



Request for Proposal/Bid

Date: June 21, 2017

To: All Potential Bidders

Re: **Solano Community College District
Campus Directory Signage Project (Project #17-010)**

<u>Copies</u>	<u>Contract Documents include the following items</u>
1	RFP for Campus Directory Signage Project
1	Map of Bid Walk Meeting Location
1	Design Drawings (dated June 8, 2017)
1	Project Specifications (dated June 21, 2017)

The Solano Community College District is soliciting proposals for the Campus Directory Signage Project, located on the Solano Community College, Fairfield Campus. We would like to have your participation and look forward to receiving your proposal/bid.

Bidders will be required to possess one or more of the following California State Contractor's Licenses: **B, C-8 and/or C-45** which must remain active and in good standing throughout the term of the Contract.

There will be a **Mandatory Bid Walk** on, **June 30, 2017**, at **10:00AM**. Map of meeting location is attached to this RFP below. Contact will be Jason Yi (916-540-6629).

Please email pre-bid questions to jason.yi@solano.edu, by no later than 2:00pm on July 10, 2017. Sealed Bids will be received until **2:00pm, July 17, 2017**, at the District's Bond Office, Building 600, Denis Honeychurch Board Room, 4000 Suisun Valley Road, Fairfield California, at which time the bids will be opened and publicly read aloud. Bidders choosing to mail bids shall send them to, 4000 Suisun Valley Road (Building 600, Room 604B), Fairfield, California 94534, Attn: Laura Scott, Purchasing, Project #17-010, Campus Directory Signage Project. All bids shall not be opened until 2:00 p.m., July 17, 2017. Any bid that is submitted or received after this time shall be non-responsive and returned to the bidder. Please see Notice to Bidders and Instructions to Bidders, included in Project Specifications, for complete description of bid submission requirements.



The following items need to be considered when submitting your proposal (the successful bidder of this project is hereafter referred to as the “contractor”):

A. Proposal and Contract

1. Bidders must submit Bids on the Bid Form and Proposal, included in Project Specifications, along with all other required District forms as described. Bids not submitted on the District’s required forms shall be deemed non-responsive and shall not be considered. Additional sheets required to fully respond to requested information are permissible.
2. The Bidder’s Base Bid shall include a ten percent (10%) Owner’s allowance for unforeseen items. The ten percent (10%) Owner’s allowance shall only be allocated for unforeseen items relating to the Work. Contractor shall not bill for or be due any portion of this allowance unless the District has identified specific work, Contractor has submitted a price for that work or the District has proposed a price for that work, the District has accepted the cost for that work in writing. Contractor hereby authorizes the District to execute a unilateral deductive change order at or near the end of the Project for all or any portion of the allowance not allocated.
3. Contractor shall sign a construction Agreement with the District (sample Agreement can be found in Project Specifications).
4. Contractor shall submit proof of insurance per the Terms and Conditions to Contract. Contractor will not be permitted to begin work until District has approved insurance.
5. Mandatory requirements include compliance to the California Labor Code with regards to Solano County Prevailing Wage Requirements and the District’s Insurance Requirements.
6. SB 854 DIR Contractor Registration program was signed into law on June 20, 2014. All contractors and subcontractors who wish to bid or perform work on public works projects value from \$1,000.00 and above are required to register with the Department of Industrial Relations (DIR) pursuant to Labor Code 1725.5. A “Bidder” who is not a DIR Registered Contractor, when submitting a proposal (or quote) will be deemed “not qualified” and bid (quote) will be rejected as “non-responsive.”
7. Refer to Terms and Conditions to Contract, included in 00 52 13 Agreement in Project Specifications, for further requirements and provisions.

B. Scope of Work

Provide labor, materials, equipment and supplies necessary for the demolition and removal of two (2) existing directory signs, and structural design/engineering, fabrication and installation of four (4) new directory signs for the District’s Fairfield campus, located at 4000 Suisun Valley Road, Fairfield, CA.



C. Schedule

It is anticipated that this contract will be going to the Board of Trustees for award at the August 2, 2017 meeting. Demolition and removal of existing directory signage and installation of new directory signage shall be completed by October 31, 2017.

D. Construction Project Procedures

All correspondences shall be through the Project/Construction Manager. Direction to proceed on items, only through Project/Construction Manager.

**BID WALK MEETING
LOCATION, 6/30/17,
10:00AM**



BUILDING DIRECTORY			
BLDG. #	FUNCTION	BLDG. #	FUNCTION
100	LIBRARY	1300	FINE ART
200	CHILDCARE	1400	CAFE / BOOK STORE / STUDENT UNION
200A	CHILDCARE PLAY ROOM	1500	MATH ENGINEERING
300	SCIENCE	1600	VOCATIONAL ARTS
400	STUDENT SERVICES	1700	PHYSICAL ED. / GYM ADAPTIVE P.E.
500	BUSINESS	1800A	VOCATIONAL TECH. / SWING SPACE
600	ADMINISTRATION	1800B	VOCATIONAL SHOPS
700	HUMANITIES	1900	MAINTENANCE / OPERATIONS WAREHOUSE
800	MULTI-DISCIPLINE	2000	CENTRAL PLANT
900	FACULTY OFFICE BUILDING	2100	POOL MECHANICAL
1000	HORTICULTURE	2200	SWIMMING POOL
1001	HORTICULTURE GREEN HOUSE	2300	MAINTENANCE STORAGE
1100	PORTABLES	2400	ENTRY KIOSK
1200	THEATER	2500	STADIUM

S O L A N O C O M M U N I T Y C O L L E G E
SOLANO COMMUNITY COLLEGE DISTRICT
BUILDING DIRECTORY





SOLANO
COMMUNITY COLLEGE

Campus Directory
Construction Drawings

June 8, 2017

 **Kate Keating Associates Inc.**
Environmental Graphic
Design Consultants



Keynotes:

- Approximate locations for four new Campus Directories
- Locations for removal of existing directories, including foundation. Backfill and restore any groundcover.

File Information:

17.06.08: For Bid
 17.04.17: For Pricing

Graphic Consultant:



Kate Keating Associates, Inc.
 Environmental & Graphic
 Design Consultants

1045 Sansome Street, Suite 202
 San Francisco, CA 94111
 Telephone 415.773.1000
 Fax 415.773.1008

Project Name:

Solano Community College
 Fairfield, CA

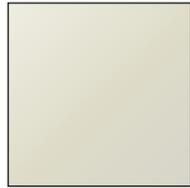
Sheet Title:

Sign Location Plan

Sheet No:

1.01

PAINT COLORS

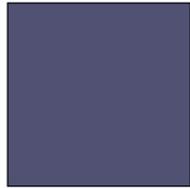


P1
MP20060 Champagne Gold



P2
to match V1

MATERIALS



V1
Gerber Light Navy vinyl



C1
Scofield Lithochrome Tintura
1406 Old Hickory

LOGOS

SOLANO

L1
Solano Logotype

COMMUNITY COLLEGE

L2
Community College Logotype



L3
Tree Graphic

TYPEFACES

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz.1234567890

Avenir Next Condensed, Demi Bold

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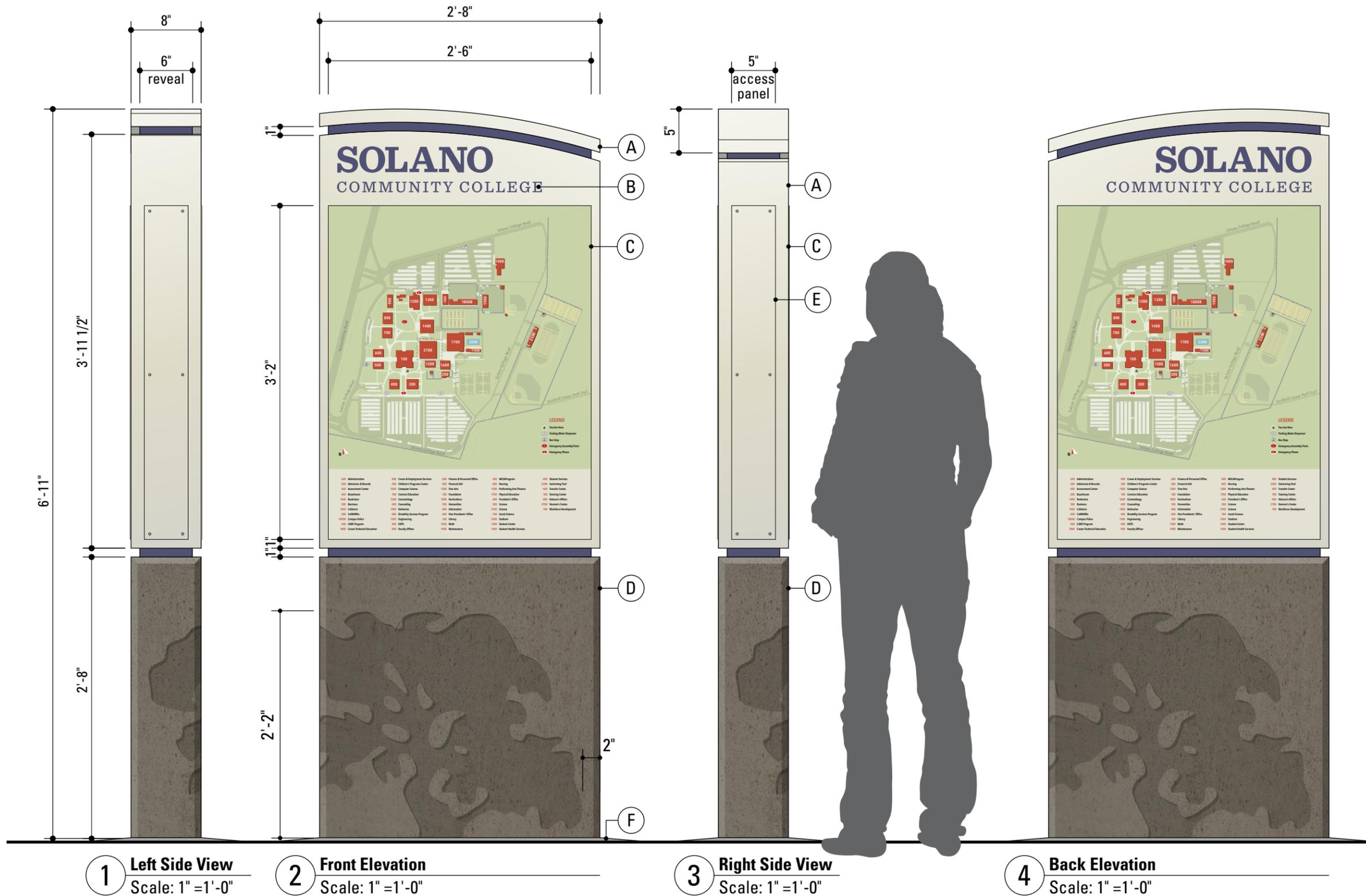
Solano Community College
Fairfield, CA

Sheet Title:

Assets:
Colors, Materials,
and Artwork

Sheet No:

1.02



- Keynotes:**
- A.** Aluminum sign cabinet and cap painted to match P1 on all faces. Vertical surfaces of reveals painted to match P2.
 - B.** Vinyl graphics L1 and L2 to match V1.
 - C.** 1/8" aluminum panel with eased edges and radiused corners. Mechanically fastened to A with plug-welded studs and secured via access through E. Wrap with full color digitally printed vinyl map. Buildings to match PMS 7619C and background to match PMS 577C. 'You Are Here' symbol to be located on each map at the approximate installed sign location. Adjust other symbols to avoid overlaps.
 - D.** Precast concrete-clad base to match C-1. 3/4" deep debossed L3 graphics. Chamfer edges lightly to prevent sharp corners and edges.
 - E.** Access panel to secure C to A. Flush seams and tamper-proof flat head screws.
 - F.** 6" sloped mow strip required on all sides. Structure and footing as required (see specifications).

File Information:

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Graphic Consultant:


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 Environmental & Graphic
 Design Consultants

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 San Francisco, CA 94111
 Telephone 415.773.1000
 Fax 415.773.1008

Project Name:

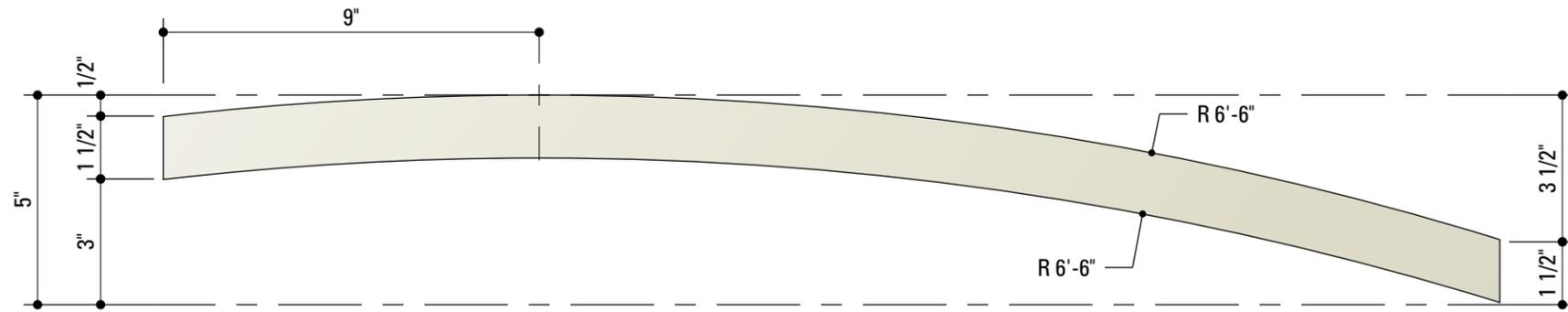
Solano Community College
 Fairfield, CA

Sheet Title:

