Page 1 of 10
Statement of Bidder’s Qualifications
For Bidders That Are Corporations:

1a. Date incorporated: _________________________________

1b. Under the laws of what state: ___________________________

1c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten per cent of the corporation’s stock.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Years with Co.</th>
<th>% Ownership</th>
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</tbody>
</table>

1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or 10 per cent or more of its stock, if the business is a corporation.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Construction Firm</th>
<th>Dates of Person’s Participation with Firm</th>
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</table>
For Bidders That Are Partnerships:

1a. Date of formation: ______________________________________

1b. Under the laws of what state: _______________________________

1c. Provide all the following information for each partner who owns 10 per cent or more of the firm.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Years with Partnership</th>
<th>% Ownership</th>
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</table>

1d. Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Construction Company</th>
<th>Dates of Person’s Participation with Company</th>
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</table>
For Bidders That Are Sole Proprietorships:

1a. Date of commencement of business. ___________________

1b. Tax ID number of company owner ____________________

1c. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Construction Company</th>
<th>Dates of Person’s Participation with Company</th>
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For Bidders That Intend to Make a Bid as Part of a Joint Venture:

1a. Date of commencement of joint venture. ___________________

1b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>% Ownership of Joint Venture</th>
</tr>
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</tbody>
</table>
For All Bidders

2. Has there been any change in ownership of the firm at any time during the last five years?
   NOTE: A corporation whose shares are publicly traded is not required to answer this question.
   ☐ Yes ☐ No
   If "yes," explain on a separate signed page (referring to this question).

3. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?
   NOTE: Include information about other firms if one firm owns 50 per cent or more of another,
   or if an owner, partner, or officer of your firm holds a similar position in another firm.
   ☐ Yes ☐ No
   If "yes," explain on a separate signed page (referring to this question).

4. Are any corporate officers, partners or owners connected to any other construction firms?
   NOTE: Include information about other firms if an owner, partner, or officer of your firm
   holds a similar position in another firm.
   ☐ Yes ☐ No
   If "yes," explain on a separate signed page (referring to this question).

5. List all California construction license numbers, classifications and expiration dates of the
   California contractor licenses held by your firm:
   ____________________________________________________________
   ____________________________________________________________
   If more space is needed add a separate signed page (referring to this question).

6. If any of your firm’s license(s) are held in the name of a corporation or partnership, list below the
   names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and
   examination requirements for each license.
   ____________________________________________________________
   ____________________________________________________________
   If more space is needed add a separate signed page (referring to this question).

7. Has your firm changed names or license number in the past five (5) years?
   ☐ Yes ☐ No
   If "yes," explain on a separate signed page, including the reason for the change, and all former
   names under which the firm has conducted business.

8. Has any owner, partner or (for corporations) officer of your firm operated another construction
   firm under any other name in the last five (5) years?
   ☐ Yes ☐ No
   If "yes," explain on a separate signed page (referring to this question), including the reason for
   the change.
9. Have you attached your latest copy of a REVIEWED OR AUDITED financial statement with accompanying notes and supplemental information?
   □ Yes   □ No
   NOTE: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.

10. Is the attached Financial Statement for the identical organization of the Bidder?
    □ Yes   □ No
    If "no", explain the relationship and financial responsibility of the organization whose financial statement of provided (i.e., parent/subsidiary, etc.)

________________________________________________________________________

If more space is needed add a separate signed page (referring to this question).

11. Contractor possesses a VALID AND CURRENT California Contractor’s license for the project or projects for which it intends to submit a bid.
    □ Yes   □ No

12. List the categories of work your firm typically performs with its own forces, and check the adjacent boxes of those categories of work that will be self-performed on this project

    □__________________________   □__________________________
    □__________________________   □__________________________
    □__________________________   □__________________________

13. On a separate signed page (referring to this question), list all construction projects your organization currently has in progress and for each project listed, state; (i) a general description of the work performed or to be performed by your organization; (ii) the owner's name, name of the owner's representative, the owner's address and telephone number; (iii) the project architect, address and telephone number; (iv) percent presently completed and (v) the scheduled completion date.

14. On a separate signed page (referring to this question), list all construction projects with similar scope of work completed by your organization in the past three years, and for each project, state: (i) a general description of the work performed by your organization on the project; (ii) the owner's name, name of the owner's representative, the owner's address and telephone number; (iii) the initial and final contract amount; (iv) the initial and final dates of completion; and (v) whether the project was completed within contract time and contract budget. Contractor must demonstrate successful completion of similar projects to be considered a responsive bidder.
15. Has a claim or other demand ever been made against your organization's California Contractors License Bond?
   □ Yes □ No
   If yes, on a separate signed page (referring to this question), state the following: (i) the name, address and telephone number of each person or entity making claim or demand; (ii) the date of each claim or demand; (iii) the circumstances giving rise to each such claim or demand; and (iv) the disposition of each such claim or demand.

16. Has a complaint ever been filed against your organization's California Contractors License with the California Contractors State License Board (CSLB)?
   □ Yes □ No
   If yes, on a separate signed page (referring to this question) state the following for each complaint: (i) the name, address and telephone number of each person or entity making the complaint; (ii) the date of each complaint; (iii) the circumstances giving rise to each such complaint; and (iv) the disposition of each such complaint, including without limitation, any disciplinary or other action imposed or taken by the California Contractors State License Board as a result of any such complaint.

17. Have any lawsuits or other proceedings ever been brought against your organization or any of its principals or officers in connection with any construction contract or construction project?
   □ Yes □ No
   If "yes," on a separate signed page (referring to this question) describe the circumstances, the amount or relief sought and the disposition of each such lawsuit or other proceeding.

18. Has your organization ever filed a lawsuit or initiated other proceedings in connection with any construction contract or construction project?
   □ Yes □ No
   If "yes," on a separate signed page (referring to this question) describe the circumstances, the amount or relief sought and the disposition of each such lawsuit or other proceeding.

19. Are there any judgments, orders or arbitration awards pending, outstanding or by which your organization or any of its officers or principals are bound by?
   □ Yes □ No
   If "yes," on a separate signed page (referring to this question) describe each such judgment, order or arbitration award and the present status of the satisfaction or discharge thereof.

20. Has any California State License Board (CSLB) license held by your firm, or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended or revoked within the last five (5) years?
   □ Yes □ No

21. Has your organization ever failed to complete a construction contract?
   □ Yes □ No
   If "yes," on a separate signed page (referring to this question) state the following; (i) describe each such contract; (ii) the owner's name, address and telephone number; (iii) a description of the project; and (iv) the circumstances of the failure to complete.

22. Has your organization ever been declared in default of a construction contract?
23. Has a claim or other demand ever been asserted against any Bid Bond, Performance Bond or Labor and Material Payment Bond posted by your organization in connection with any construction contract or your submittal of a bid or proposal on a construction contract?
   - Yes
   - No
   If "yes," on a separate signed page (referring to this question) state the following: (i) state the name, address and telephone number of each such claimant; (ii) the date of the claim; and (iii) the disposition thereof.

24. At the time of submitting this qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?
   - Yes
   - No

25. At any time during the last five (5) years, has your firm, or any of its owners, officers, or partners been convicted of a crime involving the awarding of a contract of a government or Public construction project, or the bidding or performance of a government or Public contract?
   - Yes
   - No

26. Has your firm or any of its owners, officers, or partners ever been convicted of a crime involving any federal, state, or local law related to bidding, awarding, or performance of any construction contract?
   - Yes
   - No

27. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity in any way related to any construction contract?
   - Yes
   - No

28. Is your firm CURRENTLY the debtor in a bankruptcy case?
   - Yes
   - No

29. In the last twelve (12) months has your firm, or any firm with which any of your company’s owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?
   - Yes
   - No
   NOTE: “Associated with” refers to another construction firm in which an owner, partner or officer of your firm held a similar position.
   If YES, on a separate signed page (referring to this question) state the following: (i) describe each such project; (ii) the owner’s name, address and telephone number; (iii) the circumstances and specific reason given for being prevented from bidding on or completing the project.

30. Has your organization ever refused to sign a contract awarded to it?
   - Yes
   - No
If YES, on a separate signed page (referring to this question) state the following: (i) describe each such contract; (ii) the owner's name, address and telephone number; (iii) a description of the project; and (iv) the circumstances of the refusal to sign the contract.

31. In the last twelve (12) months has your firm been denied an award of a public works contract based on a finding by a public agency that your company was NOT a responsible bidder?
☐ Yes ☐ No
If YES, on a separate signed page (referring to this question) state the following: (i) describe each such contract; (ii) the owner's name, address and telephone number; (iii) a description of the project; and (iv) the circumstances of the determination.

32. Contractor has CURRENT workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq.
☐ Yes ☐ No
Contractor is exempt from this requirement, because it has no employees

33. Within the last two (2) years has there ever been a period when your firm had employees but was without Workers' Compensation insurance or state-approved self-insurance?
☐ Yes ☐ No

34. Attach to this statement true and correct copies of the following:

34.1 Your organization's California Contractor's License (the copy must clearly and legibly show: (i) the licensee name; (ii) the expiration date; and (iii) the classification(s) of licensure).

34.2 The Contractor's License Bond posted by your organization in connection with your organization's California Contractor's License pursuant to California Business & Professions Code 7071.5 and 7071.6 (the copy must clearly and legibly show; (i) the Bond number or other information sufficient for identification; (ii) the name, address and telephone number of the Surety on the Bond; (iii) the signature of the individual executing the Bond on behalf of the Surety and if such individual's authority is conferred by a power of attorney or by such individual's authority is conferred by a power of attorney or by such individual's designation as an attorney in fact on behalf of the Surety, include a clear and legible copy of such power of attorney or attorney in fact designation; (iv) the principal on such Bond; and (v) the expiration date of such Bond).

34.3 If your organization's California Contractor's License is issued by virtue of the qualification of a responsible managing employee or responsible managing officer of your organization, the Qualifier's Bond, if required pursuant to California business & Professions Code 7071.9 (the copy must clearly and legibly show; (i) the bond number or other information sufficient for identification; (ii) the name, address and telephone number of the Surety on the Bond; (iii) the signature of the individual executing the Bond on behalf of the Surety and if such individual's authority is conferred by a power of attorney or by such individual's designation as an attorney in fact on behalf of the Surety, include a clear and legible copy of such power of attorney or attorney in fact designation; (iv) the principal on such Bond; and (v) the expiration date of such Bond.)
35. **Certification**

The responses to each and all of the foregoing are complete and accurate; there are no omissions of material fact or information such that would render any of the foregoing false or misleading; there are no misstatements of fact in any of the foregoing.

I, the undersigned, certify and declare that I have read all the foregoing answers to this Section and know their contents. The matters stated in the above answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Dated: ______________

_________________________
(Printed Name)

_________________________
(Signature)

**NOTARY PUBLIC**

Acknowledgement (By Corporation, Partnership or Individual)

STATE OF CALIFORNIA

COUNTY OF CONTRA COSTA

On ________________, before me, _____________________________, Notary Public, personally appeared _______________________________, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

Witness my hand and official seal.

_________________________
Notary Public

[SEAL]

END OF SECTION 00400
CERTIFICATION OF SITE VISIT

The Governing Board of the
Contra Costa Community College District
500 Court Street
Martinez, California  94553

Gentlemen/Ladies:

I visited the ______________________________ job site,

on ________________ at ______________ A.M.  P.M (Circle one)

to inspect the proposed work, which would be turned over to me in its present condition, with a representative of the Contra Costa Community College District in order to acquaint myself with the proposed work so that I might fully understand the facilities, difficulties, and restrictions attending the execution of the work under the contract, and acknowledge I had the opportunity to check the Record Drawing as-built drawings and/or previous Contract Documents, site conditions and Bid Documents with the authorized representative of the District.

Owner Representative:

________________________________________ __________________________
Project Manager – CCCCD Facilities

or

________________________________________ __________________________
Manager – Buildings & Grounds

Bidder:

________________________________________
Name of Firm or Company

________________________________________
Authorized Signatory

________________________________________
Address

________________________________________
Phone Number  Fax Number

NOTE: Any bidder who fails to return this CERTIFICATION, fully executed, including signature of company representative AND a Contra Costa Community College District representative, with the proposal form, may have their bid rejected as non-responsive.

END OF SECTION 00450
PAYMENT BOND
(CALIFORNIA PUBLIC WORK)

KNOW ALL MEN BY THESE PRESENTS:

THAT WHEREAS, the Contra Costa Community College District (sometimes referred to hereinafter as “Obligee”) has awarded to __________________________________ (hereinafter designated as the “Principal” or “Contractor”), an agreement for the work described as follows: ____________________________________________________________ (hereinafter referred to as the “Public Work”); and

WHEREAS, said Contractor is required to furnish a bond in connection with said Contract, and pursuant to California Civil Code Section 9550;

NOW, THEREFORE, We, _______________________________________, the undersigned Contractor, as Principal; and ______________________________, a corporation organized and existing under the laws of the State of ________________, and duly authorized to transact business under the laws of the State of California, as Surety, are held and firmly bound unto the Contra Costa Community College District and to any and all persons, companies, or corporations entitled by law to file stop notices under California Civil Code Section 9100, or any person, company, or corporation entitled to make a claim on this bond, in the sum of ______________________ Dollars ($_____________), said sum being not less than one hundred percent (100%) of the total amount payable by said Obligee under the terms of said Contract, for which payment will and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if said Principal, its heirs, executors, administrators, successors, or assigns, or subcontractor, shall fail to pay any person or persons named in Civil Code Section 9100; or fail to pay for any materials, provisions, or other supplies, used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts due under the Unemployment Insurance Code, with respect to work or labor thereon of any kind; or shall fail to deduct, withhold, and pay over to the Employment Development Department, any amounts required to be deducted, withheld, and paid over by Unemployment Insurance Code Section 13020 with respect to work and labor thereon of any kind, then said Surety will pay for the same, in an amount not exceeding the amount herein above set forth, and in the event suit is brought upon this bond, also will pay such reasonable attorneys’ fees as shall be fixed by the court, awarded and taxed as provided in California Civil Code Sections 9550 et seq.

This bond shall inure to the benefit of any person named in Civil Code Section 9100 giving such person or his/her assigns a right of action in any suit brought upon this bond.

It is further stipulated and agreed that the Surety of this bond shall not be exonerated or released from the obligation of the bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, plans, or specifications, or agreement pertaining or relating to any scheme or work of improvement herein above described; or pertaining or relating to the furnishing of labor, materials, or equipment therefor; nor by any change or modification of any terms of payment or extension of time for payment pertaining or
relating to any scheme or work of improvement herein above described; nor by any rescission or attempted rescission of the contract, agreement or bond; nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond; nor by any fraud practiced by any person other than the claimant seeking to recover on the bond; and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given; and under no circumstances shall the Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the Obligee and the Contractor or on the part of any obligee named in such bond; that the sole condition of recovery shall be that the claimant is a person described in California Civil Code Sections 9100, and who has not been paid the full amount of his or her claim; and that the Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned.

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

PRINCIPAL/CONTRACTOR:

____________________________

By: __________________________

SURETY:

____________________________

By: __________________________

Attorney-in-Fact
IMPORTANT: THIS IS A REQUIRED FORM.

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in California Insurance Code Section 105, and if the work or project is financed, in whole or in part, with federal, grant or loan funds, Surety’s name must also appear on the Treasury Department’s most current list (Circular 570 as amended).

Any claims under this bond may be addressed to:

(Name and Address of Surety)  
(Name and Address of agent or representative for service for service of process in California)

Telephone: ________________________  Telephone: ________________________

STATE OF CALIFORNIA  )
) ss.
COUNTY OF    )

On ___________________________ before me, ______________________________________,
a Notary Public in and for said State, personally appeared _______________________________, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument as the Attorney-in-Fact of the _____________________ (Surety) and acknowledged to me that he/she/they subscribed the name of the _____________________ (Surety) thereto and his own name as Attorney-in-Fact on the executed instrument.

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

WITNESS my hand and official seal.

_____________________________  (SEAL)
Notary Public in and for said State

Commission expires: ________________

NOTE: A copy of the power-of-attorney to local representatives of the bonding company must be attached hereto.
CONTRACT PERFORMANCE BOND
(CALIFORNIA PUBLIC WORK)

KNOW ALL MEN BY THESE PRESENTS:

THAT WHEREAS, Contra Costa Community College District (sometimes referred to hereinafter as “Obligee”) has awarded to __________________________________________ (hereinafter designated as the “Principal” or “Contractor”), an agreement for the work described as follows: ____________________________________ (hereinafter referred to as the “Public Work”); and

WHEREAS, the work to be performed by the Contractor is more particularly set forth in that certain contract for said Public Work dated _____________ ____________, (hereinafter referred to as the “Contract”), which Contract is incorporated herein by this reference; and

WHEREAS, the Contractor is required by said Contract to perform the terms thereof and to provide a bond both for the performance and guaranty thereof:

NOW, THEREFORE, we, ______________________________________, the undersigned Contractor, as Principal, and ________________________________, a corporation organized and existing under the laws of the State of ________________, and duly authorized to transact business under the laws of the State of California, as Surety, are held and firmly bound unto the Contra Costa Community College District in the sum of _______________________________________ Dollars ($_______________), said sum being not less than one hundred percent (100%) of the total amount payable by said Obligee under the terms of said Contract, for which amount well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the bounded Contractor, his or her 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 said Contract and any alteration thereof made as therein provided, on his or her part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their intent and meaning; and shall faithfully fulfill guarantees of all materials and workmanship; and indemnify, defend and save harmless the Obligee, its officers and agents, as stipulated in said Contract, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

The Surety, for value received, hereby stipulates and agrees that it shall not be exonerated or released from the obligation of this bond (either by total exoneration or pro tanto) by any change, extension of time, alteration in or addition to the terms of the contract or to the work to be performed there under or the specifications accompanying the same, nor by any change or modification to any terms of payment or extension of time for any payment pertaining or relating to any scheme of work of improvement under the contract. Surety also stipulates and agrees that it shall not be exonerated or released from the obligation of this bond (either by total exoneration or pro tanto) by any overpayment or underpayment by the Obligee that is based upon estimates
approved by the Architect. The Surety stipulates and agrees that none of the aforementioned changes, modifications, alterations, additions, extension of time or actions shall in any way affect its obligation on this bond, and it does hereby waive notice of any such changes, modifications, alterations, additions or extension of time to the terms of the contract, or to the work, or the specifications as well notice of any other actions that result in the foregoing.

Whenever Principal shall be, and is declared by the Obligee to be, in default under the Contract, the Surety shall promptly either remedy the default, or shall promptly complete the Contract through its agents or independent contractors, subject to acceptance and approval of such agents or independent contractors by Obligee as hereinafter set forth, in accordance with its terms and conditions and to pay and perform all obligations of Principal under the Contract, including, without limitation, all obligations with respect to warranties, guarantees and the payment of liquidated damages; or, at Obligee’s sole discretion and election, Surety shall obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by Obligee of the lowest responsible bidder, arrange for a contract between such bidder and the Obligee and make available as Work progresses (even though there should be a default or succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the “balance of the Contract price” (as hereinafter defined), and to pay and perform all obligations of Principal under the Contract, including, without limitation, all obligations with respect to warranties, guarantees and the payment of liquidated damages. The term “balance of the Contract price,” as used in this paragraph, shall mean the total amount payable to Principal by the Obligee under the Contract and any modifications thereto, less the amount previously paid by the Obligee to the Principal, less any withholdings by the Obligee allowed under the Contract.

Surety expressly agrees that the Obligee may reject any agent or contractor which may be proposed by Surety in fulfillment of its obligations in the event of default by the Principal. Unless otherwise agreed by Obligee, in its sole discretion, Surety shall not utilize Principal in completing the Contract nor shall Surety accept a bid from Principal for completion of the work in the event of default by the Principal.

No final settlement between the Obligee and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

The Contractor and Surety shall remain responsible and liable for all patent and latent defects that arise out of or are related to the Contractor’s failure and/or inability to properly complete the Public Work as required by the Contract and the Contract Documents. The obligation of the Surety hereunder shall continue so long as any obligation of the Contractor remains.

Contractor and Surety agree that if the Obligee is required to engage the services of an attorney in connection with enforcement of the bond, Contractor and Surety shall pay Obligee’s reasonable attorneys’ fees incurred, with or without suit, in addition to the above sum.

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 such suit, including reasonable attorneys’ fees to be fixed by the Court.
IN WITNESS WHEREOF, we have hereunto set our hands and seals this ____ day of ____________, 2010.

PRINCIPAL/CONTRACTOR:

________________________________________

By: ______________________________________

SURETY:

________________________________________

By: ______________________________________

Attorney-in-Fact

The rate of premium on this bond is ______________________________ per thousand.

The total amount of premium charged: $__________________________ (This must be filled in by a corporate surety).

IMPORTANT: THIS IS A REQUIRED FORM.

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in California Insurance Code Section 105, and if the work or project is financed, in whole or in part, with federal, grant or loan funds, Surety’s name must also appear on the Treasury Department’s most current list (Circular 570 as amended).

Any claims under this bond may be addressed to:

(Name and Address of Surety) (Name and Address of agent or representative for service for service of process in California)

________________________________________

________________________________________

Telephone:__________________________ Telephone: ____________________________
STATE OF CALIFORNIA   )
COUNTY OF    ) ss.

On __________________________ before me, ______________________________________

(insert name and title of the officer)

On __________________________, before me, _________________________, a Notary Public in and for said State, personally appeared _______________________________, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument as the Attorney-in-Fact of the _____________________ (Surety) and acknowledged to me that he/she/they subscribed the name of the _______________________ (Surety) thereto and his own name as Attorney-in-Fact on the executed instrument.

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

WITNESS my hand and official seal.

______________________________  (SEAL)
Notary Public in and for said State

Commission expires:______________

NOTE: A copy of the power-of-attorney to local representatives of the bonding company must be attached hereto.
SECTION 00600

CONSTRUCTION AGREEMENT
(Informal Bids)

CONTRACT NO. ________________

This Agreement shall be enforceable upon approval of the Contra Costa Community College District’s Governing Board. The estimated board meeting shall be on ______________________

1. SPECIAL TERMS – These Special Terms below are included by this reference:

(1.1) Parties: (The DISTRICT)
CONTRA COSTA COMMUNITY COLLEGE DISTRICT
500 Court St, Martinez, CA 94553

(The CONTRACTOR)
COMPANY NAME
Address
Telephone

(1.2) Effective Date: _______________________________________

(1.3) The Work:
_______________________________________
Campus

(1.4) Completion Time: 90 Calendar Days from the Notice to Proceed (NTP)

(1.5) Liquidated Damages: $500 / per Calendar Day Remaining Work is delayed

(1.6) Contract Sum: _______________ Thousand, _______________ Hundred, _______________ & No Cents ($00,000.00);

(1.7) Addendum (a):

2. SCOPE OF WORK:
In general, the Work consists of complete replacement of the original brick and wood post foundations with new concrete foundations and excavation of the crawl space to meet minimum code requirements in accordance with Plans and Specifications prepared by Page and Turnbull.
3. WORK CONTRACT - CHANGES

(a) By their signatures below, effective on the above date, both parties promise and agree as set forth in this Agreement, incorporating by these references labor and materials contained in Section 2, Scope of Work;

(b) CONTRACTOR shall, at CONTRACTOR’s own cost and expense, and in a workmanlike manner, fully and faithfully perform and complete the Work; and will furnish all materials, labor, services, equipment, and transportation necessary, convenient and proper in order to perform the requirements of this agreement, all strictly in accordance with the DISTRICT’s plans, drawings and specifications;

(c) The Work can be changed only with DISTRICT’s prior written order specifying such change and its cost agreed to by the parties; and the DISTRICT shall never have to pay more than specified in Section 1.6 without such an order.

4. TIME - NOTICE TO PROCEED AND ACCEPTANCE

(a) CONTRACTOR shall start the Work as directed in the specifications or the Notice to Proceed and shall complete it as specified in Section 1.4, Completion Time.

(b) Final Inspection — Upon completion of the Work, Final Inspection shall be conducted by the District. If the remaining work has been completed to the satisfaction of the DISTRICT, the DISTRICT shall make the final acceptance and notify the CONTRACTOR in writing of this acceptance.

(c) Default for failure to Complete Remaining Work - In the event the Contract Time expires before the Remaining Work is completed to the satisfaction of the DISTRICT, the DISTRICT shall provide notice to the CONTRACTOR that the Remaining Work shall be completed by CONTRACTOR within ten (10) consecutive calendar days from the date of such notice. Failure of the CONTRACTOR to satisfactorily complete the Remaining Work within the specified time period, the DISTRICT shall declare CONTRACTOR in default and thereafter terminate the Contract. The ten-day notice provided under this paragraph shall not be construed as adding any time to the Contract Time and is a time period solely for the purpose of providing notice of default.

(d) Application for Final Payment - After the CONTRACTOR has completed all Remaining Work to the satisfaction of the DISTRICT and delivered all maintenance and operating instructions, schedules, guarantees, warranties, bonds, certificates of inspection, marked-up record documents and other documents as required by the agreement, and after the DISTRICT has indicated that the work is acceptable, CONTRACTOR may make application for final payment. The final application for payment shall be accompanied by all documentation called for in the Contract Documents, together with complete and legally effective releases or waivers of all liens arising out of or filed in connection with the work on the project.

(e) Final Payment and Acceptance - If the DISTRICT determines that the work has been completed and the CONTRACTOR’s other obligations under the agreement have been fulfilled, the final amount shall be due and payable by DISTRICT to CONTRACTOR.

5. LIQUIDATED DAMAGES

If the CONTRACTOR fails to complete the Work within the time fixed therefore, allowance being made for contingencies as provided herein, CONTRACTOR becomes liable to the DISTRICT for all its loss and damage there from; and because, from the nature of the case, it is and will be impractical and extremely difficult to ascertain and fix the DISTRICT’s actual damage from any delay in performance hereof, it is agreed that CONTRACTOR will pay as liquidated damages to the DISTRICT the reasonable sum specified in Section 1.5, the
result of the parties reasonable endeavor to estimate fair average compensation therefore, for each calendar day delay in finishing said Work; and if the same be not paid, DISTRICT may, in addition to its other remedies, deduct the same from any money due or to become due CONTRACTOR under this Contract. If the DISTRICT for any cause authorizes or contributes to a delay, suspension of work or extension of time, its duration shall be added to the time allowed for completion, but it shall not be deemed a waiver nor be used to defeat any right of the DISTRICT to damages for non-completion or delay hereunder. Pursuant to Government Code Section 4215, the CONTRACTOR shall not be assessed liquidated damages for delay in completion of the work, when such delay was caused by the DISTRICT.

6. INTEGRATED DOCUMENTS
The plans, drawings and specifications and special provisions of the DISTRICT’s Notice Inviting Bids, All Addenda, and CONTRACTOR’s accepted bid for this work are hereby incorporated into this Contract; and they are intended to cooperate, so that anything exhibited in the plans or drawings and not mentioned in the specifications or special provisions, or vice versa, is to be executed as if exhibited, mentioned and set forth in both, to the true intent and meaning thereof when taken all together; and differences of opinion concerning these shall be finally determined by the DISTRICT.

7. PAYMENT
(a) For strict and literal fulfillment of these promises and conditions, and full compensation for all the Work, the DISTRICT shall pay the CONTRACTOR the sum specified in Section 1.6.

(b) On or about the first day of each calendar month, the CONTRACTOR shall submit to the DISTRICT a verified application for payment, supported by a statement showing all materials actually installed during the preceding month, the labor expended thereon, and the cost thereof; whereupon, after checking, the DISTRICT shall issue to CONTRACTOR a certificate for the amount determined to be due, minus ten (10%) percent thereof pursuant to the DISTRICT’s General Terms and Conditions, but not until defective work and materials have been removed, replaced and made good.

8. PAYMENTS WITHHELD
(a) The DISTRICT may withhold any payment, or because of later discovered evidence nullify all or any certificate for payment, to such extent and period of time only as may be necessary to protect the DISTRICT from loss because of:

(1) Defective work not remedied, or work not completed, or
(2) Claims filed or reasonable evidence indicating probable filing, or
(3) Failure to properly pay SUBCONTRACTORS or for material or labor, or
(4) Reasonable doubt that the work can be completed for the balance then unpaid, or
(5) Damage to another CONTRACTOR, or
(6) Damage to the DISTRICT, other than damage due to delays.

(b) The DISTRICT shall use reasonable diligence to discover and report to the CONTRACTOR, as the work progresses, the materials and labor which are not satisfactory to it, so as to avoid unnecessary trouble or cost to the CONTRACTOR in making good any defective work or parts.

(c) Thirty-five (35) calendar days after DISTRICT files its Notice of Completion of the entire work, it shall issue a certificate to the CONTRACTOR and pay the balance of the contract price after deducting all amounts withheld under this contract, provided the CONTRACTOR shows that all claims for labor and materials have been paid, no claims have been presented to the DISTRICT based on acts or omissions of the CONTRACTOR, and no liens or withhold notices have been filed against the work or site, and provided there are not reasonable indications of defective or missing work or of late-recorded notices of liens or claims against CONTRACTOR.
9. INSURANCE

(9.1) Before the commencement of the Work, the CONTRACTOR shall purchase from and maintain in a company or companies lawfully authorized to do business in California as admitted carriers with a financial rating of at least "A" status as rated in the most recent edition of Best's Insurance Reports, such insurance shall protect the DISTRICT from claims set forth below, which may arise out of or result from the CONTRACTOR’s operations under the Contract and for which the CONTRACTOR may be legally liable, whether such operations are by the CONTRACTOR, by a SUBCONTRACTOR, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

a. Claims for damages because of bodily injury, sickness, disease, or death of any person DISTRICT would require indemnification and coverage for employee claim;
b. Claims for damages insured by usual personal injury liability coverage, which are sustained by a person as a result of an offense directly or indirectly related to employment of such person by the CONTRACTOR or by another person;
c. Claims for damages because of injury or destruction of tangible property, including loss of use resulting therefrom, arising from operations under the Contract Documents;
d. Claims for damages because of bodily injury, death of a person, or property damage arising out of the ownership, maintenance, or use of a motor vehicle, all mobile equipment, and vehicles moving under their own power and engaged in the Work;
e. Claims involving contractual liability applicable to the CONTRACTOR’s obligations under the Contract Documents, including liability assumed by and the indemnity and defense obligations of the CONTRACTOR and the SUBCONTRACTORS; and
f. Claims involving Completed Operations, Independent CONTRACTOR’s coverage, and Broad Form property damage, without any exclusions for collapse, explosion, demolition, underground coverage, and excavating.
g. Claims involving sudden or accidental discharge of contaminants or pollutants.

(9.2) Additional Insured Endorsement Requirement - The CONTRACTOR shall name, on any policy of insurance, “The DISTRICT, Architect, Inspector, the City of Martinez, the Martinez Historical Society, their officers, employees, agents and independent CONTRACTOR’s as Additional Insured.” SUBCONTRACTORS shall name the CONTRACTOR, the DISTRICT, Architect, Inspector, the City of Martinez, the Martinez Historical Society, their officers, employees, agents and independent CONTRACTORS as Additional Insured.

(9.3) The Additional Insured Endorsement included on all such insurance policies shall state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. If the Additional Insured have other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the CONTRACTOR must be designated in the policy as primary to any insurance obtained by the DISTRICT. The amount of the insurer’s liability shall not be reduced by the existence of such other insurance.

(9.4) Specific Insurance Requirement - CONTRACTOR shall maintain and shall require all SUBCONTRACTORS, whether primary or secondary, to take out and maintain:

a) Comprehensive General Liability Insurance with an aggregate of not less than $2,000,000.00; Per occurrence, $1,000,000.00
b) Automotive (any auto) where operated in amounts $1,000,000.00
c) Workers’ Compensation Insurance: $1,000,000.00;

CONTRACTOR is aware of and complies with Labor Code Section 3700 and the Worker’s Compensation Law.

10. BONDS

Bond Requirements - Prior to commencing any portion of the Work, the CONTRACTOR shall furnish separate payment and performance bonds for its portion of the Work which shall cover 100% faithful performance of
and payment of all obligations arising under the Contract Documents and/or guaranteeing the payment in full of all claims for labor performed and materials supplied for the Work. All bonds shall be provided by a corporate surety authorized and admitted to transact business in California as sureties.

To the extent, if any, that the Contract Price is increased in accordance with the Contract Documents, the CONTRACTOR shall, upon request of the DISTRICT, cause the amount of the bonds to be increased accordingly and shall promptly deliver satisfactory evidence of such increase to the DISTRICT. To the extent available, the bonds shall further provide that no change or alteration of the Contract Documents (including, without limitation, an increase in the Contract Price, as referred to above), extensions of time, or modifications of the time, terms, or conditions of payment to the CONTRACTOR will release the surety. If the CONTRACTOR fails to furnish the required bonds, the DISTRICT may terminate the Contract for cause.

On signing this contract, CONTRACTOR shall deliver to DISTRICT for approval good and sufficient bonds with sureties, in amount(s), specified in the specifications or special provisions, guaranteeing faithful performance of this contract and payment for all labor and materials hereunder.

11. FAILURE TO PERFORM
If the CONTRACTOR at any time refuses or neglects, without fault of the DISTRICT or its agent(s), to supply sufficient materials or workers to complete this agreement and work as provided herein, for a period of ten days or more after written notice thereof by the DISTRICT, the DISTRICT may furnish same and deduct the reasonable expenses thereof from the contract price.

12. LAWS APPLY: General
Both parties recognize the applicability of various federal, state and local laws and regulations, especially Chapter 1 of Part 7 of the California Labor Code (beginning with Section 1720, and including Sections 1735, 1777.5, 1777.6, forbidding discrimination) and intend that this agreement complies therewith. The parties specifically stipulate that the relevant penalties and forfeitures provided in the Labor Code, especially in Sections 1775, 1776, and 1813, concerning prevailing wages and hours, shall apply to this agreement as though fully stipulated herein.

13. SUBCONTRACTORS
Public Contract Code Sections 4100-4113 are incorporated herein.

14. WAGE RATES
   (a) Pursuant to Labor Code Section 1773, the Director of the Department of Industrial Relations has ascertained the general prevailing rates of wages per diem, and for holiday and overtime work, in the locality in which this work is to be performed, for each craft, specified in the call for bids for this work and are on file with the DISTRICT, and are hereby incorporated herein.
   (b) This schedule of wages is based on a working day of eight (8) hours unless otherwise specified; and the daily rate is the hourly rate multiplied by the number of hours constituting the working day. When less than the number of hours are worked, the daily wage rate is proportionately reduced, but the hourly rate remains as stated.
   (c) The CONTRACTOR, and all SUBCONTRACTORS, must pay at least these rates to all persons on this work, including all travel, subsistence, and fringe benefit payments provided for by applicable collective bargaining agreements. All skilled labor not listed above must be paid at least the wage scale established by collective bargaining agreement for such labor in the locality where such work is being performed. If it becomes necessary for the CONTRACTOR or any SUBCONTRACTOR to employ any person in a craft, classification or type of work (except executive, supervisory, administrative, clerical or other non-manual workers as such) for which no minimum wage rate is specified, the CONTRACTOR shall immediately notify the DISTRICT which shall promptly determine the prevailing wage rate therefore and furnish the CONTRACTOR with the minimum rate based thereon, which shall apply from the time of the initial employment of the person affected and during the continuance of such
15. **HOURS OF LABOR**
Eight hours of labor in one calendar day constitutes a legal day's work, and no worker employed at any time on this work by the CONTRACTOR or by any SUBCONTRACTOR shall be required or permitted to work longer thereon except as provided in Labor Code Sections 1810-1815.

16. **APPRENTICES**
Properly indentured apprentices may be employed on this work in accordance with Labor Code Sections 1777.5 and 1777.6, forbidding discrimination.

17. **PREFERENCE FOR MATERIALS**
The DISTRICT desires to promote the industries and economy of Contra Costa County and the CONTRACTOR therefore promises to use the products, workers, laborers and mechanics of this County in every case where the price, fitness and quality are at least equal.

18. **ASSIGNMENT**
This agreement binds the heirs, successors, assigns, and representatives of the CONTRACTOR; but CONTRACTOR cannot assign it in whole or in part, nor any monies due or to become due under it, without the prior written consent of the DISTRICT and the CONTRACTOR’s surety or sureties, unless they have waived notice of assignment.

19. **NO WAIVER BY DISTRICT**
Inspection of the work and/or materials, or approval of work and/or materials inspected, or statement by any officer, agent or employee of the DISTRICT indicating the work or any part thereof complies with the requirements of this contract, or acceptance of the whole or any part of said work and/or materials, or payments therefore, or any combination of these acts, shall not relieve the CONTRACTOR of CONTRACTOR’s obligation to fulfill this contract as prescribed; nor shall the DISTRICT be thereby stopped from bringing any action for damages or enforcement arising from the failure to comply with any of the terms and conditions hereof.