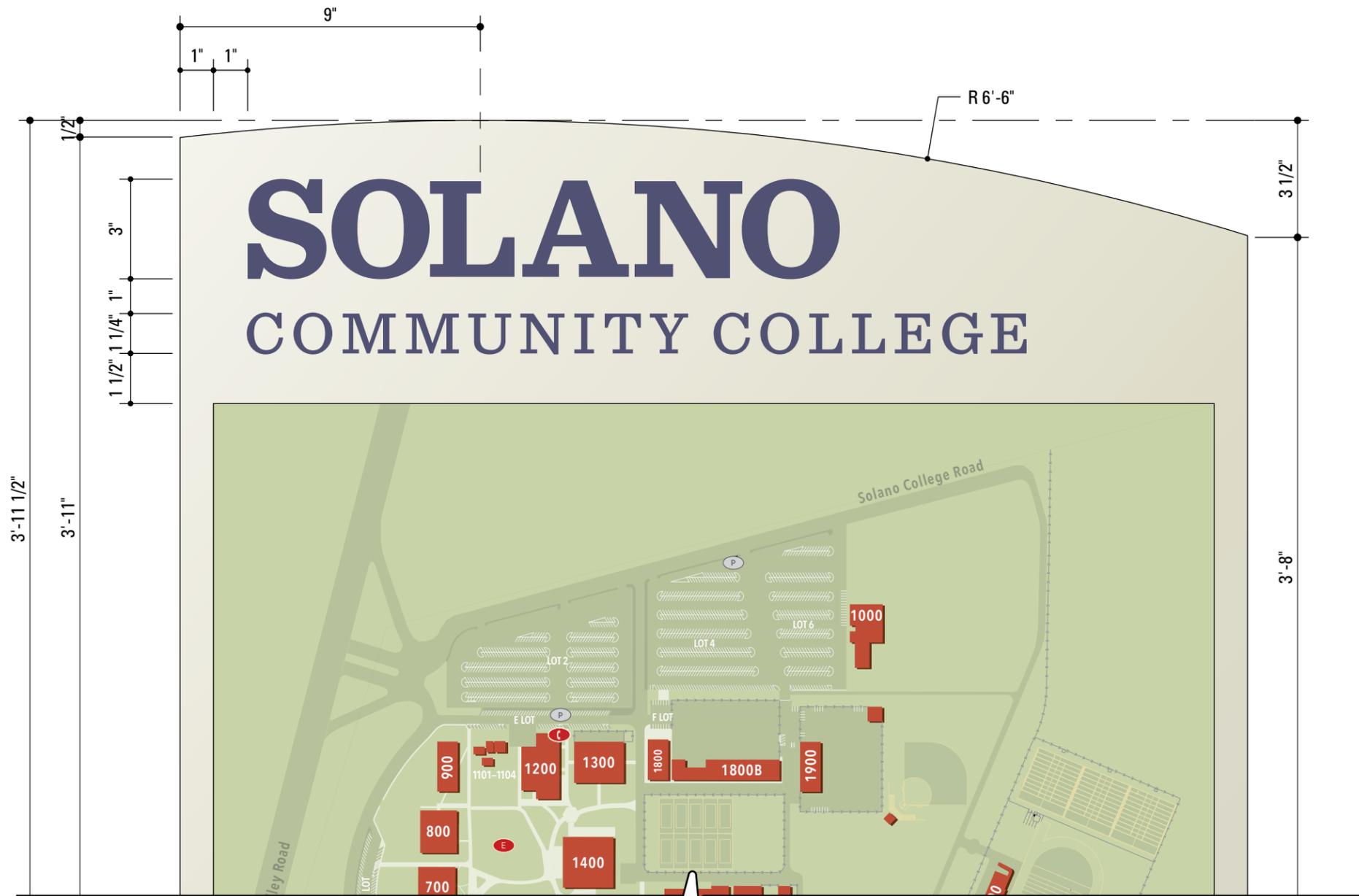
Sign Drawings:
 Campus Directory

Sheet No:

1.03



1 Cap Detail
Scale: 3" = 1'-0"



2 Cabinet Detail
Scale: 3" = 1'-0"

Keynotes:

Detail of dimensions for curves and graphic layout.

File Information:

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17.04.17: For Pricing

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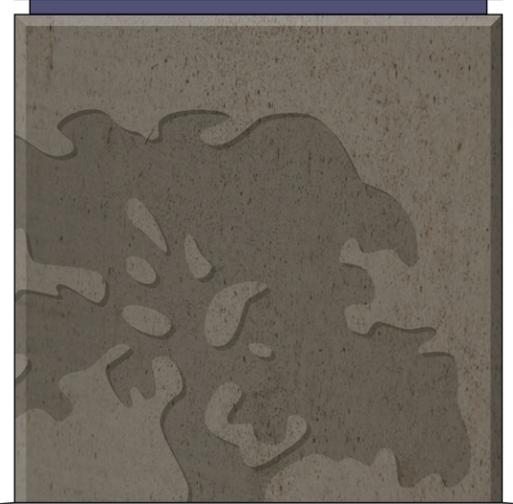
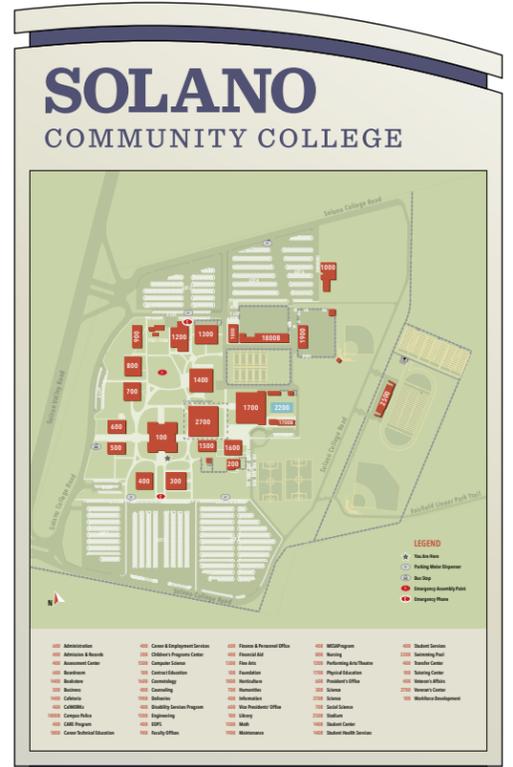
Solano Community College
Fairfield, CA

Sheet Title:

Sign Drawings:
Campus Directory

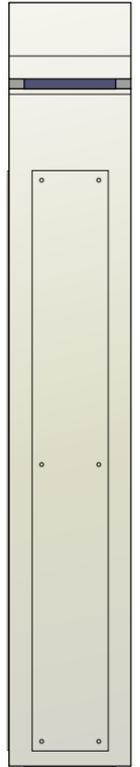
Sheet No:

1.04



1 Left Side View
Scale: 1" = 1'-0"

2 Front Elevation
Scale: 1" = 1'-0"



3 Right Side View
Scale: 1" = 1'-0"



4 Back Elevation
Scale: 1" = 1'-0"

Keynotes:
See Sheet 1.03 for all dimensions and keynotes.
The single-sided sign may omit 'D' on elevations 3 and 4 if desired.

File Information:
17.06.08: For Bid
17.04.17: For Pricing

Graphic Consultant:

Kate Keating Associates, Inc.
Environmental & Graphic
Design Consultants

1045 Sansome Street, Suite 202
San Francisco, CA 94111
Telephone 415.773.1000
Fax 415.773.1008

Project Name:
Solano Community College
Fairfield, CA

Sheet Title:
Sign Drawings:
Campus Directory,
single-sided

Sheet No:
1.05



SOLANO

COMMUNITY COLLEGE

SOLANO COMMUNITY COLLEGE DISTRICT

Campus Directory Signage Project

PROJECT SPECIFICATIONS

Project #17-010

June 21, 2017

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END OF DOCUMENT

NOTICE TO BIDDERS

1. Notice is hereby given that the governing board ("Board") of the Solano Community College District ("District") will receive sealed bids for the following project, Bid #17-010:

Campus Directory Signage Project

2. The Project consists of:

Labor, materials, equipment, and supplies necessary for the demolition and removal of existing directory signage and structural design/engineering and installation of new directory signage for the District's Fairfield campus, located at 4000 Suisun Valley Road, Fairfield, CA.

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

B, C-8 and/or C-45

The Bidder's license(s) must remain active and in good standing throughout the term of the Contract.

4. To bid on this Project, the Bidder is required to be registered as a public works contractor with the Department of Industrial Relations. The Bidder's registration must remain active throughout the term of the Contract.
5. Contract Documents including drawings and specifications, are available as of June 21, 2017 through BPXpress. They may be viewed and/or obtained by logging on to: www.blueprintexpress.com/sccdmeasureq or by calling BPXpress Reprographics at (707) 745-3593. Bidders can register with BPXpress and purchase a complete set of bid documents for a non-refundable fee. Bid documents can also be viewed and downloaded on the Solano College District's website at: <http://www.solano.edu/measureq/vendor.php>.
6. Sealed Bids will be received until **2:00 p.m., July 17, 2017**, at the District's Bond Office, Building 600, Denis Honeychurch Board Room, 4000 Suisun Valley Road, Fairfield California, at which time the bids will be opened and publicly read aloud. Bidders choosing to mail bids shall send them to, **4000 Suisun Valley Road (Building 600, Room 604B), Fairfield, California 94534, Attn: Laura Scott, Purchasing, Project #17-010, Campus Directory Signage Project**. If mailing, the District suggests delivery one day prior to bid date to allow for sufficient time for receiving, processing and delivery to appropriate department. All bids shall not be opened until 2:00 p.m., July 17, 2017. Any bid that is submitted or received after this time shall be non-responsive and returned to the bidder. Any claim by a bidder of error in its bid must be made in compliance with section 5100 et seq. of the Public Contract Code.
7. All bids shall be on the form provided by the District. Each bid must conform and be responsive to all pertinent Contract Documents, including, but not limited to, the Instructions to Bidders.

8. A mandatory pre-bid meeting will be held on June 30, 2017 at 10:00am. Map of meeting location can be found in Request for Proposal/Bid. Contact will be Jason Yi (916-540-6629).
9. The successful Bidder may substitute securities for any monies withheld by the District to ensure performance under the Contract, in accordance with the provisions of section 22300 of the Public Contract Code.
10. The Contractor and all Subcontractors under the Contractor shall pay all workers on all work performed pursuant to this Contract not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code. Prevailing wage rates are also available from the District or on the Internet at: <<http://www.dir.ca.gov>>.
11. This Project is subject to labor compliance monitoring and enforcement by the Department of Industrial Relations pursuant to Labor Code section 1771.4 and subject to the requirements of Title 8 of the California Code of Regulations. The Contractor and all Subcontractors under the Contractor shall furnish electronic certified payroll records directly to the Labor Commissioner weekly or within ten (10) days of any request by the District or the Labor Commissioner. The successful Bidder shall comply with all requirements of Division 2, Part 7, Chapter 1, of the Labor Code.
12. The District shall award the Contract, if it awards it at all, to the lowest responsive responsible bidder based on:
 - A. Total Base Bid Amount (cumulative total of Base Bid Amount and 10% Owner's Allowance)
13. The Board reserves the right to reject any and all bids and/or waive any irregularity in any bid received. If the District awards the Contract, the security of unsuccessful bidder(s) shall be returned within sixty (60) days from the time the award is made. Unless otherwise required by law, no bidder may withdraw its bid for ninety (90) days after the date of the bid opening.

END OF DOCUMENT

INSTRUCTIONS TO BIDDERS

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

Solano Community College District ("District") will evaluate information submitted by the apparent low Bidder and, if incomplete or unsatisfactory to District, Bidder's bid may be rejected at the sole discretion of District.

1. Bids are requested for a general construction contract, or work described in general, for the following project ("Project" or "Contract"):

CAMPUS DIRECTORY SIGNAGE PROJECT (PROJECT #17-010)

2. District will receive sealed Bids from Bidders as stipulated in the Notice to Bidders.
3. Bidders must submit Bids on the Bid Form and Proposal and all other required District forms. Bids not submitted on the District's required forms shall be deemed non-responsive and shall not be considered. Additional sheets required to fully respond to requested information are permissible.
4. Bidders must supply all information required by each Bid Document. Bids must be full and complete. District reserves the right in its sole discretion to reject any Bid as non-responsive as a result of any error or omission in the Bid. Bidders must complete and submit all of the following documents with the Bid Form and Proposal:
 - a. Designated Subcontractors List.
 - b. Site-Visit Certification.
 - c. Noncollusion Declaration.
5. If Bidder to whom Contract is awarded fails or neglects to enter into Contract and submit required bonds, insurance certificates, and all other required documents, within **SEVEN (7)** calendar days after the date of the Notice of Award, District may deposit Bid Bond, cash, cashier's check, or certified check for collection, and proceeds thereof may be retained by District as liquidated damages for failure of Bidder to enter into Contract, in the sole discretion of District. It is agreed that calculation of damages District may suffer as a result of Bidder's failure to enter into the Contract would be extremely difficult and impractical to determine and that the amount of the Bidder's required bid security shall be the agreed and conclusively presumed amount of damages.
6. Bidders must submit with the Bid the Designated Subcontractors List for those subcontractors who will perform any portion of Work, including labor, rendering of service, or specially fabricating and installing a portion of the Work or improvement according to detailed drawings contained in the plans and specifications, in excess of one half of one percent (0.5%) of total Bid. All of the listed subcontractors are required to be registered as a public works contractor with the Department of Industrial Relations. The subcontractor's registration must remain active throughout

the term of the Contract. Failure to submit this list when required by law shall result in Bid being deemed non-responsive and the Bid will not be considered.

- a. An inadvertent error in listing the California contractor license number on the Designated Subcontractors List shall not be grounds for filing a bid protest or grounds for considering the bid nonresponsive if the correct contractor's license number is submitted to the District within 24 hours after the bid opening and the corrected number corresponds with the submitted name and location for that subcontractor.
- b. An inadvertent error listing an unregistered subcontractor shall not be grounds for filing a bid protest or grounds for considering the bid nonresponsive provided that any of the following apply:
 - (1) The subcontractor is registered prior to the bid opening.
 - (2) The subcontractor is registered and has paid the penalty registration fee within 24 hours after the bid opening.
 - (3) The subcontractor is replaced by another registered subcontractor pursuant to Public Contract Code section 4107.
7. If a mandatory pre-bid conference and/or site visit ("Site Visit") is requested as referenced in the Notice to Bidders, then Bidders must submit the Site-Visit Certification with their Bid. District will transmit to all prospective Bidders of record such Addenda as District in its discretion considers necessary in response to questions arising at the Site Visit. Oral statements shall not be relied upon and will not be binding or legally effective. Addenda issued by the District as a result of the Site Visit, if any, shall constitute the sole and exclusive record and statement of the results of the Site Visit.
8. Bidders shall submit the Noncollusion Declaration with their Bids. Bids submitted without the Noncollusion Declaration shall be deemed non-responsive and will not be considered.
9. Bids shall be clearly written without erasure or deletions. District reserves the right to reject any Bid containing erasures or deletions.
10. Bidders shall not modify the Bid Form and Proposal or qualify their Bids. Bidders shall not submit to the District a scanned, re-typed, word-processed, or otherwise recreated version of the Bid Form and Proposal or other District-provided document.
11. The Bidder and all Subcontractors under the Contractor shall pay all workers on all work performed pursuant to this Contract not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code. Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Contract, as determined by Director of the State of California Department of Industrial Relations,

are available upon request at the District's principal office. Prevailing wage rates are also available on the internet at <http://www.dir.ca.gov>.

12. Submission of Bid signifies careful examination of Contract Documents and complete understanding of the nature, extent, and location of Work to be performed. Bidders must complete the tasks listed below as a condition to bidding, and submission of a Bid shall constitute the Bidder's express representation to District that Bidder has fully completed the following:
 - a. Bidder has visited the Site, if required, and has examined thoroughly and understood the nature and extent of the Contract Documents, Work, Site, locality, actual conditions, as-built conditions, and all local conditions and federal, state and local laws, and regulations that in any manner may affect cost, progress, performance, or furnishing of Work or that relate to any aspect of the means, methods, techniques, sequences, or procedures of construction to be employed by Bidder and safety precautions and programs incident thereto;
 - b. Bidder has conducted or obtained and has understood all examinations, investigations, explorations, tests, reports, and studies that pertain to the subsurface conditions, as-built conditions, underground facilities, and all other physical conditions at or contiguous to the Site or otherwise that may affect the cost, progress, performance, or furnishing of Work, as Bidder considers necessary for the performance or furnishing of Work at the Contract Sum, within the Contract Time, and in accordance with the other terms and conditions of Contract Documents, including specifically the provisions of the General Conditions; and no additional examinations, investigations, explorations, tests, reports, studies, or similar information or data are or will be required by Bidder for such purposes;
 - c. Bidder has correlated its knowledge and the results of all such observations, examinations, investigations, explorations, tests, reports, and studies with the terms and conditions of the Contract Documents;
 - d. Bidder has given the District prompt written notice of all conflicts, errors, ambiguities, or discrepancies that it has discovered in or among the Contract Documents and the actual conditions, and the written resolution thereof by the District is acceptable to Bidder;
 - e. Bidder has made a complete disclosure in writing to the District of all facts bearing upon any possible interest, direct or indirect, that Bidder believes any representative of the District or other officer or employee of the District presently has or will have in this Contract or in the performance thereof or in any portion of the profits thereof;
 - d. Bidder must, prior to bidding, perform the work, investigations, research, and analysis required by this document and that Bidder represented in its Bid Form and Proposal and the Agreement that it performed prior to bidding. Contractor under this Contract is charged with all information and knowledge that a reasonable bidder would ascertain from having performed this required work, investigation, research, and analysis. Bid prices must include entire cost of all work "incidental" to completion of the Work.

- e. Conditions Shown on the Contract Documents: Information as to underground conditions, as-built conditions, or other conditions or obstructions, indicated in the Contract Documents, e.g., on Drawings or in Specifications, has been obtained with reasonable care, and has been recorded in good faith. However, District only warrants, and Contractor may only rely, on the accuracy of limited types of information.
- (1) As to above-ground conditions or as-built conditions shown or indicated in the Contract Documents, there is no warranty, express or implied, or any representation express or implied, that such information is correctly shown or indicated. This information is verifiable by independent investigation and Contractor is required to make such verification as a condition to bidding. In submitting its Bid, Contractor shall rely on the results of its own independent investigation. In submitting its Bid, Contractor shall not rely on District-supplied information regarding above-ground conditions or as-built conditions.
 - (2) As to any subsurface condition shown or indicated in the Contract Documents, Contractor may rely only upon the general accuracy of actual reported depths, actual reported character of materials, actual reported soil types, actual reported water conditions, or actual obstructions shown or indicated. District is not responsible for the completeness of such information for bidding or construction; nor is District responsible in any way for any conclusions or opinions of Contractor drawn from such information; nor is the District responsible for subsurface conditions that are not specifically shown (for example, District is not responsible for soil conditions in areas contiguous to areas where a subsurface condition is shown).
 - (3) Under no circumstances shall District be deemed to warrant or represent existing above-ground conditions, as-built conditions (including surface, subsurface and underground facilities and utilities), or other actual conditions, verifiable by independent investigation. These conditions are verifiable by Contractor by the performance of its own independent investigation that Contractor must perform as a condition to bidding and Contractor should not and shall not rely on this information or any other information supplied by District regarding existing conditions. It shall be the responsibility of the Contractor to identify and locate existing facilities and utilities during the performance of its work, prior to demolition activities, and shall take care and precaution to prevent damage to said. All costs to repair damage as a result of the Contractor's negligence to perform necessary site investigation, including underground utility survey, shall be the responsibility of the Contractor.
- f. Conditions Shown in Reports and Drawings Supplied for Informational Purposes: Reference is made to the document entitled Geotechnical Data, and the document entitled Existing Conditions, for identification of:

- (1) Subsurface Conditions: Those reports of explorations and tests of subsurface conditions at or contiguous to the Site that have been utilized by Architect in preparing the Contract Documents; and
 - (2) Physical Conditions: Those drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site that has been utilized by Architect in preparing the Contract Documents.
 - (3) These reports and drawings are **not** Contract Documents and, except for any "technical" data regarding subsurface conditions specifically identified in Geotechnical Data and Existing Conditions, and underground facilities data, Contractor may not in any manner rely on the information in these reports and drawings. Subject to the foregoing, Contractor must make its own independent investigation of all conditions affecting the Work and must not rely on information provided by District.
13. Bidders may examine any available "as-built" drawings of previous work by giving District reasonable advance notice. District will not be responsible for accuracy of "as-built" drawings. The document entitled Existing Conditions applies to all supplied "as-built" drawings.
 14. All questions about the meaning or intent of the Contract Documents are to be directed in writing to the District. Interpretations or clarifications considered necessary by the District in response to such questions will be issued in writing by Addenda emailed, faxed, mailed, or delivered to all parties recorded by the District as having received the Contract Documents. Questions received less than **SEVEN (7)** calendar days prior to the date for opening Bids may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
 15. Addenda may also be issued to modify other parts of the Contract Documents as deemed advisable by the District.
 16. Each Bidder must acknowledge each Addendum in its Bid Form and Proposal by number or its Bid shall be considered non-responsive. Each Addendum shall be part of the Contract Documents. A complete listing of Addenda may be secured from the District.
 17. Bids shall be based on products and systems specified in Contract Documents or listed by name in Addenda. Whenever in the Specifications any materials, process, or article is indicated or specified by grade, patent, or proprietary name, or by name of manufacturer, that Specification shall be deemed to be followed by the words "or equal." Bidder may, unless otherwise stated, offer any material, process, or article that shall be substantially equal or better in every respect to that so indicated or specified. The District is not responsible and/or liable in any way for a Contractor's damages and/or claims related, in any way, to that Contractor's basing its bid on any requested substitution that the District has not approved. Contractors and materials suppliers who submit requests for substitutions prior to the award of the Contract must do so in writing and in compliance with Public Contract Code section 3400. All requests must comply with the following:

- a. District must receive any request for substitution a minimum of **THIRTEEN (13)** calendar days prior to bid opening.
 - b. Within thirteen (13) days prior to the bid opening, included with the request for substitution, the Bidder shall submit data substantiating a request for substitution containing sufficient information to assess acceptability of product or system and impact on Project, including, without limitation, the requirements specified in 00 73 13 Special Conditions and the Specifications. Insufficient information shall be grounds for rejection of substitution.
 - c. Approved substitutions, if any, shall be listed in Addenda. District reserves the right not to act upon submittals of substitutions until after bid opening.
 - d. Substitutions will not be accepted after Contract has been awarded.
18. All Bids must be sealed, and marked with name and address of the Bidder and the Project Number, Bid number, Bid package, and time of bid opening. Bids will be received as indicated in the Notice to Bidders.
- a. Mark envelopes with the name of the Project.
 - b. Bids must be submitted to **Solano Community College District, c/o Purchasing: Laura Scott, 4000 Suisun Valley Road, Building 600 (Denis Honeychurch Boardroom 626), Fairfield, CA 94534** by date and time shown in the Notice to Bidders.
 - c. Bidders choosing to mail bids shall send them to, **4000 Suisun Valley Road (Building 600, Room 604B), Fairfield, California 94534, Attn: Laura Scott, Bond Purchasing, Project #17-010, Campus Directory Signage Project**. If mailing, the District suggests delivery one day prior to bid date to allow for sufficient time for receiving, processing and delivery to appropriate department.
 - d. Bids must contain all documents as required herein.
19. Bids will be opened at or after the time indicated for receipt of bids.
20. This Contract may include alternates. Alternates are defined as alternate products, materials, equipment, systems, methods, or major elements of the construction that may, at the District's option and under terms established in the Contract and pursuant to section 20103.8 of the Public Contract Code, be selected for the Work.
21. The District shall award the Contract, if it awards it at all, to the lowest responsive responsible bidder based on the criteria as indicated in the Notice to Bidders. In the event two or more responsible bidders submit identical bids, the District shall select the Bidder to whom to award the Contract by lot.
22. Time for Completion: District may issue a Notice to Proceed within **THREE (3)** months from the date of the notification of contract award. Once Contractor has received the Notice to Proceed, Contractor shall complete the Work within the period of time indicated in the Contract Documents.

- a. In the event that the District desires to postpone issuing the Notice to Proceed beyond this 3-month period, it is expressly understood that with reasonable notice to the Contractor, the District may postpone issuing the Notice to Proceed.
 - b. 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 issuance of the Notice to Proceed beyond a 3-month period. If the Contractor believes that a postponement of issuance of the Notice to Proceed will cause a hardship to the Contractor, the Contractor may terminate the Contract. Contractor's termination due to a postponement beyond this 3-month period shall be by written notice to District within **TEN (10)** calendar days after receipt by Contractor of District's notice of postponement.
 - c. It is further understood by the 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 and which the District had in writing authorized Contractor to perform prior to issuing a Notice to Proceed.
 - d. Should the 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 responsive responsible bidder.
23. The Bidder to whom Contract is awarded shall execute and submit the following documents by 5:00 p.m. of the **SEVENTH (7th)** calendar day following the date of the Notice of Award. Failure to properly and timely submit these documents entitles District to reject the bid as non-responsive.
- a. Agreement: To be executed by successful Bidder. Submit four (4) copies, each bearing an original signature.
 - b. Insurance Certificates and Endorsements as required.
 - c. Workers' Compensation Certification.
 - d. Prevailing Wage and Related Labor Requirements Certification.
 - e. Drug-Free Workplace Certification.
 - f. Tobacco-Free Environment Certification.
 - g. Hazardous Materials Certification.
 - h. Lead-Based Paint Certification.
24. Any bid protest by any Bidder regarding any other bid must be submitted in writing to the District, before 5:00 p.m. of the **THIRD (3rd)** business day following bid opening.

- a. Only a Bidder who has actually submitted a bid, and who could be awarded the Contract if the bid protest is upheld, is eligible to submit a bid protest. Subcontractors are not eligible to submit bid protests. A Bidder may not rely on the bid protest submitted by another Bidder.
 - b. A bid protest must contain a complete statement of any and all bases for the protest and all supporting documentation. Materials submitted after the bid protest deadline will not be considered.
 - c. The protest must refer to the specific portions of all documents that form the basis for the protest.
 - (1) Without limitation to other bases for protest, an inadvertent error in listing the California contractor license number on the Designated Subcontractors List shall not be grounds for filing a bid protest or grounds for considering the bid nonresponsive if the correct contractor's license number is submitted to the District within 24 hours after the bid opening and the corrected number corresponds with the submitted name and location for that subcontractor.
 - (2) Without limitation to other bases for protest, an inadvertent error listing an unregistered subcontractor shall not be grounds for filing a bid protest or grounds for considering the bid nonresponsive provided that any of the following apply:
 - (i) The subcontractor is registered prior to the bid opening.
 - (ii) The subcontractor is registered and has paid the penalty registration fee within 24 hours after the bid opening.
 - (iii) The subcontractor is replaced by another registered subcontractor pursuant to Public Contract Code section 4107.
 - d. The protest must include the name, address and telephone number of the person representing the protesting party.
 - e. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other bidders or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
 - f. The procedure and time limits set forth in this paragraph are mandatory and are each bidder's sole and exclusive remedy in the event of bid protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.
25. District reserves the right to reject any or all bids, including without limitation the right to reject any or all nonconforming, non-responsive, unbalanced, or conditional

bids, to re-bid, and to reject the bid of any bidder if District believes that it would not be in the best interest of the District to make an award to that bidder, whether because the bid is not responsive or the bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by District. District also reserves the right to waive inconsequential deviations not involving price, time, or changes in the Work. For purposes of this paragraph, an "unbalanced bid" is one having nominal prices for some work items and/or enhanced prices for other work items.

26. Discrepancies between written words and figures, or words and numerals, will be resolved in favor of numerals or figures.
27. Prior to the award of Contract, District reserves the right to consider the responsibility of the Bidder. District may conduct investigations as District deems necessary to assist in the evaluation of any bid and to establish the responsibility, including, without limitation, qualifications and financial ability of Bidders, proposed subcontractors, suppliers, and other persons and organizations to perform and furnish the Work in accordance with the Contract Documents to District's satisfaction within the prescribed time.

END OF DOCUMENT

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EXISTING CONDITIONS

1. Summary

This document describes existing conditions at or near the Project, and use of information available regarding existing conditions. This document is **not** part of the Contract Documents. See General Conditions for definition(s) of terms used herein.

2. Reports and Information on Existing Conditions

- a. Documents providing a general description of the Site and conditions of the Work may have been collected by Solano Community College District ("District"), its consultants, contractors, and tenants. These documents may include previous contracts, contract specifications, tenant improvement contracts, as-built drawings, utility drawings, and information regarding underground facilities.
- b. Information regarding existing conditions may be inspected at the District offices, if any, and copies may be obtained at cost of reproduction and handling upon Bidder's agreement to pay for such copies. These reports, documents, and other information are **not** part of the Contract Documents.
- c. Information regarding existing conditions may also be included in the Project Manual, but shall **not** be considered part of the Contract Documents.
- d. Prior to commencing this Work, Contractor and the District's representative shall survey the Site to document the condition of the Site. Contractor will record the survey in digital videotape format and provide an electronic copy to the District within fourteen (14) days of the survey.
- e. Contractor may also document any pre-existing conditions in writing, provided that both the Contractor and the District's representative agree on said conditions and sign a memorandum documenting the same.

3. Use of Information

- a. Information regarding existing conditions was obtained only for use of District and its consultants, contractors, and tenants for planning and design and is **not** part of the Contract Documents.
- b. District does not warrant, and makes no representation regarding, the accuracy or thoroughness of any information regarding existing conditions. Bidder represents and agrees that in submitting a bid it is not relying on any information regarding existing conditions supplied by District.
- c. Under no circumstances shall District be deemed to warrant or represent existing above-ground conditions, as-built conditions, or other actual conditions, verifiable by independent investigation. These conditions are verifiable by Contractor by the performance of its own independent

investigation that Contractor must perform as a condition to bidding and Contractor should not and shall not rely on this information or any other information supplied by District regarding existing conditions.

- d. Any information shown or indicated in the reports and other data supplied herein with respect to existing underground facilities at or contiguous to the Project may be based upon information and data furnished to District by the District's employees and/or consultants or builders of such underground facilities or others. District does not assume responsibility for the completeness of this information, and Bidder is solely responsible for any interpretation or conclusion drawn from this information.
- e. District shall be responsible only for the general accuracy of information regarding underground facilities, and only for those underground facilities that are owned by District, and only where Bidder has conducted the independent investigation required of it pursuant to the Instructions to Bidders, and discrepancies are not apparent.

4. Investigations/Site Examinations

- a. Before submitting a Bid, each Bidder is responsible for conducting or obtaining any additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and underground facilities) at or contiguous to the Site or otherwise, that may affect cost, progress, performance, or furnishing of Work or that relate to any aspect of the means, methods, techniques, sequences, or procedures of construction to be employed by Bidder and safety precautions and programs incident thereto or that Bidder deems necessary to determine its Bid for performing and furnishing the Work in accordance with the time, price, and other terms and conditions of Contract Documents.
- b. On request, District will provide each Bidder access to the Site to conduct such examinations, investigations, explorations, tests, and studies, as each Bidder deems necessary for submission of a Bid. Bidders must fill all holes and clean up and restore the Site to its former condition upon completion of its explorations, investigations, tests, and studies. Such investigations and Site examinations may be performed during any and all Site visits indicated in the Notice to Bidders and only under the provisions of the Contract Documents, including, but not limited to, proof of insurance and obligation to indemnify against claims arising from such work, and District's prior approval.
- c. Contractor shall engage private utility locator to verify and locate any existing utilities with area of scope of work prior to commencement of demolition work. Contractor shall notify the District and Architect immediately for any potential conflict with proposed work for fixture relocation.