20. **HOLD HARMLESS AND INDEMNITY**
(a) CONTRACTOR promises to and shall hold harmless and indemnify from the liabilities as defined in this section.
(b) The indemnities benefited and protected by this promise are the DISTRICT and its elective and appointive boards, commissions, officers, agents and employees.
(c) The liabilities protected against are any liability or claim for damage of any kind allegedly suffered, incurred or threatened because of actions defined below, including personal injury, death, property damage, inverse condemnation, or any combination of these, regardless of whether or not such liability, claim or damage was unforeseeable at any time before the DISTRICT approved the improvement plan or accepted the improvements as completed, and including the defense of any suit(s) or action(s) at law or equity concerning these.
(d) The actions causing liability are any act or omission (negligent or non-negligent) in connection with the matters covered by this contract and attributable to the CONTRACTOR, SUBCONTRACTOR(s), or any officer(s), agent(s), or employee(s) of one or more of them.
(e) Non-conditions: The promise and agreement in this section is not conditioned or dependent on whether or not any Indemnities has prepared, supplied, or approved any plan(s), drawing(s), specifications(s) or special provision(s) in connection with this work, has insurance or other indemnification covering any of these matters, or that the alleged damage resulted partly from any negligent or willful misconduct of any Indemnities.

21. **EXCAVATION**
CONTRACTOR shall comply with the provisions of Labor Code Section 6705, if applicable, by submitting to DISTRICT a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during trench excavation.

22. GOVERNMENT CODE SECTION 10532
CONTRACTOR shall be subject to the examination and audit of the Auditor General for a period of three years after final payment under the contract.

23. WARRANTY
   (a) In addition to any other warranties or guaranties in the Contract Documents, the CONTRACTOR warrants, except as provided in paragraph (i) of this clause, that work performed under this contract conforms to the contract requirements and is free of any defect in equipment, material, or design furnished, or workmanship performed by the CONTRACTOR or any SUBCONTRACTOR or supplier at any tier.

   (b) This warranty shall continue for a period of 1 year from the date of final acceptance of the Work or Phase of Work, unless otherwise provided or extended in the Contract Documents. If the DISTRICT takes possession of any part of the work before final acceptance, this warranty shall continue for a period of 1 year from the date the DISTRICT takes possession.

   (c) The CONTRACTOR shall remedy at the CONTRACTOR's expense any failure to conform, or any defect. In addition, the CONTRACTOR shall remedy at the CONTRACTOR's expense any damage to DISTRICT-owned or controlled real or personal property, when that damage is the result of:

      (1) The CONTRACTOR's failure to conform to contract requirements; or

      (2) Any defect of equipment, material, workmanship, or design furnished.

   (d) The CONTRACTOR shall restore any work damaged in fulfilling the terms and conditions of this clause. The CONTRACTOR’s warranty with respect to work repaired or replaced will run for 1 year or as otherwise provided or extended from the date of repair or replacement.

   (e) The DISTRICT shall notify the CONTRACTOR, in writing, within a reasonable time after the discovery of any failure, defect, or damage.

   (f) If the CONTRACTOR fails to remedy any failure, defect, or damage within a reasonable time after receipt of notice, the DISTRICT shall have the right to replace, repair, or otherwise remedy the failure, defect, or damage at the CONTRACTOR’s expense.

   (g) With respect to all warranties, express or implied, from SUBCONTRACTORS, manufacturers, or suppliers for work performed and materials furnished under this contract, the CONTRACTOR shall:

      (1) Obtain all warranties that would be given in normal commercial practice;

      (2) Require all warranties to be executed, in writing, for the benefit of the DISTRICT, if directed by the DISTRICT; and

      (3) Enforce all warranties for the benefit of the DISTRICT, if directed by the DISTRICT.

   (h) In the event the CONTRACTOR’s warranty under paragraph (b) of this clause has expired, the DISTRICT may bring suit at its expense to enforce a SUBCONTRACTOR’s, manufacturer’s, or supplier’s warranty.

   (i) Unless a defect is caused by the negligence of the CONTRACTOR or SUBCONTRACTOR or supplier at
any tier, the CONTRACTOR shall not be liable for the repair of any defects of material or design furnished neither by the DISTRICT nor for the repair of any damage that result from any defect in DISTRICT-furnished material or design.

(j) This warranty shall not limit the DISTRICT’s rights under the Inspection and Acceptance clause of this contract with respect to latent defects, gross mistakes, or fraud.

24. CONSEQUENTIAL DAMAGES

The CONTRACTOR and DISTRICT waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes:

(a) Damages incurred by the DISTRICT for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and

(b) Damages incurred by the CONTRACTOR for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party’s termination. Nothing contained in this subparagraph shall be deemed to preclude an award of liquidated direct damages, when applicable, in accordance with the requirements of the Contract Documents.

25. HAZARDOUS MATERIALS

(a) If reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos, lead or polychlorinated biphenyl (PCB), encountered on the site by the CONTRACTOR, the CONTRACTOR shall, upon recognizing the condition, immediately stop Work in the affected area and report the condition to the DISTRICT in writing.

(b) The DISTRICT shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the CONTRACTOR and, in the event such material or substance is found to be present, to verify that it has been rendered harmless. The DISTRICT shall furnish in writing to the CONTRACTOR the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of such material or substance or who are to perform the task of removal or safe containment of such material or substance. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written notification from the DISTRICT and CONTRACTOR. The Contract Time shall be extended appropriately.

26. SAFETY

a. Safety Programs. In addition to and as required by other Sections of the Contract Documents, the CONTRACTOR shall be solely responsible for initiating, maintaining and supervising all safety programs required by applicable law, ordinance, regulation or governmental orders in connection with the performance of the Contract, or otherwise required by the type or nature of the Work. The CONTRACTOR's safety program shall include all actions and programs necessary for compliance with California or federally statutorily mandated workplace safety programs, including without limitation, compliance with the California Drug Free Workplace Act of 1990 (California Government Code §8350 et seq.). Without limiting or relieving the CONTRACTOR of its obligations hereunder, the CONTRACTOR shall require that its SUBCONTRACTORS similarly initiate and maintain all appropriate or required safety programs. Prior to commencement of Work, the CONTRACTOR shall meet with the campus Buildings and Grounds Manager, Project Manager, and Construction Manager to review CONTRACTOR’s safety
precautions and implementation of safety programs during the Work.

b. Safety Precautions. In addition to and as required by other Sections of the Contract Documents, the CONTRACTOR shall be solely responsible for initiating and maintaining reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to: (i) employees on the Work and other persons who may be affected thereby; (ii) the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of the CONTRACTOR or the CONTRACTOR’s SUBCONTRACTORS or Sub-SUBCONTRACTORS; and (iii) other property or items at the site of the Work, or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction. The CONTRACTOR shall take adequate precautions and measures to protect existing roads, sidewalks, curbs, pavement, utilities, adjoining property and improvements thereon (including without limitation, protection from settlement or loss of lateral support) and to avoid damage thereto. Without adjustment of the Contract Price or the Contract Time, the CONTRACTOR shall repair, replace or restore any damage or destruction of the foregoing items as a result of performance or installation of the Work.

c. Safety Signs, Barricades. In addition to and as required by other Sections of the Contract Documents, the CONTRACTOR shall erect and maintain, as required by existing conditions and conditions resulting from performance of the Contract, reasonable safeguards for safety and protection of property and persons, including, without limitation, posting danger signs and other warnings against hazards, promulgating safety regulations and notifying DISTRICTs and users of adjacent sites and utilities.

d. Safety Notices. In addition to and as required by other Sections of the Contract Documents, the CONTRACTOR shall give or post all notices required by applicable law and comply with applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.

27. SIGNATURES AND ACKNOWLEDGEMENT

CONTRA COSTA COMMUNITY COLLEGE DISTRICT (The DISTRICT)

By: ____________________________________________________
Assistant Board Secretary

DAVID S. WETMORE, Purchasing Director

Note to CONTRACTOR:
(1) Execute acknowledgement form below, and (2) If a corporation, affix Corporate Seal.
CONTRACTOR, hereby also acknowledging awareness of and compliance with Labor Code §1861 concerning Worker’s Compensation Law.

_______________________________________________ (The CONTRACTOR)

By: __________________________________________________________________
AUTHORIZED SIGNATURE / DESIGNATION (CORPORATE SEAL)

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SECTION 00700

GENERAL CONDITIONS

For

CONTRACT OF CONSTRUCTION

FOR P-1047 BORLAND HOUSE FOUNDATION REPLACEMENT

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

Date: August 12, 2015
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ARTICLE 1

GENERAL CONDITIONS

1.1 BASIC DEFINITIONS

1.1.1 Action of the Governing Board is a vote of a majority of the District’s governing board.

1.1.2 Approval for a Contract, Agreement, or Change Order means written authorization through action of the governing board unless specific delegation of approval authority is delegated to a District representative.

1.1.3 Approved. The term “approved,” when used to convey Architect’s action on Contractor’s submittals, applications, and requests, is limited to Architect’s duties and responsibilities as stated in the Conditions of the Contract.

1.1.4 Architect means the architect, engineer, or other design professional engaged by the District to design and perform general observation of the work of construction and interpret the drawings and specifications for the Project.

1.1.5 As shown, as indicated, as detailed refer to drawings accompanying this specification.

1.1.6 Bid/Bidders. The term Bid and Proposal have the same meaning, and the same is true for Bidders and Proposers.

1.1.7 Contract or Agreement. When the terms are used in these General Conditions shall be references to the Contract Documents as defined herein.

1.1.8 Contract Time. Contract Time means the number of consecutive calendar days specified in the contract immediately after the date to commence work issued by Owner in the Notice to Proceed and includes both the time allowed for completion of the work required to achieve Substantial Completion and the time allowed to complete the Remaining Work.

1.1.9 Contractor. Whenever the term “Contractor” is used in the Contract or elsewhere in the Contract Documents, it refers to a person or entity that has an agreement directly with the District to perform any of the work for the Project. The term Contractor is referred to throughout the Contract Documents as if singular in number and masculine in gender and means a Contractor or his authorized representative. The term Contractor does not include any contractors under separate and direct contract with the District. A Subcontractor is a person or entity that has a direct or indirect contract with the Contractor to perform any of the Work at the site.

1.1.10 Contractor’s Construction Schedule. The document prepared by the Contractor, which details the events of construction and establishes completion dates for the various stages of the Work and the entire project.

1.1.11 The Contract Documents. The Contract Documents consist of the Agreement between District and Contractor (hereinafter the Agreement or Contract), Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, addenda issued prior to bid, instructions to bidders, notice to bidders, and the requirements contained in the Bid Documents, other documents
listed in the Agreement, and Modifications issued after execution of the Contract. A Modification is a
written amendment to the Contract signed by parties, a Change Order, a Construction Change Directive,
or a written order for a minor change in the Work issued by the Architect. The Contract Documents
collectively form the Contract. The Contract represents the entire and integrated agreement between
the parties hereto and supersedes prior negotiations, representations, or agreements, either written or
oral. The Contract may be amended or modified only by a written Modification. The Contract Documents
shall not be construed to create a contractual relationship of any kind between the Architect and
Contractor, between the District and any Subcontractor or Sub-subcontractor, or between any persons or
entities other than the District and the Contractor. The Architect shall, however, be entitled to
performance and enforcement of obligations under the Contract intended to facilitate performance of
the Architect’s duties.

1.1.12 Contractor, District, and Architect are those mentioned as such in the Agreement. They
are treated throughout the Contract Documents as if they are of singular number and neuter gender. Any
reference to “Owner” shall mean “District.”

1.1.13 Construction Manager. Whenever the term “Construction Manager” or “CM” is used in
the contract or elsewhere in the Contract Documents, it refers to the District assigned Construction
Manager, or the District Project Manager if no CM is assigned.

1.1.14 Days means calendar days, unless otherwise noted as working days.

1.1.15 Directed. Terms such as “directed,” “requested,” “authorized,” “selected,” “approved,”
“required,” and “permitted” mean directed by the Architect or the District, requested by the Architect or
District, and similar phrases.

1.1.16 District. Whenever the term “District” is used in the Contract Documents, it refers to the
Contra Costa Community College District or those persons designated by the District to act in/on its behalf.

1.1.17 The Drawings are graphic and pictorial portions of the Contract Documents prepared for
the Project and approved changes thereto, wherever located and whenever issued, showing the design,
location, and scope of the Work, generally including plans, elevations, sections, details, schedules, and
diagrams as drawn or approved by the Architect.

1.1.18 Emergency shall be defined as a sudden, unexpected occurrence, involving a clear and
imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to, life, health,
property, or essential public services. Emergency includes such occurrences as fire, flood, earthquake, or
other soil or geologic movements, as well as such occurrences as riot, accident, or sabotage.

1.1.19 Exposed. Whenever this term is used it shall be understood to mean any item or surface,
exterior, or interior, which can be seen by a person outside the building, or seen by a person inside any
usable space within the building during normal activity. Mechanical and electrical rooms, utility and
service tunnels, air handling rooms, and penthouses or platforms shall be considered to have exposed
surfaces, as shall the mechanical and electrical construction within them. The interior of closets and
alcoves shall be considered exposed surfaces, and shall be finished to match the finish of the adjoining
room or space, unless another finish is shown. The interiors of cabinets shall be considered exposed, but
a finish different from that of the exterior may be permitted or specified. Spaces which are not normally
occupied or used by occupants or building staff, such as shafts, hoistways, ceiling plenums, attics and
crawl spaces shall be considered “concealed” spaces, unless finishes are shown or specified for their surfaces.

1.1.20 **Final Completion.** The date when all Work for the total project has been completed in accordance with the terms of the Contract Documents and has been inspected following completion of Work identified in the Punchlist Inspection and accepted by the Architect and the District.

1.1.21 **Furnish.** Whenever this term is used it shall be understood to mean “purchase and deliver to the project site” ready for unloading, unpacking, assembly, installation, and similar operations.

1.1.22 **Governing Dictionary.** The definitions of words used in these Specifications, which are not defined, The General Conditions, or in referenced standards, are as given in “The American Heritage Dictionary of the English Language”.

1.1.23 **Indicated.** The term “indicated” refers to graphic representations, notes, or schedules on Drawings or to other paragraphs or schedules in Specifications and similar requirements in the Contract Documents. Terms such as “shown,” “noted,” “scheduled,” and “specified” are used to help the user locate the reference.

1.1.24 **Inspector of Record** is the individual retained by the District in accordance with titles 21 and 24 of the California Code of Regulations and who will be assigned to the Project. May also be referred to as the Project Inspector.

1.1.25 **Install.** Whenever this term is used it shall be understood to mean “receive, unload, inventory, store and be responsible for at the project site, transport from point of receipt to final destination, protect, unpack, erect, install in place, anchor, connect, apply, and place in operation or finish, cleaning, complete for intended use.”

1.1.26 **Installer.** An installer is the Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations. Using a term such as “carpentry” does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as “carpenter.” It also does not imply that requirements specified apply exclusively to trades people of the corresponding generic name.

1.1.27 **Locality in which the work is performed** means the county in which the Project is located.

1.1.28 **Option.** Whenever this term is used it shall be understood to mean a choice from among the specified products or procedures which shall be made by the Contractor. The choice is not “whether” the work is to be performed, but “which” product or “which” procedure is to be used. The product or procedure chosen by the Contractor shall be provided at no increase in the cost to the District with no
lessening of the Contractor’s responsibility for its performance. All or any options selected or proposed are still subject to all requirements for submittals and for approval of same.

1.1.29 **Or Equal** and **Or Approved Equal**. The terms “or equal” and “or approved equal” shall mean “or equal as approved in writing by the Architect”.

1.1.30 **The Project** is the complete construction of the Work performed in accordance with the Contract Documents.

1.1.31 **The Project Manual**. The Project Manual is the volume assembled for the Work which may include, without limitation, the bidding requirements, sample forms, Conditions of the Contract, and Specifications.

1.1.32 **The Project Site**. Project site is the space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.1.33 **Provide** shall include “provide complete in place,” that is “furnish and install.” Complete and ready for the intended use.

1.1.34 **Punch List Inspection**. The inspection performed by the Construction Manager, Architect and the District upon written notification by the Contractor that the Work is substantially complete.

1.1.35 **Regulations**. The term “regulations” includes laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that control performance of the Work.

1.1.36 **Remaining Work**. Remaining Work means the work required by the Contract, but not required for Substantial Completion, that the District or Architect determines has not been satisfactorily completed at the time of Substantial Completion, deferred commissioning requirements, deferred and seasonal testing, and all maintenance and operating instructions, schedules, reports, guaranties, warranties, bonds, certificates of inspection, marked-up record documents, prevailing wage compliance reports and all other documents as required by the Contract Documents. Remaining Work may also be referred to as Punch List work.

1.1.37 **Safety Orders** are those issued by any cognizant city, county, state or federal agency.

1.1.38 **Site** refers to the grounds of the Project as defined in the Contract Documents and such adjacent lands as may be directly affected by the performance of the Work.

1.1.39 **The Specifications**. The Specifications are that portion of the Contract Documents consisting of the written requirements for material, equipment, construction systems, instructions, quality assurance standards, workmanship, and performance of related services.

1.1.40 **Specification Language**. These Specifications are written in the imperative mood, as defined in the Construction Specifications Institute’s Manual of Practice. Imperative language is directed to the Contractor. The indicative mood is employed on occasion when such sentence structure is necessary to convey the intended meaning in a more accurate or understandable form. The text is streamlined, with the colon (:) employed as a symbol for the words “shall be”, “shall have”, “shall conform
with”, “shall comply with”, or “shall meet the requirements of”. The colon is also used to separate a paragraph title or heading from the text that follows.

1.1.41 Standards, Rules, and Regulations referred to are recognized printed standards and shall be considered as one and a part of these specifications within limits specified. Federal, state and local regulations are incorporated into the Contract Documents by reference.

1.1.42 Subcontractor, as used herein, includes those having direct or indirect contracts with Contractor and ones who furnished labor, material or services for a special design according to drawings and specifications of this Work, but does not include ones who merely furnish material not so worked.

1.1.43 Substantial Completion. The date on which the Work or designated portion thereof, as certified by the District Project Manager and Architect, is sufficiently complete, in accordance with the Contract Documents, so the District, may occupy or utilize the Work or designated portion thereof for the use for which it is intended.

1.1.44 Surety is the person, firm, or corporation that executes as surety the Contractor’s Performance Bond and Payment Bond.

1.1.45 Work of the Contractor or Subcontractor shall include all labor, materials and equipment necessary for the Contractor to fulfill all of its obligations pursuant to the Contract Documents. It shall include the initial obligation of any Contractor or Subcontractor who performs any portion of the Work, to visit the Site of the proposed Work (a continuing obligation after the commencement of the Work), to fully acquaint and familiarize itself with the conditions as they exist and the character of the operations to be carried out under the Contract Documents, and make such investigation as it may see fit so that it shall fully understand the facilities, physical conditions, and restrictions attending the Work under the Contract Documents. Each such Contractor or Subcontractor shall also thoroughly examine and become familiar with the Drawings, Specifications, and associated bid documents before preparing and submitting any bid.

1.1.46 Workers includes laborers, workers, and mechanics.

1.2 EXECUTION, CORRELATION AND INTENT

1.2.1 Correlation and Intent

1.2.1.1 Documents Complementary and Inclusive. The Contract Documents are complementary and are intended to include all items required for the proper execution and completion of the Work. All Contract Documents form the Contractor’s contract with the District. Any item of Work mentioned in the Specifications and not shown on the Drawings, or shown on the Drawings and not mentioned in the Specifications, shall be provided by Contractor as if shown or mentioned in both.

1.2.1.2 Coverage of the Drawings and Specifications. The Drawings and Specifications generally describe the Work to be performed by Contractor. Generally, the Specifications describe Work which cannot be readily indicated on the Drawings and indicate types, qualities, and methods of installation of the various materials and equipment required for the Work. It is not intended to mention every item of Work in the Specifications, which can be adequately shown on the Drawings, or to show on the Drawings all items of Work described or required by the Specifications even if
they are of such nature that they could have been shown. All materials or labor for Work, which is shown on either the Drawings or the Specifications (or is reasonably inferable therefrom as being necessary to complete the Work), shall be provided by the Contractor to provide a complete project. It is intended that the Work be of sound, quality construction, and the Contractor shall be responsible for the inclusion of adequate amounts to cover installation of all items indicated, described, or implied in the portion of the Work to be performed by them.

1.2.1.3 Conflicts. In the event there is a discrepancy between the various Contract Documents, the more stringent, higher quality, and greater quantity of Work shall apply.

1.2.1.4 Conformance With Laws. Each and every provision of law required by law to be inserted in this Contract shall be deemed to be inserted herein, and the Contract shall be read and enforced as though it were included herein, even if through mistake or otherwise any such provision is not inserted, or is not correctly inserted.

Before commencing any portion of the Work, Contractor shall check and review the Drawings and Specifications for such portion for conformance and compliance with all laws, ordinances, codes, rules and regulations of all governmental authorities and public and municipal utilities affecting the construction and operation of the physical plant of the Project, all quasi-governmental and other regulations affecting the construction and operation of the physical plant of the Project, and other special requirements, if any, designated in the Contract Documents. Such checking shall include Title 21 and Title 24 of the California Code of Regulations, California Building Code, local utility, local water connection, local grading and all other applicable agencies. In the event Contractor observes any violation of any law, ordinance, code, rule or regulation, or inconsistency with the Contract Documents, Contractor shall, within five (5) days, notify Architect and District in writing of same and shall ensure that any such violation or inconsistency shall be corrected in the manner provided hereunder prior to the construction of that portion of the Project.

The Contractor shall bear all expenses of correcting Work done contrary to said laws, ordinances, rules, and regulations if the Contractor performed same (1) without first consulting the Architect for further instructions regarding said Work or (2) disregarded the Architect’s instructions regarding said work.

1.2.1.5 Ambiguity and Inconsistency. Before commencing any portion of the Work, Contractor shall carefully examine all Drawings and Specifications and other information given to Contractor as to materials and methods of construction and other Project requirements. Contractor shall, within five (5) days, notify Architect and District in writing of any perceived or alleged error, inconsistency, conflict, ambiguity, or lack of detail or explanation in the Drawings and Specifications in the manner provided herein. If the Contractor or its Subcontractors, material or equipment suppliers, or any of their officers, agents, and employees performs, permits, or causes the performance of any Work under the Contract Documents, which it knows or should have known to be in error, inconsistent, or ambiguous, or not sufficiently detailed or explained, Contractor shall bear any and all costs arising therefrom including, without limitation, the cost of correction thereof without increase or adjustment to the Contract Price or the time for performance. If Contractor performs, permits, or causes the performance of any Work under the Contract Documents prepared by or on behalf of Contractor which is in error, inconsistent or ambiguous, or not sufficiently detailed or explained, Contractor shall bear any and all resulting
1.2.2 Addenda and Deferred Approvals

1.2.2.1 Addenda are the changes in specifications, drawings, and contract documents, which have been authorized in writing by the District or Architect prior to receipt of bids, and which alter, explain, or clarify the contract documents. Addenda shall govern over all other Contract Documents. Subsequent addenda issued shall govern over prior addenda unless otherwise specified in the addenda.

1.2.2.2 Deferred Approvals. Contract Documents which require deferred approval items are meant to be for illustration purposes only. Contractor is responsible for all deferred approval requirements set forth in the Contract Documents. Contractor is responsible to comply with all laws, building codes, and regulations necessary to obtain all necessary approvals, including those required from the Division of the State Architect (“DSA”) and the State Fire Marshall. Contractor shall not be granted an extension of time for failure to obtain necessary approvals due to failure to comply with laws, building codes, and other regulations (including Title 24 of the California Code of Regulations). Contractor shall schedule all deferred approval items in its progress schedule pursuant to Article 3. If Contractor fails to include deferred-approval items in its schedule which results in a critical path delay, then Contractor shall be subject to the assessment of liquidated damages.

1.2.2.3 Deferred Approval Requirements. Deferred approvals shall be submitted and processed pursuant to the requirements of Division 1 of the Specifications. All deferred approvals shall be prepared by Contractor or Contractor’s agent early enough so as to not delay the Project. Contractor is aware that Title 21 California Code of Regulations Section 17(g) and Title 24 California Code of Regulations Section 4-317 have specific requirements for deferred approval as to governing agencies and as to the Architect and Engineer for the Project. As a result, any delay associated with the time for approval by applicable agencies or by the Architect or Architect’s consultants shall be Contractor’s.

1.2.3 Specification Interpretation

1.2.3.1 Titles. The Specifications are separated into titled sections for convenience only and not to dictate or determine the trade or craft involved.

1.2.3.2 As Shown, Etc. Where “as shown,” “as indicated,” “as detailed,” or words of similar import are used, reference is made to the Drawings accompanying the Specifications unless otherwise stated. Where “as directed,” “as required,” “as permitted,” “as authorized,” “as accepted,” “as selected,” or words of similar import are used, the direction, requirement, permission, authorization, approval, acceptance, or selection by Architect is intended unless otherwise stated.

1.2.3.3 General Conditions. The General Conditions and supplementary general conditions are a part of each and every section of the Specifications.
1.2.3.4 Abbreviations. In the interest of brevity, the Specifications are written in an abbreviated form and may not include complete sentences. Omission of words or phrases such as “Contractor shall,” “shall be,” etc., are intentional. Nevertheless, the requirements of the Specifications are mandatory. Omitted words or phrases shall be supplied by inference in the same manner as they are when a “note” occurs on the Drawings. In the interest of brevity, the Contract Documents frequently omit modifying words such as “all” and “any” and articles such as “the” and “an,” but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

1.2.3.5 Plural. Words in the singular shall include the plural whenever applicable or the context so indicates.

1.2.3.6 Metric. The Specifications may indicate metric units of measurement as a supplement to U.S. customary units. When indicated thus: 1” (25 mm), the U. S. customary unit is specific, and the metric unit is nonspecific. When not shown with parentheses, the unit is specific. The metric units correspond to the “International System of Units” (SI) and generally follow ASTM E 380, “Standard for Metric Practice.”

1.2.3.7 Standard Specifications. Any reference to standard specifications of any society, institute, association, or governmental authority is a reference to the organization’s standard specifications, which are in effect at the date of the Contractor’s proposal unless directed otherwise. If applicable specifications are revised prior to completion of any part of the Work, the Contractor may, if acceptable to Architect, perform such Work in accordance with the revised specifications. The standard specifications, except as modified in the Specifications for the Project, shall have full force and effect as though printed in the Specifications. Architect will furnish, upon request, information as to how copies of the standard specifications referred to may be obtained.

1.2.4 Rules of Document Interpretation

1.2.4.1 In the event of conflict within the drawings, the following rules shall apply:

(a) General Notes, when identified as such, shall be incorporated into other portions of Drawings.

(b) Schedules, when identified as such, are complementary with other notes and other portions of Drawings including those identified as General Notes.

(c) Larger scale drawings shall take precedence over smaller scale drawings.

(d) At no time shall the Contractor base construction on scaling of drawings.

1.2.4.2 Specifications shall govern as to materials, workmanship, and installation procedures.

1.2.4.3 If Contractor observes that drawings and specifications are in conflict, Contractor shall, within five (5) days, notify the Architect in writing for the purposes of obtaining an interpretation of the Contact Documents.
1.2.4.4 In the case of conflict or inconsistencies, the order of precedence shall be as follows:

(a) General Conditions take precedence over Drawings and Specifications.

(b) Special Conditions take precedence over General Conditions.

(c) The Agreement shall take precedence over the Special Conditions.

(d) In the case of disagreement or conflict between or within standards, specifications, and drawings, the more stringent, higher quality, and greater quantity of Work shall apply.

1.3 OWNERSHIP AND USE OF ARCHITECT’S DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS

The Drawings, Specifications, and other contract documents for the Project are the property of the District and/or Architect pursuant to Education Code § 17316. The Contractor may retain one contract record set. 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 Architect. All copies except the Contractor’s record set, shall be returned or properly accounted for upon completion of the Work. The Drawings, Specifications, and other documents prepared by the Architect, and copies thereof furnished to the Contractor are not to be used by the Contractor or any Subcontractor, Sub-subcontractor, or material or equipment supplier on other projects or for additions to this Project outside the scope of the Work. The District and/or Architect hereby grants the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers a limited license to use applicable portions of the Drawings, Specifications, and other documents prepared for the Project in the execution of their Work under the Contract Documents. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with this Project is not to be construed as publication in derogation of the District’s property interest or other reserved right.
ARTICLE 2

DISTRICT

2.1 INFORMATION AND SERVICES REQUIRED OF THE DISTRICT

2.1.1 Site Survey.

If applicable, the District will furnish, at its expense, a legal description of the Site and a land survey showing the boundaries of the Site. Contractor shall be responsible for all surveys regarding location of construction, grading and site work.

2.1.2 Soils.

When required by the scope of the Project, the District will furnish, at its expense, the services of geotechnical engineers or consultants when reasonably required and deemed necessary by the Architect or as required by local or state codes. Such services, with written reports and appropriate written professional recommendations, may include test boring, test pits, soil bearing values, percolation tests, air and water pollution tests, and ground corrosion and resistivity tests, including necessary operations for determining subsoil, air, and water conditions.

2.1.3 Not used

2.1.4 Utilities.

2.1.4.1 Regional Notification Center. Contractor, except in an emergency, shall contact the appropriate regional notification center at least two working days prior to commencing any excavation if the excavation will be conducted in an area or in a private easement which is known, or reasonably should be known, to contain subsurface installations other than the underground facilities owned or operated by the District, and obtain an inquiry identification number from that notification center. No excavation shall be commenced and carried out by the Contractor unless such an inquiry identification number has been assigned to the Contractor or any subcontractor of the Contractor and the District has been given the identification number by the Contractor. Any damages arising from failure to make appropriate regional notification shall be at the sole risk of Contractor. Any delays caused by failure to make appropriate regional notification shall be at the sole risk of Contractor and shall not be considered for extension of time pursuant to Paragraph 8.4.

2.1.4.2 Utilities – Removal and Restoration

The District has endeavored to determine the existence of utilities at the Site of the Work from the records of the District of known utilities in the vicinity of the Work. The positions of these utilities as derived from such records are shown in the Contract Documents.

No excavations were made to verify the locations shown for underground utilities. The service connections to these utilities may not be shown on the drawings. It shall be the responsibility of the Contractor to determine the exact location of all service connections. The Contractor shall make its own investigations, including exploratory excavations, to determine the locations and type of service connections, prior to commencing work which could result in damage to such utilities. The Contractor shall immediately notify the District’s representative as to any utility discovered by Contractor in a
Contractor shall coordinate its Work with all utilities, including, but not limited to electricity, water, gas and telephone and meet with said utilities prior to the start of any work.

2.1.4.3 Other Utilities.

In case it should be necessary to remove, relocate, or temporarily maintain a utility because of interference with the Work, the work on the utility shall be performed and paid for as follows:

When it is necessary to remove, relocate or temporarily maintain a service connection, the cost of which is not required to be borne by the owner thereof, the Contractor shall bear all expenses incidental to the work on the service connection. The work on the service connection shall be done in a manner satisfactory to the owner thereof; it being understood that the owner of the service connection has the option of doing such work with his own forces or permitting the work to be done by the Contractor.

When it is necessary to remove, relocate, or temporarily maintain a utility which is in the position shown on the drawings, the cost of which is not required to be borne by the owner thereof, the Contractor shall bear all expenses incidental to the work on the utility. The work on the utility shall be done in a manner satisfactory to the owner thereof; it being understood that the owner of the utility has the option of doing such work with his own forces or permitting the work to be done by the Contractor.

When it is necessary to remove, relocate, or temporarily maintain a utility which is not shown on the drawings or is in a position different from that shown on the drawings and were it in the position shown on the drawings would not need to be removed, relocated, or temporarily maintained, and the cost of which is not required to be borne by the owner thereof, the District will make arrangements with the owner of the utility for such work to be done at no cost to the Contractor, or will require the Contractor to do such work in accordance with Article 7 or will make changes in the alignment and grade of the Work to obviate the necessity to remove, relocate, or temporarily maintain the utility. Changes in alignment and grade will be ordered in accordance with Article 7 herein.

No representations are made that the obligations to move or temporarily maintain any utility and to pay the cost thereof is or is not required to be borne by the owner of such utility, and it shall be the responsibility of the Contractor to investigate to find out whether said cost is required to be borne by the owner of the utility.

The right is reserved to governmental agencies and to owners of utilities to enter at any time upon any street, alley, right-of-way, or easement for the purpose of making changes in their property made necessary by the Work and for the purpose of maintaining and making repairs to their property.

2.1.5 Existing Utility Lines; Removal, Relocation.

2.1.5.1 Main or Trunkline Facilities

If the Contractor while performing the contract discovers utility facilities not identified by the District in the Contract Documents, Contractor shall, within five (5) days, notify the District and utility in writing.
The District has the responsibility to identify, with reasonable accuracy, main or trunkline facilities on the drawings and specifications. In the event that main or trunkline utility facilities are not identified with reasonable accuracy in the drawings and specifications, District shall assume the responsibility for their timely removal, relocation, or protection.

The owner of the public utility shall have the sole discretion to perform repairs or relocation work or permit the Contractor to do such repairs or relocation work at a reasonable price.

The Contractor shall exercise reasonable care and shall be compensated by the District for the actual verified field costs of locating, and removing, relocating, protecting or temporarily maintaining such main or trunkline utility facilities not indicated with reasonable accuracy in the drawings and specifications, and for equipment in use on the project necessarily idled during such work. This work shall be performed in accordance with Article 7 of these General Conditions.

Alternatively, District may make changes in the alignment and grade of the work to obviate the need to remove, relocate, or temporarily maintain the utility, in accordance with Article 7 or District may make arrangements with the owner of the utility for such work to be done at no cost to the Contractor.

The Contractor shall not be assessed a forfeiture for delay in completion of the Project when such delay is caused by the failure of the District or the owner of the utility to provide for the removal, relocation, protection or temporary maintenance of all such main or trunkline facilities not indicated with reasonable accuracy.

Nothing herein shall preclude the District from pursuing any appropriate remedy against the utility for delays which are the responsibility of the utility.

Nothing herein shall be construed to relieve the utility from any obligation as required either by law or by contract to pay the cost of removal or relocation of existing utility facilities.

2.1.5.2 Assessment. These subparagraphs shall not be construed to preclude assessment against the Contractor for any other delays in completion of the Work. Nothing in these subparagraphs shall be deemed to require the District to indicate the presence of existing service laterals or appurtenances whenever the presence of such utilities on the Site can be inferred from the presence of other visible facilities, such as buildings, or meter junction boxes on or adjacent to the Site.

2.1.5.3 Notification. If the Contractor, while performing Work under this Contract, discovers utility facilities not identified by the District in the Contract Documents, Contractor shall, within five (5) days, notify the District and the utility in writing. If Contractor fails to notify the District within five (5) days after discovery of any utility facilities not identified by District in the Contract Documents, Contractor waives all rights to be compensated for any extra Work or damages resulting from such discovered utilities.

2.1.6 Easements.

District shall secure and pay for easements for permanent structures or permanent changes in existing facilities, if any, unless otherwise specified in the Contract Documents.
2.2 DISTRICT’S RIGHT TO CARRY OUT THE WORK

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents, including, but not limited to:

1. Failure to supply adequate workers on the entire Project or any part thereof;
2. Failure to supply a sufficient quantity of materials;
3. Failure to perform any provision of this Contract;
4. Failure to comply with safety requirements, or due to Contractor is creation of an unsafe condition;
5. In the case of bona fide emergency;
6. Failure to order materials in a timely manner;
7. Failure to prepare deferred-approval items or shop drawings in a timely manner;
8. Failure to comply with Contractor’s schedule which would result in a delay to the critical path;

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents, and fails (within a five-day period after receipt of written notice or a shorter time period expressly stated in the written notice from the District in an emergency situation) to commence and continue correction of such default with diligence and promptness, the District may correct such deficiencies without prejudice to other remedies the District may have, including those set forth in Article 14 after providing five-day written notice to Contractor and Surety. If during this five (5) day period, Surety personally delivers notice to District that it intends to perform such work, District shall allow Surety seven (7) days to perform. In an emergency situation, the District may correct such deficiencies without prejudice to other remedies the District may have, including those set forth in Article 14 after providing 48 hours notice to the Contractor. In either case, the Contractor will be invoiced the cost of correcting such deficiencies, including compensation for additional services and expenses made necessary by such default, or neglect. The invoice amount shall be deducted from the next payment due the Contractor. If payments then or thereafter due the Contractor are not sufficient to cover such amounts, the Contractor shall pay the difference to the District.
ARTICLE 3
THE CONTRACTOR

3.1 SUPERVISION AND CONSTRUCTION PROCEDURES

3.1.1 Contractor.

The Contractor shall continually supervise and direct the Work using the Contractor’s best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences, procedures; and shall coordinate all portions of the Work under the Contract, unless the Contract Documents give other specific instructions concerning these matters. The Contractor shall not perform the Work without utilizing the Contract Documents or, where required, approved shop drawings, product data, or samples for any such portion of the work. If any of the Work is performed by contractors retained directly by the District, Contractor shall be responsible for the coordination and sequencing of the work of those other contractors so as to avoid any impact on the project schedule pursuant to the requirements of Article 6 and Article 8. Specific duties of the Contractor shall include those set out in Section 43 of Title 21 of the California Code of Regulations and Section 4-343 of Title 24 of the California Code of Regulations. These duties include, but are not limited to the following:

(a) Responsibilities. It is the duty of the Contractor to complete the Work covered by his or her contract in accordance with the approved drawings and specifications. The Contractor in no way is relieved of any responsibility by the activities of the Architect, Engineer, Inspector or DSA in the performance of their duties.