END OF DOCUMENT

BID FORM AND PROPOSAL

To: Governing Board of Solano Community College District ("District" or "Owner")

From: _____
(Proper Name of Bidder)

The undersigned declares that the Contract Documents including, without limitation, the Notice to Bidders and the Instructions to Bidders have been read and agrees and proposes to furnish all necessary labor, materials, and equipment to perform and furnish all work in accordance with the terms and conditions of the Contract Documents, including, without limitation, the Drawings and Specifications of Bid No. 17-010.

PROJECT: **Campus Directory Signage Project**

("Project" or "Contract") and will accept in full payment for that Work the following total lump sum amount, all taxes included:

_____ dollars	\$ _____
<i>BASE BID AMOUNT</i>	
_____ dollars	\$ _____
<i>10% OWNER'S ALLOWANCE</i>	
_____ dollars	\$ _____
<i>TOTAL BASE BID AMOUNT (CUMULATIVE TOTAL OF BASE BID AMOUNT AND 10% OWNER'S ALLOWANCE)</i>	

1. **Unit Prices.** The Bidder's Base Bid includes the following unit prices, which the Bidder must provide and the District may, at its discretion, utilize in valuing additive and/or deductive change orders:

_____ dollars	\$ _____
<i>Cost to furnish and install additional one (1) complete sign installation, including footing, precast concrete base and directory sign. Unit price shall include all labor, materials, services, profit, overhead, insurance, bonds, taxes and all other incidental costs of Contractor, subcontractor and supplier(s) at time of contract award or within one (1) year from award of contract.</i>	

-
2. **Allowance.** The Bidder's Base Bid and each alternate shall include a ten percent (10%) Owner's allowance for unforeseen items.

The above allowance shall only be allocated for unforeseen items relating to the Work. Contractor shall not bill for or be due any portion of this allowance unless the District has identified specific work, Contractor has submitted a price for that work or the District has proposed a price for that work, the District has accepted the cost for that work, and the District has prepared a change order incorporating that work. Contractor hereby authorizes the District to execute a unilateral deductive change order at or near the end of the Project for all or any portion of the allowance not allocated.

3. The undersigned has reviewed the Work outlined in the Contract Documents and fully understands the scope of Work required in this Proposal, understands the construction and project management function(s) is described in the Contract Documents, and that each Bidder who is awarded a contract shall be in fact a prime contractor, not a subcontractor, to the District, and agrees that its Proposal, if accepted by the District, will be the basis for the Bidder to enter into a contract with the District in accordance with the intent of the Contract Documents.
4. The undersigned has notified the District in writing of any discrepancies or omissions or of any doubt, questions, or ambiguities about the meaning of any of the Contract Documents, and has contacted the Construction Manager before bid date to verify the issuance of any clarifying Addenda.
5. The undersigned agrees to commence work under this Contract on the date established in the Contract Documents and to complete all work within the time specified in the Contract Documents.
6. The liquidated damages clause of the General Conditions and Agreement is hereby acknowledged.
7. It is understood that the District reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of ninety (90) days.
8. The following documents are attached hereto:
 - Designated Subcontractors List
 - Site-Visit Certification
 - Noncollusion Declaration

9. Receipt and acceptance of the following addenda is hereby acknowledged:

No.____, Dated _____	No.____, Dated _____
No.____, Dated _____	No.____, Dated _____
No.____, Dated _____	No.____, Dated _____

10. Bidder acknowledges that the license required for performance of the Work is a B, C-8 and/or C-45 license.
11. The undersigned hereby certifies that Bidder is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the Work.
12. Bidder specifically acknowledges and understands that if it is awarded the Contract, that it shall perform the Work of the Project while complying with all requirements of the Department of Industrial Relations.
13. The Bidder represents that it is competent, knowledgeable, and has special skills with respect to the nature, extent, and inherent conditions of the Work to be performed. Bidder further acknowledges that there are certain peculiar and inherent conditions existent in the construction of the Work that may create, during the Work, unusual or peculiar unsafe conditions hazardous to persons and property.
14. Bidder expressly acknowledges that it is aware of such peculiar risks and that it has the skill and experience to foresee and to adopt protective measures to adequately and safely perform the Work with respect to such hazards.
15. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms "claim" and "knowingly" are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), the District will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
16. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents and registered as a public works contractor with the Department of Industrial Relations. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Contract Documents.

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

Dated this _____ day of _____ 20 ____

Name of Bidder _____

Type of Organization _____

Signed by _____

Title of Signer _____

Address of Bidder _____

Taxpayer's Identification No. of Bidder _____

Telephone Number _____

Fax Number _____

E-mail _____ Web page _____

Contractor's License No(s): No.: _____ Class: _____ Expiration Date: _____

No.: _____ Class: _____ Expiration Date: _____

No.: _____ Class: _____ Expiration Date: _____

Public Works Contractor Registration No.: _____

If Bidder is a corporation, affix corporate seal.

Name of Corporation: _____

President: _____

Secretary: _____

Treasurer: _____

Manager: _____

END OF DOCUMENT

DESIGNATED SUBCONTRACTORS LIST
(TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID)

PROJECT: **Campus Directory Signage Project (Project #17-010)**

Bidder acknowledges and agrees that under Public Contract Code section 4100, et seq., it must clearly set forth below the name, location and California contractor license number of each subcontractor who will perform work or labor or render service to the Bidder in or about the construction of the Work or who will specially fabricate and install a portion of the Work according to detailed drawings contained in the plans and specifications in an amount in excess of one-half of one percent (0.5%) of Bidder's total Bid and the kind of Work that each will perform. Vendors or suppliers of materials only do not need to be listed.

Bidder acknowledges and agrees that under Public Contract Code section 4100, et seq., if Bidder fails to list as to any portion of Work, or if Bidder lists more than one subcontractor to perform the same portion of Work, Bidder must perform that portion itself or be subjected to penalty under applicable law. In case more than one subcontractor is named for the same kind of Work, state the portion of the kind of Work that each subcontractor will perform.

If alternate bids are called for and Bidder intends to use subcontractors different from or in addition to those subcontractors listed for work under the base Bid, Bidder must list subcontractors that will perform Work in an amount in excess of one half of one percent (0.5%) of Bidder's total Bid, including alternates.

If further space is required for the list of proposed subcontractors, attach additional sheets showing the required information, as indicated below.

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

Portion of Work: _____

Subcontractor Name: _____

CA Cont. Lic. #: _____ Location: _____

Portion of Work: _____

Date: _____

Proper Name of Bidder: _____

Signature: _____

Print Name: _____

Title: _____

END OF DOCUMENT

SITE VISIT CERTIFICATION

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID
IF SITE VISIT WAS MANDATORY

PROJECT: Campus Directory Signage Project (Project #17-010)

Check option that applies:

_____ I certify that I visited the Site of the proposed Work and became fully acquainted with the conditions relating to construction and labor. I fully understand the facilities, difficulties, and restrictions attending the execution of the Work under contract.

_____ I certify that _____ (Bidder's representative) visited the Site of the proposed Work and became fully acquainted with the conditions relating to construction and labor. The Bidder's representative fully understood the facilities, difficulties, and restrictions attending the execution of the Work under contract.

Bidder fully indemnifies the Solano Community College School District, its Architect, its Engineer, its Construction Manager, and all of their respective officers, agents, employees, and consultants from any damage, or omissions, related to conditions that could have been identified during my visit and/or the Bidder's representative's visit to the Site.

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

Date: _____

Proper Name of Bidder: _____

Signature: _____

Print Name: _____

Title: _____

END OF DOCUMENT

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**NON-COLLUSION DECLARATION
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID
Public Contract Code Section 7106**

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____[date], at _____[city], _____[state].

Date: _____

Proper Name of Bidder: _____

Signature: _____

Print Name: _____

Title: _____

END OF DOCUMENT

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WORKERS' COMPENSATION CERTIFICATION

PROJECT/CONTRACT NO.: 17-010 between Solano Community College District ("District") and _____ ("Contractor" or "Bidder") ("Contract" or "Project").

Labor Code section 3700, in relevant part, provides:

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

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

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

Date: _____

Proper Name of Contractor: _____

Signature: _____

Print Name: _____

Title: _____

(In accordance with Article Labor Code sections 1860 and 1861, the above certificate must be signed and filed with the awarding body prior to performing any Work under this Contract.)

END OF DOCUMENT

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**PREVAILING WAGE AND
RELATED LABOR REQUIREMENTS CERTIFICATION**

PROJECT/CONTRACT NO.: 17-010 between Solano Community College_District ("District")
and _____ ("Contractor" or "Bidder")
("Contract" or "Project").

I hereby certify that I will conform to the State of California Public Works Contract requirements regarding prevailing wages, benefits, on-site audits with 48-hours notice, payroll records, and apprentice and trainee employment requirements, for all Work on the above Project including, without limitation, labor compliance monitoring and enforcement by the Department of Industrial Relations.

Date: _____

Proper Name of Contractor: _____

Signature: _____

Print Name: _____

Title: _____

END OF DOCUMENT

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DRUG-FREE WORKPLACE CERTIFICATION

PROJECT/CONTRACT NO.: 17-010 between Solano Community College District ("District") and _____ ("Contractor" or "Bidder") ("Contract" or "Project").

This Drug-Free Workplace Certification form is required from the successful Bidder pursuant to Government Code section 8350 et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or service from any state agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract or grant awarded by a state agency may be subject to suspension of payments or termination of the contract or grant, and the contractor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

The District is not a "state agency" as defined in the applicable section(s) of the Government Code, but the District is a local agency and public school district under California law and requires all contractors on District projects to comply with the provisions and requirements of Government Code section 8350 et seq., the Drug-Free Workplace Act of 1990.

Contractor shall certify that it will provide a drug-free workplace by doing all of the following:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition.
- b. Establishing a drug-free awareness program to inform employees about all of the following:
 - (1) The dangers of drug abuse in the workplace.
 - (2) The person's or organization's policy of maintaining a drug-free workplace.
 - (3) The availability of drug counseling, rehabilitation, and employee-assistance programs.
 - (4) The penalties that may be imposed upon employees for drug abuse violations.
- c. Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required above, and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness

program, and (c) requiring that each employee engaged in the performance of the Contract be given a copy of the statement required by section 8355(a), and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the District determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of section 8355, that the Contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of the aforementioned Act.

I acknowledge that I am aware of the provisions of Government Code section 8350 et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

Date: _____

Proper Name of Contractor: _____

Signature: _____

Print Name: _____

Title: _____

END OF DOCUMENT

TOBACCO-FREE ENVIRONMENT CERTIFICATION

PROJECT/CONTRACT NO.: 17-010 between Solano Community College District ("District") and _____ ("Contractor" or "Bidder") ("Contract" or "Project").

This Tobacco-Free Environment Certification form is required from the successful Bidder.

Pursuant to, without limitation, 20 U.S.C section 6083, Labor Code section 6400 et seq., Health & Safety Code section 104350 et seq. and District Board Policies, all District sites, including the Project site, are tobacco-free environments. Smoking and the use of tobacco products by all persons is prohibited on or in District property. District property includes school buildings, school grounds, school owned vehicles and vehicles owned by others while on District property.

I acknowledge that I am aware of the District's policy regarding tobacco-free environments at District sites, including the Project site and hereby certify that I will adhere to the requirements of that policy and not permit any of my firm's employees, agents, subcontractors, or my firm's subcontractors' employees or agents to use tobacco and/or smoke on the Project site.

Date: _____

Proper Name of Contractor: _____

Signature: _____

Print Name: _____

Title: _____

END OF DOCUMENT

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HAZARDOUS MATERIALS CERTIFICATION

PROJECT/CONTRACT NO.: 17-010 between Solano Community College District ("District") and _____ ("Contractor" or "Bidder") ("Contract" or "Project").

1. Contractor hereby certifies that no Asbestos, or Asbestos-Containing Materials, polychlorinated biphenyl (PCB), or any material listed by the federal or state Environmental Protection Agency or federal or state health agencies as a hazardous material, or any other material defined as being hazardous under federal or state laws, rules, or regulations ("New Hazardous Material"), shall be furnished, installed, or incorporated in any way into the Project or in any tools, devices, clothing, or equipment used to affect any portion of Contractor's work on the Project for District.
2. Contractor further certifies that it has instructed its employees with respect to the above-mentioned standards, hazards, risks, and liabilities.
3. Asbestos and/or asbestos-containing material shall be defined as all items containing but not limited to chrysotile, crocidolite, amosite, anthophyllite, tremolite, and actinolite. Any or all material containing greater than one-tenth of one percent (0.1%) asbestos shall be defined as asbestos-containing material.
4. Any disputes involving the question of whether or not material is New Hazardous Material shall be settled by electron microscopy or other appropriate and recognized testing procedure, at the District's determination. The costs of any such tests shall be paid by Contractor if the material is found to be New Hazardous Material.
5. All Work or materials found to be New Hazardous Material or Work or material installed with equipment containing "New Hazardous Material" will be immediately rejected and this Work will be removed at Contractor's expense at no additional cost to the District.
6. Contractor has read and understood the document Hazardous Materials Procedures & Requirements, and shall comply with all the provisions outlined therein.

Date: _____

Proper Name of Contractor: _____

Signature: _____

Print Name: _____

Title: _____

END OF DOCUMENT

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LEAD-BASED MATERIALS CERTIFICATION

PROJECT/CONTRACT NO.: 17-010 between Solano Community College District ("District") and _____ ("Contractor" or "Bidder") ("Contract" or "Project").

This certification provides notice to the Contractor that:

- (1) Contractor's work may disturb lead-containing building materials.
- (2) Contractor shall notify the District if any work may result in the disturbance of lead-containing building materials.
- (3) Contractor shall comply with the Renovation, Repair and Painting Rule, if lead-based paint is disturbed in a six-square-foot or greater area indoors or a 20-square-foot or greater area outdoors.

1. Lead as a Health Hazard

Lead poisoning is recognized as a serious environmental health hazard facing children today. Even at low levels of exposure, much lower than previously believed, lead can impair the development of a child's central nervous system, causing learning disabilities, and leading to serious behavioral problems. Lead enters the environment as tiny lead particles and lead dust disburse when paint chips, chalks, peels, wears away over time, or is otherwise disturbed. Ingestion of lead dust is the most common pathway of childhood poisoning; lead dust gets on a child's hands and toys and then into a child's mouth through common hand-to-mouth activity. Exposures may result from construction or remodeling activities that disturb lead paint, from ordinary wear and tear of windows and doors, or from friction on other surfaces.

Ordinary construction and renovation or repainting activities carried out without lead-safe work practices can disturb lead-based paint and create significant hazards. Improper removal practices, such as dry scraping, sanding, or water blasting painted surfaces, are likely to generate high volumes of lead dust.