(b) Performance of the work. The Contractor shall carefully study the approved drawings and specifications and shall plan its schedule of operations well ahead of time. If at any time it is discovered that work is being done which is not in accordance with the approved drawings and specifications, the contractor shall correct the work immediately.

All inconsistencies or times which appear to be in error in the drawings and specifications shall promptly be called to the attention of the Architect or, Engineer, for interpretation or correction. Local conditions which may affect the structure shall be brought to the Architect’s attention at once. In no case, shall the instruction of the Architect be construed to cause work to be done which is not in conformity with the approved drawings, specifications, change orders, construction change directives, and as required by law.

The Contractor shall not carry on Work except with the knowledge of the Inspector of Record.

(c) Verified Reports. The Contractor shall make and submit to the District from time to time, verified reports as required in Section 36 of Title 21 and Section 4-366 of Title 24.

Contractor shall fully comply with any and all reporting requirements of Education Code Sections 17315, et seq., in the manner prescribed by Title 24, as applicable.
3.1.2 Contractor Responsibility.

The Contractor shall be responsible to the District for acts and omissions of the Contractor’s employees, Subcontractors, material and equipment suppliers, and their agents, employees, invitees, and other persons performing portions of the Work under direct or indirect contract with the Contractor or any of its Subcontractors.

3.1.3 Obligations not Changed by Architect’s Actions.

The Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect’s administration of the Contract or by tests, inspections, or approvals required or performed by persons other than the Contractor.

3.1.4 Acceptance/Approval of Work.

The Contractor shall be responsible to determine when any completed portions of the Work already performed under this Contract or provided pursuant to Article 6 are suitable to receive subsequent Work thereon.

3.1.5 Performance of Work With Own Force.

Contractor shall perform at least 5% of the Work, exclusive of supervisory and clerical work without the services of any subcontractor. Contractor shall supervise and direct the work competently and efficiently, devoting such attention thereto and applying such skills as may be necessary to perform the Work in accordance with the Contract Documents.

3.2 SUPERVISION

3.2.1 Full Time Supervision.

Unless personally present on the Project site where the Work is being performed, the Contractor shall keep on the Work at all times during its progress a competent construction Superintendent satisfactory to the District. The Superintendent shall be present on a full-time basis, shall be dedicated exclusively to the Project and shall not share superintendency duties with another project or job. The Superintendent shall not be replaced except with written consent of the District. The Superintendent shall represent the Contractor in its absence and shall be fully authorized to receive and fulfill any instruction from the Architect, the Inspector, the District or any other District representative. All Requests for Information shall be originated by the Superintendent and responses thereto shall be given to the Superintendent. No Work shall begin on any day by any Subcontractor or other person on the Project site until the Superintendent has arrived, or shall any Work continue during the day after the Superintendent has departed from the Project site. The Superintendent shall have authority to bind Contractor through the Superintendent’s acts. The Superintendent shall represent the Contractor, and communications given to the Superintendent shall be binding on the Contractor. Before commencing the Work, Contractor shall give written notice to District and Architect of the name and a Statement of Qualifications of such superintendent for District approval. Superintendent shall not be changed except with written consent of District, unless a superintendent proves to be unsatisfactory to Contractor and ceases to be in its employ, in which case, Contractor shall notify District and Architect in writing. Contractor shall provide a replacement superintendent approved by the District prior to performing additional work.
3.2.2 Staff.

Notwithstanding other requirements of the contract documents, the Contractor and each Subcontractor shall: (1) furnish a competent and adequate staff as necessary for the proper administration, coordination, supervision, and superintendence of its portion of the Work; (2) organize the procurement of all materials and equipment so that the materials and equipment will be available at the time they are needed for the Work; and (3) keep an adequate force of skilled and fit workers on the job to complete the Work in accordance with all requirements of the Contract Documents.

3.2.3 Right to Remove.

District shall have the right, but not the obligation, to require the removal from the Project of any superintendent, staff member, agent, or employee of any Contractor, Subcontractor, material or equipment supplier.

3.3 LABOR AND MATERIALS

3.3.1 Contractor to Provide.

Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, material, equipment, tools, construction equipment and machinery, water, heat, air conditioning, utilities, transportation, and other facilities, services and permits necessary for proper execution and completion of the Work whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

3.3.2 Quality.

Unless otherwise specified, all materials and equipment to be permanently installed in the Project shall be new and shall be of the highest quality or as specifically stated in the Contract Documents. The Contractor shall, if requested, furnish satisfactory evidence as to kind and quality of all materials and equipment within ten (10) days of a written request by the District, including furnishing the District with bona fide copies of invoices for materials or services provided on the Project. All labor shall be performed by workers skilled in their respective trades, and shall be of the same or higher quality as with the standards of other school construction.

3.3.3 Replacement.

Any work, materials, or equipment, which do not conform to these requirements or the standards set forth in the Contract Documents, may be disapproved by the District, in which case, they shall be removed and replaced by the Contractor at no additional cost or extension of time to the District.

3.3.4 Discipline.

The Contractor shall enforce strict discipline and good order among the Contractor’s and Subcontractor’s employees, and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them. As used in this subsection, “unfit” includes any person who the District concludes is improperly skilled for the task assigned to that person, who fails to comply with the requirements of this article, or who creates safety hazards which jeopardize other persons and/or property.
3.3.5 Personnel.

Contractor shall conduct criminal background checks of all employees of Contractor assigned to the Project site, and shall certify that no employees who have been convicted of serious or violent felonies, as specified in Education Code Section 45125.1, will have contact with students. As part of such certification, Contractor must provide the District with a list of all employees providing services pursuant to this Agreement. In performing the services set forth in this Agreement, Contractor shall not utilize any employees who are not included on the above-referenced list. Contractor’s failure to comply with this law shall be considered a material breach of this Agreement upon where this Agreement may be terminated, at District’s sole discretion, without any further compensation to Contractor.

3.3.6 Noise, Drugs, Tobacco, and Alcohol.

Contractor shall take all steps necessary to insure that employees of Contractor or any of its subcontractors’ employees do not use, consume, or work under the influence of any alcohol, tobacco or illegal drugs while on the project. Contractor shall further prevent any of its employees or its subcontractor employees from playing any recorded music devices or radios or wearing any radio headphone devices for entertainment while working on the project. Likewise, Contractor shall prevent its employees or subcontractor’s employees from bringing any animal onto the project. Contractors shall not violate any written District policies.

3.3.7 Delivery of Material.

Contractor shall place orders for materials or equipment so that the Work may be completed in accordance with the Construction schedule for the Work as set forth in Article 8 of this Agreement. Contractor shall, upon demand from the Architect, furnish to the Architect documentary evidence including, but not limited to purchase orders, invoices, bills of materials, work orders and bills of lading, showing that orders have been placed.

3.3.8 Liens and Other Security Interests of Subcontractors and Material Suppliers.

No material, supplies, or equipment for the Work shall be purchased subject to any chattel mortgage or under a conditional sale or other agreement by which an interest therein or in any part thereof is retained by seller or supplier. Contractor warrants good title to all material, supplies, and equipment installed or incorporated in Work and agrees upon completion of all Work to deliver premises, together with all improvements and appurtenances constructed or placed thereon by it, to District free from any claims, security interests, liens, or charges. Contractor further agrees that neither it nor any person, firm, or corporation furnishing any materials or labor for any Work covered by this Contract shall have any right to place a lien upon the premises or any improvement or appurtenance thereof, except that Contractor may install metering devices or other equipment of a utility company or political subdivision, title to which is commonly retained by the utility company or political subdivision. In event of installation of any such metering device or equipment, Contractor shall advise District as to its owner within five (5) days of such installation in writing, prior to making the installation.

3.3.9 Title to Materials.

The title to new materials or equipment for the Work of this Contract, and attendant liability for its protection and safety, shall remain with Contractor until incorporated in the Work of this Contract and accepted by the District and Architect; no part of said materials shall be removed from its place of storage,
and Contractor shall keep an accurate inventory of all said materials and equipment in a manner satisfactory to the District or its authorized representative.

3.3.10 Assemblies.

For all material 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. Incidental items not indicated on the 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 in the Contract Documents 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.

3.4 NOISE CONTROL

The Contractor shall be responsible for the installation and maintenance of 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 is subject to the control of the Environmental Protection Agency’s Noise Control Program (Part 204 of Title 40, Code of Federal Regulations).

3.5 WARRANTY

The Contractor warrants to the District and Architect that material and equipment furnished under the Contract will be of the highest quality and new unless otherwise required or permitted by the Contract Documents, that the Work will be free from defects not inherent in the quality required or permitted, and that the Work will conform with the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. Contractor’s warranty and guaranty to District includes, but is not limited to the following representations:

(a) In addition to any other warranties and guaranties provided elsewhere, Contractor shall, and hereby does, warrant all Work after the date of Notice of Completion of Work by District and shall repair or replace any or all such work, together with any other work, which may be displaced in so doing that may prove defective in workmanship or materials within a one (1) year period from date of completion as defined in Public Contract Code Section 7107(c) without expense whatsoever to District, ordinary wear and tear, unusual abuse or neglect excepted. District will give notice of observed defects with reasonable promptness. Contractor shall notify District upon completion of repairs.

(b) In the event of failure of Contractor to comply with above mentioned conditions within one week after being notified in writing, District is hereby authorized to proceed to have defects repaired and made good at expense of Contractor who hereby agrees to pay costs and charges therefore immediately on demand.

(c) If, in the opinion of the District, defective Work creates a dangerous condition or requires immediate correction or attention to prevent further loss to the District, the District will attempt to give the notice required by this Article. If the Contractor cannot be contacted or does not
comply with the District’s requirements for correction within a reasonable time as determined by the District, the District may, notwithstanding the provisions of this article, proceed to make such correction or attention which shall be charged against Contractor. Such action by the District will not relieve the Contractor of the guarantee provided in this Article or elsewhere in this Contract.

(d) This Article does not in any way limit the guarantee on any items for which a longer warranty or guaranty is specified or on any items for which a manufacturer gives a guarantee for a longer period. Contractor shall furnish District all appropriate guaranty or warranty certificates upon completion of the project.

3.6 **TAXES**

Contractor will pay all applicable Federal, State, and local taxes on all materials, labor, or services furnished by it, and all taxes arising out of its operations under the Contract Documents. District is exempt from Federal Excise Tax, and a Certificate of Exemption shall be provided upon request.

3.7 **PERMITS, FEES AND NOTICES**

3.7.1 Payment.

The Contractor shall secure and pay for all permits and governmental fees, licenses, and inspections necessary for proper execution and completion of the Work which are necessary after execution of the Contract and are legally required by any authority having jurisdiction over the Project, except the City of Martinez building permit. District shall be responsible for all testing and inspection as required on-site or within the distance limitations set forth in Paragraph 13.5.2, unless a different mileage range is specified in the Special Conditions.

3.7.2 Compliance.

The Contractor shall comply with and give notices required by any law, ordinance, rule, regulation, and lawful order of public authorities bearing on performance of the Work.

3.7.3 Responsibility.

The Contractor shall perform all Work in conformance with every applicable law, statute, ordinance, building code, rule or regulation. The Contractor shall assume full responsibility for such Work and shall bear the attributable cost of correction or project delay.

3.8 **Not Used**

3.9 **CONTRACTOR’S CONSTRUCTION SCHEDULES**

3.9.1 Requirements.

3.9.1.1 Within ten (10) calendar days after being awarded the contract, Contractor shall submit a progress schedule for District’s approval. The schedule shall not exceed time limits set forth in the Contract Documents and shall comply with all of the scheduling requirements as set forth in the Specifications. Failure to submit a schedule or submittal of a schedule which shows completion of the Work beyond the specified completion date shall be deemed a material breach
by the Contractor. The schedule must indicate the beginning and completion of all phases of construction and shall use the “critical path method” (commonly called CPM) for the value reporting, planning and scheduling, of all Work required under the Contract Documents. The scheduling is necessary for the District’s adequate monitoring of the progress of the Work and shall be prepared in accordance with the time frame described in Article 8 of the General Conditions. The architect may disapprove of any schedule or require modification to it if, in the opinion of the Architect or District, adherence to the progress schedule will not cause the Work to be completed in accordance with the Agreement. Non-Work days required by District academic operations, and the number of average rain days during the project period shall be included in the schedule. The rain day activity shall be the last activity in the project schedule immediately preceding the substantial completion milestone.

3.9.1.2 Contractor shall not submit a schedule showing early completion without indicating float time through the date set for Project completion by District. Contractor’s schedule shall account for all days past early completion as float which belongs to both District and Contractor. Usage of float shall not entitle Contractor to any delay claim or damages due to delay.

3.9.1.3 Contractor shall not be granted an extension of time for failure to obtain necessary approvals for deferral approvals due to failure to comply with laws, building codes, and other regulations (including Title 24 of the California Code of Regulations). Contractor shall schedule all deferred approval items and shop drawings in its progress schedule. If Contractor fails to include deferred approval items and shop drawings in its schedule which results in a critical path delay, then Contractor shall be subject to the assessment of liquidated damages.

3.9.1.4 In addition to providing a schedule update every thirty (30) days, the Contractor, if requested by the Architect or District, shall provide revised schedules within ten (10) days if, at any time, the Architect or District, consider the completion date to be in jeopardy because of “activities behind schedule.” The additional schedule shall include a new arrow or precedence diagram and schedule reports conforming to the requirements above, designed to show how the Contractor intends to accomplish the Work to meet the completion date. The form and method employed by the Contractor shall be the same as for the original initial schedule. The Contractor shall modify any portions of the schedule that become infeasible because of “activities behind schedule” or for any other valid reason. An activity that cannot be completed by its original latest completion date shall be deemed to be behind schedule. If Contractor submits a revised schedule showing an earlier completion date for the Project, Architect’s acceptance of this revised schedule shall not entitle Contractor to any delay claim or damages due to any such revised schedule.

3.9.2 Failure to Meet Requirements.

Failure of the Contractor to provide proper schedules as required by this Article and Article 9 is a material breach of the contract and grounds for termination pursuant to Article 14. The District, at its sole discretion, may choose, instead, to withhold, in whole or in part, any progress payments or retention amounts otherwise payable to the Contractor.

3.10 DOCUMENTS AND SAMPLES AT THE SITE

The Contractor shall maintain at the Site for the District one current copy of the International Building Code, Titles 19, 21 and 24 of the California Code of Regulations and one record copy of the
Drawings, Specifications, Addenda, Change Orders, and other Modifications, in good order and marked currently to record changes and selections made during construction. In addition, the Contractor shall maintain at the Site approved Shop Drawings, Product Data, Samples, and similar required submittals. These documents shall be available to the Architect and shall be delivered to the Architect for delivery to the District upon completion of the Work.

3.11 SUBSTITUTIONS

3.11.1 NOT USED

3.11.2 NOT USED

3.11.3 NOT USED

3.11.4 PRODUCT SUBSTITUTIONS

3.11.4.1 One Product Specified. Unless the Specifications state that no substitution is permitted, whenever the Contract Documents indicate any specific article, device, equipment, product, material, fixture, patented process, form, method, or type of construction or any specific name, make, trade name, or catalog number, with or without the words “or equal,” such specification shall be deemed to be used for the purpose of facilitating description of the material, process, or article desired and shall be deemed to be followed by the words “or equal” unless the Contract Documents specify “no substitution allowed”, “no equal”, “no equivalent”, “to match campus standard”, or other language with similar meaning, in which case no substitutions will be allowed. Pursuant to Paragraph 3.11.4.3, the Contractor may, unless otherwise stated, at time of bid offer any material, process, article, etc., which shall be materially equal or better in every respect to that so indicated or specified (“Specified Item”) and will completely accomplish the purpose of the Contract Documents.

3.11.4.2 Products Specified Which are Commercially Unavailable. If the Contractor fails to make a request for substitutions for products, prior to the submission of its bid, and such products subsequently become commercially unavailable, the Contractor may request a substitution for such commercially unavailable item. The decision to grant this request is solely at the District’s discretion. The written approval of the District, consistent with the procedure for Change Orders, shall be required for the use of a proposed substitute material. The District may condition its approval of the substitution upon the delivery to District of an extended warranty or guaranty or other assurances of adequate performance of the substitution as well as an equitable deduction in the contract price should the substituted item cost less than the Specified Item. All risks of delay due the approval of a requested substitution by the DSA, or any other governmental agency having jurisdiction, shall be on the requesting party. All additional costs, all procurement and construction delays, and all costs for review by the Architect or its consultants shall be the responsibility of the Contractor and will be deducted from Contractor’s pay request.

3.11.4.3 Substitution Request Form. Requests for substitutions of products, materials, or processes in place of a Specified Item must be submitted in writing on the District’s Substitution Request Form (“Request Form”) at the time of submitting bids to the District, except as provided for in Paragraph 3.11.4.2.

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

3.11.4.4 In completing the Request Form, the bidder must state, with respect to each requested substitution, whether the bidder will agree to provide the Specified Item in the event that the District denies the bidder’s request for such requested substitution. In the event that the bidder has agreed in the Request Form to provide the Specified Item and the District denies the bidder’s requested substitution for a Specified Item, the bidder shall provide the Specified Item without any additional cost or charge to the District.

3.11.4.5 After bids are opened, the apparent lowest bidder shall provide, within five (5) days of opening such bids, any and all Drawing, Specifications, samples, performance data, calculations, and other information, as may be required to assist the Architect and the District in determining whether the proposed substitution is acceptable. The burden of establishing these facts shall be upon the bidder.

3.11.4.6 After the District’s receipt of such evidence by the bidder, the District will make its final decision as to whether the bidder’s request for substitution for any Specified Items will be granted. The decision as to whether a proposed request for substitution is equal to a Specified Item shall be at the sole discretion of the District. Any request for substitution that is granted by the District shall be documented and processed though a Change Order. The District may condition its approval of any substitution upon delivery to the District of an extended warranty or guaranty or other assurances of adequate performance of the substitution. Any and all risks of delay due to approval by the DSA or any other governmental agency having jurisdiction shall be on the bidder.

3.11.4.7 If the Architect and District accept a proposed substitution, the Contractor agrees to pay for all engineering and design services, including, without limitation, compensation to the Architect and affected engineers for their required time to process such substitution through the Division of the State Architect, if required, and to make all changes and adjustments in materials or the work of all trades directly or indirectly affected by the substituted item or items at no cost to the District.

3.12 NOT USED

3.13 CLEANING UP

3.13.1 Contractor’s Responsibility.

Contractor at all times shall keep premises free from debris such as waste, dust, excess water, storm water runoffs, rubbish, and excess materials and equipment. Contractor shall not leave debris under, in, or about the premises, but shall promptly remove same from the premises and dispose of it in a lawful manner. Disposal receipts or dump tickets shall be furnished to the Architect within five (5) days of request. Upon completion of Work, Contractor shall clean interior and exterior of buildings, including
fixtures, equipment, walls, floors, ceilings, roofs, window sills and ledges, horizontal projections, and any areas where debris has collected, so surfaces are free from foreign material or discoloration; Contractor shall clean and polish all glass, plumbing fixtures, equipment, finish hardware and similar finish surfaces. Upon completion of the Work, Contractor shall also remove temporary utilities, fencing, barricades, planking, sanitary facilities and similar temporary facilities from Site.

Contractor shall remove rubbish and debris resulting from the Work on a daily basis. Contractor shall maintain the structures and Site in a clean and orderly condition at all times until acceptance of the project by the District. Contractor shall keep its access driveways and adjacent streets, sidewalks, gutters and drains free of rubbish, debris and excess water by cleaning and removal each day.

3.13.1.1 In addition to the general cleaning, the following special cleaning shall be done at the completion of the work in accordance with the specifications including, but not limited to:

(a) Remove putty stains from glazing, then wash and polish glazing.

(b) Remove marks, stains, fingerprints and other soil or dirt from painted, stained or decorated work.

(c) Remove temporary protection and clean and polish floors and waxed surfaces.

(d) Clean and polish hardware and plumbing trim; remove stains, dust, dirt, plaster and paint.

(e) Remove spots, soil, plaster and paint from tile work, and wash tile.

(f) Clean all fixtures and equipment, remove excess lubrication, clean light fixtures and lamps, polish metal surfaces.

(g) Vacuum-clean carpeted surfaces.

(h) Remove debris from roofs, down spout and drainage system.

3.13.2 Failure to Cleanup.

If the Contractor fails to clean up as provided in the Contract Documents, the District may do so, and the cost thereof shall be the responsibility of the Contractor and deducted from the next progress payment.

3.14 ACCESS TO WORK

The Contractor shall provide the District, the Architect, Engineers and the Inspector of Record, access to the Work in preparation and progress wherever located. Contractor shall provide safe and proper facilities for such access so that District’s representatives may perform their functions.
3.15  **ROYALTIES AND PATENTS**

3.15.1  Payment and indemnity for Infringement.

Contractor shall hold and save the District and its officers, agents, and employees, the Architect, and the Architect’s consultants harmless from liability of any nature or kind, including cost and expense, for or on account of any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the contract, including its use by the District, unless otherwise specifically provided in the contract documents, and unless such liability arises from the sole negligence, or active negligence, or willful misconduct of the District, the Architect, or the Architect’s consultants.

3.15.2  Review.

The review by the Architect of any method of construction, invention, appliance, process, article, device, or material of any kind shall be for its adequacy for the Work and shall not be an approval for the use by the Contractor in violation of any patent or other rights of any person or entity.

3.16  **INDEMNIFICATION**

3.16.1  Contractor.

Contractor shall defend, indemnify and hold harmless District, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors from all liabilities, claims, actions, liens, judgments, demands, damages, losses, costs or expenses of any kind arising from death, personal injury, property damage or other cause based or asserted upon any act, omission, or breach connected with or arising from the progress of Work or performance of service under this Agreement or the Contract Documents. As part of this indemnity, Contractor shall protect and defend, at its own expense, District, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors from any legal action including attorneys fees or other proceeding based upon such act, omission, or breach.

Furthermore, Contractor agrees to and does hereby defend, indemnify and hold harmless District, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors from every claim or demand made, and every liability, loss, damage, expense or attorneys fees of any nature whatsoever, which may be incurred by reason of:

(a)  Liability for (1) death or bodily injury to persons; (2) damage or injury to, loss (including theft), or loss of use of, any property; (3) any failure or alleged failure to comply with any provision of law or the Contract Documents; or (4) any other loss, damage or expense, sustained by any person, firm or corporation or in connection with the Work called for in this Agreement or the Contract Documents, except for liability resulting from the sole or active negligence, or the willful misconduct of the District.

(b)  Any bodily injury to or death of persons or damage to property caused by any act, omission or breach of Contractor or any person, firm or corporation employed by Contractor, either directly or by independent contract, including all damages or injury to, loss (including theft), or loss of use of, any property, sustained by any person, firm or corporation, including District, arising out of or in any way connected with Work covered by this Agreement or the
Contract Documents, whether said injury or damage occurs either on or off District property, but not for any loss, injury, death or damages caused by the sole or active negligence or willful misconduct of the District.

(c) Any dispute between Contractor and Contractor’s subcontractors/supplies/sureties, including, but not limited to, any failure or alleged failure of the Contractor (or any person hired or employed directly or indirectly by the Contractor) to pay any Subcontractor or Materialman of any tier or any other person employed in connection with the Work and/or filing of any stop notice or mechanic’s lien claims.

Contractor, at Contractor’s own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

Contractor shall ensure that its contract with each of its subcontractors contains provisions requiring the subcontractors to defend, indemnify and hold harmless the District, Architect, Inspector, the State of California to a minimum level as set forth in this Article and consistent with the language of 3.15.1.

The Contractor’s and Subcontractors’ obligation to defend, indemnify and hold harmless the District, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors hereunder shall include, without limitation, any and all claims, damages, and costs for the following: (1) any damages or injury to or death of any person, and damage or injury to, loss (including theft), or loss of use of, any property; (2) breach of any warranty or guaranty, express or implied; (3) failure of the Contractor or Subcontractors to comply with any applicable governmental law, rule, regulation, or other requirement; and (4) products installed in or used in connection with the Work.

3.17 SUBMISSION OF DAILY REPORTS

3.17.1 General.

At the close of each working day, the Contractor shall submit a daily report to the District and the Inspector, on forms approved by the District, together with applicable delivery tickets, listing all labor, materials, and equipment involved for that day. An attempt shall be made to reconcile the report daily, and it shall be signed by a District representative and the Contractor. In the event of disagreement, pertinent notes shall be entered by each party to explain points which cannot be resolved that day. Each party shall retain a signed copy of the report. Reports by subcontractors or others shall be submitted through the Contractor.

3.17.2 Labor.

The report required by Paragraph 3.17.1 shall show names of workers, classifications, hours worked and hourly rate. Project superintendent expenses are not allowed.

3.17.3 Materials.

The report required by Paragraph 3.17.1 shall describe and list quantities of materials used and unit costs.
3.17.4 Equipment.

The report required by Paragraph 3.17.1 shall show type of equipment, size, identification number, and hours of operation, including loading and transportation, if applicable, and hourly/daily cost. Move-on and move-off fees, if allowable, shall be noted.

3.17.5 Other Services and Expenditures.

Other services and expenditures shall be described in detail as the District requires.

ARTICLE 4

ADMINISTRATION OF THE CONTRACT

4.1 ARCHITECT

4.1.1 Replacement of Architect.

In the case of the termination of the Architect, the District may appoint an architect or another construction professional or may perform such functions with its own licensed professional personnel. The status of the replacement Architect under the Contract Documents shall be the same as that of the former architect.

4.2 ARCHITECT’S ADMINISTRATION OF THE CONTRACT

4.2.1 Status.

Pursuant to Titles 24 and 21 of the California Code of Regulations and as required pursuant to the Field Act, Education Code 17280 et. Seq. the Architect will provide administration of the Contract Documents and the Work, and will be a District representative during construction, as well as during the one (1) year period following the commencement of any warranties or guaranties. The Architect will have authority to act on behalf of the District only to the extent provided in the Contract Documents.

4.2.2 Site Visits.

The Architect will visit the Site at intervals necessary in the judgment of the Architect to become generally familiar with the progress and quality of the Work and to determine in general if the Work is being performed in accordance with the Contract Documents.

4.2.3 Limitations of Construction Responsibility.

The Architect shall not have control over, charge of, or be responsible for construction means, methods, techniques, schedules, sequences or procedures, fabrication, procurement, shipment, delivery, receipt, installation, or for safety precautions and programs in connection with the Work, since these are solely the Contractor’s responsibility under the Contract Documents. The Architect shall not be responsible for the Contractor’s, Subcontractors’, material or equipment suppliers’, or any other person’s schedules or failure to carry out the Work in accordance with the Contract Documents. The Architect shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, their agents or employees, or any other persons or entities performing or supplying portions of the Work. The Contractor
shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect’s administration of the Contract Documents, or by tests, inspections, or approvals required or performed by persons other than the Contractor.

4.2.4 Communications Facilitating Contract Administration.

Except as otherwise provided in the Contract Documents the Contractor shall communicate through the District representative. The District representative shall be promptly informed, and shall receive copies of all written communications. Contractor shall not rely upon any communications from the District that is not from the District’s representative. Communications by and with the Architect’s consultants shall be through the Architect. Communications by and with Subcontractors and material or equipment suppliers shall be through the Contractor.

4.2.5 Payment Applications.

The Architect will review and make recommendations to the District regarding the amounts due the Contractor on the Certificates for Payment pursuant to Article 9 or Section 01250 and subject to the Inspector’s approval and Architect’s observation.

4.2.6 Rejection of Work.

In addition to the rights, duties, and obligations of the Inspector under this Article, the Architect may recommend to the District that the District reject Work which does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable to achieve the intent of the Contract Documents, the Architect may recommend to the District that the District require additional inspection or testing of the Work in accordance with Paragraph 13.5, whether or not such Work is fabricated, installed, or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees, or other persons performing portions of the Work.

4.2.7 Warranties and Guaranties Upon Completion.

The Architect, in conjunction with the District and Inspector will conduct field reviews of the Work to determine the date of completion, shall receive and forward to the District for the District’s review and records written warranties, guaranties, and related documents required by the Contract and assembled by the Contractor, and will issue a final Certificate for Payment when the Architect believes the Work has been completed in compliance with the requirements of the Contract Documents. The handling by the Architect of such warranties, guaranties, maintenance manuals, or similar documents shall not diminish or transfer to the Architect any responsibilities or liabilities required by the Contract Documents of the Contractor or other entities, parties, or persons performing or supplying the Work.

The Architect will conduct a field review of the Contractor’s comprehensive list of items to be completed or corrected (final punch list) and one (1) follow-up field review if required. The cost incurred by the District for further field reviews or the preparation of further punch lists by the Architect shall be invoiced to the Contractor and deducted from the final payment.
4.2.8 Interpretation.

The Architect will interpret and decide matters concerning performance and requirements of the Contract Documents.

4.2.9 Additional Instructions.

4.2.9.1 Typical Parts and Sections. Whenever typical parts or sections of the Work are completely detailed on the Drawings, and other parts or sections which are essentially of the same construction are shown in outline only, the complete details shall apply to the Work which is shown in outline.

4.2.9.2 Dimensions. Dimensions of Work shall not be determined by scale or rule. Figured dimensions shall be followed at all times. If figured dimensions are lacking on Drawings, Architect shall supply them on request. The Architect’s decisions on matters relating to aesthetic effect will be final.

4.3 INSPECTOR OF RECORD

4.3.1 General.

Project inspection will be through the City of Martinez. Contractor is to schedule all required inspections directly with the City of Martinez per the City’s inspection request procedures.

4.3.2 Inspector’s Duties.

The Inspector shall have free access to any or all parts of the Work at any time. The Contractor shall furnish the Inspector such information as may be necessary to keep the Inspector fully informed regarding progress and manner of Work and character of materials. Such observations shall not, in any way, relieve the Contractor from responsibility for full compliance with all terms and conditions of the Contract, or be construed to lessen to any degree the Contractor’s responsibility for providing efficient and capable superintendence. The Inspector is not authorized to make changes in the drawings or specifications nor shall the Inspector’s approval of the Work and methods relieve the Contractor of responsibility for the correction of subsequently discovered defects, or from its obligation to comply with the Contract Documents.

4.3.3 Inspector’s Authority to Reject or Stop Work.

The Inspector shall have the authority to reject Work whenever provisions of the Contract Documents are not being complied with, and Contractor shall instruct its Subcontractors and employees accordingly. In addition, the Inspector may stop any Work that poses a probable risk of harm to persons or property. The Contractor shall instruct its employees, Subcontractors, material and equipment suppliers, etc., accordingly. The absence of any Stop Work order or rejection of any portion of the Work shall not relieve the Contractor from any of its obligations pursuant to the Contract Documents.

4.3.4 Testing Times.

Inspection and testing is to occur during the normal eight (8) hour day Monday through Friday (except holidays). Contractor shall reimburse District for any additional costs associated with inspection.
and testing (including re-inspection and re-testing) outside the normal eight-hour day and for any retests caused by the Contractor.

4.4 **RESPONSIBILITY FOR ADDITIONAL CHARGES INCURRED BY THE DISTRICT FOR PROFESSIONAL SERVICES**

If at any time prior to the completion of the requirements under the Contract Documents, the District is required to provide or secure additional professional services for any reason by any act of the Contractor, the Contractor shall be invoiced by the District for any costs incurred for any such additional services, which costs shall be deducted from the next progress payment. Such invoicing shall be independent from any other District remedies and shall not be considered a waiver of any District rights or remedies. If payments then or thereafter due to the Contractor are not sufficient to cover such amounts, the Contractor shall pay the difference to the District. Additional services shall include, but shall not be limited to, the following:

(a) Services made necessary by the default of the Contractor.

(b) Services made necessary due to the defects or deficiencies in the Work of the Contractor.

(c) Services required by failure of the Contractor to perform according to any provision of the Contract Documents.

(d) Services in connection with evaluating substitutions of products, materials, equipment, Subcontractors’ proposed by the Contractor, and making subsequent revisions to drawings, specifications, and providing other documentation required (except for the situation where the specified item is no longer manufactured or available).

(e) Services for evaluating and processing claims submitted by the Contractor in connection with the Work outside the established Change Order process.

(f) Services required by the failure of the Contractor to prosecute the Work in a timely manner in compliance within the specified time of completion.

(g) Services in conjunction with the testing, adjusting, balancing and start-up of equipment other than the normal amount customarily associated for the type of Work involved.

(h) Services in conjunction with more than one (1) re-review of submittals of shop drawings, product data, samples, etc.

4.5 **DISPUTES**

4.5.1 Decision of Architect.

Disputes between District and Contractor involving money or time, including those alleging an error or omission by the Architect, shall be referred initially to the Architect for action as provided in Paragraph 4.5.2. A decision by the Architect, as provided in Paragraph 4.5.5, shall be required as a condition precedent to proceeding with remedies set forth in Paragraph 4.5.6 as to all such matters arising prior to the date final payment is due, regardless of whether such matters relate to execution and progress
of the Work, or the extent to which the Work has been completed. The decision by the Architect in response to a Claim shall not be a condition precedent to the remedies under Paragraph 4.5.2 through 4.5.5 in the event: (1) the position of Architect is vacant; (2) the Architect has not received evidence or has failed to render a decision within agreed time limit; (3) the Architect has failed to take action required under Paragraph 4.6.4 within thirty (30) days after the Claim is made, forty-five (45) days have passed after the Claim has been referred to the Architect; or (4) the Claim relates to a Stop Notice Claim not arising from any extra change order or Construction Change Directive for which approval has not been provided.

4.5.2 Architect’s Review.

The Architect will review claims and take one or more of the following preliminary actions within ten (10) days of receipt of a claim: (1) request additional supporting data from the claimant; (2) submit a schedule to the parties indicating when the Architect expects to take action; (3) reject the claim in whole or in part, stating reasons for rejection; (4) recommend approval of the claim; or (5) suggest a compromise. The Architect may also, but is not obligated to, notify the surety, if any, of the nature and amount of the claim.

4.5.3 Documentation if Resolved.

If a claim has been resolved, the Architect will prepare or obtain appropriate documentation.

4.5.4 Actions if Not Resolved.

If a claim has not been resolved and all documentation requested pursuant to Paragraph 4.5.2 has been provided, the party making the claim shall, within ten (10) days after the Architect’s preliminary response, take one or more of the following actions: (1) modify the initial claim; (2) notify the Architect that the initial claim stands; or (3) supplement with additional supporting data.

4.5.5 Architect’s Written Decision.

If a claim has not been resolved after consideration of the foregoing and of other evidence presented by the parties or requested by the Architect, the Architect will notify the parties in writing that the Architect’s decision will be made within twenty (20) days. Upon expiration of such time period, the Architect will render to the parties its written decision relative to the claim, including any change in the Contract Sum or Contract Time or both. The Architect may, but is not obligated to, notify the surety and request the surety’s assistance in resolving the controversy.

4.5.6 Continuing Contract Performance.

Pending final resolution of a Claim, including, negotiation, mediation, arbitration, or litigation, the Contractor shall proceed diligently with performance of the Contract, and the District shall continue to make any undisputed payments in accordance with the Contract. If the dispute is not resolved, Contractor agrees it will neither rescind the contract nor stop the progress of the work, but Contractor’s sole remedy shall be to submit such controversy to determination by a court of competent jurisdiction in the county where the project is located, after the project has been completed, and not before. At the District’s sole option, the District may submit individual disputes for binding arbitration and Contractor agrees to the resolution determined for each individual dispute by Arbitrator, including resolution of time and delays.
If binding arbitration is utilized for individual disputes, such resolution is full and final as to that particular claim.

4.5.7 Claims for Concealed Trenches or Excavations Greater Than Four Feet Below the Surface.

When any excavation or trenching extends greater than four feet below the surface or if any condition involving hazardous substances are encountered:

(a) Immediately upon discovery, The Contractor shall promptly, and before the following conditions are disturbed, notify the District, by telephone and in writing, of the condition except:

1. If such condition is a hazardous waste condition, and Contractor’s bid includes removal or disposal of hazardous substances. Material that the Contractor believes may be a material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with the provisions of existing law. In such case, the notice bulletin procedures of Article 7 apply.

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

3. Unknown physical conditions at the Site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in Work of the character provided for in the Contract.

(b) The District shall investigate the conditions, and if District finds that the conditions do materially so differ, 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 or construction change directive under the procedures described in the Contract.

(c) In the event that a dispute arises between the District and the Contractor whether the conditions materially differ, 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 either by Contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

4.5.8 Claims for Extension of Time.

If Contractor and District cannot agree upon an extension of time, whether compensable or not, then Contractor must have first completed the procedures set forth in Paragraph 8.4. Upon completion of the procedures set forth under Paragraph 8.4, Contractor must then comply with the requirements in this Article including those set forth under Paragraph 4.5.9.

4.5.9 Claims Procedures.

4.5.9.1 Procedure applicable to all Claims:
(a) Definition of Claim: A “Claim” means a separate demand by the Contractor for (1) time extension, (2) payment of money or damages arising from Work done by or on behalf of the Contractor pursuant to the CONTRACT and payment of which is not otherwise expressly provided for or the claimant is not otherwise entitled to, or (3) and amount the payment of which is disputed by the District.

(b) Filing Claim is Not Basis To Discontinue Work: The Contractor shall promptly comply with Work under the Contract or Work requested by the District even though a written claim has been filed. The Contractor and the District shall make good faith efforts to resolve any and all claims that may arise during the performance of the Work covered by this contract.

(c) Claim Notification: The Contractor shall within seven (7) calendar days after the claim arises, submit a notification, in writing, with the District stating clearly the basis for the claim. If the notification is not submitted within seven (7) days after the claim arises, the Contractor shall be deemed to have waived all right to assert the claim, and the claim shall be denied. Claims submitted after the final payment date shall also be considered null and void by the District. All claims shall be reviewed pursuant to Paragraph 4.5.1, 4.5.2, and 4.5.5.

(d) Formal Claim Submission: If the Contractor does not concur with the District’s decision regarding the Claim Notification, the Contractor will issue a formal Claim Appeal within fourteen (14) days of receipt of the District’s decision and all detailed information in support of the Claim Appeal within thirty (30) days. All appeals shall be submitted before final payment. If the Claim Appeal is not submitted within fourteen (14) calendar days and detailed information within thirty (30) days, the Contractor shall be deemed to have waived its right to assert the Claim and the Claim shall be denied. Contractor’s failure to submit any detailed information which is in the possession of Contractor shall render such information inadmissible by Contractor at trial or arbitration.

(e) Appeal Claim Format: The Contractor shall provide all written detailed documentation which supports the claim, including but not limited to: arguments, justifications, cost, estimates, schedule analysis and detailed documentation. The format of the Claim Appeal shall be as follows:

1. Cover letter.
2. Summary of factual basis of claim and amount of claim.
3. Summary of the basis of the claim, including the specific clause and section under the Contract under which the claim is made.
4. Documents relating to the claim, including:
   a. Specifications
   b. Drawings
   c. Clarifications (RFI’s)
   d. Other relevant information
   e. Analysis of claim merit.
   f. Analysis of claim cost.
   g. For claims relating to time extensions, an analysis and supporting
(f) Certification: The Contractor (and subcontractors, if applicable) shall submit with the claim a certification under penalty of perjury:

1. That the Contractor has reviewed the claim and that such claim is made in good faith;
2. Supporting data are accurate and complete to the best of the Contractor’s knowledge and belief;
3. The amount requested accurately reflects the amount of compensation for which the Contractor believes the District is liable.
4. That the Contractor is familiar with Government Code Sections 12650 et seq. and Penal Code Section 72 and that false claims can lead to substantial fines and/or imprisonment.

(g) Signature of Certification: If the Contractor is not an individual, the certification shall be executed by an officer or general partner of the Contractor having overall responsibility for the conduct of the Contractor’s affairs.

(h) Mandatory Claim Appeal Procedure: The Contractor’s Claim Appeal shall be denied if it fails to provide the written basis of the claim and certification as set forth herein.

(i) District May Request Additional Information: Within thirty (30) days of receipt of the Claim Appeal and the information under this Article, the District may request in writing any additional documentation supporting the claim or documentation relating to defenses to the claim which the District may assert.

4.5.9.2 Binding Arbitration of Individual Claim Issues. At the District’s sole option, the District may submit individual disputes, or claims, to binding arbitration and Contractor agrees to the resolution determined for each individual dispute by Arbitrator, including resolution of time and delays. If binding arbitration is utilized, such resolution is a full and final resolution of the particular claim or dispute. Under no circumstances may the Contractor stop work, rescind its contract or otherwise slow the progress of Work during resolution of individual claims in binding Arbitration.

4.5.9.3 Resolution of Disputes in Court of Competent Jurisdiction. If claims are not resolved under the procedure set forth and pursuant to Article 4.5.9.2, such claim or controversy shall be submitted to a court in the county of competent jurisdiction after the Project has been completed, and not before.

4.5.9.4 Warranties, Guaranties and Obligations. The duties and obligations imposed by these General Conditions and the rights and remedies available hereunder to the parties hereto, and, in particular but without limitation, the warranties, guaranties and obligations imposed upon
Contractor by the General Conditions and amendments thereto; and all of the rights and remedies available to District and Architect thereunder, are in addition to, and are not to be construed in any way as a limitation of, any rights and remedies available to any or all of them which are otherwise imposed or available by laws or regulations by special warranty or guaranty or by other provisions of the Contract Documents, and the provisions of this Paragraph will be as effective as if repeated specifically in the Contract Documents in connection with each particular duty, obligation, right and remedy to which they apply.

ARTICLE 5
SUBCONTRACTORS

5.1 DEFINITIONS

5.1.1 Subcontractor Relations

By appropriate agreement, written where legally required for validity, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the same obligations and responsibilities, assumed by Contractor pursuant to the Contract Documents. Each subcontract agreement shall preserve and protect the rights of the District and the Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound. Upon written request of the Subcontractor, the Contractor shall identify to the Subcontractor the terms and conditions of the proposed subcontract agreement, which may be at variance with the Contract Documents. Subcontractors shall similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

5.1.2 Subcontractor Licenses.

All subcontractors shall be properly licensed by the California State Licensing Board.

5.1.3 Substitution of Subcontractor

Substitution of Subcontractors shall be permitted only as authorized under Public Contract Code §§ 4107 et. Seq. Any substitutions of Subcontractors shall not result in any increase in the Contract Price or result in the granting of any extension of time for the completion of the Project.

5.1.4 Contingent Assignment of Subcontracts and Other Contracts

Each subcontract and other contract or agreement for any portion of the Work is hereby assigned by the Contractor to the District provided that:

(a) Such assignment is effective only after termination of this contract with the Contractor by the District as provided herein and only for those subcontracts and other contracts and
agreements that the District accepts by notifying the Subcontractor or Materialman (as may be applicable) in writing; and

(b) Such assignment is subject to the prior rights of the Surety(ies) obligated under the Payment Bond and Performance Bond.

The Contractor shall include adequate provisions for this contingent assignment of subcontracts and other contracts and agreements in each such document.

ARTICLE 6

CONSTRUCTION BY DISTRICT OR BY SEPARATE CONTRACTORS

6.1 DISTRICT’S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS

6.1.1 Separate Contracts.

(a) District reserves the right to let other contracts in connection with this Work. Contractor shall afford other contractors reasonable opportunity for (1) introduction and storage of their materials; (2) access to the Work; and (3) execution of their work. Contractor shall properly connect and coordinate its work with that of other Contractors.

(b) If any part of Contractor’s Work depends on proper execution or results of any other contractor, the Contractor shall inspect and within seven (7) days or less, report to Architect, in writing, any defects in such work that render it unsuitable for proper execution of Contractor’s work. Contractor will be held accountable for damages to District for that work which it failed to inspect or should have inspected. Contractor’s failure to inspect and report shall constitute its acceptance of other contractors’ work as fit and proper for reception of its work, except as to defects which may develop in other contractors’ work after execution of Contractor’s work.

(c) To ensure proper execution of its subsequent Work, Contractor shall measure and inspect Work already in place and shall at once report to the Architect in writing any discrepancy between executed Work as built and the Contract Documents.

(d) Contractor shall ascertain to its own satisfaction the scope of the Project and nature of any other contracts that have been or may be awarded by District in prosecution of the Project and the potential impact of such work on Contractor’s schedule.

(e) Nothing herein contained shall be interpreted as granting to Contractor the exclusive occupancy at the site of Project. Contractor shall not cause any unnecessary hindrance or delay to any other contractor working on the Project Site. If execution of any contract by the District is likely to cause interference with Contractor’s performance of its contract, District shall decide which contractor shall cease work temporarily and which contractor shall continue, or whether work can be coordinated so that contractors may proceed simultaneously.

(f) District shall not be responsible for any damages suffered or extra costs incurred by Contractor resulting directly or indirectly from award or performance or attempted performance
of any other contract or contracts at the Project, or caused by any decision or omission of District respecting the order of precedence in performance of contracts.

6.1.2 District’s Right to Carry Out the Work.

See Paragraph 2.2.

6.1.3 Designation as Contractor.

When separate contracts are awarded to contractors on the Project Site, the term “Contractor” in the Contract Documents in each case shall mean the Contractor who executes each separate District/Contractor Agreement.

6.1.4 Contractor Duties.

The Contractor shall have overall responsibility to reasonably coordinate and schedule Contractor’s activities with the activities of the District’s own forces and of each separate contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with other separate contractors and the District in reviewing their construction schedules when directed to do so. The Contractor shall make any revisions to the construction schedule and Contract Sum deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, separate contractors, and the District until subsequently revised. Additionally, Contractor shall coordinate with Architect and District inspector to ensure timely and proper progress of work.

6.2 CONSTRUCTIVE OWNERSHIP OF PROJECT SITE AND MATERIAL

Upon commencement of Work, the Contractor becomes the constructive owner of the entire site, improvements, material and equipment on Project site. Contractor must ensure proper safety and storage of all materials and assumes responsibility as if Contractor was the owner of the Project site. All risk of loss or damage shall be borne by Contractor during the Work until the date of Completion. As construction owner, Contractor must carry adequate insurance in case of calamity and is not entitled to rely on the insurance requirements as set forth in this agreement as being adequate coverage in case of calamity.

6.3 DISTRICT’S RIGHT TO CLEAN UP

If a dispute arises among the Contractor, separate contractors, and the District as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish as described in Paragraph 3.13 or Section 01710, the District may clean up and allocate the cost among those it deems responsible.
ARTICLE 7

CHANGES IN THE WORK

7.1  CHANGES

7.1.1  No Changes Without Authorization.

There shall be no change whatsoever in the drawings, specifications, or in the Work without an executed Change Order, Construction Change Directive, or order by the Architect for a minor change in the Work as herein provided. District shall not be liable for the cost of any extra work 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 approved in writing by Change Order or executed Construction Change Directive. 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. 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. Notwithstanding anything to the contrary in this Article 7, all Change Orders shall be prepared and issued by the Architect and shall become effective when executed by the District’s Governing Board, the Architect, the Contractor, and the DSA.

Should any Change Order result in an increase in the Contract price, the cost of such 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 20659. In the event that Contractor proceeds with any change in Work without first notifying District and obtaining the Architect’s and District’s consent to a Change Order, Contractor waives any claim of additional compensation for such additional work.

CONTRACTOR UNDERSTANDS, ACKNOWLEDGES, AND AGREES THAT THE REASON FOR THIS NOTICE REQUIREMENT 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 SUCH CHANGE IN WORK BECOMES UNNECESSARY.

7.1.2  Architect Authority.

The Architect will have authority to order minor changes in the Work not involving any adjustment in the Contract Sum, or an extension of the Contract Time, or when a change which is inconsistent with the intent of the Contract Documents. Such changes shall be effected by written Change Order and shall be binding on the District and the Contractor. The Contractor shall carry out such written orders promptly.

7.2  CHANGE ORDERS (“CO”)

A CO is a written instrument prepared by the Architect and signed by the District(as authorized by the District’s Governing Board), the Contractor, the Architect, and the DSA (if necessary), stating their agreement upon all of the following:

(a)  A description of a change in the Work;
(b) The amount of the adjustment in the Contract Sum, if any; and

(c) The extent of the adjustment in the Contract Time, if any.

7.3 CONSTRUCTION CHANGE DIRECTIVE

7.3.1 Definition.

A Construction Change Directive is a written order prepared by the Architect and signed by the District and the Architect, directing a change in the Work and stating a proposed basis for adjustment, if any, in the Contract Sum or Contract Time, or both. The District may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions within. If applicable, the Contract Sum and Contract Time will be adjusted accordingly. In the case of a Construction Change Directive being issued, Contractor must commence Work immediately or delays from failure to perform Construction Change Directive shall be the responsibility of Contractor. Any dispute as to the sum of Construction Change Directive or timing of payment, shall be resolved pursuant to Paragraph 4.5.

7.3.2 Use to Direct Change

A Construction Change Directive shall be used in the absence of agreement on the terms of a CO. A copy of a proposed form is provided at the end of this Article.

7.4 REQUEST FOR INFORMATION (“RFI”)

7.4.1 Definition.

An RFI is a written request prepared by the Contractor requesting the Architect to provide additional information necessary to clarify or amplify an item which the Contractor believes is not clearly shown or called for in the drawings or specifications, or to address problems which have arisen under field conditions.

7.4.2 Scope.

The RFI shall reference all the applicable Contract Documents including specification section, detail, page numbers, drawing numbers, and sheet numbers, etc. The Contractor shall make suggestions and interpretations of the issue raised by the RFI. An RFI cannot modify the Contract Cost, Contract Time, or the Contract Documents.

7.4.3 Response Time.

The Architect must respond to a RFI within a reasonable time after receiving such request. If the Architect’s response results in a change in the Work, then such change shall be effected by a written CO or Construction Change Directive, if appropriate. If the Architect cannot respond to the RFI within a reasonable time, the Architect shall notify the Contractor, with a copy to the Inspector and the District, of the amount of time that will be required to respond.
7.4.4 Costs Incurred.

The Contractor shall be responsible for any costs incurred for professional services, which shall be deducted from the next progress payment, if an RFI requests an interpretation or decision of a matter where the information sought is equally available to the party making such request. District, at its sole discretion, shall invoice Contractor for all such professional services arising from this Article.

7.5 REQUEST FOR PROPOSAL (“RFP”)

7.5.1 Definition.

An RFP is a written request prepared by the Architect requesting the Contractor to submit to the District and the Architect an estimate of the effect of a proposed change on the Contract Price and the Contract Time.

7.5.2 Scope.

An RFP shall contain adequate information, including any necessary drawings and specifications, to enable Contractor to provide the cost breakdowns required by Paragraph 7.7. The Contractor shall not be entitled to any Additional Compensation for preparing a response to an RFP, whether ultimately accepted or not.

7.6 CHANGE ORDER REQUEST (“COR”)

7.6.1 Definition.

A COR is a written request prepared by the Contractor requesting that the District and the Architect issue a CO based upon a proposed change called for in an RFP or a claim pursuant to Paragraph 4.5.

7.6.2 Changes in Price.

A COR shall include breakdowns per Paragraph 7.7 to validate any change in Contract Price due to proposed change or claim.

7.6.3 Changes in Time.

A COR shall also include any additional time required to complete the Project. 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 Project Schedule as defined in Paragraph 3.8 of the General Contract. If contractor fails to request a time extension in a COR, then the Contractor is thereafter precluded from requesting or claiming a delay.

7.7 COST OF CHANGE ORDERS

7.7.1 Scope.

Within ten (10) days after a request is made for a change that impacts the Contract Sum as defined in Paragraph 9.1, the critical path, or the Contract Time as defined in Paragraph 8.4.2, the Contractor shall
provide the District and the Architect, with a written estimate of the effect of the proposed CO upon the Contract Sum and the actual cost of construction, which shall include a complete itemized cost breakdown of all labor and material showing actual quantities, hours, unit prices, and wage rates required for the change, and the effect upon the Contract Time of such CO. Changes may be made by District by an appropriate written CO, or, at the District’s option, such changes shall be implemented immediately upon the Contractor’s receipt of an appropriate written Construction Change Directive.

District may, as provided by law and without affecting the validity of this Agreement, order changes, modification, deletions and extra work by issuance of written Construction Change Directives from time to time during the progress of the Project, contract sum being adjusted accordingly. All such work shall be executed under conditions of the original Agreement except that any extension of time caused thereby shall be adjusted at time of ordering such change. District has discretion to order changes on a “time and material” basis with adjustments to time made after Contractor has justified through documentation the impact on the critical path of the Project.

7.7.2 Determination of Cost.

The amount of the increase or decrease in the Contract Price from a CO, if any, shall be determined in one or more of the following ways as applicable to a specific situation:

(a) Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation. If an agreement cannot be reached within fifteen (15) days after submission and negotiation of Contractor’s proposal, Contractor may submit pursuant to Paragraph 7.7.3. Submission of sums which have no basis in fact 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.);

(b) By unit prices contained in Contractor’s original bid and incorporated in the Project documents or fixed by subsequent agreement between District and Contractor;

(c) Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee. However, in the case of disagreement, Contractor must utilize the procedure under section 7.7.3; or

(d) By cost of material and labor and percentage of overhead and profit. If the value is determined by this method the following requirements shall apply:

1. Basis for Establishing Costs.

a. Labor will be the actual cost for wages prevailing locally for each craft or type of workers at the time the extra Work is done, plus employer payments of payroll taxes and insurance, health and welfare, pension, vacation, apprenticeship funds, and other direct costs resulting from Federal, State, or local laws, as well as assessments or benefits required by lawful collective bargaining agreements. The use of a labor classification which would increase the extra Work cost will not be permitted unless the Contractor establishes the necessity for such additional costs. Labor costs for equipment operators and helpers shall be reported only when such costs are not included in the invoice for equipment rental.
b. Materials shall be at invoice or lowest current price at which such materials are locally available and delivered to the Site in the quantities involved, plus sales tax, freight, and delivery.

The District reserves the right to approve materials and sources of supply or to supply materials to the Contractor if necessary for the progress of the Work. No markup shall be applied to any material provided by the District.

c. Tool and Equipment Rental. No payment will be made for the use of tools which have a replacement value of $250 or less.

Regardless of ownership, the rates to be used in determining equipment rental costs shall not exceed listed rates prevailing locally at equipment rental agencies or distributors at the time the Work is performed.

The rental rates paid shall include the cost of fuel, oil, lubrication, supplies, small tools, necessary attachments, repairs and maintenance of any kind, depreciation, storage, insurance, and all incidentals.

Necessary loading and transportation costs for equipment used on the extra Work shall be included. If equipment is used intermittently and, when not in use, could be returned to its rental source at less expense to the District than holding it at the Work Site, it shall be returned unless the Contractor elects to keep it at the Work Site at no expense to the District.

All equipment shall be acceptable to the Inspector, in good working condition, and suitable for the purpose for which it is to be used. Manufacturer’s ratings and modifications shall be used to classify equipment, and equipment shall be powered by a unit of at least the minimum rating recommended by the manufacturer.

d. Other Items. The District may authorize other items which may be required on the extra work. Such items include labor, services, material, and equipment which are different in their nature from those required by the Work, and which are of a type not ordinarily available from the Contractor or any of the Subcontractors. Invoices covering all such items in detail shall be submitted with the request for payment.

e. Invoices. Vendors’ invoices for material, equipment rental, and other expenditures shall be submitted with the COR. If the request for payment is not substantiated by invoices or other documentation, the District may establish the cost of the item involved at the lowest price which was current at the time of the Daily Report.

f. Overhead. Overhead, including direct and indirect costs, shall be submitted with the COR and include: home office overhead, off-site supervision, CO preparation/negotiation/research, time delays, project interference and disruption, additional guaranty and warranty durations, on-site supervision, additional temporary protection, additional temporary utilities, additional material handling costs, and additional safety equipment costs.
7.7.3 Format for Proposed Cost Change.

The following format shall be used as applicable by the District and the Contractor to communicate proposed additions and deductions to the Contract. A copy of a proposed Construction Change Directive form is provided at the end of this Article.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>EXTRA</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Material (attach itemized quantity and unit cost plus sales tax)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>Labor (attach itemized hours and rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>Equipment (attach invoices)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d)</td>
<td>Subtotal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e)</td>
<td>If Subcontractor performed Work, add Subcontractor’s overhead and profit to portions performed by Sub-contractor, not to exceed fifteen percent (15%) of item (d).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(f)</td>
<td>Liability and Property Damage Insurance, Worker’s, Compensation Insurance, Social Security, and Unemployment Taxes, not to exceed as follows: FICA @ 6.2% - with a wage ceiling of $84,900; Medicare @ 1.45% - no wage ceiling; FUTA @ .8% - with a wage ceiling of $7,000; ETT and SUI @ 2.3% - with a wage ceiling of $7,000; Workers’ Compensation @ 5.94%; Liability and Property Damage @ 2.5%. Total not-to-exceed is 19.19%. (Note: Modifications to these percentages will be evaluated and possibly modified only on a case-by-case basis and only after proper proof of alternate percentages are documented and approved in advance. In addition, as wage ceilings are met, those corresponding percentages must drop from the “burden” calculations).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(g)</td>
<td>Subtotal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(h) General Contractor’s Overhead and Profit:
Not to exceed fifteen percent (15%) of Item
(g) if Contractor performed the work. No
more than five percent (5%) of Item (g) if
Subcontractor performed the work. If work
was performed by Contractor and
Subcontractors, portions performed by
Contractor shall not exceed fifteen percent
(15%) if Item (g), and portions performed by
Subcontractor shall not exceed five percent
(5%) of Item (g)

EXTRA CREDIT

(i) Subtotal

(j) Bond not to exceed one percent (1%) of Item
(g)

(k) TOTAL

(l) Time

The undersigned Contractor approves the foregoing Construction Change Directive as to the
changes, if any, and the contract price specified for each item and as to the extension of time allowed, if
any, for completion of the entire work on account of said Construction Change Directive, and agrees to
furnish all labor, materials and service and perform all work necessary to complete any additional work
specified therein, for the consideration stated herein. It is understood that said Construction Change
Directive shall be effective when approved by the Governing Board of the District.

It is expressly understood that the value of such extra Work or changes, as determined by any of
the aforementioned methods, expressly includes any and all of the Contractor’s costs and expenses, 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.

The Contractor expressly acknowledges and agrees that any change in the Work performed shall
not be deemed to constitute a delay or other basis for claiming additional compensation based on theories
including, but not limited to, acceleration, suspension or disruption to the Project.

7.7.4 Deductive Change Orders

All deductive Change Order(s) must be prepared pursuant to Paragraph 7.7.3. Contractor will not
be allowed a profit and overhead for deductions. The deductive Change Order amount will be the actual
value of the work deducted, without markups, profit, or overhead. Any deviation from this Article shall
not be allowed.

7.7.5 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 omissions in the Work as provided herein.

7.7.6 Accounting Records.

With respect to portions of the Work performed by COs and Construction Change Directives on a time-and-materials, unit-cost, or similar basis, the 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 the Contractor is required to maintain under the Contract Documents.

7.7.7 Notice Required.

If the Contractor desires to make a claim for an increase in the Contract Price, or any extension in the Contract Time for completion, it shall notify the District pursuant to Paragraph 4.5 and this Article. No claim shall be considered unless made in accordance with this subparagraph. 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 claim shall be authorized by a CO.

7.7.8 Applicability to Subcontractors.

Any requirements under this Article 7 shall be equally applicable to COs or Construction Change Directives issued to Subcontractors by the Contractor to the same extent required by the Contractor.

7.7.9 Alteration to Change Order Language.

Contractor shall not alter Change Orders or reserve time in Construction Change Directives. Contractor shall execute finalized Change Orders and proceed under Paragraph 7.7.7 and Paragraph 4.5 with proper notice. If Contractor intends to reserve time, without an approved CPM schedule prepared pursuant to Paragraph 3.8 then Contractor may be prosecuted pursuant to the False Claim Act.
ARTICLE 8

TIME

8.1 DEFINITIONS

8.1.1 Contract Time.

Contractor shall perform and complete all Work under this Contract within the time specified in the Agreement Form. Moreover, Contractor shall perform its Work in strict accordance with any completion schedule, construction schedule or Project milestones developed pursuant to the provisions of the Contract including, but not limited to the Project Schedule set forth in the Specifications.

8.1.2 Notice to Proceed.

District may give a notice to proceed within three (3) months of the award of the bid by District. Once Contractor has received the notice to proceed, Contractor shall complete the Work in the period of time referenced in the Contract Documents.

In the event that District desires to postpone the giving of the notice to proceed beyond this three-month period, it is expressly understood that with reasonable notice to the Contractor, the giving of the date to proceed may be postponed by District. It is further expressly understood by Contractor, that Contractor shall not be entitled to any claim of additional compensation as a result of the postponement of the giving of the notice to proceed if the Contractor believes that a postponement will cause a hardship to Contractor, Contractor may terminate the contract with written notice to District within 10 days after receipt by Contractor of District’s notice of postponement. It is further understood by Contractor that in the event that Contractor terminates the Contract as a result of postponement by the District, the District shall only be obligated to pay Contractor for the Work that Contractor had performed at the time of notification of postponement. Should Contractor terminate the contract as a result of a notice of postponement, District shall have the authority to award the contract to the next lowest responsible bidder.

8.1.3 Computation of Time.

The term “day” as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

The Contractor will only be allowed a time extension for unusually severe weather if it results in precipitation or other conditions which in the amount, frequency, or duration is in excess of the norm at the location and time of year in question as established by National Oceanic and Atmospheric Administration (NOAA) weather data. No less than five (5) work days allocated equally across the Contract Time will be identified as non-working weather days in the contractor’s schedule for the entire contract period of performance. The weather days shall be shown on the schedule and if not used will become float for the Project’s use. A day-for-day extension will only be allowed for those days in excess of the norm. The Contractor is expected to work seven (7) days per week (if necessary, irrespective of inclement
weather), to maintain access, and to protect the Work under construction from the effects of inclement weather.

If the weather is unusually severe and is in excess of the NOAA data norm and prevents the Contractor from beginning work at the usual daily starting time, or prevents the Contractor from proceeding with seventy-five (75%) of the normal labor and equipment force towards completion of the day’s current controlling item on the accepted schedule for a period of at least five hours, and the crew is dismissed as a result thereof, the Architect will designate such time as unavoidable delay and grant one (1) work-day extension.

8.2 HOURS OF WORK.

8.2.1 Sufficient Forces.

Contractors and Subcontractors shall continuously furnish sufficient forces to ensure the prosecution of the Work in accordance with the Construction Schedule.

8.2.2 Performance During Working Hours.

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.

8.2.3 Costs for After Hours Inspections.

If the Contract Documents require Work to be done outside the Inspector’s regular working hours, the costs of any after hour inspections, shall be borne by the District.

If the District allows the Contractor to do Work outside regular working hours for the Contractor’s convenience, or if required to maintain schedule, the costs of any inspections required outside regular working hours shall be invoiced to the Contractor by the District and deducted from the next Progress Payment.

If the Contractor elects to perform Work outside the Inspector’s regular working hours, costs of any inspections required outside regular working hours shall be invoiced to the Contractor by the District and deducted from the next Progress Payment.

8.3 PROGRESS AND COMPLETION.

8.3.1 Time of the Essence.

Time limits stated in the Contract Documents are of the essence to the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.
8.4 **EXTENSIONS OF TIME – LIQUIDATED DAMAGES**

8.4.1 Liquidated Damages.

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 pay to District as fixed and liquidated damages, and not as a penalty, the amount specified in the Construction Agreement for each calendar day of delay in completion. Any liquidated damages recovered by the District shall not, however, limit the District’s right to separately recover any actual out-of-pocket damages it suffers due to Contractor’s delay. Contractor and his surety shall be liable for the amount thereof pursuant to Government Code section 53069.85.

8.4.2 Excusable Delay.

Contractor shall not be charged for liquidated damages because of any delays in completion of Work which are not the fault or negligence of Contractor or its subcontractors, including acts of God, as defined in Public Contract Code Section 7107, acts of enemy, epidemics and quarantine restrictions. Contractor shall within five (5) calendar days of beginning of any such delay notify District in writing of causes of delay; thereupon District shall ascertain the facts and extent of delay and grant extension of time for completing Work when, in its judgment, the findings of fact justify such an extension. Extensions 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. An extension of time may only be granted after proper compliance with Paragraph 3.9 or Section 01310 requiring preparation and submission of a properly prepared CPM schedule.

No extended overhead, general conditions costs, impact costs, out-of-sequence costs or any other type of compensation, by any name or characterization, shall be paid to the Contractor for any delay to any activity not designated as a critical path item on the latest approved Project schedule.

The Contractor shall notify the Architect in writing of any anticipated delay and its cause, in order that the Architect may take immediate steps to prevent, if possible, the occurrence or continuance of delay, and may determine whether the delay is to be considered avoidable or unavoidable, how long it continues, and to what extent the prosecution and completion of the Work might be delayed thereby.

In the event the Contractor requests an extension of Contract time for unavoidable delay, such request shall be submitted in accordance with the provisions in the Contract Documents governing changes in work. When requesting time, i.e., extensions, for proposed Change Orders, they must be submitted with the proposed Change Order with full justification and documentation. If the Contractor fails to submit justification with the proposed Change Order it waives its right to a time extension at a later date. Such justification must be based on the official Contract schedule as updated at the time of occurrence of the delay or execution of Work related to any changes to the scope of work. The justification must include, but is not limited to, the following information:

(a) The duration of the activity relating to the changes in the Work and the resources (manpower, equipment, material, etc.) required to perform these activities within the stated duration.
(b) Logical ties to the official Contract schedule for the proposed changes and/or delay showing the activity/activities in the schedule whose start or completion dates are affected by the change and/or delay. (A fragment of any delay of over ten (10) days must be provided.)

The Contractor and District understand and expressly agree that insofar as Public Contract Code Section 7102 may apply to changes in the Work or delays under this contract, the actual delays and damages, if any, and time extensions are intended to, and shall provide, the exclusive and full method of compensation for changes in the Work and construction delays.

8.4.3 Notice by Contractor Required.

The Contractor shall within five (5) calendar days of beginning of any such delay notify the District in writing of causes of delay with justification and supporting documentation. District will then ascertain the facts and extent of the delay and grant an extension of time for completing the Work when, in its judgment, the findings of fact justify such an extension. Extensions of time shall apply only to that portion of the Work affected by the delay and shall not apply to other portions of the Work not so affected. The sole remedy of Contractor for extensions of time under Paragraph 8.4.2 shall be an extension of the Contract Time at no cost to the District.

Claims relating to time extensions shall be made in accordance with applicable provisions of Article 4, Article 7, and Section 01250, if applicable.

8.4.4 No Additional Compensation for Delays within Contractor’s Control

CONTRACTOR IS AWARE THAT GOVERNMENTAL AGENCIES, SUCH AS 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 HAS INCLUDED DELAYS AND DAMAGES WHICH MAY BE CAUSED BY SUCH AGENCIES IN CONTRACTOR’S BID. THUS, CONTRACTOR IS NOT ENTITLED TO MAKE CLAIM UPON THE DISTRICT FOR DAMAGES OR DELAYS ARISING FROM THE DELAYS CAUSED BY SUCH AGENCIES. FURTHERMORE, THE CONTRACTOR HAS SCHEDULED FOR SUCH DELAYS AND IS NOT ENTITLED TO AN EXTENSION OF TIME FOR DELAYS CAUSED BY GOVERNMENTAL AGENCIES WHICH CONTRACTOR MUST OBTAIN APPROVALS FROM AND, THUS, CONTRACTOR IS NOT ENTITLED TO AN EXTENSION OF TIME.

CONTRACTOR SHALL ONLY BE ENTITLED TO COMPENSATION FOR DELAY WHEN THE FOLLOWING CONDITIONS ARE MET: (1) THE DISTRICT IS RESPONSIBLE FOR THE DELAY; (2) THE DELAY IS UNREASONABLE UNDER THE CIRCUMSTANCES INVOLVED; AND (3) THE DELAY WAS NOT WITHIN THE CONTEMPLATION OF DISTRICT AND CONTRACTOR.
ARTICLE 9
PAYMENTS AND COMPLETION

9.1 CONTRACT SUM

The Contract Sum 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 under the Contract Documents.

9.2 COST BREAKDOWN

9.2.1 Required Information.

On forms or software programs (e.g., Microsoft Project or Primavera) approved by the District, the Contractor shall furnish the following:

(a) Within ten (10) days of the award of the Contract, a detailed breakdown of the Contract Price (hereinafter “Schedule of Values”) for each Project or Site;

(b) Within ten (10) days of the award of the Contract, a schedule of estimated monthly payment requests due the Contractor showing the values and construction time of the various portions of the Work to be performed by it and by its Subcontractors or material and equipment suppliers containing such supporting evidence as to its correctness as the District may require;

(c) Within ten (10) days of the award of the Contract, the name, address, telephone number, telex number, California State Contractors License number, classification and monetary value of all Subcontracts for parties furnishing labor, material, or equipment for completion of the Project.

9.2.2 District Approval Required.

The District shall review all submissions received pursuant to Paragraph 9.2.1 in a timely manner. All submissions must be approved by the District before becoming the basis of any payment.

9.3 PROGRESS PAYMENTS

9.3.1 Payments to Contractor.

Within thirty (30) days after approval of the Request for Payment, Contractor shall be paid a sum equal to ninety-five percent (95%) of the value of the Work performed (as certified by Architect and Inspector and verified by Contractor) up to the last day of the previous month, less the aggregate of previous payments. The value of the Work completed shall be Contractor’s best estimate. No inaccuracy or error in said estimate shall operate to release the Contractor, or any surety upon any bond, from damages arising from such Work, or from the District’s enforcement of 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.
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.

Notwithstanding anything to the contrary stated above, the Contractor may include in its Request for Payment the value of any structural steel, mail order materials, G.F.R.C. panels and other such custom-made materials prepared specifically for the Project and unique to the Project so long as all of the following requirements are satisfied:

(a) The aggregate cost of materials stored off-site shall not exceed Twenty-Five Thousand Dollars ($25,000) at any time without the written approval of the District to be given or withheld in the District’s sole discretion;

(b) Title to such materials shall be vested in the District as evidenced by documentation satisfactory in form and substance to the District, including, without limitation, recorded financing statements, UCC filings and UCC searches;

(c) With each Contractor Request for Payment, the Contractor shall submit to the District a written list identifying each location where materials are stored off-site (which must be a bonded warehouse) and the value of the materials at each location. The Contractor shall procure insurance satisfactory to the District (in its reasonable discretion) for materials stored off-site in an amount not less than the total value thereof;

(d) The consent of any Surety shall be obtained to the extent required prior to payment for any materials stored off-site;

(e) Representatives of the District shall have the right to make inspections of the storage areas at any time; and

(f) Such materials shall be (1) protected from diversion, destruction, theft and damage to the reasonable satisfaction of the District; (2) specifically marked for use on the Project; and (3) segregated from other materials at the storage facility.

9.3.2 Purchase of Materials and Equipment.

The Contractor is required to order, obtain, and store 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.

9.3.3 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 any error subsequent to any payment.

9.3.4 Issuance of Certificate of Payment.

The Architect shall, within seven (7) days after receipt of the Contractor’s Application for Payment, either approve such payment or notify the Contractor in writing of the Architect’s reasons for withholding
approval in whole or in part as provided in Paragraph 9.6. The review of the Contractor’s Application for Payment by the Architect is based on 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 Architect’s knowledge, information, and belief, the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents, (2) results of subsequent tests and inspections, (3) minor deviations from the Contract Documents correctable prior to completion, and (4) specific qualifications expressed by the Architect. The issuance of a Certificate for Payment will further constitute a representation that the Contractor is entitled to payment in the amount certified.

9.4 APPLICATIONS FOR PROGRESS PAYMENTS

9.4.1 Procedure.

9.4.1.1 Application for Progress. On or before the fifth (5th) day of each calendar month during the progress of the Work, Contractor shall submit to the Architect an itemized Application for Progress Payment for operations completed in accordance with the Schedule of Values. Such application shall be notarized, if required, and supported by the following or such portion thereof as Architect requires:

(a) The amount paid to the date of the Application to the Contractor, to all its Subcontractors, and all others furnishing labor, material, or equipment for its Contract;

(b) The amount being requested under 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;

(c) The balance that will be due to each of such entities after said payment is made;

(d) A certification that the Record Drawings and Annotated Specifications are current;

(e) Itemized breakdown of work done for the purpose of requesting partial payment;

(f) An updated construction schedule in conformance with Paragraph 3.8;

(g) The additions to and subtractions from the Contract Price and Contract Time;

(h) A summary of the retentions held;

(i) Material invoices, evidence of equipment purchases, rentals, and other support and details of cost as the District may require from time to time;

(j) The percentage of completion of the Contractor’s Work by line item; and

(k) An updated Schedule of Values from the preceding Application for Payment.

9.4.2 Prerequisites for Progress Payments.

9.4.2.1 First Payment Request. The following items, if applicable, must be completed before the first payment request will be accepted for processing:
(a) Installation of the Project sign;
(b) Receipt by Architect of submittals;
(c) Installation of field office;
(d) Installation of temporary facilities and fencing;
(e) Submission of documents listed in the Paragraph 9.2 relating to Cost Breakdown;
(f) Preliminary schedule analysis, due within 10 days after Notice to Proceed;
(g) Contractor’s Construction Schedule (Progress Schedule to be CPM based in conformance with Paragraph 3.8);
(h) Schedule of unit prices, if applicable;
(i) Submittal Schedule;
(j) Copies of necessary permits;
(k) Copies of authorizations and licenses from governing authorities;
(l) Initial progress report;
(m) Surveyor qualifications;
(n) Written acceptance of District’s survey of rough grading, if applicable;
(o) List of all subcontractors, with names, license numbers, telephone numbers, and scope of work;
(p) All bonds and insurance endorsements; and
(q) Resumes of General Contractor’s Project Manager, and if applicable, job site Secretary, Record Documents Recorder, and job site Superintendent.

9.4.2.2 Second Payment Request. The second payment request will not be processed until all submittals and shop drawings have been accepted for review by the Architect.

9.4.2.3 All Payment Requests. No payment requests will be processed unless Contractor has submitted copies of the Certified Payroll records for the Work which correlates to the payment request and a proper CPM schedule pursuant to Paragraph 3.8 is submitted.