Because the Contractor and its employees will be providing services for the District, and because the Contractor's work may disturb lead-containing building materials, CONTRACTOR IS HEREBY NOTIFIED of the potential presence of lead-containing materials located within certain buildings utilized by the District. All school buildings built prior to 1978 are presumed to contain some lead-based paint until sampling proves otherwise.

2. Overview of California Law

Education Code section 32240 et seq. is known as the Lead-Safe Schools Protection Act. Under this act, the Department of Health Services is to conduct a sample survey of schools in the State of California for the purpose of developing risk factors to predict lead contamination in public schools. (Ed. Code, § 32241.)

Any school that undertakes any action to abate existing risk factors for lead is required to utilize trained and state-certified contractors, inspectors, and workers. (Ed.

Code, § 32243, subd. (b).) Moreover, lead-based paint, lead plumbing, and solders, or other potential sources of lead contamination, shall not be utilized in the construction of any new school facility or the modernization or renovation of any existing school facility. (Ed. Code, § 32244.)

Both the Federal Occupational Safety and Health Administration ("Fed/OSHA") and the California Division of Occupational Safety and Health ("Cal/OSHA") have implemented safety orders applicable to all construction work where a contractor's employee may be occupationally exposed to lead.

The OSHA Regulations apply to all construction work where a contractor's employee may be occupationally exposed to lead. The OSHA Regulations contain specific and detailed requirements imposed on contractors subject to that regulation. The OSHA Regulations define construction work as work for construction, alteration, and/or repair, including painting and decorating. It includes, but is not limited to, the following:

- a. Demolition or salvage of structures where lead or materials containing lead are present;
- b. Removal or encapsulation of materials containing lead;
- c. New construction, alteration, repair, or renovation of structures, substrates, or portions thereof, that contain lead, or materials containing lead;
- d. Installation of products containing lead;
- e. Lead contamination/emergency cleanup;
- f. Transportation, disposal, storage, or containment of lead or materials containing lead on the site or location at which construction activities are performed; and
- g. Maintenance operations associated with the construction activities described in the subsection.

Because it is assumed by the District that all painted surfaces (interior as well as exterior) within the District contain some level of lead, it is imperative that the Contractor, its workers and subcontractors fully and adequately comply with all applicable laws, rules and regulations governing lead-based materials (including title 8, California Code of Regulations, section 1532.1).

Contractor shall notify the District if any Work may result in the disturbance of lead-containing building materials. Any and all Work that may result in the disturbance of lead-containing building materials shall be coordinated through the District. A signed copy of this Certification shall be on file prior to beginning Work on the Project, along with all current insurance certificates.

3. Renovation, Repair and Painting Rule, Section 402(c)(3) of the Toxic Substances Control Act

The EPA requires lead safe work practices to reduce exposure to lead hazards created by renovation, repair and painting activities that disturb lead-based paint. Pursuant to the Renovation, Repair and Painting Rule (RRP), renovations in homes, childcare facilities, and schools built prior to 1978 must be conducted by certified renovations firms, using renovators with training by a EPA-accredited training provider, and fully and adequately complying with all applicable laws, rules and regulations governing lead-based materials, including those rules and regulations appearing within title 40 of the Code of Federal Regulations as part 745 (40 CFR 745).

The RRP requirements apply to all contractors who disturb lead-based paint in a six-square-foot or greater area indoors or a 20-square-foot or greater area outdoors. If a DPH-certified inspector or risk assessor determines that a home constructed before 1978 is lead-free, the federal certification is not required for anyone working on that particular building.

4. Contractor's Liability

If the Contractor fails to comply with any applicable laws, rules, or regulations, and that failure results in a site or worker contamination, the Contractor will be held solely responsible for all costs involved in any required corrective actions, and shall defend, indemnify, and hold harmless the District, pursuant to the indemnification provisions of the Contract, for all damages and other claims arising therefrom.

If lead disturbance is anticipated in the Work, only persons with appropriate accreditation, registrations, licenses, and training shall conduct this Work.

It shall be the responsibility of the Contractor to properly dispose of any and all waste products, including, but not limited to, paint chips, any collected residue, or any other visual material that may occur from the prepping of any painted surface. It will be the responsibility of the Contractor to provide the proper disposal of any hazardous waste by a certified hazardous waste hauler. This company shall be registered with the Department of Transportation (DOT) and shall be able to issue a current manifest number upon transporting any hazardous material from any school site within the District.

The Contractor shall provide the District with any sample results prior to beginning Work, during the Work, and after the completion of the Work. The District may request to examine, prior to the commencement of the Work, the lead training records of each employee of the Contractor.

THE CONTRACTOR HEREBY ACKNOWLEDGES, UNDER PENALTY OF PERJURY, THAT IT:

1. HAS RECEIVED NOTIFICATION OF POTENTIAL LEAD-BASED MATERIALS ON THE OWNER'S PROPERTY;

2. IS KNOWLEDGEABLE REGARDING AND WILL COMPLY WITH ALL APPLICABLE LAWS, RULES, AND REGULATIONS GOVERNING WORK WITH, AND DISPOSAL, OF LEAD.

THE UNDERSIGNED WARRANTS THAT HE/SHE HAS THE AUTHORITY TO SIGN ON BEHALF OF AND BIND THE CONTRACTOR. THE DISTRICT MAY REQUIRE PROOF OF SUCH AUTHORITY.

Date: _____

Proper Name of Contractor: _____

Signature: _____

Print Name: _____

Title: _____

END OF DOCUMENT

NOTICE OF AWARD

Dated: _____ 20__

To: _____
(Contractor)

To: _____
(Address)

From: Governing Board ("Board") of Solano Community College District ("District" or "Owner")

PROJECT: **Campus Directory Signage Project** ("Project" or "Contract").

Contractor has been awarded the referenced Contract on _____, 20__, by action of the District's Board.

The Contract Price is _____ Dollars (\$ _____), and includes alternates: _____.

Three (3) copies of each of the Contract Documents (except Drawings) accompany this Notice of Award. Three (3) sets of the Drawings will be delivered separately or otherwise made available. Additional copies are available at cost of reproduction.

You must comply with the following conditions precedent within **SEVEN (7)** calendar days of the date of this Notice of Award.

The Bidder to whom Contract is awarded shall execute and submit the following documents by 5:00 p.m. of the **SEVENTH (7th)** calendar day following the date of the Notice of Award.

- a. Agreement: To be executed by successful Bidder. Submit four (4) copies, each bearing an original signature.
- b. Insurance Certificates and Endorsements as required.
- c. Workers' Compensation Certification.
- d. Prevailing Wage and Related Labor Requirements Certification.
- e. Drug-Free Workplace Certification.
- f. Tobacco-Free Environment Certification.
- g. Hazardous Materials Certification.
- h. Lead-Based Paint Certification.

Failure to comply with these conditions within the time specified will entitle District to consider your bid abandoned, to annul this Notice of Award, and to declare your Bid Security forfeited, as well as any other rights the District may have against the Contractor.

After you comply with those conditions, District will return to you one fully signed counterpart of the Agreement.

SOLANO COMMUNITY COLLEGE SCHOOL
DISTRICT

BY: _____

NAME: _____

TITLE: _____

END OF DOCUMENT

AGREEMENT

THIS CONTRACT is made and entered into this 2ND day of August, 2017, by and between _____ (“Contractor”) and Solano Community College District (“District”) (“Contract”).

1. The Contractor shall furnish to the District for a total price of _____ Dollars (\$ _____) (“Contract Price”), the following services (“Services” or “Work”):

Campus Directory Signage Project

Provide labor, materials, equipment and supplies necessary for the demolition and removal of existing directory signage and structural design/engineering and installation of new directory signage for the District’s Fairfield, campus, located at 4000 Suisun Valley Road, Fairfield, CA.

2. Contractor shall perform the Work at Solano Community College, 4000 Suisun Valley Road, Fairfield, CA (“Site”). The Project is the scope of Work performed at the Site.
3. Contractor will be expected to complete all construction activities by October 31, 2017.
4. Contractor agrees that if the Work is not completed within the Contract Time and/or pursuant to the completion schedule, construction schedule, or project milestones developed pursuant to provisions of the Contract, it is understood, acknowledged, and agreed that the District will suffer damage which is not capable of being calculated. Pursuant to Government Code section 53069.85, Contractor shall pay to the District, as fixed and liquidated damages for these incalculable damages, the sum of Five Hundred Dollars (\$ 500) per day for each and every calendar day of delay beyond the Contract Time or beyond any completion schedule, construction schedule, or project milestones established pursuant to the Contract.
5. Contractor shall not commence the Work under this Contract until the Contractor has submitted and the District has approved the performance bond, payment (labor and material) bond, the certificate(s) and affidavit(s), and the endorsement(s) of insurance required under the Terms and Conditions, and included herein, and the District has issued a Notice to Proceed.
6. Payment for the Work shall be made in accordance with the Terms and Conditions.
7. Contractor hereby acknowledges that the District has authority to approve and/or stop Work if the Contractor’s Work does not comply with the requirements of the Contract Documents, Title 24 of the California Code of Regulations, and all applicable laws. No work shall be carried on except with the knowledge and under the inspection of the District. District shall have free access to any or all parts of work at any time. Contractor shall furnish the District reasonable opportunities for obtaining such information as may be necessary to keep the District fully informed respecting progress, manner of work, and character of materials. The Contractor shall be liable for any delay caused by its non-compliant Work or its failure to provide proper notification for inspection.

8. Inspection and acceptance of the Work shall be performed by District's Director of Facilities and District's Executive Bonds Manager. Contractor shall notify the District when work is complete to schedule punch inspection.
9. Any notice required or permitted to be given under this Contract shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District

Contractor

Solano Community College District
 c/o Kitchell
 360 Campus Lane, Suite 203
 Fairfield, CA 94534

XXXXXXX

ATTN:
 Email:

ATTN: Jason Yi

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

10. Contractor shall guarantee all labor and material used in the performance of this Contract for a period of one year from the date of the District's written approval of the Work.
11. This Contract incorporates by this reference the Terms and Conditions attached hereto. Contractor, by executing this Contract, agrees to comply with all the Terms and Conditions.
12. Each party has the full power and authority to enter into and perform this Contract, and the person signing this Contract on behalf of each party has been properly authority and empowered to enter into this Contract.
13. By signing this Agreement, Contractor certifies, under penalty of perjury, that all the information provided in the Contract Documents is true, complete, and correct.

ACCEPTED AND AGREED on the date indicated below:

Dated: _____, 2017

Solano Community College District

Signature: _____

Print Name: Lucky Lofton

Print Title: Executive Bonds Manager

Dated: _____, 2017

Contractor: _____

Signature: _____

Print Name: _____

Print Title: _____

License No.: _____

Registration No.: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail: _____

Information regarding Contractor:

Type of Business Entity:

- Individual
- Sole Proprietorship
- Partnership
- Limited Partnership
- Corporation, State: _____
- Limited Liability Company
- Other: _____

Federal Tax ID # _____:
Employer Identification and/or
Social Security Number

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of \$600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, the District requires the Contractor to furnish the information requested in this section.

TERMS AND CONDITIONS TO CONTRACT

1. **NOTICE TO PROCEED:** District shall provide a Notice to Proceed to Contractor pursuant to the Contract at which time Contractor shall proceed with the Work.
2. **STANDARD OF CARE:** Contractor shall perform, diligently prosecute and complete the Work in a good and workmanlike manner within the Contract Time, and in strict conformity with all Contract Documents.
3. **SITE EXAMINATION:** Contractor has examined the Site and certifies that it accepts all measurements, specifications and conditions affecting the Work to be performed at the Site. By submitting its quote, Contractor warrants that it has made all Site examination(s) that it deems necessary as to the condition of the Site, its accessibility for materials, workers and utilities, and Contractor's ability to protect existing surface and subsurface improvements. No claim for allowance of time or money will be allowed as to any other undiscovered condition on the Site.
4. **PERMITS, LICENSES AND REGISTRATION:** Contractor and all of its employees, agents, and subcontractors shall secure and maintain in force, at Contractor's sole cost and expense, all licenses, registration and permits as are required by law, in connection with the furnishing of materials, supplies, or services herein listed.
5. **EQUIPMENT AND LABOR:** Contractor shall furnish all tools, equipment, apparatus, facilities, transportation, labor, and material necessary to furnish the services herein described, the services to be performed at such times and places as directed by and subject to the approval of the authorized District representative indicated in the Work specifications attached hereto.
6. **SUBSTITUTIONS:** No substitutions of material from those specified in the Work Specifications shall be made without the prior written approval of the District. Contractor shall be responsible for any re-design costs occasioned by District's acceptance and/or approval of any substitute, as well as any costs that the District incurs for professional services, including DSA fees. District may deduct those costs from any amounts owing to Contractor for the review of the request for substitution, even if the request for substitution is not approved. Contractor shall, in the event that a substitute is less costly than that specified, credit the District with one-hundred percent (100%) of the net difference between the substitute and the originally specified material.
7. **INDEPENDENT CONTRACTOR STATUS:** While engaged in carrying out the Services of this Contract, the Contractor is an independent contractor, and not an officer, employee, agent, partner, or joint venture of the District. Contractor shall be solely responsible for its own Worker's Compensation insurance, taxes, and other similar charges or obligations. Contractor shall be liable for its own actions, including its negligence or gross negligence, and shall be liable for the acts, omissions, or errors of its agents or employees.
8. **CONTRACTOR SUPERVISION:** Contractor shall provide competent supervision of personnel employed on the job Site, use of equipment, and quality of workmanship.
9. **WORKERS:** Contractor shall at all times enforce strict discipline and good order among its employees and the employees of its subcontractors and shall not employ or work any unfit person or anyone not skilled in work assigned to him or her. Any person in the employ of the Contractor or a subcontractor whom the District may deem incompetent or unfit shall be dismissed from the Site and shall not again be employed at Site without written consent from the District.
10. **SUBCONTRACTORS:** Subcontractors, if any, engaged by the Contractor for any Service or Work under this Contract shall be subject to the approval of the District. Contractor agrees to bind every subcontractor by the terms of the Contract as far as such terms are applicable to subcontractor's work, including, without limitation, all indemnification, insurance, bond, and warranty requirements. If Contractor shall subcontract any part of this Contract, Contractor shall be fully responsible to the District for acts and omissions of its subcontractor and of persons either directly or indirectly employed by itself. Nothing contained in the Contract Documents shall create any contractual relations between any subcontractor and the District.
11. **SAFETY AND SECURITY:** Contractor is responsible for maintaining safety in the performance of this Contract. Contractor shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on campus.