9.4.2.4 Any payments made to Contractor where criteria set forth in Paragraph 9.4.2.1 or 9.4.2.2 have not been met shall not constitute a waiver of said criteria by District. Instead, such payment shall be construed as a good faith effort by District to resolve differences so Contractor may pay its Subcontractors and suppliers and that Contractor agrees that failure to submit such items may constitute a breach of contract by Contractor and may subject Contractor to termination.
9.5 **WARRANTY OF TITLE**

The Contractor warrants title to all work. The Contractor further warrants that all work is free and clear of liens, claims, security interests, or encumbrances in favor of the Contractor, Subcontractors, material and equipment suppliers, or other persons or entities making a claim by reason of having provided labor, materials, and equipment relating to the Work. Failure to keep work free of liens, claims, security interests or encumbrances is grounds to make a claim against Contractor’s payment and performance bond to immediately remedy and defend.

If a lien or stop notice of any nature should at any time be filed against the Work or any District property, by any entity which 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 stop notice to be released or discharged immediately therefrom.

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 stop notice has been so released, discharged, or secured, then District may discharge such indebtedness and deduct the amount required therefor, 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 under the Contract.

9.6 **DECISIONS TO WITHHOLD PAYMENT**

9.6.1 **Reasons to Withhold Payment.**

The 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 by Paragraph 9.4 cannot be made. The 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:

(a) Defective Work not remedied;
(b) Stop Notices served upon the District;
(c) Liquidated damages assessed against the Contractor;
(d) The cost of completion of the Contract if there exists reasonable doubt that the Work can be completed for the unpaid balance of any Contract Price or by the completion date;
(e) Damage to the District or other contractor;
(f) Unsatisfactory prosecution of the Work by the Contractor;
(g) Failure to store and properly secure materials;
(h) Failure of the Contractor to submit on a timely basis, proper and sufficient documentation required by the Contract Documents, including, without limitation, acceptable monthly progress schedules, shop drawings, submittal schedules, schedule of values, product data
and samples, proposed product lists, executed Construction Change Directives, and verified reports;

(i) Failure of the Contractor to maintain record drawings;

(j) Erroneous estimates by the Contractor of the value of the Work performed, or other false statements in an Application for Payment;

(k) Unauthorized deviations from the Contract Documents;

(l) Failure of the Contractor to prosecute the Work in a timely manner in compliance with established progress schedules and completion dates.

(m) Failure to properly pay prevailing wages as defined in Labor Code section 1720, et seq.;

(n) Failure to properly maintain or clean up the Site;

(o) Payments to indemnify, defend, or hold harmless the District;

(p) Any payments due to the District including but not limited to payments for failed tests, or utilities changes or permits;

(q) Failure to submit an acceptable schedule in accordance with Paragraph 3.8; or

(r) Failure to pay Subcontractor or suppliers as required by Paragraph 9.8.1.

9.6.2 Reallocation of Withheld Amounts.

District may, in its discretion, apply any withheld amount to payment of outstanding claims or obligations as defined in Paragraphs 9.6.1 and 9.5. In so doing, District shall make such payments on behalf of Contractor. If any payment is so made by District, then such amount shall be considered as a payment made under Contract by District to Contractor and District shall not be liable to Contractor for such payments made in good faith. Such payments may be made without prior judicial determination of claim or obligation. District will render Contractor an accounting of such funds disbursed on behalf of Contractor.

If Contractor defaults or neglects to carry out the Work in accordance with the contract documents or fails to perform any provision thereof, District may, after ten (10) calendar days written notice to the Contractor and without prejudice to any other remedy make good such deficiencies. The 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 which is damaged, defective, or not done in accordance with Contract provisions, an equitable reduction in the Contract price (of at least 150% of the estimated reasonable value of the nonconforming work) shall be made therefor.

9.6.3 Payment After Cure.

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

9.7 NONCONFORMING WORK

Contractor shall promptly remove from premises all Work identified by District as failing to conform to the Contract whether incorporated or not. Contractor shall promptly replace and re-execute its own Work to comply with the Contract without additional expense to District and shall bear the expense of making good all work of other contractors destroyed or damaged by such removal or replacement.

If Contractor does not remove such Work which has been identified by District as failing to conform to the Contract Documents within a reasonable time, fixed by written notice, District may remove it and may store the material at Contractor’s expense. If Contractor does not pay expenses of such removal within ten (10) calendar days’ time thereafter, District may, upon ten (10) calendar days’ written notice, sell such materials at auction or at private sale and shall account for net proceeds thereof, after deducting all costs and expenses that should have been borne by Contractor.

9.8 SUBCONTRACTOR PAYMENTS

9.8.1 Payments to Subcontractors.

No later than ten (10) 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. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.

9.8.2 No Obligation of District for Subcontractor Payment.

The 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.

9.8.3 Payment Not Constituting Approval or Acceptance.

An approved Request for Payment, a progress payment, or partial or entire use or occupancy of the Project by the District shall not constitute acceptance of Work not in accordance with the Contract Documents.

9.8.4 Joint Checks.

District shall have the right, 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.
9.9 COMPLETION OF THE WORK

9.9.1 Close-Out Procedures.

9.9.1.1 Punch List Items. When the Contractor considers the Work complete, the Contractor shall prepare and submit to the District a comprehensive list of minor items to be completed or corrected (hereinafter “Punch List”). The Contractor and/or its Subcontractors shall proceed promptly to complete and correct items on the list. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

Upon receipt of the Contractor’s Punch List, and not before, the Architect and Inspector will make an inspection to determine whether the Work, or designated portion thereof, is complete. If the inspection discloses any item, whether or not included on the Contractor’s list, is not completed in accordance with the requirements of the Contract Documents, the Contractor shall, before District’s issuance of the Notice of Completion, complete or correct such item. The Contractor shall then submit a request for an additional inspection by the District to determine Completion. When the Work, or designated portion thereof, is complete, the District will file a Notice of Completion. Warranties required by the Contract Documents shall commence on the date of Completion of the Work, or designated portion thereof, unless otherwise provided in the Notice of Completion. The Notice of Completion shall be submitted to the District and the Contractor for their written acceptance of responsibilities assigned to them in such Notice.

9.9.1.2 Close-Out Requirements.

(a) 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.

(b) Record Drawings.

1. The intent of this procedure is to obtain an exact “as built” record of the Work upon completion of the project. The following information shall be carefully and correctly drawn on the prints and all items shall be accurately located and dimensioned from finished surfaces of building walls on all record drawings.

   a. Any Work not installed as originally indicated on drawings.

   b. The exact location and elevations of all covered utilities, including valves, cleanouts, etc.

2. Contractor is liable and responsible for inaccuracies in as-built drawings, even though they become evident at some future date.

3. Upon completion of the Work and as a condition precedent to approval of final payment, Contractor shall obtain the Inspector’s approval of the corrected prints. In the format of Contractor’s choice, all as-built conditions shall be legibly and professionally drawn and three (3) full size drawing sets and one (1) electronic (.pdf or .dwg files only) set shall be turned over to the District for approval.
(c) Maintenance Manuals. At least thirty (30) days prior to final inspection, three (3) copies of complete operations and maintenance manuals, repair parts lists, service instructions for all electrical and mechanical equipment, and equipment warranties shall be submitted. All installation, operating, and maintenance information and drawings shall be bound in 8½” x 11” binders. Provide a table of contents in front and all items shall be indexed with tabs. Each manual shall also contain a list of subcontractors, with their addresses and the names of persons to contact in cases of emergency. Identifying labels shall provide names of manufactures, their addresses, ratings, and capacities of equipment and machinery.

(d) Inspection Requirements.

1. Before calling for final inspection, Contractor shall determine that the following Work has been performed:
   a. The Work has been completed.
   b. All life safety items are completed and in working order.
   c. Mechanical and electrical Work complete, fixtures in place, connected and ready for tryout and test.
   d. Electrical circuits scheduled in panels and disconnect switches labeled.
   e. Painting and special finishes complete.
   f. Doors complete with hardware, cleaned of protective film relieved of sticking or binding and in working order.
   g. Tops and bottoms of doors sealed.
   h. Floors waxed and polished as specified.
   i. Broken glass replaced and glass cleaned.
   j. Grounds cleared of Contractor’s equipment, raked clean of debris, and trash removed from Site.
   k. Work cleaned, free of stains, scratches, and other foreign matter, replacement of damaged and broken material.
   l. Finished and decorative work shall have marks, dirt and superfluous labels removed.
   m. Final cleanup, as in Paragraph 3.12.

2. Furnish a letter to District stating that a responsible representative of District [give name and position] has been instructed in working characteristics of mechanical and electrical equipment.

9.9.2 Costs of Multiple Inspections.

More than two (2) requests of the District to make inspections required under Paragraph 9.9.1 shall be considered an additional service of Architect, and all subsequent costs will be invoiced to Contractor and if funds are available, withheld from remaining payments.
9.10 **PARTIAL OCCUPANCY OR USE**

9.10.1 District’s Rights.

The District may occupy or use any completed or partially completed portion of the Work at any stage. 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. If District and Contractor cannot agree as to responsibilities such disagreement shall be resolved pursuant to Paragraph 4.5.1. When the Contractor considers a portion complete, the Contractor shall prepare and submit a Punch List to the District as provided under Paragraph 9.9.1.

9.10.2 Inspection Prior to Occupancy or Use.

Immediately prior to such 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.

9.10.3 No Waiver.

Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of the Work not complying with the requirements of the Contract Documents.

9.11 **COMPLETION AND FINAL PAYMENT**

9.11.1 Final Inspection.

Contractor shall comply with Punch List procedures under Paragraph 9.9.1.1, and maintain the presence of project 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 shall 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.

Upon completion of the Work contained in the final inspection report, the Contractor shall notify the District and Architect, who shall again inspect such Work. If the Architect and the District finds the Work contained in such final inspection report acceptable under the Contract Documents and, therefore, the Work fully completed, it shall notify Contractor, who shall then submit to the Architect its final Application for Payment.

Upon receipt and approval of such final Application for Payment, the Architect shall issue a final Certificate of Payment stating that to the best of its knowledge, information, and belief, and on the basis of its observations, inspections, and all other data accumulated or received by the Architect in connection with the Work, such Work has been completed in accordance with the Contract Documents. The District shall thereupon inspect such Work and either accept the Work as complete or notify the Architect and the Contractor in writing of reasons why the Work is not complete. Upon acceptance of the Work of the Contractor as fully complete (which, absent unusual circumstances, will occur when the Punch List items
have been satisfactorily completed), the District shall record a Notice of Completion with the County Recorder, and the Contractor shall, upon receipt of payment from the District, pay the amounts due Subcontractors.

9.11.2 Retainage.

The retainage, less any amounts disputed by the District or which the District has the right to withhold Pursuant to Paragraph 9.6, shall be paid after approval of the District by the Architect’s Certificate of Payment, after the satisfaction of the conditions set forth in Article 9, and after thirty-five (35) days after the acceptance of the Work and recording of the Notice of Completion by District. No interest shall be paid on any retainage, 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 § 22300.

9.11.3 Procedures for Application for Final Payment.

9.11.3.1 Prerequisites for Final Payment. The following conditions must be fulfilled prior to Final Payment:

(a) A full and final waiver or release of all Stop Notices in connection with the Work shall be submitted by Contractor, including a release of Stop Notice in recordable form, together with (to the extent permitted by law) a copy of the full and final release of all Stop Notice rights.

(b) The Contractor shall have made all corrections to the Work which 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.

(c) 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.

(d) Contractor must have completed all requirements set forth in Paragraph 9.9.1.2.

(e) Architect shall have issued a Final Certificate of Payment.

(f) The Contractor shall have delivered to the District all manuals and materials required by the Contract Documents.

(g) The Contractor shall have completed final clean up as required by Paragraph 3.12.

9.12 SUBSTITUTION OF SECURITIES

The District will permit the substitution of securities in accordance with the provisions of Public Contract Code section 22300.
ARTICLE 10

NOT USED
11.1 **CONTRACTOR’S LIABILITY INSURANCE**

11.1.1 Insurance Requirements.

Before the commencement of the Work, the Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in California as admitted carriers with a financial rating of at least an A status as rated in the most recent edition of Best’s Insurance Reports or as amended by the Supplementary General Conditions, such insurance as will protect the District from claims set forth below, which may arise out of or result from the Contractor’s operations under the Contract and for which the Contractor may be legally liable, whether such operations are by the Contractor, by a Subcontractor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

(a) Claims for damages because of bodily injury, sickness, disease, or death of any person District would require indemnification and coverage for employee claim;

(b) Claims for damages insured by usual personal injury liability coverage, which are sustained by a person as a result of an offense directly or indirectly related to employment of such person by the Contractor or by another person;

(c) Claims for damages because of injury or destruction of tangible property, including loss of use resulting therefrom, arising from operations under the Contract Documents;

(d) Claims for damages because of bodily injury, death of a person, or property damage arising out of the ownership, maintenance, or use of a motor vehicle, all mobile equipment, and vehicles moving under their own power and engaged in the Work;

(e) Claims involving contractual liability applicable to the Contractor’s obligations under the Contract Documents, including liability assumed by and the indemnity and defense obligations of the Contractor and the Subcontractors; and

(f) Claims involving Completed Operations, Independent Contractors’ coverage, and Broad Form property damage, without any exclusions for collapse, explosion, demolition, underground coverage, and excavating. (XCU)

(g) Claims involving sudden or accidental discharge of contaminants or pollutants.

11.1.2 Subcontractor Insurance Requirements.

The Contractor shall require its Subcontractors to take out and maintain similar public liability insurance and property damage insurance required under Paragraph 11.1.1 in like amounts. A “claims made” or modified “occurrence” policy shall not satisfy the requirements of Paragraph 11.1.1 without prior written approval of the District.
11.1.3 Additional Insured Endorsement Requirements.

The Contractor shall name, on any policy of insurance required under Paragraph 11.1, the District, Architect, Inspector, the State of California, their officers, employees, agents and independent contractors as additional insureds. Subcontractors shall name the Contractor, the District, Architect, Inspector, the State of California, their officers, employees, agents and independent contractors as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall be a CG 2010 (11/85) or CG 2010 (10/93) form and state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. If the additional insureds have other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor pursuant to 11.1.1 must be designated in the policy as primary to any insurance obtained by the District. The amount of the insurer’s liability shall not be reduced by the existence of such other insurance.

11.1.4 Specific Insurance Requirements.

Contractor shall take out and maintain and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain:

1. Comprehensive General Liability Insurance with a combined single limit per occurrence of not less than $1,000,000.00 and $2,000,000 project specific aggregate, or Commercial General Liability Insurance (including automobile insurance) which provides limits of not less than:

   (a) Per occurrence (combined single limit) $1,000,000.00

   (b) Project Specific Aggregate (for this project only) $2,000,000.00

   (c) Products and Completed Operations $1,000,000.00

   (d) Personal and Advertising Injury Limit $1,000,000.00

2. Insurance Covering Special Hazards

The following Special hazards shall be covered by riders or riders to above mentioned public liability insurance or property damage insurance policy or policies of insurance, in amounts as follows:

   (a) Automotive and truck where operated in amounts $1,000,000.00

   (b) Material Hoist where used in amounts $1,000,000.00
1. Explosion, Collapse and Underground (XCU coverage) $1,000,000.00

3. In addition, provide Excess Liability Insurance coverage in the amount of Two Million Dollars ($2,000,000.00).

11.2 WORKERS’ COMPENSATION INSURANCE

During the term of this Contract, the Contractor shall provide workers’ compensation insurance for all of the Contractor’s employees engaged in Work under this Contract on or at the Site of the Project and, in case any of the Contractor’s Work is subcontracted, the Contractor shall require the Subcontractor to provide workers’ compensation insurance for all the Subcontractor’s employees engaged in Work under the subcontract. Any class of employee or employees not covered by a Subcontractor’s insurance shall be covered by the Contractor’s insurance. In case any class of employees engaged in Work under this Contract on or at the Site of the Project is not protected under the Workers’ Compensation laws, the Contractor shall provide or cause a Subcontractor to provide adequate insurance coverage for the protection of those employees not otherwise protected. The Contractor shall file with the District certificates of insurance as required under Paragraph 11.6 and in compliance with Labor Code § 3700.

11.3 BUILDER’S RISK/ “ALL RISK” INSURANCE

11.3.1 Course-of-Construction Insurance Requirements.

The Contractor, during the progress of the Work and until final acceptance of the Work by District upon completion of the entire Contract, shall maintain Builder’s Risk, Course of Construction or similar first party property coverage issued on a replacement cost value basis consistent with the total replacement cost of all insurable Work and the Project included within the Contract Documents. Coverage is to insure against all risks of accidental direct physical loss, and must include, by the basic grant of coverage or by endorsement, the perils of vandalism, malicious mischief (both without any limitation regarding vacancy or occupancy), fire, sprinkler leakage, civil authority, sonic boom, earthquake, flood, collapse, wind, lightning, smoke and riot. The coverage must include debris removal, demolition, increased costs due to enforcement of building ordinance and law in the repair and replacement of damage 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 which is the subject of the Contract Documents, including completed Work and Work in progress, to the full insurable value thereof. Such insurance shall include the District and the Architect as additional named insureds, and any other person with an insurable interest as designated by the District.

The Contractor shall submit to the District for its approval all items deemed to be uninsurable. The risk of the damage to the Work due to the perils covered by the “Builder’s Risk/All Risk” Insurance, as well as any other hazard which might result in damage to the Work, is that of the Contractor and the surety, and no claims for such loss or damage shall be recognized by the District nor will such loss or damage excuse the complete and satisfactory performance of the Contract by the Contractor.
11.4 **FIRE INSURANCE**

Before the commencement of the Work, the Contractor shall procure, maintain, and cause to be maintained at the Contractor’s expense, fire insurance on all Work subject to loss or damage by fire. The amount of fire insurance shall be sufficient to protect the Project against loss or damage in full until the Work is accepted by the District.

11.5 **OTHER INSURANCE**

The Contractor shall provide all other insurance required to be maintained under applicable laws, ordinances, rules, and regulations.

11.6 **PROOF OF INSURANCE**

The Contractor shall not commence Work nor shall it allow any Subcontractor to commence Work under this Contract until all required insurance and certificates have been obtained and delivered in duplicate to the District for approval subject to the following requirements:

(a) Certificates and insurance policies shall include the following clause:

“This policy shall not be non-renewed, canceled, or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District. Date of cancellation or reduction may not be less than thirty (30) days after the date of mailing notice.”

(b) Certificates of insurance shall state in particular those insured, the extent of insurance, location and operation to which the insurance applies, the expiration date, and cancellation and reduction notices.

(c) Certificates of insurance shall clearly state that the District and the Architect are named as additional insureds under the policy described and that such insurance policy shall be primary to any insurance or self-insurance maintained by District.

(d) The Contractor and its Subcontractors shall produce a certified copy of any insurance policy required under this Section upon written request of the District.

11.7 **COMPLIANCE**

In the event of the failure of any contractor to furnish and maintain any insurance required by this Article 11, the Contractor shall be in default under the Contract. Compliance by Contractor with the requirement to carry insurance and furnish certificates or policies evidencing the same shall not relieve the Contractor from liability assumed under any provision of the Contract Documents, including, without limitation, the obligation to defend and indemnify the District and the Architect.

11.8 **WAIVER OF SUBROGATION**

Contractor waives (to the extent permitted by law) any right to recover against the District for damages to the Work, any part thereof, or any and all claims arising by reason of any of the foregoing, but only to the extent that such damages and/or claims are covered by property insurance and only to the
extent of such coverage (which shall exclude deductible amounts) by insurance actually carried by the District.

The provisions of this section are intended to restrict each party to recovery against insurance carriers only to the extent of such coverage and waive fully and for the benefit of each, any rights and/or claims which might give rise to a right of subrogation in any insurance carrier. The District and the Contractor shall each obtain in all policies of insurance carried by either of them, a waiver by the insurance companies thereunder of all rights of recovery by way of subrogation for any damages or claims covered by the insurance.

11.9 PERFORMANCE AND PAYMENT BONDS

11.9.1 Bond Requirements.

Unless otherwise specified in the Special Conditions, prior to commencing any portion of the Work, the Contractor shall furnish separate payment and performance bonds for its portion of the Work which shall cover 100% faithful performance of and payment of all obligations arising under the Contract Documents and/or guaranteeing the payment in full of all claims for labor performed and materials supplied for the Work. All bonds shall be provided by a corporate surety authorized and admitted to transact business in California as sureties.

To the extent, if any, that the Contract Price is increased in accordance with the Contract Documents, the Contractor shall, upon request of the District, cause the amount of the bonds to be increased accordingly and shall promptly deliver satisfactory evidence of such increase to the District. To the extent available, the bonds shall further provide that no change or alteration of the Contract Documents (including, without limitation, an increase in the Contract Price, as referred to above), extensions of time, or modifications of the time, terms, or conditions of payment to the Contractor will release the surety. If the Contractor fails to furnish the required bonds, the District may terminate the Contract for cause.

11.9.2 Surety Qualification.

Only bonds executed by admitted Surety insurers as defined in Code of Civil Procedure § 995.120 shall be accepted. Surety must be a California-admitted surety and listed by the U.S. Treasury with a bonding capacity in excess of the Project cost.

11.9.3 Alternate Surety Qualifications.

If a California-admitted surety insurer issuing bonds does not meet these requirements, the insurer will be considered qualified if it is in conformance with § 995.660 of the California Code of Civil Procedure and proof of such is provided to the District.
ARTICLE 12

UNCOVERING AND CORRECTION OF WORK

12.1 UNCOVERING OF WORK

12.1.1 Uncovering Work for Required Inspections.

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

12.1.2 Costs for Inspections not Required.

If a portion of the Work has been covered which the Inspector or the Architect has not specifically requested to observe prior to its being covered, the Inspector or the Architect may request to see such Work, and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, costs of uncover and replacement shall, by appropriate Change Order, be charged to the District. If such Work is not in accordance with Contract Documents, the Contractor shall pay such costs unless the condition was caused by the District or a separate contractor, in which event the District shall be responsible for payment of such costs to the Contractor.

12.2 CORRECTION OF WORK

12.2.1 Correction of Rejected Work.

The Contractor shall promptly correct the Work rejected by the Inspector or the District upon recommendation of the Architect 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.

12.2.2 One-Year Warranty or Guaranty Corrections.

If, within one (1) years after the date of Completion of the Work or a designated portion thereof, or after the date for commencement of warranties and guaranties established under Paragraph 9.9.1, or by the terms of an applicable special warranty or guaranty 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 unless the District has previously given the Contractor a written acceptance of such condition. This period of one (1) years 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 under this Paragraph 12.2.2 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.
12.2.3 District’s Rights if Contractor Fails to Correct.

If the Contractor fails to correct nonconforming Work within a reasonable time, the District may correct it, pursuant to Article 9.

ARTICLE 13

MISCELLANEOUS PROVISIONS

13.1 GOVERNING LAW

The Contract shall be governed by the law of the place where the Project is located.

13.2 SUCCESSORS AND ASSIGNS

The District and the Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to the other party hereto and to partners, successors, assigns, and legal representatives of such other party in respect to covenants, agreements, and obligations contained in the Contract Documents. Neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

13.3 WRITTEN NOTICE

In the absence of specific notice requirements in the Contract Documents, written notice shall be deemed to have been duly served if delivered in person to the individual, member of the firm or entity, or to an officer of the corporation for which it was intended, or if delivered at or sent by registered or certified mail to the last business address known to the party giving notice.

13.4 RIGHTS AND REMEDIES

13.4.1 Duties and Obligations Cumulative.

Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.

13.4.2 No Waiver.

No action or failure to act by the Inspector, the District, or the Architect shall constitute a waiver of a right or duty afforded them under the Contract Documents, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.
13.5 **TESTS AND INSPECTIONS**

13.5.1 Compliance.

Tests, inspections, and approvals of portions of the Work required by the Contract Documents will comply with Title 24, and with all other laws, ordinances, rules, regulations, or orders of public authorities having jurisdiction.

13.5.2 Independent Testing Laboratory.

The District will select and pay an independent testing laboratory to conduct all tests and inspections. Selection of the materials required to be tested shall be made by the laboratory or the District’s representative and not by the Contractor. Any costs or expenses of inspection or testing incurred outside of a fifty (50) mile radius from the Project Site or not located in a contiguous county to the Site, whichever distance is greater, shall be paid for by the District, invoiced by the District to the Contractor, and deducted from the next Progress Payment.

13.5.3 Advance Notice to Inspector.

The Contractor shall notify the Inspector a sufficient time in advance of its readiness for required observation or inspection so that the Inspector may arrange for same. The Contractor shall notify the Inspector a sufficient time in advance of the manufacture of material to be supplied under the Contract Documents which must, by terms of the Contract Documents, be tested in order that the Inspector may arrange for the testing of the material at the source of supply.

13.5.4 Testing Off-Site.

Any material shipped by the Contractor from the source of supply, prior to having satisfactorily passed such testing and inspection or prior to the receipt of notice from said Inspector that such testing and inspection will not be required, shall not be incorporated in the Work.

13.5.5 Additional Testing or Inspection.

If the Inspector, the Architect, the District, or public authority having jurisdiction determines that portions of the Work require additional testing, inspection, or approval not included under Paragraph 13.5.1, the Inspector will, upon written authorization from the District, make arrangements for such additional testing, inspection, or approval. The District shall bear such costs except as provided in Paragraph 13.5.7.

13.5.6 Costs for Retesting.

If such procedures for testing, inspection, or approval under Paragraphs 13.5.1 and 13.5.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, the Contractor shall bear all costs arising from such failure, including those of re-testing, re-inspection, or re-approval, including, but not limited to, compensation for the Architect’s services and expenses. Any such costs shall be paid by the District, invoiced to the Contractor, and deducted from the next Progress Payment.
13.5.7 Costs for Premature Test.

In the event the Contractor requests any test or inspection for the Project and is not completely ready for the inspection, the Contractor shall be invoiced by the District for all costs and expenses resulting from that testing or inspection, including, but not limited to, the Inspector’s and Architect’s fees and expenses, and the amount of the invoice of shall be deducted from the next Progress Payment.

13.6 TRENCH EXCAVATION

13.6.1 Trenches Greater Than Five Feet.

Pursuant to Labor Code § 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, submit to the District 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.

13.6.2 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 in writing by the District or by the person to whom authority to accept has been delegated by the District.

13.6.3 No Tort Liability of District.

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

13.6.4 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.

13.7 WAGE RATES, TRAVEL, AND SUBSISTENCE

13.7.1 Wage Rates.

Pursuant to the provisions of Article 2 (commencing at § 1720), Chapter 1, Part 7, Division 2, of the Labor Code, the District has obtained 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 works project is to be performed for each craft, classification, or type of worker needed for this Project from the Director of the Department of Industrial Relations ("Director"). These rates are on file at the administrative office of the DISTRICT and are also available from the Director of the Department of Industrial Relations. Copies will be made available to any interested party on request. The Contractor shall post a copy of such wage rates at appropriate, conspicuous, weatherproof points at the Site.
Any worker employed to perform work on the Project, but such work is not covered by any classification listed in the published general prevailing wage rate determinations or per diem wages determined by the Director of the Department of Industrial Relations, shall be paid not less than the minimum rate of wages specified therein for the classification which most nearly corresponds to the employment of such person in such classification.

13.7.2 Holiday and Overtime Pay.

Holiday and overtime work, when permitted by law, shall be paid for at the rate set forth in the prevailing wage rate determinations issued by the Director of the Department of Industrial Relations or at least one and one-half (1½) times the specified basic rate of per diem wages, plus employer payments, unless otherwise specified in the contract documents or authorized by law.

13.7.3 Wage Rates Not Affected by Subcontracts.

The Contractor shall pay and shall cause to be paid each worker engaged in the execution of the Work on the Project not less than the general prevailing rate of per diem wages determined by the Director, regardless of any contractual relationship which may be alleged to exist between the Contractor or any Subcontractor and such workers.

13.7.4 Per Diem Wages.

The Contractor shall pay and shall cause to be paid to each worker needed to execute the Work on the Project per diem wages including, but not limited to, employer payments for health and welfare, pensions, vacation, travel time and subsistence pay as provided for in Labor Code §1773.1.

13.7.5 Forfeiture and Payments.

Pursuant to Labor Code §1775 and the District’s Labor Compliance Program, the Contractor shall forfeit to the District, not more than Fifty Dollars ($50.00) for each calendar day, or portion thereof, for each worker paid less than the prevailing wages rates as determined by the Director of the Department of Industrial Relations, for the work or craft in which the worker is employed for any Work done under the Agreement by the Contractor or by any Subcontractor under it. The amount of the penalty shall be determined by the Labor Commissioner and shall be based on consideration of: (1) whether the Contractor or Subcontractor’s failure to pay the correct rate of per diem wages was a good faith mistake and, if so, the error was promptly and voluntarily correct upon being brought to the attention of the Contractor or Subcontractor; and (2) whether the Contractor or Subcontractor has a prior record of failing to meet its prevailing wage obligations. Further details regarding the enforcement of paying prevailing wage rates, reporting violations, withholding contract payments, forfeitures and hearing to review withholding of contract payments are set forth in the District’s Labor Compliance Program.

13.8 RECORDS OF WAGES PAID

13.8.1 Payroll Records.

(a) Pursuant to §1776 of the Labor Code, each Contractor and Subcontractor shall keep an accurate payroll record showing the name, address, social security number, work classification and 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 him or her in connection with the Project.

(b) All payroll records shall be certified and submitted to the District with each application for payment, but shall not be submitted less than once per month. All payroll records shall be available for inspection at all reasonable hours at the principal office of the Contractor on the following basis:

(1) A certified copy of an employee’s payroll record shall be made available for inspection or furnished to the employee or his or her authorized representative on request.

(2) A certified copy of all payroll records shall be made available for inspection or furnished upon request to a representative of District, the Division of Labor Standards Enforcement or the Division of Apprenticeship Standards of the Department of Industrial Relations.

(3) A certified copy of all payroll records shall be made available upon request by the public for inspection or for copies thereof. However, a request by the public shall be made through the District, the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement. If the requested payroll records have not been provided pursuant to Paragraph (2) above, the requesting party shall, prior to being provided the records, reimburse the costs, according to law for the preparation by the Contractor, Subcontractor(s), and the entity through which the request was made. The public shall not be given access to such records at the principal office of the Contractor.

(c) The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as the forms provided by the Division of Labor Standards Enforcement.

(d) The Contractor or Subcontractor(s) shall file a certified copy of all payroll records with the entity that requested such records within 10 calendar days after receipt of a written request.

(e) Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by the District, the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement shall be marked or obliterated to prevent disclosure of an individual’s name, address and social security number. The name and address of the Contractor awarded the Contract or the Subcontractor(s) performing the Contract shall not be marked or obliterated. Any copy of records made available for inspection by, or furnished to, a joint labor-management committee established pursuant to the federal Labor Management Cooperation Act of 1978 (Section 175a of Title 29 of the United States Code) shall be marked or obliterated only to prevent disclosure of an individual’s name and social security number.

(f) The Contractor shall inform the District of the location of all payroll records, including the street address, city and county, and shall, within five working days, provide a notice of a change of location and address.
(g) The Contractor or Subcontractor(s) shall have 10 calendar days in which to comply subsequent to receipt of a written notice requesting payroll records. In the event that the Contractor or Subcontractor(s) fails to comply within the 10-day period, the Contractor or Subcontractor(s) shall, as a penalty to the District, forfeit Twenty-Five Dollars ($25.00) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due.

Responsibility for compliance with this Article and the District’s Labor Compliance Program shall rest upon the Contractor.

13.8.2 Withholding of Contract Payments & Penalties.

The District may withhold or delay contract payments to the Contractor and/or any Subcontractor if:

(a) The required prevailing rate of per diem wages determined by the Director of the Department of Industrial Relations is not paid to all workers employed on the Project; or

(b) The Contractor or Subcontractor(s) fail to submit all required certified payroll records with each application for payment, but not less than once per month; or

(c) The Contractor or Subcontractor(s) submit incomplete or inadequate payroll records; or

(d) The Contractor or Subcontractor(s) fail to comply with the Labor Code requirements concerning apprentices; or

(e) The Contractor or Subcontractor(s) fail to comply with the District’s Labor Compliance Program; or

(f) The Contractor or Subcontractor(s) fail to comply with any applicable state laws governing workers on public works projects.

Any withholding of contract payments and penalties are set forth in the District’s Labor Compliance Program.

13.9 APPRENTICES

13.9.1 Apprentice Wages and Definitions.

All apprentices employed by the Contractor to perform services under the Contract shall be paid the standard wage paid to apprentices under the regulations of the craft or trade for which he or she is employed, and as determined by the Director of the Department of Industrial Relations, and shall be employed only at the craft or trade to which he or she is registered. Only apprentices, as defined in §3077 of the Labor Code, who are in training under apprenticeship standards that have been approved by the Chief of the Division of Apprenticeship Standards and who are parties to written apprenticeship agreements under Chapter 4 (commencing with §3070) of Division 3, are eligible to be employed under this Contract. The employment and training of each apprentice shall be in accordance with the
apprenticeship standards and apprentice agreements under which he or she is training, or in accordance with the rules and regulations of the California Apprenticeship Council.

13.9.2 Employment of Apprentices.

Contractor agrees to comply with the requirements of Labor Code §1777.5. The Contractor awarded the Project, or any Subcontractor under him or her, when performing any of the Work under the Contract or subcontract, employs workers in any apprenticeable craft or trade, the Contractor and Subcontractor shall employ apprentices in the ratio set forth in Labor Code §1777.5. The Contractor or any Subcontractor must apply to any apprenticeship program in the craft or trade that can provide apprentices to the Project site for a certificate approving the contractor or subcontractor under the apprenticeship standards for the employment and training of apprentices in the area or industry affected. However, the decision of the apprenticeship program to approve or deny a certificate shall be subject to review by the Administrator of Apprenticeship. The apprenticeship program or programs, upon approving the Contractor or Subcontractor, shall arrange for the dispatch of apprentices to the Contractor or Subcontractor upon the Contractor’s or Subcontractor’s request. “Apprenticeable craft or trade” as used in this Article means a craft or trade determined as an apprenticeable occupation in accordance with the rules and regulations prescribed by the California Apprenticeship Council. The ratio of work performed by apprentices to journeymen employed in a particular craft or trade on the Project shall be in accordance with Labor Code §1777.5.

13.9.3 Submission of Contract Information.

Prior to commencing work on the Project, the Contractor and Subcontractors shall submit contract award information to the applicable apprenticeship program(s) that can supply apprentices to the Project and make the request for the dispatch of apprentices in accordance with the Labor Code. The information submitted shall include an estimate of journeyman hours to be performed under the Contact, the number of apprentices proposed to be employed, and the approximate dates the apprentices would be employed. A copy of this information shall also be submitted to the District. Within 60 days after concluding work on the Project, the Contractor and Subcontractors shall submit to the District, if requested, and to the apprenticeship program a verified statement of the journeyman and apprentice hours performed on the Project.

13.9.4 Apprentice Fund.

The Contractor or any Subcontractor under him or her, who, in performing any of the Work under the Contract, employs journeymen or apprentices in any apprenticeable craft or trade shall contribute to the California Apprenticeship Council the same amount that the Director determines is the prevailing amount of apprenticeship training contributions in the area of the Project. The Contractor and Subcontractors may take as a credit for payments to the California Apprenticeship Council any amounts paid by the Contractor or Subcontractor to an approved apprenticeship program that can supply apprentices to the Project. The Contractor and Subcontractors may add the amount of the contributions in computing his or her bid for the Contract.

13.9.5 Prime Contractor Compliance.

The responsibility of compliance with Article 13 and §1777.5 of the Labor Code for all apprenticeable occupations is with the Prime Contractor. Any Contractor or Subcontractor that knowingly
violates the provisions of this Article or Labor Code §1777.5 shall be subject to the penalties set forth in Labor Code §1777.7 and the District’s Labor Compliance Program.

13.10 ASSIGNMENT OF ANTITRUST CLAIMS

13.10.1 Application.

Pursuant to Government Code § 4551, in entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to a public works contract, the Contractor or Subcontractor offers and agrees to assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act, (15 U.S.C. § 15) or under the Cartwright Act (Chapter 2 [commencing with § 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from the purchase of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the Contractor, without further acknowledgment by the parties. If the District receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under Chapter 11 (commencing with § 4550) of Division 5 of Title 1 of the Government Code, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the District any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the District as part of the bid price, less the expenses incurred in obtaining that portion of the recovery.

13.10.2 Assignment of Claim.

Upon demand in writing by the assignor, the District shall, within one (1) year from such demand, reassign the cause of action assigned pursuant to this Article if the assignor has been or may have been injured by the violation of law for which the cause of action arose and the District has not been injured thereby or the District declines to file a court action for the cause of action.

13.11 STATE AUDIT

Pursuant to and in accordance with the provisions of Government Code § 10532, or any amendments thereto, all books, records, and files of the District, the Contractor, or any Subcontractor connected with the performance of this Contract involving the expenditure of state funds in excess of Ten Thousand Dollars ($10,000.00), including, but not limited to, the administration thereof, shall be subject to the examination and audit of the Office of the Auditor General of the State of California for a period of three (3) years after final payment is made under this Contract. Contractor shall preserve and cause to be preserved such books, records, and files for the audit period.

13.12 NOT USED
ARTICLE 14

TERMINATION OR SUSPENSION OF THE CONTRACT

14.1 TERMINATION BY THE CONTRACTOR FOR CAUSE

14.1.1 Grounds for Termination.

The Contractor may terminate the Contract if the Work is stopped for a period of thirty (30) consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons performing portions of the Work for whom the Contractor is contractually responsible, for only the following reasons:

(a) Issuance of an order of a court or other public authority having jurisdiction; or

(b) An act of government, such as a declaration of national emergency.

14.1.2 Notice of Termination.

If one of the above reasons exists, the Contractor may, upon written notice of seven (7) additional days to the District, terminate the Contract and recover from the District payment for Work executed and for reasonable costs verified by the Architect with respect to materials, equipment, tools, construction equipment, and machinery, including reasonable overhead, profit, and damages.

14.2 TERMINATION BY THE DISTRICT FOR CAUSE

14.2.1 Grounds for Termination.

The District may terminate the Contractor and/or this Contract for the following reasons:

(a) Persistently or repeatedly refuses or fails to supply enough properly skilled workers or proper materials;

(b) Persistently or repeatedly is absent, without excuse, from the job site;

(c) Fails to make payment to Subcontractors, suppliers, materialmen, etc.;

(d) Persistently disregards laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction; or

(e) Otherwise is in substantial breach of a provision of the Contract Documents.

14.2.2 Notification of Termination.

When any of the above reasons exist, the District may, without prejudice to any other rights or remedies of the District and after giving the Contractor and the Contractor’s surety, if any, written notice of seven (7) days, terminate the Contractor and/or this Contract and may, subject to any prior rights of the surety:
(a) Take possession of the Project and of all material, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;

(b) Accept assignment of Subcontracts. Contractor acknowledges and agrees that if the District (in its sole and absolute discretion) decides to takeover completion of the Project, the Contractor agrees to immediately assign all subcontracts to the District which the District has chosen to accept; and

(c) Complete the Work by any reasonable method the District may deem expedient, including contracting with a replacement contractor or contractors.

14.2.3 Payments Withheld.

If the District terminates the Contract for one of the reasons stated in Paragraph 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is complete. All costs associated with the termination and completion of the Project shall be the responsibility of the Contractor and/or its surety.

14.2.4 Payments Upon Completion.

If the unpaid balance of the Contract Sum exceeds costs of completing the Work, including compensation for professional services and expenses made necessary thereby, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the District. The amount to be paid to the Contractor, or District, as the case may be, shall be certified by the Architect upon application. This payment obligation shall survive completion of the Contract.

14.3 TERMINATION OF CONTRACT BY DISTRICT (CONTRACTOR NOT AT FAULT)

14.3.1 Termination for Convenience.

District may terminate the Contract upon fifteen (15) calendar days of written notice to the Contractor and use any reasonable method the District deems expedient to complete the project, including contracting with replacement contractor or contractors, if it is found that reasons beyond the control of either the District or Contractor make it impossible or against the District’s interest to complete the work. In such a case, the Contractor shall have no claims against the District except: (1) the actual cost for labor, materials, and services performed which may be documented through timesheets, invoices, receipts, or otherwise, and (2) ten percent (10%) profit and overhead, and (3) five percent (5%) termination cost of the total of items (1) and (2). Contractor acknowledges and agrees that if the District (in its sole and absolute discretion) decides to takeover completion of the Project, the Contractor agrees to immediately assign all subcontracts to the District which the District has chosen to accept.

14.3.2 Non-Appropriation of Funds/ Insufficient Funds.

In the event that sufficient funds are not appropriated to complete the Project or the DISTRICT determines that sufficient funds are not available to complete the Project, DISTRICT may terminate or suspend the completion of the Project at any time by giving written notice to the Contractor. In the event that the DISTRICT exercises this option, the DISTRICT shall pay for any and all work and materials completed or delivered onto the site for which value is received, and the value of any and all work then in progress and orders actually placed which cannot be canceled up to the date of notice of termination.
The value of work and materials paid for shall include a factor of fifteen percent (15%) for the Contractor’s overhead and profit and there shall be no other costs or expenses paid to Contractor. All work, materials and orders paid for pursuant to this provision shall become the property of the DISTRICT. 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. Adjustment shall be made for increases in the cost of performance of the Agreement caused by suspense, delay or interruption.

14.4 REMEDIES OTHER THAN TERMINATION

If a default occurs, the District may, without prejudice to any other right or remedy, including, without limitation, its right to terminate the Contract pursuant to Article 14.2, do any of the following:

(a) Permit the Contractor to continue under this Contract, but make good such deficiencies or complete the Contract by whatever method the District may deem expedient, and the cost and expense thereof shall be deducted from the Contract Price or paid by the Contractor to the District on demand;

(b) If the workmanship performed by the Contractor is faulty or defective materials are provided, erected or installed, then the District may order the Contractor to remove the faulty workmanship or defective materials and to replace the same with work or materials that conform to the Contract Documents, in which event the Contractor, at its sole costs and expense, shall proceed in accordance with the District’s order and complete the same within the time period given by the District in its notice to the Contractor; or

(c) Initiate procedures to declare the Contractor a non-responsible bidder for a period of two to five years thereafter.

All amounts expended by the District in connection with the exercise of its rights hereunder shall accrue interest from the date expended until paid to the District at the maximum legal rate. The District may retain or withhold any such amounts from the Contract Price. If the Contractor is ordered to replace any faulty workmanship or defective materials pursuant to Paragraph (b) above, the Contractor shall replace the same with new work or materials approved by the Architect and the District, and, at its own cost, shall repair or replace, in a manner and to the extent the Architect and the District shall direct, all work or material that is damaged, injured or destroyed by the removal of said faulty workmanship or defective material, or by the replacement of the same with acceptable work or materials. In no event shall anything in this Paragraph be deemed to constitute a waiver by the District of any other rights or remedies that it may have at law or in equity, it being acknowledged and agreed by the Contractor that the remedies set forth in this Paragraph are in addition to, and not in lieu of, any other rights or remedies that the District may have at law or in equity.

END OF SECTION 00700
PART 1 - GENERAL

1.1 RELATED DOCUMENTS
   A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
   A. Section 01030 – “Alternates”
   B. Section 01400 – “Quality Control Requirements”
   C. Section 01540 – “Site Security and Safety”
   D. Divisions 2 through 16 Sections for Summary of Work requirements for the work in those Sections.

1.3 WORK DESCRIPTIONS WITHOUT FORCE
   A. All general descriptions and/or general summaries of the work noted in this section, or elsewhere within the Contract Documents, are without force and effect on the Contract Work described and indicated in detail the Construction Documents. These general descriptions and summaries are for general reference and descriptive purposes only and in no way offer the complete and concise description of all the Work required by the Contract Documents.

1.4 WORK COVERED BY CONTRACT DOCUMENTS
   A. The intent of the Contract Documents includes but is not limited to:
      Remove existing building foundation and replace with new concrete foundation. Install seismic resisting material at crib wall. Excavate crawl space to meet current code. Install crawl space vapor barrier and insulation.

1.5 CONTRACTS
   A. Perform the work under a single, fixed-price Contract.

1.6 WORK SEQUENCE
   A. Construction activities shall be performed between the hours of 7AM and 5PM, Monday through Friday, unless otherwise required. No Work shall be performed outside the above hours without prior written authorization from the Construction Manager/Project Manager.
1.7 Not used.

1.8 Not used.

1.9 USE OF PREMISES
A. Contractor shall only use the premises for work, storage, staging areas, and vehicular parking as designated in the Contract Documents.

1.10 EXISTING AREA CONDITION SURVEY
A. Prior to commencement of work, jointly survey the existing area to be remodeled with the District and Architect, noting and recording existing damage such as cracks, sags, and other damage on Site Plan/Floor Plans.
B. This record shall serve as a basis for determination of subsequent damage to these items due to settlement, movement, demolition, or Contractor's operations.
C. Existing damage observed shall be marked and the official record of existing damage shall be signed by the parties making the survey.
D. Cracks, sags, and damage to the area and other items not noted in the original survey but subsequently observed shall be reported immediately to the Architect.

1.11 PROTECTION OF EXISTING STRUCTURES AND UTILITIES
A. The Drawings may not show all existing water, gas, electrical, and hot water lines, and other items known or suspected to exist in the area of the work.
B. Contractor shall locate these installations before proceeding with demolition or other operations which may cause damage, maintain them in service where appropriate, and repair damage caused by the performance of the Work, at no increase in the Contract Sum.
C. In addition to notification, if a structure or utility is damaged, take appropriate action as specified in the General Conditions.

1.12 USE AND OCCUPANCY OF WORK PRIOR TO ACCEPTANCE BY DISTRICT
A. The District may use and occupy the building before formal acceptance under the following conditions:
   1. A Certificate of Substantial Completion shall be prepared and executed as provided in the Contract Documents. See Section 01770 Contract Closeout Procedures. The Certificate of Substantial Completion shall be accompanied by a written endorsement of the Contractor’s insurance carrier and surety permitting occupancy by the District during the remaining period of the work.
   2. Occupancy by the District shall not be construed as being an acceptance of that part of the Work occupied.
   3. The Contractor will not be held responsible for damage to the occupied part of the Work resulting from the District’s occupancy.
   4. Occupancy by the District shall not be deemed to constitute a waiver of existing claims the District or Contractor may have against each other.
5. The District will pay for utility costs associated with occupancy during construction.

1.13 Not used

1.14 PROTECTION OF EXISTING IMPROVEMENTS

A. Provide barricades, coverings, or other types of protection necessary to prevent damage to existing improvements indicated to remain in place.

B. Protect improvements on adjoining properties as well as those on the District's property.

C. Protect existing trees and other vegetation indicated to remain in place, against unnecessary cutting, breaking or skinning of roots, skinning and bruising of bark, smothering of trees by stockpiling construction materials or excavated materials within drip line, excess foot or vehicular traffic, or parking of vehicles within drip line.

D. Restore any improvements damaged by this work to their original condition as acceptable to the District or other parties or authorities having jurisdiction.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 01010
PART 1 - GENERAL

1.1 RELATED DOCUMENTS
   A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
   A. Section 00200 – "Instructions to Bidders"
   B. Section 00300 – "Bid Proposal Form"
   C. Section 01010 – "Summary of Work"
   D. Section 01311 – "Project Management and Coordination"
   E. Divisions 2 through 16 Sections for Alternates requirements for the work in those Sections.

1.3 SUMMARY
   A. This Section includes administrative and procedural requirements governing Alternates. Each Alternate is identified by number and describes the basic changes to be made in the Work.

1.4 REQUIREMENTS
   A. Alternate pricing quoted on the Bid Proposal Form will be reviewed by the District, and accepted or rejected at District's sole option. Any accepted Alternate(s) will be identified in the District-Contractor Agreement.
   B. See the Bid Proposal Form, Section 00300. Item 1.G, for District Bid evaluation procedure.
   C. All Alternates are either "additive" or "deductive" or "no change" to the Lump Sum Base Bid. The Contractor shall quote the amount for each Alternate in the space provided on the Bid Proposal Form.
   D. Failure to either quote an Alternate amount or the insertion of the words "no bid," "none" or words of similar import, may be considered as not completing the Bid Proposal Form and may constitute disqualification of the entire bid at District's sole discretion. Bidders may insert a zero dollar amount ($0.00) in the Alternate price line of the Bid Proposal Form if the Bidder proposes to perform the Work of the Alternate with no additional change to the Contract Sum.
E. The Base Bid and the Alternates are exclusive in their scope of Work. There is no overlap between or among the Base Bid and the Alternates.

F. The cost of any item of work shall be included only once, in the Base Bid or in the Alternates.

G. Each Alternate is intended to cover all of the Work required for a complete, finished job.
   1. Alternate Work includes all miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of the Alternate, but necessary to complete the Alternate Work according to the Contract Documents.

1.5 PROCEDURES

A. Modify or adjust affected adjacent Work as necessary to completely integrate Work of each accepted Alternate into the Project.

B. Notification: Immediately following award of the Contract, Contractor shall notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated modifications to alternates.

C. Execute accepted Alternate(s) under the same conditions as other Work of this Contract.

PART 2 - PRODUCTS

2.1 DESCRIPTION OF ALTERNATES

A. Alternates are listed in Part 3 of the Bid Proposal Form, and hence are identified below as 3.A, 3.B, etc.

ALTERNATE 3.A - Provide 12 mil Polyethylene vapor retarder directly over dirt at entire crawl space area.
   • Accessories: Vapor-Retarder Tape: Pressure sensitive tape of type recommended by vapor-retarder manufacturer for sealing joints and penetrations in vapor retarder.
   • Preparation: grade and smooth crawlspace. Remove all projections capable of puncturing vapor retarder.
   • Installation:
     a. Install vapor retarders over prepared grade. Lap joints a minimum of 12 inches (305 mm) and seal with manufacturer's recommended tape. Install second layer over pathways to equipment.
     b. Extend vapor retarder over footings and seal to foundation wall or grade beam with manufacturer's recommended tape.
     c. Seal around penetrations such as utilities and columns in order to create a monolithic, airtight membrane at grade surface, perimeter, and all vertical penetrations.
     d. Protect vapor retarders from damage throughout work.

ALTERNATE 3.B - Install crawl space insulation within all existing framing cavities under entire first floor.
   • Provide and install unfaced Mineral Wool blankets with custom cut widths to fit tightly between joists and installed with metal battens between joists. Use insulation widths and lengths that fill the cavities formed by framing members. If more than one length is required to fill the cavities, provide lengths that will produce a snug fit between ends.
- Place insulation in cavities formed by framing members to produce a friction fit between edges of insulation and adjoining framing members. Use metal brackets to assure that insulation is pushed tight against sub-floor.
- Maintain 3-inch (76-mm) clearance of insulation around recessed lighting fixtures not rated for or protected from contact with insulation.
- Install according to ASTM C 1320
- Note that custom cutting of insulation and metal support brackets may be necessary due to uneven joist spacing.

PART 3 - EXECUTION

3.1 GENERAL

A. Execute accepted alternates under the same conditions as other Work of this Contract.
B. Coordination: Modify or adjust affected Work as required to completely and fully integrate that Work into the Project.

END OF SECTION 01030
SECTION 01210
ALLOWANCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
A. Section 00100 – “Notice Inviting Bids”
B. Section 00200 – “Instructions to Bidders”
C. Section 00600 – ”Construction Agreement”
D. Section 01010 – “Summary of Work”
E. Divisions 2 through 16 Sections for items of Work covered by Allowances.

1.3 SUMMARY
A. This Section includes administrative and procedural requirements governing Allowances.

1.4 GENERAL
A. Types of Project Allowances include the following:
   1. Lump-sum Allowance.

1.5 GENERAL
A. Description of Allowance No. 1: Thirty thousand dollars ($30,000.00) for all costs associated with additional Work, labor, and/or materials beyond that specified in the Contract Documents, and to be utilized at the sole discretion of the District, is to be included in Contractor’s Base Bid.

B. Contractor shall initially show Allowance #1 in the Schedule of Values as a single line item. Change Orders which are associated with the use of the Allowance will be included in the updated Schedule of Values in the same manner as other Change Orders, and the value of the Allowance line item will be decreased by the same amount.

1.6 SUBMITTALS
A. Submit proposals for purchase and/or installation of products or systems included under Allowances, following the process specified for Change Orders.
B. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each Allowance related item.
C. Coordinate and process submittals for Allowance items in same manner as for other portions of the Work.
1.7 LUMP-SUM ALLOWANCE REQUIREMENTS

A. Contractor’s cost for products, delivery, installation, labor, insurance, payroll, taxes, bonding and equipment rental and all other costs will be included in a Change Order authorizing expenditure of funds from an Allowance.

B. Funds will be drawn from an Allowance only with District approval evidenced by a Change Order prepared by the Architect and approved by the District.

C. At Contract closeout, any funds remaining in Allowance will be credited to District by Change Order.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

B. Coordinate materials and their installation for each Allowance item with related materials and installations to ensure that each Allowance item is completely integrated with related Work.

3.2 MODIFICATIONS TO WORK

A. Coordinate Allowance items with other portions of the Work in the same manner as other Work required by the Contract Documents.

B. General: Execute Allowance Work under the same conditions as other Work of this Contract.

C. Coordination: Modify or adjust affected Work as required to completely and fully integrate Allowance Work into the Project.

END OF SECTION 01210
SECTION 01311

PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
   A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
   A. Section 01010 - “Summary of Work”
   B. Section 01416 – “Special Procedures”
   C. Section 01505 – “Construction Waste Management”
   D. Section 01540 – “Site Security and Safety”
   E. Section 01770 – “Contract Closeout Procedures”
   F. Divisions 2 through 16 Sections for Project Management and Coordination requirements for the work in those Sections.

1.3 SUMMARY
   A. This Section specifies the administrative requirements and includes descriptions of required Project Coordination for the work and all Phases of Project including, but not limited to, the following:
      1. Coordination
      2. Pre-construction Conference
      3. Project Meetings
      4. Coordination of Contract Closeout

1.4 COORDINATION
   A. Coordinate scheduling, submittals, and Work of the various Sections of Specifications to assure efficient and orderly sequence of Work, with provisions for accommodating items to be installed later and for accommodating items to be installed by other District Contractors.
   B. Resolve differences or disputes concerning coordination, interference, or extent of Work of the various Sections of the Specifications. Contractor’s decisions if consistent with requirements of the Contract Documents shall be final.
   C. Coordinate completion and clean up of Work of separate Sections in preparation for substantial Completion.
   D. Coordinate requests for substitutions to assure compatibility of space, of operating elements, and effect on work of other sections.
   E. Cooperate with District and District suppliers and/or contractors during move-in and occupancy of the completed Work at each Phase.
F. Contractor shall coordinate construction operations and means and method of construction included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.

1. Coordinate structural, mechanical, and electrical elements prior to installation. All penetrations of structural elements must first receive approval of Architect and District. Rerouting of ductwork, piping, or conduit and resulting changes to other work caused by failure to coordinate beforehand is the responsibility of the Contractor and shall not be considered justification for either additional cost or time.

2. Schedule construction operations in sequence required to obtain the best constructed results where installation of one part of the Work depends on installation of other components, before or after its own installation.

3. Coordinate installation of different components with other contractors or other trades to ensure maximum and appropriate accessibility for required maintenance, service, and repair. Where availability of space is limited, coordinate installation of different components to ensure maximum and appropriate performance and accessibility for required maintenance, service, operations, and repair of all components, and building systems.

4. Make adequate provisions to accommodate items scheduled for later installation.

5. The manner in which the Specifications are divided into Divisions and Sections is not intended to indicate division of work between trades nor indicate trade union or jurisdictional agreements.
   a. Assign and subcontract construction activities, and employ workers in a manner that will not risk jurisdictional disputes that could result in conflicts, delays, claims, or losses.

1.5 PRECONSTRUCTION CONFERENCE

A. The District Project Manager will schedule a conference after Notice to Proceed and prior to the start of Work.

B. Attendance Required: District representatives, Architect and consultants, DSA Project Inspector, District Project Manager, Contractor, certain Subcontractors as requested by the District and others as appropriate.

1.6 ADMINISTRATIVE COORDINATION

A. Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work.

1.7 COORDINATION OF THE WORK

A. Coordinate use of project space and sequence of installation of mechanical, electrical, structural, and other Work which is indicated diagrammatically on Drawings. Follow routings shown for pipes, ducts, and conduits as closely as practicable, with due allowance for available physical space; make runs parallel with lines of building. Utilize space efficiently for maximum and
appropriate accessibility for other installations, for maintenance, service, operations, and for repairs.

B. Contractor shall use large scale drawings, if their preparation is required as part of Work of these specifications, together with shop drawings if applicable and layout drawings of other affected sections of these specifications to check, to coordinate, and to integrate the Work of various sections to prevent interferences.

C. Perform and complete checking and coordination before commencing construction in the affected areas.

D. In finished areas, except as otherwise shown, conceal pipes, ducts, and wiring in the construction. Coordinate locations of plumbing, fixtures, electrical fixtures, and fixtures and outlets with finish elements.

1.8 CONSERVATION
A. Contractor shall coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.
   1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. Refer to other Sections for disposition of salvaged materials that are designated as District's property.

1.9 MEANS AND METHODS
A. Contractor is solely responsible for construction means, methods, techniques, sequences, and procedures for performing all Work.

1.10 ADMINISTRATIVE AND SUPERVISORY PERSONNEL
A. Contractor shall provide other administrative and supervisory personnel as required for proper performance of the Work.
   1. Include specific or dedicated personnel required for coordination of operations with other contractors.

1.11 COORDINATION WITH WORK BY DISTRICT
A. Coordinate service connections for District furnished and District installed equipment. Verify that service connections are correct sizes and in required locations.

B. Coordinate support and anchorage for equipment furnished and installed by the District. Provide blocking and backing as shown or directed to facilitate installation of equipment by others.

PART 2 - PRODUCTS
Not Used.

PART 3 - EXECUTION
Not Used.

END OF SECTION 01311
SECTION 01340
ADMINISTRATIVE FORMS & LOGS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS

A. Section 01015 - “Project Phasing”
B. Section 01290 - “Payment Procedures”
C. Section 01310 - “Construction Scheduling”
D. Section 01311 - “Project Management and Coordination”
E. Section 01330 - “Submittal Procedures”
F. Section 01625 - “Product Options and Substitutions”
G. Section 01780 - “Project Record Documents”
H. Divisions 2 through 16 Sections for Administrative Forms & Logs requirements for the Work in those Sections.

1.3 SUMMARY

A. This section specifies the information and format requirements for administrative forms and logs.

1.4 ADMINISTRATIVE FORMS & LOGS

A. Administrative forms and logs include, but are not limited to, the following:
   1. Transmittal Form
   2. Submittal Transmittal Form
   3. Request for Information Form.
   4. Substitution Request Form.
   5. 3-Week Projected Construction Schedule Form
   6. 3-Week Testing & Inspection Schedule Form
   7. Proposed Change Order Form.
   8. Change Order Form.
   9. Request for Information Log Form.
   10. Submittal Log Form
11. Proposed Change Order Log Form.
12. Change Order Log Form.
13. Project Re-inspection Record Form
14. Contractor's Proposal For Contract Modification Form

B. Not used

1.5 CONTRACTOR RESPONSIBILITIES

A. Nothing in this Section 01340 including, but not limited to the above forms and log forms shall be construed to limit, relieve, or release Contractor from liability to District for any damages sustained as a result of inaccurate or incorrect information supplied by the Contractor.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.
**TRANSMITTAL To:**
Contra Costa Community College District  
500 Court Street, Martinez, CA 94553-1203  
Phone: (925) 221-1000  
Fax: (925) 335-9697  
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- [ ] Shop Drawings  
- [ ] Submittals  
- [ ] Plans  
- [ ] Specifications  
- [ ] Disks  
- [ ] Copy of Letter  
- [ ] Change Order  
- [ ] Samples  
- [ ] Product Data  
- [ ] Warranty Documents  
- [ ] O&M Manual  
- [ ] Project Closeout Documents  

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- [ ] For Your Info  
- [ ] For Your Approval  
- [ ] As Requested  
- [ ] For Your Review and Comment  
- [ ] Originals for Signatures  
- [ ] As Required per Contract Para:  
- [ ] Other:  

**Remarks:**

Remarks:

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**Page 1 of 1**
## SUBMITTAL TRANSMITTAL

**Date:**

**Transmittal No.:**

**From:**

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**To:**

**Via:**

- [ ] Fax
- [ ] Hand Delivery
- [ ] US Mail
- [ ] Pick-Up
- [ ] Overnight Mail
- [ ] Email
- [ ] Other

**Attn:**

**Contract No.:**

**Project No. and Name:**

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### Specification Section:

- [ ] Shop Drawings
- [ ] Test Reports
- [ ] Plans
- [ ] Specifications
- [ ] Disks
- [ ] Certificate
- [ ] Samples
- [ ] Product Data
- [ ] Other
- [ ] D&M Manual
- [ ] Project Closeout Documents
- [ ] Warranty Documents

**Certification:** A separate Submittal Transmittal is required for each Specification Section. This form is to be used ONLY if there are NO deviations from the Contract Documents. If there are ANY deviations, the Contractor shall submit in accordance with Specification Section 01625 Product Options and Substitutions. We certify that all items contained in this Submittal meet all requirements specified in the Contract Documents.

---

### CONTRACTOR USE ONLY

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<th>Para No. and/or Dwg No.</th>
<th>Item Identification (Type, size, model no., Mfg. Name, dwg, or brochure no.)</th>
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**Contractor Comments:**

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**Copies of Submittals to District:**

- [ ] Yes
- [ ] No

**Contractor Signature:**

---

**Date Revd by Reviewer:**

**From (Reviewer):**

**To:**

- [ ] PROJECT MANAGER OR CONSTRUCTION MANAGER
- [ ] DISTRICT

**Reviewer Use Only:**

---

**Signature:**

**Date:**

---

**Copy To:**

**Received by:**

**Print Name:**

**Signature:**
## Request for Information (RFI)

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**Request Issued By:**

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**Response Issued By:**

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<th>Architect/Engineer Signature</th>
<th>Name (Printed)</th>
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**Response Reviewed By:**

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<th>Owner Authorized Representative (Project Manager)</th>
<th>Name (Printed)</th>
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**Note to Contractor:**

This Form Cannot Modify Contract Amount or Milestones and/or Contract Time.
CONTRA COSTA COMMUNITY COLLEGE DISTRICT
500 Court Street, Martinez, CA 94553

SUBSTITUTION REQUEST FORM

Contractor Name: ____________________________
Contract #: _________________________________
RFS #: ____________________________ Date: ____________
DSA Application #: __________________________
Campus: _________________________________
Project No., Name: ___________________________

Contractor pursuant to General Conditions submits the proposed items. If the District accepts such items as described, the undersigned may furnish such item with all necessary labor, materials, equipment and incidental to perform and complete the Work.

<table>
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<tr>
<th>Item No.</th>
<th>SPECIFIED ITEM OR DRAWING</th>
<th>SPECIFICATION SECTION</th>
<th>PROPOSED SUBSTITUTION (and name of Subcontractor if different)</th>
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CERTIFICATION

Under penalty of perjury under the Laws of California, I certify that the proposed substitution will be readily available, perform adequately the functions and achieve the results called for by the design concept, be similar in substance to the specified, and be subject to the same use as that specified in Contract Documents.

Contractor: ____________________________

(Please print name of company) ____________________________
Name and Title (job title): ____________________________
Contractor Authorized Representative: ____________________________
Date: ____________

A. Does the substitution affect dimensions shown on Drawings?

B. Will the undersigned pay for changes to the building design, including engineering and detailing costs caused by the requested substitution?

C. What effect does the substitution have on other trades?

D. Will substitution cause change to Project Schedule, or to critical delivery dates? Add ? Shorten ?

E. Differences between proposed substitution and specified item?

F. What is the Cost Differential including all mark-ups?

G. Are Manufacturer’s guarantees for the proposed item the same as for item specified? Explain differences.

H. The undersigned accepts full responsibility for delays caused by redesign of other items of the Work necessitated by substitution.

I. The undersigned states that the function, appearance and quality are equivalent or superior to the specified item.

A/E Response: ____________________________

District Representative Response: ____________________________

- Accepted
- Not Accepted
- Accepted As Noted
- Received Too Late
- Received Too Late

By: ____________________________ Date: ____________

By: ____________________________ Date: ____________

K:\Project Files\System\CCC\CCCD-17\College Center Design 03\Design Dev\0.40 Concept Docs\Phase 2.0 Space & Pedestrian CCDC Division 0 & 1 DRAFT\03 0115 03 06-05-25 Form Substitution Request Form - SRF.xls Page 1 of 1
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</tbody>
</table>

Project Phase #

Remarks:

Submitted by: [Print Name]

Sign & Date:
CONTRA COSTA COMMUNITY COLLEGE DISTRICT
500 Court Street, Martinez, CA 94553

PROPOSED CHANGE ORDER

PCO No.: __________________________

<table>
<thead>
<tr>
<th>Contractor Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract #:</td>
<td>DSA File #: 7-C1</td>
</tr>
<tr>
<td>Contract Date:</td>
<td>DSA Application #:</td>
</tr>
<tr>
<td>NTP Date:</td>
<td>Campus:</td>
</tr>
<tr>
<td>GL #:</td>
<td>Project No., Name:</td>
</tr>
</tbody>
</table>

PRELIMINARY CHANGE AS FOLLOWS:

Within (7) days provide and submit to the Project Manager a complete and itemized proposal including but not limited to the following items: cost breakdown of labor, materials, equipment, markup, construction schedules, etc. Provide either ADD or DEDUCT to the original Contract Amount.

<table>
<thead>
<tr>
<th>Scope of Work:</th>
<th>Ref. (Drawings, Specifications, Others):</th>
</tr>
</thead>
</table>

Final Cost of this PCO

$0.00

The Contractor requests that time will be Increasing: Decreased: By Working Days

NOTE: The Contractor waives any claim for further adjustments of the Contract Sum and Contract Time related to the changes in Work as described above.

<table>
<thead>
<tr>
<th>1 - REVIEWED &amp; RECOMMENDED (Architect/Engineer of Record)</th>
<th>5 - CONTRACTOR ACCEPTANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Company Name:</td>
</tr>
<tr>
<td></td>
<td>Address:</td>
</tr>
</tbody>
</table>

Stamp (when applicable) Signature/Date

2 - CONSTRUCTION MANAGER (CM) - (when applicable)

Signature / Date

3 - PROJECT INSPECTOR (PI) - (when applicable)

Signature / Date

4 - PROJECT MANAGER (PM)

Signature / Date

5 - CONTRACTOR ACCEPTANCE

Company Name:

Address:

Authorized Representative, Name & Title (PRINT)

Signature / Date

DSA APPROVAL (when applicable)

Signature / Date
# CHANGE ORDER

### Contractor Information
- **Name:**
- **Contract #:**
- **Date:**
- **NTP Date:**
- **GL #:**

### Adjustments

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$0.00</td>
</tr>
<tr>
<td>Prior Contract Adjustments</td>
<td>$0.00</td>
</tr>
<tr>
<td>Contract Sum Prior to this Change Order</td>
<td>$0.00</td>
</tr>
<tr>
<td>Adjustment Per This Change Order</td>
<td>$0.00</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Periods
- **Original Contract Period:**
- **Start Date:**
- **End Date:**
- **Contract Time:**
  - Increased: Decreased: By 
  - **Calendar Days:**
- **Revised Contract Completion Date:**

### Notes
- The Contractor waives any claim for further adjustments of the Contract Sum and Contract Time related to the above changes in Work.

### Signatures

- **1. REVIEWED & RECOMMENDED (architect/engineer of record):**
- **2. CONSTRUCTION MANAGER (CM):**
- **3. PROJECT MANAGER (PM):**
- **4. DISTRICT AUTHORIZED REPRESENTATIVE:**
- **5. CONTRACTOR ACCEPTANCE:**
  - **Company Name:**
  - **Address:**
  - **Signature/Date:**
  - **Authorized Representative, Name & Title (PRINT):**
  - **Signature/Date:**
  - **C.O. NOT VALID WITHOUT Signature/Date:**
  - **DSA APPROVAL (when applicable):**

---

K:\Project Filing System\CCCD-617-College Center Design\03. Design Dev\3.40 Cost Docs\Phase I\3.45 Spec & Pros\CCC-DIVISION 0 & 1 DRAFT Div 0 & 1 Working Templates\Forms & Logs Templates\Change Order - CO.txt Page 1 of 1
## Request For Information Log - RFI LOG

<table>
<thead>
<tr>
<th>RFI No.</th>
<th>Date Requested</th>
<th>Description</th>
<th>Project No. and Name</th>
<th>Contractor Name</th>
<th>Contract #</th>
<th>Requested By</th>
</tr>
</thead>
<tbody>
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</table>

**Remarks**

**Distribution List**

- Program
- AL
- UC
- Other

**Date Requested**

- RFI
- PO
- Contract
- Other

<table>
<thead>
<tr>
<th>Project No.</th>
<th>PO No.</th>
<th>Contract No.</th>
<th>Distribution List</th>
</tr>
</thead>
<tbody>
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</table>

**Contra Costa Community College District**

300 Grant Street, Martinez, CA 94553

**P-1047 Borland House Foundation Replacement**

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**Section 01340 - Page 11 of 17**

**Administrative Forms & Logs**
### Submittal Log

<table>
<thead>
<tr>
<th>Contractor Name</th>
<th>Contract #</th>
<th>Date Updated</th>
</tr>
</thead>
</table>

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**
500 Court Street, Martinez, CA 94553

**Submittal Log**

- **DSA File #:** T-C1
- **DSA Application #:**
- **Campus:**
- **Project No. and Name:**

<table>
<thead>
<tr>
<th>Submit No.</th>
<th>Specification Section No.</th>
<th>Item No.</th>
<th>Description</th>
<th>Date Submitted to A/E for Review</th>
<th>Request Return Date per AEC</th>
<th>Date Returned to Contractor</th>
<th>No. of Submittals Returned</th>
<th>A/E Review Comments</th>
<th>Date Submitted to DSA</th>
<th>Date Returned from DSA</th>
<th>Distribution List</th>
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</table>

### Project Submittal Analysis

- **Number of submittals:**
  - No Exception Take (NET)
  - Number of Submittals
  - Make Correction Notice (MCN)
  - Number of Submittals: Revised and Resubmit
  - Number of Submittals: Submit Specified Item (SB)
  - Number of Submittals: Rejected (R)
  - Number of Open Deferred Approval Submittal

---

*P-1047 Borland House Foundation Replacement*
## Proposed Change Order Log - PCO Log

### Reference (PT, Bids/Dir, Directive)

<table>
<thead>
<tr>
<th>PCO No.</th>
<th>PCO Date</th>
<th>Description</th>
<th>Approved Amount</th>
<th>Status</th>
<th>PCO Caused By</th>
<th>PCO Requested by</th>
<th>Remarks</th>
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</table>

### PCO Breakdown Analysis (District Approved PCOs only)

<table>
<thead>
<tr>
<th>PCO Requested by</th>
<th>Amount</th>
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<tbody>
<tr>
<td>A</td>
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<td>D</td>
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<td>E</td>
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</table>

### Status Codes

- R: In review
- T: TAM in progress
- E: Executed
- N: In negotiations
- P: Pending (quote)
- PC: Potential claim
- W: Withdrawn
- D: Denied / No cost
- L: In litigation
## CHANGE ORDER Log

### DSA File #: 7-C1

<table>
<thead>
<tr>
<th>Contract Name:</th>
<th>Contd #:</th>
<th>Contd #:</th>
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<table>
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<tr>
<th>Co #</th>
<th>Date</th>
<th>Description</th>
<th>Date Submitted to DSA</th>
<th>Date Returned from DSA</th>
<th>DSA Comments</th>
<th>Distribution List</th>
<th>Date of Issue</th>
<th>Amount Approved</th>
<th>Time Extension (Calendar Days)</th>
<th>Remarks</th>
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**Total Approved Changes:** 5

### ADJUSTMENT TO CONTRACT AMOUNT/TIME

<table>
<thead>
<tr>
<th>Original Contract Amount</th>
<th>$0.00</th>
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<tbody>
<tr>
<td>Contract Adjustments</td>
<td>$0.00</td>
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<tr>
<td>Revised Contract Amount</td>
<td>$0.00</td>
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</table>

**Original Contract Completion Date:**

**Number of Calendar Days Adjusted:**

**Revised Contract Completion Date:**

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Contra Costa Community College District
Borland House Foundation Replacement

500 Count Street, Martinez, CA 94553
## Project Re-inspection Record

### By: Project Inspector

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Description</th>
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<td>Tue.</td>
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<tr>
<td>Wed.</td>
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</table>

### List of Re-inspection by IOR (if applicable)

<table>
<thead>
<tr>
<th>Date / Hours</th>
<th>Description of Re-inspection</th>
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<tbody>
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</table>

**Signature**

**Date**

**Print name:** Inspector of Record

**Signature**

**Date**

**Print name:** Project Manager

---

Contra Costa Community College District  |  Section 01340 - Page 15 of 17
Borland House                               |  Administrative Forms & Logs
P-1047 Borland House Foundation Replacement |
## CONTRACTOR'S PROPOSAL FOR CONTRACT MODIFICATION

### (05/11)

**Project No. and Name:**

**Prime Contractor:**

**SHORT DESCRIPTION OF CHANGE:**

### PRIME CONTRACTOR'S WORK

<table>
<thead>
<tr>
<th>1. Direct Materials</th>
<th>9.25% of Line 1</th>
<th>9.25%</th>
<th>$0.00</th>
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</thead>
<tbody>
<tr>
<td>2. Sales Tax on Materials</td>
<td>9.25%</td>
<td>$0.00</td>
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<tr>
<td>3. Direct Labor</td>
<td>$0.00</td>
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</tr>
<tr>
<td>4. Insurance, Taxes, and Fringe Benefits</td>
<td>19.19% of Line 3</td>
<td>19.19%</td>
<td>$0.00</td>
</tr>
<tr>
<td>5. SUBTOTAL Materials and Labor (Add lines 1-4)</td>
<td></td>
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<td>$0.00</td>
</tr>
<tr>
<td>6. Rental Equipment</td>
<td>$0.00</td>
<td></td>
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</tr>
<tr>
<td>7. Sales Tax on Rental Equipment</td>
<td>9.25%</td>
<td>$0.00</td>
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</tr>
<tr>
<td>8. Equipment Ownership and Operating Expenses</td>
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<tr>
<td>9. SUBTOTAL Equipment (Add lines 6-8)</td>
<td></td>
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<td>$0.00</td>
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</tbody>
</table>

### SUMMARY

| 10. Prime Contractor's Work (Add Lines 5 and 8) | $0.00 |
| 11. Overhead and Profit On Prime Material and Labor | 15.00% of Line 9 | 15.00% | $0.00 |
| 12. Overhead and Profit On Prime Equipment | 10.00% of Line 9 | 10.00% | $0.00 |
| 13. Total of Subcontractor's Work (See Backup) | | | $0.00 |
| 14. Prime's Overhead on all Subcontractor's Work | 0.00% of Line 10 | 0.00% | $0.00 |
| 15. SUBTOTAL (Add Lines 10-14) | | | $0.00 |
| 16. Prime's Contractor's Bond Premium | 1% of Line 16 | 1.00% | $0.00 |
| 17. TOTAL COST (Add Lines 15-16) | | | $0.00 |

**Estimated time extension and justification (attach schedule analysis):**

**Work Days:**

### Prime Contractor’s Comments:

**Signature and Title of Preparer:**

**Date:**

---

1. Material (attach itemized quantity and unit cost plus sales tax)
2. Labor (attach itemized hours and rates)
3. Liability and Property Damage Insurance, Workmen's Compensation Insurance, Social Security, and Unemployment Taxes, not to exceed as follows: PICA @ 6.2% with a wage ceiling of $20,000, Medicare @ 1.42% to $200,000 wage ceiling; FUTA @ .8% with a wage ceiling of $7,000; ETT and SUTA @ 2.9%; Liability and Property Damage @ 2.5%. Total not-to-exceed is 18.15%. (Note: Modifications to these percentages will be evaluated and possibly modified only on a case-by-case basis and only after proper proof of alternate percentages are documented and approved in advance. In addition, as wage ceilings are met, the corresponding percentages must drop from the “burden” calculations.)