12. **LEAD-BASED PAINT:** Pursuant to the Lead-Safe Schools Protection Act (Education Code Section 32240 et seq.) and other applicable law, no lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall be utilized on this Project, and only trained and state-certified contractors, inspectors and workers shall undertake any action to abate existing risk factors for lead. Pursuant to the Renovation, Repair and Painting Rule (title 40 of the Code of Federal Regulations part 745 (40 CFR 745)), all contractors who disturb lead-based paint in a six-square-foot area or greater indoors or a 20-square-foot area outdoors must be trained by an EPA-accredited provider and certified by the EPA. Contractor must execute the Lead-Based Paint Certification, if applicable.
13. **CLEAN UP:** Debris shall be removed from the Site. The Site shall be in order at all times when work is not actually being performed and shall be maintained in a reasonably clean condition.
14. **PROTECTION OF WORK AND PROPERTY:** Contractor shall erect and properly maintain at all times, as required by conditions and progress of the Work, all necessary safeguards, signs, barriers, lights, and security persons for protection of workers and the public, and shall post danger signs warning against hazards created by the Work. In an emergency affecting life and safety of life or of Work or of adjoining property, Contractor, without special instruction or authorization from District, is permitted to act at his discretion to prevent such threatened loss or injury.
15. **FORCE MAJEURE:** The Contractor shall be excused from performance hereunder during the time and to the extent that it is prevented from obtaining delivery, or performing by act of God, fire, strike, loss, or shortage of transportation facilities, lock-out, commandeering of materials, product, plant, or facilities by the government, when satisfactory evidence thereof is presented to the District, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the Contractor.
16. **CORRECTION OF ERRORS:** Contractor shall perform, at its own cost and expense and without reimbursement from the District, any work necessary to correct errors or omissions which are caused by the Contractor's failure to comply with the standard of care required herein.
17. **ACCESS TO WORK:** District representatives, Architect, and Project Inspector shall at all time have access to the Work wherever it is in preparation or in progress. Contractor shall provide safe and proper facilities for such access.
18. **OCCUPANCY:** District reserves the right to occupy buildings at any time before formal Contract completion and such occupancy shall not constitute final acceptance or approval of any part of the Work covered by this Contract, nor shall such occupancy extend the date specified for completion of the Work.
19. **PAYMENT:** On a monthly basis, Contractor shall submit an application for payment based upon the estimated value for materials delivered or services performed under the Contract as of the date of submission ("Application for Payment"). Within thirty (30) days after District's approval of the Application for Payment, Contractor shall be paid a sum equal to ninety-five percent (95%) of the value of the Work performed (as verified by Architect and Inspector and certified by Contractor) up to the last day of the previous month, less the aggregate of previous payments and amount to be withheld. The District may withhold or deduct from any payment an amount necessary to protect the District from loss because of: (1) liquidated damages which have accrued as of the date of the application for payment; (2) any sums expended by the District in performing any of Contractor's obligations under the Contract which Contractor has failed to perform or has performed inadequately; (3) defective Work not remedied; (4) stop payment notices as allowed by state law; (5) reasonable doubt that the Work can be completed for the unpaid balance of the Total Contract price or by the scheduled completion date; (6) unsatisfactory prosecution of the Work by Contractor; (7) unauthorized deviations from the Contract; (8) failure of the Contractor to maintain or submit on a timely basis proper and sufficient documentation as required by the Contract or by District during the prosecution of the Work; (9) erroneous or false estimates by the Contractor of the value of the Work performed; (10) any sums representing expenses, losses, or damages, as determined by the District, incurred by the District for which Contractor is liable under the Contract; and (11) any other sums which the District is entitled to recover from Contractor under the terms of the Contract or pursuant to state law, including section 1727 of the California Labor Code. The failure by the District to deduct any of these sums from a progress

payment shall not constitute a waiver of the District’s right to such sums. The District shall retain 5% from all amounts owing as retention. Retention shall be paid pursuant to Public Contract Code sections 7107, 7200 and 7201.

20. **CHANGE IN SCOPE OF WORK:** Any change in the scope of the Work, method of performance, nature of materials or price thereof, or any other matter materially affecting the performance or nature of the Work shall not be paid for or accepted unless such change, addition, or deletion is approved in advance and in writing by a valid change order executed by the District. Contractor specifically understands, acknowledges, and agrees that the District shall have the right to request any alterations, deviations, reductions, or additions to the Project or Work, and the cost thereof shall be added to or deducted from the amount of the Contract Price by fair and reasonable valuations. Contractor also agrees to provide the District with all information requested to substantiate the cost of the change order and to inform the District whether the Work will be done by the Contractor or a subcontractor. In addition to any other information requested, Contractor shall submit, prior to approval of the change order, its request for a time extension (if any), as well as all information necessary to substantiate its belief that such change will delay the completion of the Work. If Contractor fails to submit its request for a time extension or the necessary supporting information, it shall be deemed to have waived its right to request such extension.
21. **INDEMNIFICATION:** To the furthest extent permitted by California law, Contractor shall defend, indemnify, and hold harmless the District, their agents, representatives, officers, consultants, employees, and volunteers (the “indemnified parties”) from any and all demands, losses, liabilities, claims, suits, and actions (the “claims”) of any kind, nature, and description, including, but not limited to, attorneys’ fees and costs, directly or indirectly arising from personal or bodily injuries, death, property damage, or otherwise arising out of, connected with, or resulting from the performance of this Contract unless the claims are caused wholly by the sole or active negligence or willful misconduct of the indemnified parties. The District shall have the right to accept or reject any legal representation that Contractor proposes to defend the District.
22. **CONTRACTOR’S INSURANCE:**
- 24.1 The Contractor shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
Workers Compensation	Statutory Limits
Employer’s Liability	\$ 1,000,000

- 24.1.1 **Commercial General Liability and Automobile Liability Insurance.** Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Contractor, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)
- 24.1.2 **Workers’ Compensation and Employers’ Liability Insurance.** Workers’ Compensation Insurance and Employers’ Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Contractor shall be required to secure

workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

24.2 Proof of Carriage of Insurance. The Contractor shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

24.2.1 A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

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

24.2.3 An endorsement stating that the District and its Governing Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Contractor's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.

24.2.4 All policies except the Professional Liability, Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.

24.3 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District

25 WARRANTY/QUALITY: Unless a longer warranty is called for elsewhere in the Contract Documents, the Contractor, manufacturer, or their assigned agents shall guarantee the workmanship, product or service performed against defective workmanship, defects or failures of materials for a minimum period of one (1) year from filing the Notice of Completion with the county in which the Site is located. All workmanship and merchandise must be warranted to be in compliance with applicable California energy, conservation, environmental, and educational standards.

26 CONFIDENTIALITY: The Contractor shall maintain the confidentiality of all information, documents, programs, procedures, and all other items that Contractor encounters while performing the Contractor's Services to the extent allowed by law. This requirement shall be ongoing and shall survive the expiration or termination of this Contract and specifically includes all student, parent, and disciplinary information.

27 COMPLIANCE WITH LAWS: Contractor shall give all notices and comply with all laws, ordinance, rules and regulations bearing on conduct of the Work as indicated or specified. If Contractor observes that any of the Work required by this Contract is at variance with any such laws, ordinance, rules or regulations, Contractor shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Contractor's receipt of a written termination notice from the District. If Contractor performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Contractor shall bear all costs arising therefrom.

- 28 **LABOR CODE REQUIREMENTS:** The Contractor shall comply with all applicable provisions of the California Labor Code, Division 3, Part 7, Chapter 1, Articles 1 – 5, including, without limitation, the payment of the general prevailing per diem wage rates for public work projects of more than one thousand dollars (\$1,000). Copies of the prevailing rate of per diem wages are on file with the District. In addition, the Contractor and each subcontractor shall comply with Chapter 1 of Division 2, Part 7 of the California Labor Code, beginning with Section 1720, and including Section 1735, 1777.5 and 1777.6, forbidding discrimination, and Sections 1776, 1777.5 and 1777.6 concerning the employment of apprentices by Contractor or subcontractors. Willful failure to comply may result in penalties, including loss of the right to bid on or receive public works contracts.
- 28.1 **Labor Compliance:** Contractor specifically acknowledges and understands that the Contractor shall perform the Work of the Project while complying with all the applicable regulations, including section 16000, et seq., of Title 8 of the California Code of Regulations and is subject to labor compliance monitoring and enforcement by the Department of Industrial Relations.
- 28.2 **Certified Payroll Records:** Contractor and its subcontractor(s) shall keep accurate certified payroll records of workers using the Public Work Payroll Reporting Form, including the certification (DIR Form A-1-131 or current version) and shall electronically submit certified payroll records directly to the Labor Commissioner weekly and within ten (10) days of any request by the District or the Labor Commissioner.
- 29 **ANTI-DISCRIMINATION:** It is the policy of the District that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, the Consultant agrees to require like compliance by all of its subcontractor(s).
- 30 **ANTI-TRUST CLAIM:** Contractor and its subcontractor(s) agree to assign to the District all rights, title, and interest in and to all causes of action they may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the Contract or a subcontract. This assignment shall be made and become effective at the time the District tenders final payment to the Contractor, without further acknowledgment by the parties.
- 31 **DISPUTES:** In the event of a dispute between the parties as to performance of the Work, the interpretation of this Contract, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute by those procedures set forth in Public Contract Code section 20104, et seq., if applicable. Pending resolution of the dispute, Contractor agrees it will neither rescind the Contract nor stop the progress of the Work, but will allow determination by the court of the State of California, in the county in which the District's administration office is located, having competent jurisdiction of the dispute. All claims of over \$375,000, which are outside the scope of Public Contract Code section 20104, et seq., may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Contract. The demand for mediation of any claim of over \$375,000 shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice, and the demand shall not be made later than the time of Contractor submission of the request for final payment. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, the Design-Builder shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to the Contractor's right to bring a civil action against the District. For purposes of those provisions, the running of the time within which a claim must be presented to the District shall be tolled from the time the claimant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

- 32 **ATTORNEY FEES/COSTS:** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.
- 33 **TERMINATION:** If Contractor fails to perform the Services and Contractor's duties to the satisfaction of the District, or if Contractor fails to fulfill in a timely and professional manner Contractor's obligations under this Contract, or if Contractor violates any of the terms or provisions of this Contract, District shall have the right to terminate this Contract effective immediately upon the District giving written notice thereof to the Contractor. The Contractor and its performance bond surety, if any, shall be liable for all damages caused to the District by reason of the Contractor's failure to perform and complete the Contract. District shall also have the right in its sole discretion to terminate the Contract for its own convenience upon District giving three (3) days written notice thereof to the Contractor. In case of a termination for convenience, Contractor shall be paid for the actual cost for labor, materials, and services performed that is unpaid and can be documented through timesheets, invoices, receipts, or otherwise, and five percent (5%) of the total cost of Work performed as of the date of termination, or five percent (5%) of the value of the Work yet to be performed, whichever is less. This five percent (5%) shall be full compensation for all of Contractor's and its subcontractor(s)' mobilization and/or demobilization costs and any anticipated loss profits resulting from termination of the Contractor for convenience. Termination shall have no effect upon any of the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of termination.
- 34 **ASSIGNMENT OF CONTRACT:** Contractor shall not assign or transfer in any way any or all of its rights, burdens, duties, or obligations under this Contract without the prior written consent of the District.
- 35 **TIME IS OF THE ESSENCE:** Time is of the essence in the performance of and compliance with each of the provisions and conditions of this Contract.
- 36 **CALCULATION OF TIME:** For the purposes of this Contract, "days" refers to calendar days unless otherwise specified.
- 37 **GOVERNING LAW:** This Contract shall be governed by and construed in accordance with the laws of the State of California with venue of any action in a County in which the District administration office is located.
- 38 **BINDING CONTRACT:** This Contract shall be binding upon the parties hereto and upon their successors and assigns, and shall inure to the benefit of said parties and their successors and assigns.
- 39 **DISTRICT WAIVER:** District's waiver of any term, condition, covenant or waiver of a breach of any term, condition or covenant shall not constitute the waiver of any other term, condition or covenant or the waiver of a breach of any other term, condition or covenant.
- 40 **CAPTIONS AND INTERPRETATIONS:** Paragraph headings in this Contract are used solely for convenience, and shall be wholly disregarded in the construction of this Contract. No provision of this Contract shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Contract shall be construed as if jointly prepared by the parties.
- 41 **INVALID TERM:** If any provision of this Contract is declared or determined by any court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining parts, terms and provisions shall not be affected thereby, and said illegal, unenforceable or invalid part, term or provision will be deemed not to be a part of this Contract.
- 42 **PROVISIONS REQUIRED BY LAW DEEMED INSERTED:** Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included therein.
- 43 **ENTIRE CONTRACT:** This Contract sets forth the entire Contract between the parties hereto and fully supersedes any and all prior agreements, understanding, written or oral, between the parties hereto pertaining to the subject matter thereof. This Contract may be modified only by a writing upon mutual consent.

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NOTICE TO PROCEED

Dated: _____, 20__

TO: _____
("Contractor")

ADDRESS: _____

PROJECT: **Campus Directory Signage Project**

PROJECT/CONTRACT NO.: 17-010 between the Solano Community College District and Contractor ("Contract").

You are notified that the Work under the above Contract Time under the above Contract shall be complete by October 31, 2017.

You must submit the following documents by 5:00 p.m. of the **(TENTH (10th)** calendar day following the date of this Notice to Proceed:

- a. Contractor's preliminary schedule of construction.
- b. Contractor's preliminary schedule of values for all of the Work.
- c. Contractor's preliminary schedule of submittals, including Shop Drawings, Product Data, and Samples submittals
- d. Contractor's Safety Plan specifically adapted for the Project.
- e. A complete subcontractors list, including the name, address, telephone number, facsimile number, California State Contractors License number, classification, and monetary value of all Subcontracts.

Thank you. We look forward to a very successful Project.

SOLANO COMMUNITY COLLEGE DISTRICT

BY: _____

NAME: _____

TITLE: _____

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GUARANTEE FORM

_____ ("Contractor") hereby agrees that the _____
_____ ("Work" of Contractor) which Contractor has installed for the Solano
Community College District ("District") for the following project:

PROJECT: **Campus Directory Signage Project**

("Project" or "Contract") has been performed in accordance with the requirements of the
Contract Documents and that the Work as installed will fulfill the requirements of the
Contract Documents.

The undersigned agrees to repair or replace any or all of such Work that may prove to be
defective in workmanship or material together with any other adjacent Work that may be
displaced in connection with such replacement within a period of one (1) year from the date
of completion as defined in Public Contract Code section 7107, subdivision (c), ordinary
wear and tear and unusual abuse or neglect excepted. The date of completion is
_____, 20____.

In the event of the undersigned's failure to comply with the above-mentioned conditions
within a reasonable period of time, as determined by the District, but not later than seven
(7) days after being notified in writing by the District, the undersigned authorizes the
District to proceed to have said defects repaired and made good at the expense of the
undersigned. The undersigned shall pay the costs and charges therefor upon demand.

Date: _____

Proper Name of Contractor: _____

Signature: _____

Print Name: _____

Title: _____

Representatives to be contacted for service subject to terms of Contract:

NAME: _____

ADDRESS: _____

PHONE NO.: _____

END OF DOCUMENT

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SPECIAL CONDITIONS

1. Work During Instructional Time.

1.1. By submitting its bid, Contractor affirms that Work will be performed during ongoing instruction on campus. Contractor agrees to cooperate to minimize any disruption to the school up to, and including, rescheduling specific work activities, at no additional cost to District.

1.2. Contractor shall provide and maintain temporary barriers and enclosures to prevent public entry into area of work during construction. Contractor shall obtain the District's written permission for locations and types of temporary barriers and enclosures, prior to their installation.

2. Structural Design and Engineering

2.1. Contractor shall be responsible for the structural design and engineering for the general design approach included with Request for Proposal/Bid, including concrete footing, precast concrete base, internal construction of all signs and attachments of all elements, incorporating all reasonable safety factors necessary to protect the Owner and Contractor against public liability. Shop drawings shall be designed and stamped by a licensed Structural Engineer currently registered in the State of California. See Section 10400 Exterior Campus Directory Signs for full description of requirements.

3. Substitution for Specified Items

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

3.1.1. If the material, process, or article offered by Contractor is not, in the opinion of the District, substantially equal or better in every respect to that specified, then Contractor shall furnish the material, process, or article specified in the Specifications without any additional compensation or change order.

3.1.2. This provision shall not be applicable with respect to any material, product, thing or service for which District made findings and gave notice in accordance with Public Contract Code section 3400(c); therefore, Contractor shall not be entitled to request a substitution with respect to those materials, products or services.

3.2. A request for a substitution shall be submitted as follows:

3.2.1. Contractor shall notify the District in writing of any request for a substitution at least ten (10) days prior to bid opening as indicated in the Instructions to Bidders. Within ten (10) days prior to bid opening, Contractor shall provide data

substantiating a request for substitution of "an equal" item, including but not limited to the following:

- 3.2.1.1.** All variations of the proposed substitute from the material specified including, but not limited to, principles of operation, materials, or construction finish, thickness or gauge of materials, dimensions, weight, and tolerances;
- 3.2.1.2.** Available maintenance, repair or replacement services;
- 3.2.1.3.** Increases or decreases in operating, maintenance, repair, replacement, and spare parts costs;
- 3.2.1.4.** Whether or not acceptance of the substitute will require other changes in the Work (or in work performed by the District or others under Contract with the District); and
- 3.2.1.5.** The time impact on any part of the Work resulting directly or indirectly from acceptance of the proposed substitute.

3.3. No substitutions shall be made until approved, in writing, by the District. The burden of proof as to equality of any material, process, or article shall rest with Contractor. The Contractor warrants that if substitutes are approved:

3.3.1. The proposed substitute is equal or superior in all respects to that specified, and that such proposed substitute is suitable and fit for the intended purpose and will perform adequately the function and achieve the results called for by the general design and the Contract Documents;

3.3.2. The Contractor provides the same warranties and guarantees for the substitute that would be provided for that specified;

3.3.3. The Contractor shall be fully responsible for the installation of the substitute and any changes in the Work required, either directly or indirectly, because of the acceptance of such substitute, with no increase in Contract Price or Contract Time. Incidental changes or extra component parts required to accommodate the substitute will be made by the Contractor without a change in the Contract Price or Contract Time;

3.3.4. The Contractor shall be responsible for any re-design costs occasioned by District's acceptance and/or approval of any substitute; and

3.3.5. The Contractor shall, in the event that a substitute is less costly than that specified, credit the District with one hundred percent (100%) of the net difference between the substitute and the originally specified material. In this event, the Contractor agrees to execute a deductive Change Order to reflect that credit.

3.4. In the event Contractor furnishes a material, process, or article more expensive than that specified, the difference in the cost of that material, process, or article so furnished shall be borne by Contractor.

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

3.6. Contractor shall be responsible for any costs the District incurs for professional services and/or DSA fees or delay to the Project Schedule, if applicable, while DSA reviews changes for the convenience of Contractor and/or to accommodate Contractor's means and methods. District may deduct those costs from any amounts owing to the Contractor for the review of the request for substitution, even if the request for substitution is not approved. District, at its sole discretion, shall deduct from the payments due to and/or invoice Contractor for all the professional services and/or DSA fees or delay to the Project Schedule, if applicable, while DSA reviews changes for the convenience of Contractor and/or to accommodate Contractor's means and methods arising herein.

4. Substitution for Alternate Sign Fabricators and Precast Concrete Subcontractor

4.1. Proposed substitution of sign fabricators and/or precast concrete subcontractors, other than those acceptable listed in Section 10400 Exterior Campus Directory Signs, shall be submitted in writing to the District within five (5) days prior to bid opening. Within five (5) days prior to bid opening, data substantiating a request for substitution, as described in Section 10400 Exterior Campus Directory Signs, shall be provided for evaluation and must be approved by the District prior to submitting a bid.

5. Security

5.1. Contractor shall be responsible for project security for materials, tools, equipment, supplies, and completed and partially completed Work.

6. Cultivated and Landscaped Areas

6.1. Contractor shall be responsible for repairing and/or replacing landscaped areas that are damaged during the course of their work, including, but not limited to grass, sod or turf that are damaged as a result of excavation activities. Contractor shall restore these areas to its original condition prior to construction, or to the District's satisfaction.

6.2. Contractor shall protect the Work and existing surfaces and facilities adjacent construction area from damage, or repair at no additional cost to the District.

7. Program Manager

7.1. The District will use a Program Manager on the Project that is the subject of this Contract. Jason Yi, Kitchell CEM, jason.yi@solano.edu, (707) 864-7189.

END OF DOCUMENT

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SUMMARY OF WORK

PART 1 - GENERAL

1.01 RELATED DOCUMENTS AND PROVISIONS:

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions, including, without limitation, Site Access Conditions and Requirements;
- B. Special Conditions.

1.02 SUMMARY OF WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of this Contract may consist of the following:

Provide labor, materials, equipment and supplies necessary for the demolition and removal of existing directory signage and structural design/engineering and installation of new directory signage for the District's Fairfield campus, located at 4000 Suisun Valley Road, Fairfield, CA.

1.03 CONTRACTS

- A. Perform the Work under a single, fixed-price Contract.

1.04 WORK BY OTHERS

- A. Work on the Project that will be performed and completed prior to the start of the Work of this Contract:

(1) None

- B. Work on the Project that will be performed by others concurrent with the Work of this Contract:

(1) None

1.05 CODES, REGULATIONS, AND STANDARDS

- A. The codes, regulations, and standards adopted by the state and federal agencies having jurisdiction shall govern minimum requirements for this project. Where codes, regulations, and standards conflict with the Contract Documents, these conflicts shall be brought to the immediate attention of the District and the Architect.
- B. Codes, regulations, and standards shall be as published effective as of date of bid opening, unless otherwise specified or indicated.

1.06 PROJECT RECORD DOCUMENTS:

- A. Contractor shall maintain on Site one set of the following record documents; Contractor shall record actual revisions to the Work:
 - (1) Contract Drawings.
 - (2) Specifications.
 - (3) Addenda.
 - (4) Change Orders and other modifications to the Contract.
 - (5) Reviewed shop drawings, product data, and samples.
 - (6) Field test records.
 - (7) Inspection certificates.
 - (8) Manufacturer's certificates.
- B. Contractor shall store Record Documents separate from documents used for construction. Provide files, racks, and secure storage for Record Documents and samples.
- C. Contractor shall record information concurrent with construction progress.
- D. Specifications: Contractor shall legibly mark and record at each product section of the Specifications the description of the actual product(s) installed, including the following:
 - (1) Manufacturer's name and product model and number.
 - (2) Product substitutions or alternates utilized.
 - (3) Changes made by Addenda and Change Orders and written directives.

1.07 EXAMINATION OF EXISTING CONDITIONS

- A. Contractor shall be held to have examined the Project Site and acquainted itself with the conditions of the Site or of the streets or roads approaching the Site.
- B. Prior to commencement of Work, Contractor shall survey the Site and existing buildings and improvements to observe existing damage and defects such as cracks, sags, broken, missing or damaged glazing, other building elements and Site improvements, and other damage.
- C. Should Contractor observe cracks, sags, and other damage to and defects of the Site and adjacent buildings, paving, and other items not indicated in the

Contract Documents, Contractor shall immediately report same to the District and the Architect.

1.08 CONTRACTOR'S USE OF PREMISES

- A. If unoccupied and only with District's prior written approval, Contractor may use the building(s) at the Project Site without limitation for its operations, storage, and office facilities for the performance of the Work. If the District chooses to beneficially occupy any building(s), Contractor must obtain the District's written approval for Contractor's use of spaces and types of operations to be performed within the building(s) while so occupied. Contractor's access to the building(s) shall be limited to the areas indicated.
- B. If the space at the Project Site is not sufficient for Contractor's operations, storage, office facilities and/or parking, Contractor shall arrange and pay for any additional facilities needed by Contractor.
- C. Contractor shall not interfere with use of or access to occupied portions of the building(s) or adjacent property.
- D. Contractor shall maintain corridors, stairs, halls, and other exit-ways of building clear and free of debris and obstructions at all times.
- E. No one other than those directly involved in the demolition and construction, or specifically designated by the District or the Architect shall be permitted in the areas of work during demolition and construction activities.
- F. The Contractor shall install the construction security fence and maintain that it will be locked when not in use. Keys to this fencing will be provided to the District.

1.09 PROTECTION OF EXISTING STRUCTURES AND UTILITIES

- A. Contractor shall locate existing installations before proceeding with operations that could damage same; maintain them in service, where appropriate; and repair damage to them caused by the performance of the Work. Should damage occur to these existing installations, the costs of repair shall be at the Contractor's expense and made to the District's satisfaction.
- B. Contractor shall be alert to the possibility of the existence of additional structures and utilities. If Contractor encounters additional structures and utilities, Contractor will immediately report to the District for disposition of same as indicated in the General Conditions.

1.10 UTILITY SHUTDOWNS AND INTERRUPTIONS

- A. Contractor shall give the District a minimum of three (3) days written notice in advance of any need to shut off existing utility services or to effect equipment interruptions. The District will set exact time and duration for shutdown, and will assist Contractor with shutdown. Work required to re-establish utility services shall be performed by the Contractor.

- B. Contractor shall obtain District's written approval as indicated in the General Conditions in advance of deliveries of material or equipment or other activities that may conflict with District's use of the building(s) or adjacent facilities.

1.11 STRUCTURAL INTEGRITY

- A. Contractor shall be responsible for and supervise each operation and work that could affect structural integrity of various building elements, both permanent and temporary.
- B. Contractor shall include structural connections and fastenings for each element of directory signage installation, as designed/engineered under this contract.

PART 2 – PRODUCTS Not Used.

PART 3 – EXECUTION Not Used.

END OF DOCUMENT

ALTERNATES AND UNIT PRICING

PART 1 – ALTERNATES

1.01 RELATED DOCUMENTS AND PROVISIONS:

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. Special Conditions;
- B. Bid Form and Proposal;
- C. Instruction to Bidders.

1.02 DESCRIPTION

The items of work indicated below propose modifications to, substitutions for, additions to and/or deletions from the various parts of the Work specified in other Sections of the Specifications. The acceptance or rejection of any of the alternates is strictly at the option of the District subject to District's acceptance of Contractor's stated prices contained in this Proposal.

1.03 GENERAL

Where an item is omitted, or scope of Work is decreased, all Work pertaining to the item whether specifically stated or not, shall be omitted and where an items is added or modified or where scope of Work is increased, all Work pertaining to that required to render same ready for use on the Project in accordance with intention of Drawings and Specifications shall be included in an agreed upon price amount.

1.04 BASE BID

The Base Bid includes all work required to construct the Project completely and in accordance with the Contract Documents.

PART 2 - UNIT PRICING

2.01 GENERAL

Contractor shall completely state all required figures based on Unit Prices listed below. Where scope of Work is decreased, all Work pertaining to the item, whether specifically stated or not, shall be omitted and where scope of Work is increased, all work pertaining to that item required to render same ready for use on the Project in accordance with intention of Drawings and Specifications shall be included in an agreed upon price amount.

2.02 UNIT PRICES

Furnish unit prices for each of the named items on a square foot, lineal foot, or per each basis, as applies. Unit prices shall include all labor, materials, services, profit, overhead, insurance, bonds, taxes, and all other incidental costs of Contractor, subcontractors, and supplier(s).

END OF DOCUMENT

DOCUMENT 01 29 00

**APPLICATION FOR PAYMENT AND
CONDITIONAL AND UNCONDITIONAL WAIVER AND RELEASE FORMS**

**CONTRACTOR SHALL COMPLY WITH ALL PROVISIONS IN THE GENERAL
CONDITIONS RELATED TO APPLICATIONS FOR PAYMENT AND/OR PAYMENTS.**

SOLANO COMMUNITY COLLEGE DISTRICT

Campus Directory Signage Project

**APPLICATION FOR PAYMENT AND
CONDITIONAL AND
UNCONDITIONAL WAIVER AND
RELEASE FORMS
DOCUMENT 00 29 00-1**

**CONDITIONAL WAIVER AND RELEASE
ON PROGRESS PAYMENT**

(Civil Code Section 8132)

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Name of Claimant: _____

Name of Customer: _____

Job Location: _____

Owner: _____

Through Date: _____

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: _____

Amount of Check: \$_____

Check Payable to: _____

Exceptions

This document does not affect any of the following:

- (1) Retentions.
- (2) Extras for which the claimant has not received payment.
- (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:

Date(s) of waiver and release: _____

Amount(s) of unpaid progress payment(s): \$_____

- (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

Claimant's Signature: _____

Claimant's Title: _____

Date of Signature: _____

**UNCONDITIONAL WAIVER AND RELEASE
ON PROGRESS PAYMENT**
(Civil Code Section 8134)

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

Name of Claimant: _____

Name of Customer: _____

Job Location: _____

Owner: _____

Through Date: _____

Unconditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has received the following progress payment: \$_____.

Exceptions

This document does not affect any of the following:

- (1) Retentions.
- (2) Extras for which the claimant has not received payment.
- (3) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

Claimant's Signature: _____

Claimant's Title: _____

Date of Signature: _____

**CONDITIONAL WAIVER AND RELEASE
ON FINAL PAYMENT**
(Civil Code Section 8136)

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Name of Claimant: _____

Name of Customer: _____

Job Location: _____

Owner: _____

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: _____

Amount of Check: \$_____

Check Payable to: _____

Exceptions

This document does not affect any of the following: _____

Disputed claims for extras in the amount of: \$_____

Claimant's Signature: _____

Claimant's Title: _____

Date of Signature: _____

**UNCONDITIONAL WAIVER AND RELEASE
ON FINAL PAYMENT**
(Civil Code Section 8138)

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

Name of Claimant: _____

Name of Customer: _____

Job Location: _____

Owner: _____

Unconditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for all labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has been paid in full.

Exceptions

This document does not affect any of the following: _____

Disputed claims for extras in the amount of: \$_____

Claimant's Signature: _____

Claimant's Title: _____

Date of Signature: _____

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SUBMITTALS

PART 1 - GENERAL

1.01 RELATED DOCUMENTS AND PROVISIONS:

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. Technical Specifications, including, without limitation, Contractor's Submittals and Schedules, Drawings and Specifications;
- B. Special Conditions.