4. Equipment (attach invoices)
5. If Subcontractor performed work, use subcontractor's sheets to calculate costs.

14. Prime Contractor's Overhead and Profit on Subcontractor work. No more than five percent (5%) of item 13. Subcontractor overhead and profit (not less cumulative) not to exceed fifteen percent (15%) of the lowest bidder Subcontractor total cost.

15. Bond not to exceed two percent (2%) of Item 16. Use actual percentage from Performance/Payment bonds submitted at contract award.
PART 1 - GENERAL

1.1 RELATED DOCUMENTS
   A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
   A. Section 01010 – “Summary of Work”
   B. Divisions 2 through 16 Sections for Quality Control Requirements for the work in those sections.

1.3 SUMMARY
   A. This Section includes Administrative and Procedural Requirements for Quality Control and Quality Assurance Services includes, but not limited to, the following:
      1. Quality assurance and control of installation.
      2. References.
      3. Inspection and testing laboratory services
      4. Manufacturers' field services and reports
      5. Field sample
      6. Conflicts

1.4 QUALITY ASSURANCE/CONTROL OF INSTALLATION
   A. Monitor quality control over suppliers, manufacturers, products, services, site conditions and workmanship, to produce Work of specified quality.
   B. Comply fully with manufacturers' written instructions, including each step in sequence.
   C. When manufacturers' instructions conflict with Contract Documents, request clarification from District's Representative before proceeding.
   D. Comply with specified standards as a minimum quality for the Work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
   E. All Work shall be performed by persons qualified to produce workmanship of specified quality.
   F. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion or disfigurement.
   G. Contractor's Line of Authority: Contractor shall provide one person who shall be both knowledgeable and responsible for all work to be performed on the Project at all times during normal work hours. In Contractor's absence, Contractor's appointed representative shall be responsible for all directions given him and said directions shall be binding as if given to the
Contractor. Contractor’s representative shall be responsible to coordinate all Work to be performed on the Project.

H. Shop and field work shall be performed only by mechanics skilled and experienced in the fabrication and installation of the work involved. All work on this Project shall be done in accordance with the best practices of the various trades involved and in accordance with the Contract Documents, approved shop drawings and these specifications.

I. All work shall be erected and installed plumb, level, square and true and in proper alignment and relationship to the work of other trades. All finished work shall be free from defects. The District’s Representatives reserve the right to reject any materials and workmanship that are not considered to be of the highest standards of the trades involved. Any such inferior material or workmanship shall be removed and replaced at no additional cost or time impact to the District.

J. The specifications and recommendations of the manufacturer whose materials are used shall be strictly adhered to during the application or installation of materials. Manufacturer’s specifications, installation instructions, and testing and startup directions shall be available for inspection on Site.

K. Any additional work beyond that specified or illustrated in the Contract Documents, or any modification thereto, that is necessary to obtain the guarantees specified in the Contract Documents shall be provided by the Contractor without any additional cost or time impact to the District.

1.5 REFERENCES

A. Conform to reference standards in force on the most recent date of issue of the approved Contract Documents.

B. When specified reference standards conflict with Contract Documents, request clarification from District’s Representative before proceeding.

C. The contractual relationship of the parties to the Contract shall not be altered from the Contract Documents by mention or inference otherwise in any reference document.

D. The Contractor shall be responsible for being current and knowledgeable for all building codes involved for all trades under his direction.

E. Provide all work and materials in full in accordance with the latest applicable Rules and Regulations of the California Code of Regulations Title 24 Building Code Standards, the State Fire Marshal, Safety Orders of the Division of Industrial Safety, and any other applicable laws or regulations. Nothing in these plans or specifications is to be construed to permit Work not conforming to these Codes.

F. American Society for Testing and Materials (ASTM):

   1. 29 CFR 1910, Subpart A, Section 1910.7: Definitions and Requirements for a National Recognized Testing Laboratory.
H. NIST: National Institute of Standards and Technology.

I. Furnish all material and labor required to comply with these Rules and Regulations without any additional cost to District.

1.6 MANUFACTURERS’ FIELD SERVICES AND REPORTS

A. When specified in individual Specification Sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, testing, adjusting, and balancing of equipment as applicable, and to provide instructions when necessary.

B. Provide five (5) sets of Manufacturer’s Field Representative report to District and Architect for review within 5 days of field observation.

C. Manufacturer’s Field Service: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Section 01330 (Submittal Procedures.)

1.7 FIELD SAMPLES

A. Install field samples at the site for District and Architect review as required by individual Specifications Sections.

B. Samples accepted by the Architect in writing represent the quality level required for the Work.

C. Where a field sample is specified in individual sections to be removed, clear area after field sample has been accepted by Architect.

1.8 Not used.

1.9 Not used.

1.10 CONFLICTS

A. Contractor shall comply with rules of documents interpretation as indicated in Contract General Conditions including, but not limited to the following items:

1. Contract Documents take precedence over statutory requirements or standard when requiring materials of higher quality or performance, or larger sizes or capacity, or greater protection, safety or quantity than required by said codes or standards.

2. This shall not operate to allow deviations from code requirements, prior approvals and other provisions as specified.

3. Modifications to published statutory requirements currently adopted or enforced by regulating agencies having jurisdiction shall take precedence over said published requirements.

B. Conflicts within Contract Documents and/or between Project Manual (including specifications) Drawings, Addenda: The more stringent requirement shall govern.

C. Subcontractor, supplier, and installer work may be called for in any section of the Contract Documents; Project Manual Specifications, Drawings and Addenda. Work by any one discipline
is not limited to any specification section of the Project Manual, Drawings, Addenda, and Contract Documents shall be bid in total and not in parts.

D. If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that are different, but apparently equal, to Architect for a decision before proceeding. Contractor shall, within (15) working days, notify the Architect in writing for the context of requirements.

E. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Contractor shall, within (15) working days, notify any uncertainties to the Architect and District for a decision before proceeding.

1.11 QUALITY CONTROL, GENERAL

A. District will provide inspections, tests, and similar quality control services specified to be performed by independent agencies, except where indicated as Contractor's responsibility. Costs for District-provided inspections and tests are not included in Contract Sum.

1. District will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and description of types of testing and inspecting they are engaged to perform.

2. Costs for retesting and re-inspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.

B. Where tests and inspections are indicated as Contractor's cost and/or responsibility, provide quality-control services specified and those required by authorities having jurisdiction

1. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.

2. Testing of equipment, systems, components, assemblies, and other non-structural elements of the Work that require testing shall be performed in accordance with the Contract Documents and Manufacturer’s recommended testing protocols. The Contractor shall submit Manufacturer’s Installation Instructions and Manufacturer’s recommended tests in accordance with Section 01330, Submittal Procedures, prior to installation and testing of equipment, systems, components, assemblies, and other non-structural elements of the Work. Test results shall be recorded and submitted original Manufacturer’s documents.

3. Notify Project Inspector and testing agencies, at least (5) working days or as indicated otherwise in advance of time when Work that requires testing or inspecting will be performed.

4. Where quality-control services are indicated as Contractor’s responsibility, submit a certified written report, in duplicate, of each quality-control service.

5. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor’s responsibility.
6. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.

C. Retesting/Re-inspecting:
   1. Where quality-control services are Contractor’s responsibility, provide quality-control services, including retesting and re-inspecting, for construction that replaces or is necessitated by Work that failed to comply with the Contract Documents.
   2. Where quality-control services are District’s responsibility, costs for retesting and re-inspecting construction that replaces or is necessitated by Work that failed to comply with the Contract Documents will be charged to Contractor, by way of a deductive Change Order.

D. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
   1. Access to the Work
   2. Incidental labor and facilities necessary to facilitate tests and inspections
   3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
   4. Facilities for storage and field curing of test samples.
   5. Preliminary design mix proposed for use for material mixes that require control by testing agency.
   6. Security and protection for samples and for testing and inspecting equipment at Project site.

E. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
   1. Schedule times for tests, inspections, obtaining samples, and similar activities. Provide timely notice of the Work’s readiness for all required tests and inspections.

F. Testing and Inspection Log: The Contractor shall provide a detailed list of all Tests and Inspections required by the Contract Documents for each of the Project Phases. Submit the Test and Inspection Log with the submittal of the Master CPM Schedule.
   1. Distribution: Distribute schedule to District, Architect, Project Manager, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

1.12 NOT USED

1.13 NOTIFICATION ON NON-COMPLIANCE

A. The District will notify the Contractor of any detected non-compliance with the Contract. Take immediate corrective action after receipt of such notice. Such notice, when delivered to the Contractor at the work site, shall be deemed sufficient for the purpose of notification. If the Contractor fails or refuses to comply promptly, the District may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due
to such stop orders will be made the subject of claim for extension of time for excess costs or damages by the Contractor.

PART 2 - PRODUCTS
Not Used.

PART 3 - EXECUTION

3.1 EXAMINATION
A. Verify existing site conditions and substrate surfaces are acceptable for subsequent Work. Beginning new Work constitutes acceptance of existing conditions by the Contractor.
B. Verify existing substrate is capable of structural support or attachment of new Work being applied or attached.
C. Examine and verify specific conditions described in individual specification sections.
D. Verify utility services are available, of correct characteristics, and in correct locations.

3.2 TEST AND INSPECTION LOG
A. Prepare a record of tests and inspections. Include the following:
   1. Date test or inspection was conducted.
   2. Description of the Work tested or inspected.
   3. Date test or inspection results were transmitted to Architect.
   4. Identification of testing agency or special Inspector conducting test or inspection.
B. Maintain test and inspection log at project site. Post changes and modifications as they occur. Provide access to test and inspection log for Architect and Project Manager’s reference during normal working hours.

3.3 PREPARATION
A. Clean substrate surfaces prior to applying next material or substance.
B. Seal cracks or openings of substrate prior to applying next material or substance.
C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying new material or substance in contact or bond.

3.4 PREPARATION AND PROTECTION
A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes. See also Section 01730, Cutting and Patching.
B. Protect construction exposed by or for quality-control service activities.
C. Repair and protection are Contractor’s responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 01400
PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. All Contract documents shall be reviewed for applicable provisions related to the provisions in this document, and provision in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS

A. Section 01010 – “Summary of Work”
B. Section 01311 – “Project Management and Coordination”
C. Divisions 2 through 16 Sections for Hazardous Materials requirements for the work in those Sections.

1.3 SUMMARY

A. This Section describes Project requirements applicable to Work the unexpected discovery of hazardous materials, hazardous waste, asbestos and asbestos-containing materials, lead-based paint, polychlorinated biphenyls, petroleum-contaminated soils and materials, construction and demolition debris and any other hazardous substance or hazardous waste. This Section supplements the requirements elsewhere in the Contract Documents.

1.4 DISCOVERY OF HAZARDOUS MATERIALS

A. In the event the Contractor encounters or suspects the presence on the job site of material reasonably believed to be asbestos, polychlorinated biphenyl (PCB), or any other material defined as being hazardous by § 25249.5 of the California Health and Safety Code, which has not been rendered harmless, the Contractor shall immediately stop Work in the area affected and report the condition to the District and the Architect in writing, whether or not such material was generated by the Contractor or the District. The Work in the affected area shall not thereafter be resumed, except by written agreement of the District and the Contractor, if in fact the material is asbestos, polychlorinated biphenyl (PCB), or other hazardous material, and has not been rendered harmless. The Work in the affected area shall be resumed only in the absence of asbestos, polychlorinated biphenyl (PCB), or other hazardous material, or when it has been rendered harmless by written agreement of the District and the Contractor.

B. If hazardous materials are encountered, they shall be handled in accordance with applicable local, state and federal regulation which may include: (1) CCR Title 8, Division 4, Chapter 4, Sections 5163 through 5167 and 5192 (Hazardous Waste Operations and Emergency Response); (2) CCR Title 22, Division 4.5, Chapters 10 through 13 and 18 (Environmental Health Standards for Management of Hazardous Waste); and (3) CCR Title 23, Division 3, Chapter 15 (Discharges of Hazardous Waste to Land).

C. Should the discovery of contaminants cause delay to Contractor’s operation, extension of Contract Time will be granted by District in accordance with Section 00700 (General
Conditions) and Section 01310 (Construction Scheduling,) Contractor may not be entitled to damages or additional payment due to such delays. District may, if it believes appropriate in its sole discretion, grant an extension of Contract Time.

D. The Contractor shall take all measures to avoid and/or mitigate delays due to Hazardous Materials/Waste finds such as; avoiding the area of the find and proceeding with other work on the project; developing "work around" plans; and documenting his best efforts to avoid and/or mitigate delays. See Section 01310 (Construction Scheduling) regarding requirement to demonstrate Time Impacts.

1.5 SUBSURFACE HAZARDOUS MATERIALS

A. If Contractor encounters surface contamination, the following provisions and precautionary measures shall be implemented during construction.

1. Contractor's personnel shall be alert for and cease work in the area and immediately report to District's Representative any detectable chemical odors, unusual debris, or discolored soil.

1.6 HAZARDOUS MATERIAL WORK LIMITATIONS

A. In the event that the presence of hazardous materials is suspected or discovered on the Site (except in cases where asbestos and other hazardous material work is the Contractor’s responsibility), the District shall retain an independent testing laboratory to determine the nature of the material encountered and whether corrective measures or remedial action is required. The Contractor shall not be required to perform without consent any Work in the affected area of the Site relating to asbestos, polychlorinated biphenyl (PCB), or other hazardous material, until any known or suspected hazardous material has been removed, or rendered harmless, or determined to be harmless by District, as certified by an independent testing laboratory and approved by the appropriate government agency.

1.7 INDEMNIFICATION BY CONTRACTOR FOR HAZARDOUS MATERIAL CAUSED BY CONTRACTOR

A. In the event the hazardous materials on the Project Site is caused by the Contractor, the Contractor shall pay for all costs of testing and remediation, if any, and shall compensate the District for any additional costs incurred as a result of Contractor’s generation of hazardous material on the Project Site. In addition, the Contractor shall defend, indemnify and hold harmless District and its agents, officers, and employees from and against any and all claims, damages, losses, costs and expenses incurred in connection with, arising out of, or relating to, the presence of hazardous material on the Project Site.

1.8 TERMS OF HAZARDOUS MATERIAL PROVISION

A. The terms of this Hazardous Material provision shall survive the completion of the Work and/or any termination of this Contract.

1.9 NON-UTILIZATION OF ASBESTOS MATERIAL

A. NO ASBESTOS OR ASBESTOS-CONTAINING PRODUCTS SHALL BE USED IN THIS CONSTRUCTION OR IN ANY TOOLS, DEVICES, CLOTHING, OR EQUIPMENT USED TO EFFECT THIS CONSTRUCTION.
B. Asbestos and/or asbestos-containing products shall be defined as all items containing, but not limited to, chrysotile, amosite, anthophyllite, tremolite, and antinolite.

C. Any or all material containing greater than one-tenth of one percent (> .1%) asbestos shall be defined as asbestos-containing material.

1.10 REMOVAL OF CONTRACTOR INSTALLED ASBESTOS MATERIALS

A. All Work or materials found to contain asbestos or Work or material installed with asbestos-containing equipment will be immediately rejected and this Work will be removed at no additional cost to the District.

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

2. The asbestos removal contractor shall be appropriately licensed and registered, qualified in the removal of asbestos and shall be approved by the asbestos consultant, who shall have sole discretion and final determination in this matter.

3. The asbestos consultant shall be approved by the District, who shall have sole discretion and final determination in this matter.

1.11 NATURALLY OCCURRING ASBESTOS

A. To protect construction workers and members of the public from exposure to known areas of naturally-occurring asbestos (NOA), all ground disturbing activities will be undertaken in accordance with all applicable Cal-OSHA standards, contained in Title 8 of the California Code of Regulations (CCR). In addition, any ground-disturbing activity in an area that meets one or more of the applicability criteria for the Asbestos Airborne Toxic Control Measure (ATCM) for Construction, Grading, Quarrying and Surface Mining Operations, as adopted by the California Air Resources Board (CARB), is subject to the requirements therein. Per Section 93105 (b) of the ATCM, these criteria are as follows:

1. The area to be disturbed is located in a geographic ultramafic rock unit; or

2. The area to be disturbed has naturally-occurring asbestos, serpentine, or ultramafic rock as determined by the owner/operator, or the Air Pollution Control Officer (APCO); or

3. Naturally-occurring asbestos, serpentine, or ultramafic rock is discovered by the District, a registered geologist, or the APCO in the area to be disturbed after the start of any construction, grading, quarrying, or surface mining operation.
PART 2 - PRODUCTS
Not Used.

PART 3 - EXECUTION
Not Used.

END OF SECTION 01412
SECTION 01416
SPECIAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS

A. Section 01010 – “Summary of Work”
B. Divisions 2 through 16 Sections for Contract Closeout Procedure requirements for the work in those Sections.

1.3 SUMMARY

A. In Compliance with CEQA requirements, the District conducted an Initial Study to ascertain if the project may have an effect on the environment. The Initial Study identified potential impacts on the environment. However, all potential impacts of the proposed Project can be avoided or reduced to a less-than-significant level by implementation of the following mitigation measures. Contractor shall conform with the following mitigation measures, including but not limited to, the following:
   1. Noise Control
   2. Dust Control
   3. Traffic Control
   4. Spill Prevention, Control and Countermeasures
   5. Tree Protection
   6. Migratory Bird Protection
   7. Cultural Resources Protection

B. In no case shall the restrictions identified in this Section limit the Contractor’s responsibility for compliance with all Federal, state, and local safety ordinances and regulations.

1.4 NOISE CONTROL

A. The intent of this Section is to minimize construction noise within construction areas, lay-down areas, and communities adjacent to the construction site. To this end, the Contractor and all subcontractors, suppliers, and vendors, are required to comply with all applicable noise regulations, specification requirements, and the noise level limits specified herein.

B. The Contractor shall use equipment with efficient noise-suppression devices and employ other noise abatement measures such as enclosures and barriers necessary for the protection of the public, as necessary.
C. The Contractor shall schedule and conduct operations in a manner that will minimize, to the
greatest extent feasible, the disturbance to the public in areas adjacent to the Work and to
occupants of buildings in the vicinity of the Work.

D. Noise Control Measures. Contractor shall implement the following noise-control measures to
reduce and control noise generated from construction, demolition, and construction related
activities:

1. Restrict noise-producing construction activities to between 7:00 a.m. and 7:00 p.m. on
weekdays. If construction is scheduled for Saturdays or Sundays to avoid disrupting college
operations, restrict noise-producing construction activities to between 9:00 a.m. and 5:00
p.m. Construction on Sundays shall be avoided, if possible, and there will be no
construction on public holidays without prior written request submitted to and written
approval returned by the District, at its sole discretion. A decision by the District to deny
Sunday or holiday work shall not be deemed to cause a delay in the Contract Time. When
activities must occur outside the hours specified above, conform with notification
requirements of this Section and utilize local barriers around equipment and other noise
attenuating devices if necessary to limit noise to acceptable levels.

2. Comply with all City of Martinez requirements regarding both allowable hours of Work and
noise level limitations.

3. All construction equipment shall have appropriate mufflers, intake silencers, and other
required noise-control features, shall be properly maintained and in compliance with State
standards.

4. Vehicles and other gas or diesel powered equipment shall be prohibited from unnecessary
warming up, idling, and engine revving.

5. Impact tools shall utilize "quiet technology" to minimize noise.

E. Secure written permission from Project Manager at least three (3) working days prior to using
noisy and vibratory equipment, such as jackhammers, concrete saws, impact tools, and high
frequency electrical equipment. Cooperate with District if the use of noisy equipment becomes
objectionable to college employees and/or students.

F. The work must be conducted so that nearby residents and District operations in surrounding
facilities will not be disturbed at any time during any Phase of the Work including, but not limited
to, the following requirements:

1. Do not use loud vocal or mechanical signals. Use of outside speakers, loud radios and
similar devices are prohibited.

2. Work shall be performed in a manner to prevent nuisance conditions such as noise which
exhibits a specific audible frequency or tone (e.g., backup alarms, poorly maintained
equipment, brake squeal, etc.) or impact noise (e.g., jackhammers, hoe rams). The District
will make any final interpretation concerning whether or not nuisance noise conditions
exist. Only the District representatives and specifically designated College representatives
have the authority to stop the Work until nuisance noise conditions are resolved, without
additional Contract Time or compensation for the Contractor.

1.5 DUST CONTROL

A. Contractor shall implement dust control measures to protect air quality during construction to
control dust emissions generated during construction, implement the following Bay Area Air
Quality Management District (BAAQMD) measures for construction emissions of particulate matter over 10 microns in size (PM10).

1.6 TRAFFIC CONTROL
A. Contractor shall implement traffic control to minimize the effects of construction traffic on the campus and surrounding residential areas, as appropriate.

B. Contractor shall notify the District, Architect, Project Manager, Project Inspector, city and county agencies, as applicable, a minimum of five (5) working days in advance of performing work which necessitates closing or interfering with traffic on public thoroughfares, parking areas, driveways and walks. Obtain written permission prior to effecting such closures and interruptions and all applicable permits.

1.7 SPILL PREVENTION, CONTROL AND COUNTERMEASURES
A. Contractor shall implement Spill Prevention, Control and Countermeasures to minimize the potential for and effects from spills of hazardous, toxic or petroleum substances during construction and demolition activities.

B. The federal reportable spill quantity for petroleum products, as defined in 40 CFR 110, is any oil spill that includes any of the following:
   1. Violates applicable water quality standards.
   2. Causes a film or sheen on or discoloration of the water surface or adjoining shoreline.
   3. Causes a sludge or emulsion to be deposited beneath the surface of the water or adjoining shorelines.

C. If a spill is reportable, notify the District's Representative and take action to contact appropriate safety and clean-up crews.
   1. A written description of reportable releases must be submitted to the District's Representative and to the San Francisco Bay Regional Water Quality Control Board (RWQCB). This submittal must contain a description of the spill, including the type of material and an estimate of the amount spilled, the date of the release, an explanation of why the spill occurred and a description of the steps taken to prevent and control future releases. Document the releases on a spill report form.
   2. If a reportable spill has occurred and results determine that project activities have adversely affected surface water or groundwater quality, the District will engage a registered environmental assessor at Contractor's expense for a detailed analysis to identify the likely cause of contamination. This analysis will conform to American Society for Testing and Materials (ASTM) standards and will include recommendations for reducing or eliminating the source or mechanisms of contamination.
   3. Based on this analysis, the Contractor shall select and implement measures to control contamination, with a performance standard that groundwater quality must be returned to baseline conditions. These measures will be subject to approval by the District.

1.8 TREE PROTECTION
A. Definitions:
   1. Dripline: If applicable, the area on the ground from the trunk of any tree to the point directly below the outermost tips of the foliage of that tree.
2. Root Protection Zone ("RPZ"): If applicable, the areas enclosed with tree protection fencing as designated on the drawing(s).

3. Tree damage: If applicable, tree damage shall include, but not limited to, the following: Significant injury to the root system or other parts of a tree including burning, application of toxic substances, damaging through contact with equipment or machinery, changing the natural grade within the Dripline or RPZ, compacting the soil within the Dripline or RPZ, interfering with the normal water requirements of the tree, unauthorized trenching or excavating within the Dripline or RPZ, or unauthorized removal of more than 1/3 of the live wood, foliage or roots.

B. Root Protection: No storage of materials or equipment will be allowed within the Dripline. Whenever possible, excavation shall be on a radial line, diverging from the tree trunk. For items of Work delayed materially beyond Date of Substantial Completion, provide update submittal within 14 Days after acceptance, listing date of acceptance as start of warranty period.

C. Exposure to harmful substances: No storage or dumping of any substances that may be harmful to trees shall occur at any location on the Site.

D. Where construction is to be performed in the vicinity of trees and shrubbery, the Work shall be carried on in a manner that will cause minimum damage. District will designate trees that are to be removed. Under no circumstances are additional trees to be removed without written permission from District. Trees and shrubbery that are not to be removed shall be protected from injury or damage resulting from Contractor’s operations.

E. Any tree that is removed without District’s permission or is irreparably damaged, in the opinion of District, shall cost Contractor in damages [$100.00] per square inch of cross section, measured at 4 ½ feet above ground, but not less than [$250.00], such cost to be deducted from monies due or to become due under the Contract. If tree protection is not performed or is not performed adequately and District determines that a tree has been irreparably damaged, Contractor shall pay the same amount of damages as for unauthorized removal of a tree. Contractor shall immediately report all tree damage to District, so that District may determine applicable damages.

1.9 MIGRATORY BIRD PROTECTION

A. If applicable, conduct tree removal and building demolition outside of the migratory bird nesting season. The typical nesting season for migratory birds in this part of California is April 15 through July 31.

B. If tree removal or building demolition must take place during the nesting season, these activities shall be preceded by a survey for nesting migratory birds. If bird nests are discovered in the trees or on the buildings, they shall not be removed while the nest(s) are active.

1.10 CULTURAL RESOURCES PROTECTION

A. If buried cultural resources, such as chipped or ground stone, historic debris, building foundations or human bones or paleontological resources are discovered inadvertently during ground-disturbing activities, Contractor shall avoid any further disturbance of the materials and immediately discontinue earthwork within 100 feet of the find. Contractor shall notify District’s Representative immediately upon encountering cultural resources. Contractor shall be prepared to move on to another location or phase of work, allowing sufficient time for District’s
Representative to evaluate the nature and significance of the find and implement appropriate management procedures.

B. In the event that prehistoric human remains are encountered, further excavation or disturbance of the site shall cease immediately, pursuant to Health and Safety Code 7050.5. Contractor shall notify District’s Representative immediately upon encountering human remains. Contractor shall move on to another location or phase of Work to allow proper assessment of the situation.

C. If human remains of Native American origin are discovered during project construction, it will be necessary to comply with State laws relating to the disposition of Native American burials, which fall under the jurisdiction of the NAHC (Public Resources Code (PRC) Section 5097. Consequently, if any human remains are discovered or recognized in any location other than a dedicated cemetery, there will be no further excavation or disturbance of the site or any nearby areas reasonably suspected to overlie adjacent human remains:

1. Until the Contra Costa County Coroner has been informed and has determined that no investigation of the cause of death is required;
2. If the remains are of Native American origin;
   a. The descendents of the deceased Native American(s) have made a recommendation to the landowner or the person responsible for the excavation work regarding means of treating or disposing of, with appropriate dignity, the human remains and any associated grave goods as provided in PRC Section 5097.98 or
   b. The NAHC has been unable to identify a descendent or the descendent failed to make a recommendation within 24 hours after being notified by the NAHC.

PART 2 - PRODUCTS
Not Used.

PART 3 - EXECUTION
Not Used.

END OF SECTION 01416
PART 1 - GENERAL

1.1 RELATED DOCUMENTS
A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
A. Section 01010 – “Summary of Work”
B. Section 01311 – “Project Management and Coordination”
C. Divisions 2 through 16 Sections for specific requirements for Temporary Facilities and Controls for the Work in those Sections.

1.3 REQUIRED TEMPORARY FACILITIES AND CONTROLS
A. Contractor shall provide and maintain all temporary facilities, utilities, and controls as required to perform the Work and as required herein. Materials, installation, and maintenance of temporary utilities and facilities shall be in compliance with all applicable local and State regulatory requirements. Remove temporary utilities and facilities, including associated materials and equipment, when no longer required. Restore and recondition existing facilities used during construction and areas of the Site, roads, driveways, parking lots, landscaping, and any other existing improvements either damaged or disturbed by the installation of temporary facilities or utilities to their original condition. Remove and properly dispose of debris resulting from removal and reconditioning operations.

B. Contractor shall furnish and install requirements for temporary utilities, facilities, security, and protection which include but are not limited to the following:

1. Temporary Electric Power and Lighting
   a. The District will pay for electric power required to complete the Work. The installation and removal of all temporary distributions of power throughout the Site shall be the sole responsibility of the Contractor without adjustment to the Contract Price or the Contract Time. The Contract Price shall not be adjusted on account of any disruption, reduction or elimination of electrical power service to the Site, unless the same is caused by the District’s non-payment of undisputed utility charges for such electrical power service. Contractor shall provide power outlets for construction operations, with branch wiring and distribution boxes located as required to complete the Work.

   b. Contractor shall provide and maintain electrical power at the Site for construction purposes, for temporary facilities and trailers, and for any other site offices or trailers required by the Contract Documents. Contractor shall provide all necessary wiring and appurtenances for connection to District’s system. Connect to District power at location(s) as directed by District.
c. Contractor shall provide temporary power main service disconnect and over current protection at convenient locations and as required by governing codes.

d. The Contractor shall be responsible for providing temporary facilities as required to deliver power service from the point of connection to the point(s) of intended use.

e. Contractor shall verify characteristics of District power available for temporary service use, and provide all transformers and/or other equipment necessary to modify District power for temporary use by the Contractor. Contractor shall pay all costs associated with any necessary modifications to District power for temporary use on the Work.

f. The Contractor shall provide, install, and maintain temporary electrical lighting wherever necessary to provide illumination for the proper performance and/or observation of the Work. Where required, a minimum of 20 foot-candles for rough work and 50 foot-candles for finish work shall be provided.

2. Not used

3. Temporary Water

a. The District will furnish and pay for water during the course of the work to the extent water is available on the Site. The Contractor shall be responsible for providing all temporary facilities required to deliver District water from the point of connection to point of intended use on the Project.

b. Contractor shall be allowed to utilize water from the District for domestic use only. Water shall not be provided nor used for dust control, street cleaning, cleaning tools, or vehicle washing. Water used for such purposes shall be provided by the Contractor at his expense.

c. Contractor shall provide and maintain necessary temporary water supply connections, pipes, hoses, nozzles, and fittings required. Before final acceptance, all temporary water supply components installed by Contractor shall be removed in a manner approved by District's Representative.

d. Unnecessary waste of water will not be permitted. Special hydrant wrenches shall be used for opening and closing fire hydrants. In no case shall pipe wrenches be used for this purpose. Obtain approval of governing agency prior to opening any fire hydrant.

e. Contractor shall provide and use backflow preventers on water lines at point of connection to any District water supply. Backflow preventers shall comply with requirements of California Uniform Plumbing Code. The installation and removal of all temporary backflow preventers on the Site shall be the sole responsibility of the Contractor without any adjustment to either the Contract Price or the Contract Time. Before final acceptance, all temporary connections and piping installed by Contractor shall be removed in a manner approved by District's Representative.

f. Contractor shall provide and make potable water available for human consumption. Contractor shall provide and maintain suitable quality water service required for construction operations.

4. Temporary Fences

a. Temporary Fencing: Contractor shall provide temporary fencing around specified construction areas for safety and protection. Provide chain link fencing not less than
six (6) feet in height, complete with metal posts and required bracing, anchorage, visual screening, and with truck and pedestrian gates. All vehicle and Pedestrian gates and openings shall have gates secured after hours of operation.

b. Contractor shall provide padlocks used for securing all gates. Padlocks shall be designed to prohibit cutting of shackle. Contractor shall coordinate keying strategy with District.

c. Contractor will be responsible for maintaining security by limiting number of keys and restricting distribution to authorized personnel.

d. Security Enclosure and Lockup: Install substantial temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft and similar violation of security.

e. Contractor shall provide secure lockup for stored materials and equipment which are of value or attractive for theft.

f. Contractor shall be responsible for project security for materials, tools, equipment, supplies and completed and partially completed Work.

5. Temporary Protection of Public and Private Property

a. Contractor shall protect, shore, brace, support and maintain all existing underground utilities including but not limited to the following: all pipes, conduits, drains and other underground construction uncovered or otherwise affected by construction operations.

b. All pavement, surfacing, driveways, curbs, walks, buildings, utility poles, guy wires, fences and other surfaces structures affected by construction operations, together with all sod and shrubs in yards, planting areas, and medians, shall be restored to their original condition, wherever affected by construction operations. All replacements shall be made with new materials.

c. Contractor shall be responsible for all damage to streets, roads, highways, shoulders, ditches, embankments, culverts, bridges and other public or private property, regardless of location or character, which may be caused by transporting equipment, materials, or workers to or from the Work, Site or any part thereof, whether by Contractor or Subcontractors. Contractor shall be solely responsible without adjustment of the Contract Price or the Contract Time to make satisfactory and acceptable arrangements with the District, or the agency or authority having jurisdiction over the damaged property, concerning its repair or replacement or payment of costs incurred in connection with the damage.

d. All fire hydrants and water control valves shall be kept free from obstruction and available for use at all times.

6. Temporary Sanitary Facilities

a. Contractor shall provide and maintain temporary sanitary toilets for use of all workers throughout the course of the Work.

b. Sanitary facilities shall be of reasonable capacity, properly maintained throughout the Project, and obscured from public view to the greatest practical extent. If toilets of the chemically treated type are used, at least (1) toilet will be furnished for each (15)
persons. Contractor shall enforce the use of such sanitary facilities by all personnel at the Site.

c. Contractor shall comply with all minimum requirements of the Contra Costa Health Department or other public agency having jurisdiction.

d. Maintain temporary facilities in a sanitary condition at all times during the Project.

e. Contractor will keep sanitary facilities free from graffiti.

f. Contractor is not permitted to use existing building toilet facilities.

g. All Portable toilets shall be located within fenced areas of the Project Site

h. Contractor shall be responsible for providing access to the temporary toilet facilities.

7. Not used.

8. Temporary Pollution Control

  a. Contractor shall prevent the pollution of drains and watercourses by sanitary wastes, sediment, debris and other substances resulting from construction activities. No sanitary wastes shall be permitted to enter any drain or watercourses other than sanitary sewers. No sediment, debris or other substance shall be permitted to enter sanitary sewers without authorization of the receiving sanitary sewer service and all possible Best Management Practices (BMPs) shall be taken to prevent such materials from entering any drain to watercourse. Rate of discharge for storm water may be not increased by the Project during or following construction.

  b. In the event that dewatering of excavations is required, Contractor shall obtain the necessary approval and permits for discharge of the dewatering effluent from the local jurisdiction. Contractor shall be responsible for assuring that water quality of such discharge meets the appropriate permit requirements prior to any discharge.

9. Construction Aids

  a. Contractor shall furnish, install, maintain and operate all construction aids as required for the performance of the Work. Such construction aids include, but are not limited to, elevators and hoists, cranes, temporary enclosures, swing staging, scaffolding, and temporary stairs.

10. Erosion Control

  a. Contractor shall comply with the District Storm Water Pollution Prevention Plan for this Project, if applicable.

  b. Contractor shall prevent soil erosion on the Site and adjacent property resulting from its construction activities to the maximum extent practical, including implementation of Best Management practices. Effective measures shall be initiated prior to the commencement of clearing, grading, excavation or other operations that will disturb the natural protection.

  c. Work shall be scheduled to expose areas subject to erosion for the shortest possible time and natural vegetation shall be preserved to the greatest extent practicable. Temporary storage, temporary construction buildings and temporary Field office buildings shall be located and construction traffic routed to minimize erosion. Contractor shall provide temporary fast-growing vegetation or other suitable ground cover shall be provided as necessary to control runoff.
11. **Vehicular and Pedestrian Traffic Controls**
   a. The project is an active site, with vehicular and pedestrian traffic occurring at all times of the day and all days of the week. Contractors shall coordinate with District’s Representative concerning vehicular traffic associated with the construction in order to minimize disruption to adjacent operations. Delivery trucks and large equipment shall enter the Contractors access gate and shall use the route mutually agreed upon between District and Contractor at the beginning of each Phase of work. Contractor shall provide signage directing construction and delivery traffic to this gate. Contractor shall provide information regarding sign types, size, material, text and locations to be reviewed and approved by the District Representative prior to installation.
   b. Contractor shall keep all required fire department and emergency vehicle access paths free from obstruction at all times during the Project.
   c. Contractor shall secure all required encroachment permits for closure or blockage of public streets and sidewalks at no additional cost to the District.

12. **Temporary Signage**
   a. Sign must be reviewed and approved by the District prior to installation.
   b. Contractor shall provide temporary directional signs for construction personnel and visitors.
   c. Contractor shall maintain and touch-up signs so they are legible at all times.

13. **Temporary Heat and Ventilation**
   a. Provide temporary heat as required to maintain adequate environmental conditions to facilitate progress of the work, to meet specified minimum environmental conditions for the Work and to protect materials and finishes from damage due to improper temperature and humidity conditions.
   b. Portable heaters shall be standard units complete with controls, appropriate safety features, and bear testing lab approval markings.
   c. Provide adequate forced ventilation of enclosed areas as required for proper installation and curing of materials, to disperse humidity, and to prevent hazardous accumulations of dust, fumes, vapors and gases.
   d. HVAC Equipment: Unless District authorizes use of permanent HVAC system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.
      i) Use of gasoline-burning space heater, open-flame heater or salamander-type heating units is prohibited.
      ii) Heating Units: Listed and labeled for type of fuel being consumed, by a testing agency acceptable to authorities having jurisdiction and marked for intended use.

**PART 2 – PRODUCTS**
2.1 MATERIALS
   Not used

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL
   A. Locate contractor facilities where they will serve Project adequately and result in minimum
      interference with performance of Work. Relocate and modify facilities as required by progress
      of the Work during entire project including all phases of project.
   B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities
      are no longer needed or are replaced by authorized use of completed permanent facilities.
   C. Contractor shall verify and coordinate all relocation of facilities with the District, Project
      Manager.

3.2 OPERATION, TERMINATION AND REMOVAL
   A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and
      abuse, limit availability of temporary facilities to essential and intended uses.
   B. Maintenance: Maintain facilities in good operating condition until removal. Where appropriate,
      maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation and
      similar facilities on a 24-hour basis where required to achieve indicated results and to avoid
      possibility of damage.
   C. Temporary Facility Changeover: Do not change over from using temporary security and
      protection facilities to permanent facilities until Substantial Completion and acceptance by the
      District.
   D. Termination and Removal: Remove each temporary facility when need for its service has ended,
      when it has been replaced by authorized use a permanent facility or no later than Final
      completion. Complete or, if necessary, restore permanent construction that may have been
      delayed because of interference with temporary facility. Repair damaged Work, clean exposed
      surfaces and replace construction that cannot be satisfactorily repaired.
   E. Materials and facilities that constitute temporary facilities are property of Contractor. District
      reserves the right to take possession of Project Identification signs at no cost to the District.
   F. Remove temporary paving not intended for or acceptable for integration into permanent paving.
      Where area is intended for landscape development, remove soil and aggregate fill that do not
      comply with requirements for fill or subsoil. Remove materials contaminated with road oil,
      asphalt and other petrochemical compounds, and other substances that might impair growth of
      plant materials or lawns. Repair or replace street paving, curbs and sidewalks at temporary
      entrances, as required by authorities having jurisdiction.
   G. Clean and renovate permanent facilities used during construction period prior to Final
      Completion. Comply with final cleaning requirements specified in Section 01770, Contract
      Closeout Procedures.
END OF SECTION 01500
PART 1 – GENERAL

1.1 RELATED DOCUMENTS
   A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
   A. Section 01010 – “Summary of Work”
   B. Section 01311 – “Project Management and Coordination”
   C. Section 01412 – “Hazardous Materials”
   D. Section 01416 – “Special Procedures”
   E. Section 01500 – “Temporary Facilities and Controls”
   F. Divisions 2 through 16 Sections for Site Security and Safety requirements for the work in those Sections.

1.3 SUMMARY
   A. This Section specifies the requirements for Site safety and security.

1.4 CONTRACTOR RESPONSIBILITIES
   A. The Contractor is constructive owner of Project site.
   B. The 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 prosecution of this Contract and shall take all necessary measures and be responsible for the proper care and protection of all materials delivered and work performed until completion and final acceptance by the District.
   C. All work shall be solely at the Contractor’s risk, with the exception of damage to the work caused by “acts of God” as defined in Public Contract Code Section 7105(b)(2).
   D. The Contractor shall be solely responsible for initiating, maintaining and supervising all safety programs required by applicable law, ordinance, regulation or governmental orders in connection with the performance of the Contract, or otherwise required by the type or nature of the Work.
   E. Without limiting or relieving the Contractor of its obligations hereunder, the Contractor shall require that its Subcontractors similarly initiate and maintain all appropriate or required safety programs.
   F. Contractor shall take, and require all subcontractors to take, all necessary precautions for safety of workers on the Work 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.

G. In addition to meeting all requirements of OSHA, Cal-OSHA, state, and local codes, Contractor shall furnish, erect and properly maintain at all times, as directed by District or Architect or required by conditions and progress of work, all necessary safety devices, safeguards, construction canopies, signs, audible devices, safety rails, belts and 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.

H. The Contractor and Subcontractors shall continuously protect the Work, the District’s property, and the property of others, from damage, injury, or loss arising in connection with operations under the Contract Documents. The Contractor and Subcontractors, at their own expense, shall make good any such damage, injury, or loss, except such as may be solely due to, or caused by, agents or employees of the District.

I. Contractor shall maintain protection as necessary to protect the Work, as a whole and in part, and adjacent property and improvements from accidents, injuries or damage.

J. Contractor shall protect the Work, material, and/or equipment to be incorporated therein, whether in storage on or off the Site, and under the care, custody, or control of the Contractor or the Contractor’s Subcontractors.

K. 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, such violation shall be corrected promptly.

L. Contractor shall require that Subcontractors participate in, and enforce, the safety and loss prevention programs established by the Contractor for the Project, which will cover all Work performed by the Contractor and its Subcontractors.

1.5 SAFETY PROGRAM

A. Prior to commencing Work at the Site, Contractor shall submit a Safety Program Plan specifically tailored for this Project and this Site that has been reviewed and approved by an Industrial Hygienist certified by the American Board of Industrial Hygiene or a Certified Safety Professional. The Safety Program Plan shall include the name, certification number, and certification seal of the Industrial Hygienist or Certified Safety Professional. Comply with the Safety Program and all applicable federal, state, and local regulation codes, rules, law and ordinances during the course of the Work.

B. The Contractor’s Safety Program Plan shall include all actions and programs necessary for compliance with California or federally statutorily mandated workplace safety programs, including without limitation, compliance with the California Drug Free Workplace Act of 1990 (California Government Code SS 8350 et seq).

C. Plan shall comply with the requirements of the Occupational Safety and Health Act, and other applicable federal, state and local standards.

D. Contractor shall keep copies of all health and safety-related plans on the Project Site at all times.
E. Receipt and/or review of the Safety Program Plan by District or Architect shall not relieve Contractor of any responsibility for complying with all applicable safety regulations.

F. It is essential that Contractor and each Subcontractor implement an effective and vigorous site specific Safety Program for the Work.

G. The Contractor shall have sole responsibility for Project safety, and shall be solely responsible for providing a safe workplace

H. Safety Program Plan Components:
   1. Injury and Illness Prevention Program (IIPP): Conforming to the General Industrial Safety Orders (CCR Title 8, Division 1, Chapter 4, Subchapter 7, Section 3203), and the California Labor Code (Section 6401.7).
   2. Site-Specific Safety and Health Plan (SSHP): This Plan shall describe the health and safety procedures that shall be implemented during the Work in order to ensure safety of the public and those performing the Work. Follow the guidelines for a SSHP listed in CCR Title 8, Division 1, Chapter 4, Subchapter 7, Section 5192, Item (b)(4)f.
   3. Permit-Required Confined Space Program: (CCR Title 8, Division 1, Chapter 4, Subchapter 7, Section 5157). Permit-required space entry is allowed only through compliance with a permit-required confined space program meeting the requirements of Section 5157 of the General Industrial Safety Orders. During entry operations, or at the conclusion of entry operations, verbally notify Engineer of the permit space program followed, and of any hazards confronted or created in permit-required spaces during entry operations.
   4. A written and certified workplace hazard assessment as required by OSHA and Cal OSHA, updated on a regular basis, and maintained on site. The certified hazard assessment shall be made available immediately upon request by the District, the Architect, or the Inspector of Record.

I. Supply sufficient hard hats to properly equip all employees, workers, and visitors. Hard hats shall be mandatory as per CAL OSHA Construction Safety orders.

J. Whenever an exposure exists, appropriate personal protective equipment (PPE) shall be used by all affected personnel. Contractor shall provide PPE to all personnel under Contractor’s direction and responsibilities.

K. After review by District and Architect, the implementation and enforcement of all Safety-related plans shall become the responsibility of the Contractor and Site Safety Officer. The Contractor shall notify the District in writing of any changes to Safety-related plans.

1.6 SAFETY PRECAUTIONS

A. The Contractor shall be solely responsible for initiating and maintaining reasonable precautions for safety of, and shall provide reasonable protection to prevent damage injury or loss to:
   1. Employees on the Work and other persons who may be affected thereby
   2. The Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of the Contractor or the Contractor’s Subcontractors or Sub-subcontractors
   3. Other property or items at the site of the Work, or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction. The Contractor shall take
adequate precautions and measures to protect existing roads, sidewalks, curbs, pavement, utilities, adjoining property and improvements thereon (including without limitation, protection from settlement or loss of lateral support) and to avoid damage thereto. Without adjustment of the Contract Price or the Contract Time, the Contractor shall repair, replace or restore any damage or destruction of the foregoing items as a result of performance or installation of the Work.

4. The Contractor shall at all times maintain good housekeeping practices to reduce the risk of fire damage.

5. Good housekeeping practices shall be maintained continually on all areas of the Project Site and the Work. District may request that the Contractor hire additional staff or help until housekeeping in a work or storage area is improved. All scrap materials, rubbish and trash shall be removed daily from in and about the building and shall not be permitted to be scattered on adjacent property.

B. Suitable storage space shall be provided outside immediate building areas for storing flammable materials and paints. Excess flammable liquids being used inside the building shall be kept in closed metal containers and be removed from the building during unused periods.

C. A fire extinguisher shall be available at each location where cutting or welding is being performed. Where electric or gas welding or cutting work is done, interposed shields of incombustible material shall be used to protect against fire damage due to sparks and hot metal. When temporary heating devices are used, a watchman shall be present to cover periods when other workmen are not on the premises.

D. The Contractor shall provide fire extinguishers in accordance with all OSHA and Cal OSHA requirements, and the recommendations NFPA Bulletins Nos. 10 and 241.

1.7 REQUIREMENTS FOR EXISTING SITES

A. Provide substantial barricades around any shrubs or trees indicated to be preserved.

B. Deliver materials to building area over route(s) designated by Architect.

C. Take preventive measures to eliminate objectionable dust, noise, or other disturbances.

D. Confine apparatus, the storage of materials, and the operations of workers to limits indicated by law, ordinances, permits or directions of Architect; and not interfere with the Work or unreasonably encumber premises or overload any structure with materials; and enforce all instructions of District and Architect regarding signs, advertising, fires, and smoking and require that all workers comply with all regulations while on the Project site.

E. Take care to prevent disturbing or covering any survey markers, monuments, or other devices marking property boundaries or corners. If such markers are disturbed by accident, they shall be replaced by a licensed land surveyor or civil engineer, and all lawfully required maps and records shall be filed with county and local authorities at no cost to the District. All related filing and plan check fees shall be paid by Contractor.

F. 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. All permits, licenses, or inspection fees required for such repair Work shall be obtained and paid for by Contractor.
G. The Contractor, at Contractor’s expense, will remove all mud, water, or other elements as may be required for the proper protection of existing improvements, and prosecution of the Work.

H. Protect all other property at the Site or adjacent thereto as required, such as trees, shrubs, lawns, walks, pavement, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

1.8 SAFETY AND EMERGENCY CONDITIONS

A. Emergency Action: In an emergency affecting the safety of persons or property, the Contractor shall take any action necessary, at the Contractor’s discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided herein. Emergency conditions shall be any condition at the Site which has the actual or potential for significant adverse effects to persons or property, whether or not resulting from the Contractor’s operations.

B. Accident Reports: The Contractor shall promptly report in writing to the District all accidents arising out of or in connection with the Work, which caused death, personal injury, or property damage, giving full details and statements of any witnesses. In addition, if death, serious personal injuries, or serious property damages are caused, the accident shall be reported immediately by telephone or messenger to the District and Campus Police Department.

C. The District’s Representatives and Project Inspector, as appropriate, shall be notified of the existence of such a condition, but shall not be called upon to perform any emergency service. The fact that the District may not respond to the emergency condition shall not be used as an excuse by the Contractor to neglect immediate action; nor will the District or its Representatives be liable for any resulting condition. The fact that a representative of the Contractor may not be present when emergency conditions occur shall not relieve the Contractor from an immediate response to the situation which shall return the disruption to normalcy.

D. If the emergency circumstances are not the result of any fault or neglect of the Contractor, the Contract time shall be adjusted to reflect the actual direct effect of such actions to the then critical path of the Construction Progress Schedule. The foregoing notwithstanding, adjustments of the Contract Price or the Contract Time for actions taken by the Contractor in response to emergency circumstances shall be subject to the Contractor’s strict compliance with all other applicable provisions of the Contract Documents relating to notices and time for delivery of notices.

1.9 SAFETY SIGNS AND BARRICADES

A. The Contractor shall erect and maintain, as required by existing conditions and conditions resulting from performance of the Contract, reasonable safeguards for safety and protection of property and persons, including, without limitation, posting danger signs and other warnings against hazards, promulgating safety regulations and notifying Districts and users of adjacent sites and utilities.

B. Contractor shall properly protect the Work:

1. With lights, guard rails, fencing, temporary covers and barricades.
2. Enclose excavations with proper barricades.
3. Brace and secure all parts of the Work against to protect against inclement weather and to prevent accidents.

C. Provide such additional forms of protection that may be necessary under during the course of the Work.

D. Contractor shall provide and maintain in good condition all protective measures required to adequately protect the public from hazards resulting from the Work. When regulated by Building Code, Cal OSHA, or other authority, such legal requirements for protection shall be considered as minimum requirements. Contractor shall be responsible for the protection in excess of such minimum requirements as required.

E. Contractor shall prevent unauthorized persons from the entering the Work Site(s).

1.10 CONTROL OF SITE

A. Contractor shall ensure that no alcohol, firearms, weapons, or controlled substances are present on the Project Site. Contractor shall immediately remove from the Site and terminate from this Project the employment of any employee found in violation of this provision.

1.11 SITE SECURITY

A. Contractor shall take and be fully responsible for all reasonably required measures to protect and maintain the security of persons, existing facilities, and property at the Site, including prevention of theft, loss, and/or vandalism by persons lawfully present on the Site, including non-working times. Contractor's measures shall include, at a minimum, maintaining a log of all persons entering and leaving the Site, who they represent, what they are delivering, and to whom.

B. No claim shall be made against District by reason of any act of an employee or trespasser, and Contractor shall repair all damage to District's property resulting from Contractor's failure to provide adequate security measures.

C. Contractor shall maintain a lock on all Construction access gate at all times. Contractor shall appoint one person to monitor access through the gate and maintain the sign-in/out list. Alternatively, Contractor may provide a full-time security guard at the gate to control access and maintain the sign-in/out list. The sign in/out list shall be available to District at anytime upon request. If District determines that the gate has been left unlocked, Contractor shall, if requested by District, provide a full time guard at no additional expense to the District.

D. The Contractor and the Subcontractors shall use only those ingress and egress routes designated by the District, observe the boundaries of the Site designated by the District, park only in those areas designated by the District, which areas may be on or off the Site, and comply with any parking control program established by the District, such as furnishing license plate information and placing identifying stickers on vehicles.

E. Contractor shall supply all security fencing, barricades, lighting, and other security measures as required to protect and control the Site.

F. The Contractor shall be responsible for providing security services for the Site as needed for the protection of the Site and as determined in the District's sole discretion.
1.12 OPERATORS OF MOBILE EQUIPMENT SAFETY

A. Under Federal and State Safety requirements, Contractor must certify that all operators of mobile equipment including but not limited to forklifts, cranes, man-lifts, scissor and boom lifts, and similar equipment are required to have been trained and/or certified on the proper operation of such equipment. Copies of equipment training and certification records shall be forwarded, upon request, to District, Project Manager and Architect.

1.13 SAFETY REQUIREMENTS

A. Contractor shall meet and comply with requirements of current local, State and Federal regulations.

B. Contractor shall meet and comply with the following rules:
   1. The Contractor will provide and maintain at the Site first-aid supplies that comply with the current Occupational Safety and Health Regulations.
   2. Hard hats shall be worn at all times. (This includes welders when using welding hoods)
   3. Sleeved shirts shall be worn at all times. (No tank tops)
   4. If required, Fire Retardant Clothing (FRC) shall be supplied by Contractor for all their employees.
   5. One Hundred Percent (100%) Fall Protection Policy: All subcontract employees shall comply with Fall Protection Policy. The Policy simply states “Anytime employees are working from an unprotected elevation of six (6) feet or more, fall protection must be used.” Working, as stated above, means while traveling, stationary, or anytime exposed to a fall from a surface not protected by approved handrails, cable or some other approved fall elimination device. Adherence to this policy is a requirement of your Subcontract.

C. Hazards Control:
   1. When use or storage of any hazardous materials or equipment, or unusual method is necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel. The Contractor shall notify the District any time that explosives or hazardous materials are expected to be stored on Site. Location of storage shall be coordinated with the District and local fire authorities.
   2. Store volatile wastes in covered metal containers and remove from premises daily.
   3. Prevent accumulation of wastes that create hazardous conditions.
   4. Provide adequate ventilation during use of volatile or noxious substances.

D. Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
   1. Do not burn or bury rubbish or waste material on the Site.
   2. Do not dispose of volatile wastes such as mineral spirits, oil, or paint thinner in storm or sanitary drains.
   3. Do not dispose of wastes into streams or waterways.
E. Provide accident information on the forms provided by Contractor. This information shall be provided on the same day as the occurrence of said incident, and shall be submitted to District within a reasonable time.

1.14 ADDITIONAL SAFETY CONTROLS

A. According to industry practices, it is the responsibility of the Contractor and subcontractors of every tier to exercise reasonable care to prevent work-related injuries and property and equipment damage at the Project site, as well as minimize risk to the public and third-party property. The Contractor, all sub-contractors, suppliers, and installers shall undertake loss control prevention practices according to the requirements set forth by federal, state and city laws, statutes, and the specific procedures developed for this Project.

B. Contractors and subcontractors participating in the project will be expected to comply with the following safety and loss control requirements:
   1. All sub-contractors, suppliers, and installers shall identify their contact person(s) to the Contractor.
   2. Follow District procedures regarding dealing with the media, including, but not limited to, TV, Radio, and Newspaper.
   3. All construction employees will be required to be attired in workpants, shirt and appropriate boots or closed toe shoes.
   4. Smoking is prohibited on the Project site.
   5. Controlling access to the construction site is a very high priority, and Contractors will be required to take whatever preventative measure, such as barriers, fencing, etc., as outlined in the contract specifications.
   6. Construction personnel cannot enter District property other than the construction site unless accompanied by District personnel, and they are allowed only 'incidental' contact with students. Violations of these requirements by any construction employee will result in a mandatory background check of that employee – including fingerprinting – as required by state law.
   7. Fall protection is mandatory on all projects in accordance with CAL OSHA, OSHA and any other Local, State, and Federal appropriate code and requirements.
   8. Personal radios, headsets, walkmans and CD players are not allowed on the job-site.
   9. All Contractors must attend the pre-construction safety meeting.
   10. No sexual reference or preference shall be permitted on any piece of clothing or the hardhat. Any employee observed disregarding this policy shall be removed from the job site until further notice from the District.
   11. Contractor personnel and subcontractor personnel at all levels will refrain from interacting with campus staff or students unless required to prevent an unsafe situation. Personnel found speaking to staff or students for any reason unrelated to the Work or Safety shall be removed from the site and not be allowed to return.
   12. All contractors’ employees shall park in their designated parking area. Any sticker attached to the employees’ vehicle that displays any form of sexual preference or reference shall be removed prior to parking at the site. Each employee will provide their license plate number to the Contractor. Any employee disregarding this policy shall be removed from the site until further notice from the District.
13. The Contractor shall control the break time activities of the employees to assure the cleanup of all soda cans, food wrappers, plastic bottles, or food containers from the break area. Such areas shall be cleaned immediately after the break and all waste placed in trash receptacles.

14. Theft or willful damage to any property of the District, student, or other campus or District personnel will be prosecuted fully by the District.

15. No guns, switchblades, or knives with blades greater than two inches shall be allowed on the job site. Any employee disregarding this policy shall be removed from the site until further notice from the district.

C. The Contractors and all sub-contractors, suppliers and installers participating in the Project will further be expected to comply with the following safety and loss control requirements:

1. The Emergency Response Plans (with particular emphasis on access and egress routes).

2. Any Contractors’ employee observed providing or selling cigarettes or other smoking materials to students shall be removed from the job site until further notice from the District.

3. All Contractors will agree to conduct and fund post-injury drug screening of their employees. Those employees failing the test will be removed permanently from the job site.

4. The District has the right to instruct the Contractor to correct an unsafe act or condition. If the Contractor fails to correct the unsafe act or condition within the requested time frame, the District or its representative may have the condition corrected and bill the non-compliant contractor for the costs associated with the correction.

5. The District may require a follow-up meeting or contact if there is a death, serious and willful claim, serious disabling injury, adverse loss experience, major fire, or serious third party claim.

6. Any contractor displaying, in the opinion of the Contractor or District, a repeated disregard for safety can be removed from the job-site.

D. All Contractors will advise those non-English speaking employees in their native language either in a written format or via an interpreter of these policies.

1.15 HAZARD COMMUNICATION PROGRAM SAFETY

A. Contractor shall have a copy of the Contractor’s Hazard Communication Program which shall be forwarded to the District, Project Manager and Architect, and a copy is required to be in the possession of the Contractor on the Site. Documentation of employee Hazard Communication Training must be established by the Contractor prior to commencement of work.

B. Any potential hazardous material or chemical brought onto the project is required to be accompanied by a Material Safety Data Sheet (MSDS). Copies of the MSDS shall be forwarded to the District, Architect, Project Manager and Project Inspector before the product is brought onto the project.

C. Contractor is required to have material safety data sheets available in a readily accessible place at the job 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 properly label any substance brought into the job site, and require 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.

D. Contractor is required to comply with the provisions of California Health and Safety Code section 25249, et seq., which requires the posting and giving of notice to persons who may be exposed to any chemical known to the State of California to cause cancer. The Contractor agrees to familiarize itself with the provisions of this section, and to comply fully with its requirements.

E. Contractor shall notify the District, Architect, Project Manager and Project Inspector before any chemical/material creating noxious or toxic fumes is used.

1.16 SHORING AND STRUCTURAL LOADING

A. The Contractor shall not impose structural loading upon any part of the Work under construction or upon existing construction on or adjacent to the Site in excess of safe limits, or loading such as to result in damage to the structural, architectural, mechanical, electrical, or other components of the Work.

B. The design of all temporary construction equipment and appliances used in construction of the Work and not a permanent part thereof, including, without limitation, hoisting equipment, cribbing, shoring, and temporary bracing of structural steel, is the sole responsibility of the Contractor. All such items shall conform with the requirements of governing codes and all laws, ordinances, rules, regulations, and orders of all authorities having jurisdiction.

C. The Contractor shall take special precautions, such as shoring of masonry walls and temporary tie bracing of structural steel work, to prevent possible wind damage during construction of the Work. The installation of such bracing or shoring shall not damage the Work in place or the Work installed by others. Any damage which does occur shall be promptly repaired by the Contractor at no cost to the District.

1.17 SAFETY AND ELECTRICAL STANDARDS

A. The Contractor shall comply with all safety and electrical standards to ensure that all its employees are protected by Ground Fault Circuit interrupters as required, throughout the course of the Contractor’s work.

B. The Contractor is responsible for installation of any and all temporary power service for the project and shall provide it with Ground Fault Interrupter Protection with no additional cost to the District.

1.18 HAZARDOUS SUBSTANCES

A. No asbestos or asbestos-containing products shall be used in this construction or in any tools, devices, clothing, or equipment used to effect this construction. See Section 01412, Hazardous Materials.

B. The Contractor shall not receive, use or store at the Site any hazardous substance unless contained in a container labeled with the original label applied by the Manufacturer of such substance. The Contractor shall maintain at the Site and forward to the District, Architect, Project Manager and Project Inspector copies of the most current material safety data sheets with respect to each hazardous substance received, used or stored at the Site by the Contractor.
C. The Contractor shall immediately forward to the District, Architect, Project Manager and Project Inspector any updated material safety data sheets.

D. The Contractor shall properly label and inform the District, Architect, Project Manager and Project Inspector of, any pipes or piping systems containing hazardous substances used or maintained at the Site by the Contractor. Prior to the receipt of such materials at the Site, the contractor shall submit a list of all materials which the Contractor intends to receive, use or store at the Site that are classified as hazardous substances pursuant to applicable federal, state or local Employee or Community Right to Know statutes, regulations or requirements.

1.19 SAFETY SURVEYS

A. Inspector of Record may conduct periodic safety surveys of the project. Any safety discrepancy observed will be reported to the appropriate Contractor Site Safety Representative for immediate correction.

B. District, Architect, and/or Inspector of Record safety surveys do not, without any limitation, relieve the Contractor of their primary responsibility to self-inspect the Work and equipment, and to conduct the Work in a safe manner.

C. Contractor shall provide the District, Architect, and Project Inspector with Monthly Contractor Accident Statistics Reports.

PART 2 - PRODUCTS

Not Used

PART 3 - EXECUTION

Not Used

END OF SECTION 01540
PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED DOCUMENTS SPECIFIED IN OTHER SECTIONS

A. Section 01010 – “Summary of Work”

B. Divisions 2 through 16 Sections for Storm Water Prevention Plan requirements for the work in those sections.

1.3 SUMMARY OF WORK

A. Contractor is advised that the Work disturbs less than one acre of land and therefore is not subject to the requirements of the Statewide General Permit for Storm Water Discharges Associated with Construction and Land Disturbance Activities, Order No. 2009-0009-DWQ (CGP), issued by the State Water Resources Control Board (SWRCB). However, BMPs indicated in the BMP Handbook needed to prevent or minimize storm water pollution shall be submitted to the District as a BMP Plan, and implemented at no extra cost to the District.

B. If at any time during construction the disturbed area exceeds one acre, the requirements of the SWRCB will be enforced including the development of a SWPPP.

C. Within two weeks after Award of Contract by the District, the Contractor shall submit to the District one copy of the SWPPP or BMP Plan for review. After the District’s approval, the Contractor shall provide approved copies of the SWPPP or BMP Plan as follows: one copy each to the District’s Construction Inspector, District’s Construction Manager, District Architect, and District’s Civil Engineer.

D. See General Conditions Article 13.12, Storm Water Pollution Prevention, for other requirements when applicable.

1.4 STORM DRAIN NOTICE

A. Storm drains discharge directly to creeks and the Bay without treatment. Discharge of pollutants (any substance, material, or waste other than uncontaminated storm water) from
this Project into the storm drain system is strictly prohibited by the California Regional Water Quality Control Board's (RWQCB) Water Quality Control Plan.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Provide all materials and equipment necessary to fulfill all requirements of the Storm Water Pollution Prevention Plan or BMP Plan during execution of the Work or any Phase of the Work.

2.2 REPORTS AND LOGS

A. Provide and maintain all report, logs, and other data as required by the Storm Water Pollution Prevention Plan or BMP Plan. Make copies available to governing agencies and/or District as requested.

2.3 CONTACT INFORMATION

A. Provide the name and contact information for the individual responsible for implementing and updating, as required, the SWPPP or BMP Plan.

PART 3 - EXECUTION

3.1 COMPLIANCE

A. Comply with all requirements of the Storm Water Pollution Prevention Plan or BMP Plan during the Work or any Phase of the Work.

3.2 PERSONNEL TRAINING

A. The Contractor shall train its employees working on the Project on the requirements contained in this Section and in the SWPPP or BMP Plan. The Contractor shall document this training in writing and make copies available to the District as requested.

B. The Contractor shall inform all Subcontractors of the SWPPP or BMP Plan requirements contained in this specification and include appropriate Subcontract provisions to ensure that these requirements are met.

END OF SECTION 01572
SECTION 01722
EXECUTION REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
A. Section 01010 – “Summary of Work”
B. Section 01311 – “Project Management and Coordination”
C. Divisions 2 through 16 Sections for Execution Requirements for the work in those Sections.

1.3 SUMMARY
A. This Section includes Administrative and General procedural requirements governing execution of the Work including, but not limited to, the following:
   1. Construction layout
   2. General installation of products
   3. Coordination of District-installed products
   4. Starting and adjusting
   5. Protection of installed construction
   6. Correction of the Work

PART 2 - PRODUCTS
Not Used

PART 3 - EXECUTION

3.1 EXAMINATION
A. Acceptance of Conditions: Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record all observations in writing.
   1. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
      a. Description of the Work
      b. List of detrimental conditions, including substrates
      c. List of unacceptable installation tolerances
      d. Recommended corrections
2. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.

3. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.

4. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

B. Existing Site and/or Building Conditions: The existence and location of site improvements, utilities, and other construction indicated as existing are not guaranteed. Before beginning Work, investigate and verify the existence and location of mechanical and electrical systems and other construction affecting the Work.

1. Before construction, verify the location and points of connection of all utility services for each Phase of the Work and the entire Project.

C. Existing Utilities: The existence and location of underground and other utilities and construction indicated in the Contract Documents as existing are not guaranteed. Prior to beginning the Work investigate and verify the existence and location of all underground utilities and/or other improvements affecting the Work.

1. Before construction, verify the location and invert all elevations at points of connection of sanitary sewer, storm sewer, and water-service piping; and all underground electrical services.

2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.

3.2 PREPARATION


B. Existing Utility Information: Furnish information to the District and Architect that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Contractor shall coordinate with authorities having jurisdiction.

C. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, Contractor shall investigate and verify all dimensions of other construction by field measurements before fabrication. Contractor shall coordinate fabrication schedule with construction progress to avoid delaying the Work.

D. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Contract Documents. Contractor shall be responsible for all coordination and measurements including means and methods of Construction.
3.3 CONSTRUCTION LAYOUT


3.4 INSTALLATION

A. General Contractor shall locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
   1. Make vertical work plumb and make horizontal work level.
   2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
   3. Conceal pipes, ducts, and wiring in furnished areas, unless otherwise indicated.
   4. Maintain minimum headroom clearance of eight feet in spaces without a suspended ceiling.

B. Contractor shall comply with manufacturer’s written instructions and recommendations for installing products in applications indicated.

C. Contractor shall install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for performance until accepted by District.

D. Contractor shall conduct construction operations so no part of the Work is subjected to damage or loading in excess of that expected during normal conditions of occupancy.

E. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.

F. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.

G. Allow for building movement, including thermal expansion and contraction.

H. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.

I. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.

J. Hazardous Materials: Use only products, cleaners, and installation materials that are not classified as or considered hazardous.

3.5 DISTRICT-INSTALLED PRODUCTS

A. Site Access: Provide access to Project site for District’s construction forces.

B. Coordination: Coordinate construction and operations of the Work with work performed by District construction forces.
   1. Construction Schedule: Inform District of Contractor’s preferred construction schedule for District’s portion of the Work. Adjust construction schedule based on a mutually agreeable
timetable. Notify District and Architect if changes to schedule are required due to differences in actual construction progress.

2. Pre-installation Conferences: Include District’s construction forces at pre-installation conferences covering portions of the Work that are to receive District’s work. Attend pre-installation conferences conducted by District’s construction forces if portions of the Work depend on District’s construction forces.

END OF SECTION 01722
SECTION 01730
CUTTING AND PATCHING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this section without limitation.

B. Individual Product Specification Sections:
1. Cutting and patching incidental to work of the section.
2. Advance notification to other sections of openings required in work of those sections.
3. Limitations on cutting structural members.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
A. Section 01311 – “Project Management and Coordination”

B. Section 01722 – “Execution Requirements”

C. Divisions 2 through 16 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.

1.3 DEFINITIONS
A. Cutting: Removal of in-place construction necessary to permit installation or performance of other Work.

B. Patching: Fitting and repair work required to restore surfaces to new or original conditions after installation of other Work.

1.4 RESPONSIBILITIES
A. The Contractor shall be responsible for cutting, fitting, or patching to complete the Work and to make all parts fit together properly. Contractor shall be responsible for ensuring that all trades are coordinated and scheduled so as to ensure the timely and proper execution of the work. When modifying existing work or installing new Work adjacent to existing work, Contractor shall match, as closely as conditions of Site and materials will allow, the finishes, textures, and colors of the original work, refinishing existing work at no additional cost to District. All cost caused by defective or ill-timed work shall be borne by Contractor. Contractor shall be solely responsible for protecting existing work on adjacent properties and shall obtain all required permits for shoring and excavations near property lines.

B. Contractor shall be responsible for all cutting, fitting, and patching, including associated excavation and backfill, required to complete the Work. This includes, but is not limited to:
1. Making parts fit together properly
2. Removal and replacement of defective Work
3. Removal and replacement of Work not conforming to requirements of Contract Documents
4. Provide routine penetrations of non-structural surfaces for installation of piping and electrical conduit
5. Attaching new materials to existing improvements
6. Painting (or other finishes) to match adjacent or existing conditions

C. Contractor shall not cut or alter any part of the Work in such a way that endangers or compromises the integrity of the Work, the work of others, or the Project.

D. New or existing structural members and elements, including reinforcing bars and seismic bracing, shall not be cut, bored, or drilled except by written authority of the Architect. Work done contrary to such authority is at the Contractor’s risk and subject to replacement at its own expense without reimbursement under the Contract. Schedule delays resulting from Agency approvals for unauthorized work shall be the Contractor’s responsibility.

E. Permission to patch any areas or items of the Work shall not constitute a waiver of the District’s or the Architect’s right to require complete removal and replacement of the areas of items of the Work if, in the opinion of the Architect or the District, the patching does not satisfactorily restore quality and appearance of the Work or does not otherwise conform to the Contract Documents.

1.5 QUALITY ASSURANCE

A. Requirements for Cutting and Patching relating to structural elements: Do not cut and/or patch structural elements in a manner that would alter their structural design characteristics.
   1. Obtain written approval of the cutting and patching proposal from the Structural Engineer of Record prior to cutting and/or patching any structural elements.
   2. Where cutting and patching Work involves adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with original structure. Contractor shall be responsible for any costs associated with required Structural Engineer and/or DSA reviews and approvals.

B. Operational Limitations: Do not cut and patch operating elements or related components in a manner that would result in reducing their capacity to perform as intended. Do not cut and patch operating elements or related components in a manner that would result in increased maintenance or decreased operational life or safety.

C. Visual Requirements: Do not cut and patch exposed Work in a manner that would, in the Architect or District’s opinion, reduce the building’s aesthetic qualities. Do not cut and patch construction in a manner that would result in visual evidence of cutting and patching. Remove and replace construction cut and patched in a visually unsatisfactory manner as directed by District.

D. Contractor shall ensure that all cutting, fitting, and patching shall achieve the security, strength, weather protection, and appearance for aesthetic match, efficiency, operational life, maintainability, safety of operational elements, and the continuity of existing fire ratings as required by the Contract Documents.

E. Contractor shall ensure that cutting, fitting, and patching shall successfully duplicate undisturbed adjacent profiles, materials, textures, finishes, colors, and that materials shall match existing
construction. Where there is dispute as to whether duplication is successful or has been achieved to a reasonable degree, the District's decision shall be final.

F. Operational Elements: Do not cut and patch operating elements and/or related components in a manner that results in reducing their capacity to perform as intended, results in increased maintenance requirements, that decreases operational life, or that affects system or component safety. Operating elements include, but are not limited to the following:

1. Fire-suppression systems.
2. HVAC systems.
3. Control systems.
4. Mechanical systems piping and ducts.
5. Air smoke barriers
6. Telephone and communication systems.
7. Electrical wiring systems.
8. Primary operational systems and equipment.

G. Miscellaneous Elements: Do not cut and patch miscellaneous elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or those results in increased maintenance or decreased operational life or safety.

H. All cutting and patching is to be done in straight lines. Prior to patching, recut all edges to remove

PART 2 - PRODUCTS
Not Used

PART 3 - EXECUTION
Not Used

END OF SECTION 01730