1.02 SECTION INCLUDES:

- A. Definitions:
 - (1) Shop Drawings and Product Data are as indicated in the Project Specifications and include, but are not limited to, fabrication, erection, layout and setting drawings, formwork and falsework drawings, manufacturers' standard drawings, descriptive literature, catalogues, brochures, performance and test data, wiring and control diagrams. In addition, there are other drawings and descriptive data pertaining to materials, equipment, piping, duct and conduit systems, and methods of construction as may be required to show that the materials, equipment or systems and all positions conform to the requirement of the Contract Documents, including, without limitation, the Drawings.
 - (2) "Manufactured" applies to standard units usually mass-produced; "fabricated" means specifically assembled or made out of selected materials to meet design requirements. Shop Drawings shall establish the actual detail of manufactured or fabricated items, indicated proper relation to adjoining work and amplify design details of mechanical and electrical equipment in proper relation to physical spaces in the structure.
 - (3) Manufacturer's Instructions: Where any item of Work is required by the Contract Documents to be furnished, installed, or performed, at a minimum, in accordance with a specified product manufacturer's instructions, the Contractor shall procure and distribute copies of these to the District, the Architect, and all other concerned parties and shall furnish, install, or perform the work, at a minimum, in accordance with those instructions.
- B. Samples, Shop Drawings, Product Data, and other items as specified, in accordance with the following requirements:
 - (1) Contractor shall submit all Shop Drawings, Product Data, and Samples to the District, the Graphic Design Consultant and the Project Manager.

- (2) Contractor shall comply with all time frames herein and in the General Conditions and, in any case, shall submit required information in sufficient time to permit proper consideration and action before ordering any materials or items represented by such Shop Drawings, Product Data, and/or Samples.
- (3) Contractor shall comply with all time frames herein and in the Contract Documents and, in any case, shall allow sufficient time so that no delay occurs due to required lead time in ordering or delivery of any item to the Site. Contractor shall be responsible for any delay in progress of Work due to its failure to observe these requirements.
- (4) Time for completion of Work shall not be extended on account of Contractor's failure to promptly submit Shop Drawings, Product Data, and/or Samples.
- (5) Reference numbers on Shop Drawings shall have Architectural and/or Engineering Contract Drawings reference numbers for details, sections, and "cuts" shown on Shop Drawings. These reference numbers shall be in addition to any numbering system that Contractor chooses to use or has adopted as standard.
- (6) When the magnitude or complexity of submittal material prevents a complete review within the stated time frame, Contractor shall make this submittal in increments to avoid extended delays.
- (7) Contractor shall certify on submittals for review that submittals conform to Contract requirements. In event of any variance, Contractor shall specifically state in transmittal and on Shop Drawings, portions vary and require approval of a substitute. Also certify that Contractor-furnished equipment can be installed in allocated space.
- (8) Unless specified otherwise, sampling, preparation of samples, and tests shall be in accordance with the latest standard of the American Society for Testing and Materials.
- (9) Upon demand by Architect or District, Contractor shall submit samples of materials and/or articles for tests or examinations and consideration before Contractor incorporates same in Work. Contractor shall be solely responsible for delays due to sample(s) not being submitted in time to allow for tests. Acceptance or rejection will be expressed in writing. Work shall be equal to approved samples in every respect. Samples that are of value after testing will remain the property of Contractor.

C. Submittal Schedule:

- (1) Contractor shall prepare its proposed submittal schedule that is coordinated with the its proposed construction schedule and submit both to the District within ten (10) days after the date of the Notice to Proceed. Contractor's proposed schedules shall become the Project

Construction Schedule and the Project Submittal Schedule after each is approved by the District.

- (2) Contractor is responsible for all lost time should the initial submittal be rejected, marked "revised and resubmit", etc.
- (3) All Submittals shall be forwarded to the District by the date indicated on the approved Submittal Schedule, unless an earlier date is necessary to maintain the Construction Schedule, in which case those Submittals shall be forwarded to the District so as not to delay the Construction Schedule..

1.03 SHOP DRAWINGS:

- A. Contractor shall submit one reproducible transparency and six (6) opaque reproductions. The District will review and return the reproducible copy and one (1) opaque reproduction to Contractor.
- B. Before commencing installation of any Work, the Contractor shall submit and receive approval of all drawings, descriptive data, and material list(s) as required to accomplish Work.
- C. Review of Shop Drawings is regarded as a service to assist Contractor and in all cases original Contract Documents shall take precedence as outlined under General Conditions.
- D. No claim for extra time or payment shall be based on work shown on Shop Drawings unless the claim is (1) noted on Contractor's transmittal letter accompanying Shop Drawings and (2) Contractor has complied with all applicable provisions of the General Conditions, including, without limitation, provisions regarding changes and payment, and all required written approvals.
- E. District shall not review Shop Drawings for quantities of materials or number of items supplied.
- F. District's and/or Graphic Design Consultant review of Shop Drawing will be general. District and/or Graphic Design Consultant review does not relieve Contractor of responsibility for accuracy, proper fitting, construction of Work, furnishing of materials, or Work required by Contract Documents and not indicated on Shop Drawings. Shop Drawing reviewed by District and/or Graphic Design Consultant is not to be construed as approving departures from Contract Documents.
- G. Review of Shop Drawings and Schedules does not relieve Contractor from responsibility for any aspect of those Drawings or Schedules that is a violation of local, County, State, or Federal laws, rules, ordinances, or rules and regulations of commissions, boards, or other authorities or utilities having jurisdiction.
- H. Before submitting Shop Drawings for review, Contractor shall check Shop Drawings of its subcontractors for accuracy, and confirm that all Work contiguous with and having bearing on other work shown on Shop Drawings is accurately drawn and in conformance with Contract Documents.

- I. Submitted drawings and details must bear stamp of approval of Contractor:
 - (1) Stamp and signature shall clearly certify that Contractor has checked Shop Drawings for compliance with Drawings.
 - (2) If Contractor submits a Shop Drawing without an executed stamp of approval, or whenever it is evident (despite stamp) that Drawings have not been checked the District and/or Graphic Design Consultant will not consider them and will return them to the Contractor for revision and resubmission. In that event, it will be deemed that Contractor has not complied with this provision and Contractor shall bear risk of all delays to same extent as if it had not submitted any Shop Drawings or details.
- J. Submission of Shop Drawings (in either original submission or when resubmitted with correction) constitutes evidence that Contractor has checked all information thereon and that it accepts and is willing to perform Work as shown.
- K. Contractor shall pay for cost of any changes in construction due to improper checking and coordination. Contractor shall be responsible for all additional costs, including coordination. Contractor shall be responsible for costs incurred by itself, the District, the Architect, the Project Inspector, the Construction Manager, any other Subcontractor or contractor, etc., due to improperly checked and/or coordination of submittals.
- L. Shop Drawings must clearly delineate the following information:
 - (1) Project name and address.
 - (2) Architect's name and project number.
 - (3) Shop Drawing title, number, date, and scale.
 - (4) Names of Contractor, Subcontractor(s) and fabricator.
 - (5) Working and erection dimensions.
 - (6) Arrangements and sectional views.
 - (7) Necessary details, including complete information for making connections with other Work.
 - (8) Kinds of materials and finishes.
 - (9) Descriptive names of materials and equipment, classified item numbers, and locations at which materials or equipment are to be installed in the Work. Contractor shall use same reference identification(s) as shown on Contract Drawings.
- M. Contractor shall prepare composite drawings and installation layouts when required to solve tight field conditions.

- (1) Shop Drawings shall consist of dimensioned plans and elevations and must give complete information, particularly as to size and location of sleeves, inserts, attachments, openings, conduits, ducts, boxes, structural interferences, etc.
- (2) Contractor shall coordinate these composite Shop Drawings and installation layouts in the field between itself and its Subcontractor(s) for proper relationship to the Work, the work of other trades, and the field conditions. The Contractor shall check and approve all submittal(s) before submitting them for final review.

1.04 PRODUCT DATA OR NON REPRODUCIBLE SUBMITTALS:

- A. Contractor shall submit manufacturer's printed literature in original form. Any fading type of reproduction will not be accepted. Contractor must submit a minimum of six (6) each, to the District. District shall return one (1) to the Contractor, who shall reproduce whatever additional copies it requires for distribution.
- B. Contractor shall submit six (6) copies of a complete list of all major items of mechanical, plumbing, and electrical equipment and materials in accordance with the approved Submittal Schedule, except as required earlier to comply with the approved Construction Schedule. Other items specified are to be submitted prior to commencing Work. Contractor shall submit items of like kind at one time in a neat and orderly manner. Partial lists will not be acceptable.
- C. Submittals shall include manufacturer's specifications, physical dimensions, and ratings of all equipment. Contractor shall furnish performance curves for all pumps and fans. Where printed literature describes items in addition to that item being submitted, submitted item shall be clearly marked on sheet and superfluous information shall be crossed out. If highlighting is used, Contractor shall mark all copies.
- D. Equipment submittals shall be complete and include space requirements, weight, electrical and mechanical requirements, performance data, and supplemental information that may be requested.

1.05 SAMPLES:

- A. Contractor shall submit for approval Samples as required and within the time frame in the Contract Documents. Materials such as concrete, mortar, etc., which require on-site testing will be obtained from Project Site.
- B. Contractor shall submit four (4) samples except where greater or lesser number is specifically required by Contract Documents including, without limitation, the Specifications.
 - (1) Samples must be of sufficient size and quality to clearly illustrate functional characteristics, with integrally related parts and attachment devices.
 - (2) Samples must show full range of texture, color, and pattern.

- (3) Two of each sample, specifically color and finish samples, shall be mailed to the District and Graphic Design Consultant.
- C. Contractor shall make all Submittals, unless it has authorized Subcontractor(s) to submit and Contractor has notified the District in writing to this effect.
- D. Samples to be shipped prepaid or hand-delivered to both the Graphic Design Consultant and District. Two of each sample to the Graphic Design Consultant and two of each sample to the District.
- E. Contractor shall mark samples to show name of Project, name of Contractor submitting, Contract number and segment of Work where representative Sample will be used, all applicable Specifications Sections and documents, Contract Drawing Number and detail, and ASTM or FS reference, if applicable.
- F. Contractor shall not deliver any material to Site prior to receipt of District's and/or Architect's completed written review and approval. Contractor shall furnish materials equal in every respect to approved Samples and execute Work in conformance therewith.
- G. District's and/or Graphic Design Consultant's review, acceptance, and/or approval of Sample(s) will not preclude rejections of any material upon discovery of defects in same prior to final acceptance of completed Work.
- H. After a material has been approved, no change in brand or make will be permitted.
- I. Contractor shall prepare its Submittal Schedule and submit Samples of materials requiring laboratory tests to specified laboratory for testing not less than ninety (90) days before such materials are required to be used in Work.
- J. Samples which are rejected must be resubmitted promptly after notification of rejection and be marked "Resubmitted Sample" in addition to other information required.
- K. Field Samples and Mock-Ups are to be removed by Contractor at District's direction:
 - (1) Size: As Specified.
 - (2) Furnish catalog numbers and similar data, as requested.

1.06 REVIEW AND RESUBMISSION REQUIREMENTS:

- A. The District will arrange for review of Sample(s), Shop Drawing(s), Product Data, and other submittal(s) by appropriate reviewer and return to Contractor as provided below within seven (7) days after receipt or within seven (7) days after receipt of all related information necessary for such review, whichever is later.

- B. One (1) copy of product or materials data will be returned to Contractor with the review status.
- C. Samples to be incorporated into the Work will be returned to Contractor, together with a written notice designating the Sample with the appropriate review status and indicating errors discovered on review, if any. Other Samples will not be returned, but the same notice will be given with respect thereto, and that notice shall be considered a return of the Sample.
- D. Contractor shall revise and resubmit any Sample(s), Shop Drawing(s), Product Data, and other submittal(s) as required by the reviewer. Such resubmittals will be reviewed and returned in the same manner as original Sample(s), Shop Drawing(s), Product Data, and other submittal(s), within five (5) days after receipt thereof or within five (5) days after receipt of all related information necessary for such review.
- E. Contractor may proceed with any of the Work covered by Sample(s), Shop Drawing(s), Product Data, and other submittal(s) upon its return if designated as no exception taken, or revise as noted, provided the Contractor proceeds in accordance with the District and/or the Architect's notes and comments.
- F. Contractor shall not begin any of the work covered by a Sample(s), Shop Drawing(s), Product Data, and other submittal(s), designated as revise and resubmit or rejected, until a revision or correction thereof has been reviewed and returned to Contractor.
- G. Sample(s), Shop Drawing(s), Product Data, and other submittal(s) designated as revise and resubmit or rejected and requiring resubmittal, shall be revised or corrected and resubmitted to the District no later than fourteen (14) days or a shorter period as required to comply with the approved Construction Schedule, after its return to Contractor.
- H. Neither the review nor the lack of review of any Sample(s), Shop Drawing(s), Product Data, and other submittal(s) shall waive any of the requirements of the Contract Documents, or relieve Contractor of any obligation thereunder.
- I. District's and/or Graphic Design Consultant's review of Shop Drawings does not relieve the Contractor of responsibility for any errors that may exist. Contractor is responsible for the dimensions and design of adequate connections and details and for satisfactory construction of all the Work.

PART 2 – PRODUCTS Not Used.

PART 3 - EXECUTION Not Used.

END OF DOCUMENT

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SITE STANDARDS

PART 1 – GENERAL

1.01 RELATED DOCUMENTS AND PROVISIONS:

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. Agreement Terms and Conditions, including without limitation, Site Access, Conditions, and Regulations;
- B. Special Conditions;
- C. Drug-Free Workplace Certification;
- D. Tobacco-Free Environment Certification;
- E. Temporary Facilities and Controls.

1.02 REQUIREMENTS OF THE DISTRICT:

- A. Drug-Free Schools and Safety Requirements:
 - (1) All school sites and other District Facilities have been declared "Drug-Free Zones." No drugs, alcohol and/or smoking are allowed at any time in any buildings and/or grounds on District property. No students, staff, visitors, or contractors are to use drugs on these sites.
 - (2) Smoking and the use of tobacco products by all persons is prohibited on or in District property. District property includes school buildings, school grounds, school owned vehicles and vehicles owned by others while on District property. Contractor shall be post: "Non-Smoking Area" in a highly visible location on Site. Contractor may designate a smoking area outside of District property within the public right-of-way, provided that this area remains quiet and unobtrusive to adjacent neighbors. This smoking area is to be kept clean at all times.
 - (3) Contractor shall ensure that no alcohol, firearms, weapons, or controlled substances enter or are used at the Site. Contractor shall immediately remove from the Site and terminate the employment of any employee(s) found in violation of this provision.
- B. Language: Unacceptable and/or loud language will not be tolerated, "Cat calls" or other derogatory language toward students or public will not be allowed.
- C. Disturbing the Peace (Noise and Lighting):
 - (1) Contractor shall observe the noise ordinance of the Site at all times including, without limitation, all applicable local, city, and/or state

laws, ordinances, and/or regulations regarding noise and allowable noise levels.

- (2) The use of radios, etc., shall be controlled to keep all sound at a level that cannot be heard beyond the immediate area of use. District reserves the right to prohibit the use of radios at the Site, except for handheld communication radios (e.g., Nextel phones or radios).
- (3) If portable lights are used after dark, all light must be located so as not to direct light into neighboring property.

D. Traffic:

- (1) Driving on the Premises shall be limited to periods when students and public are not present. If driving or deliveries must be made during the school hours, two (2) or more ground guides shall lead the vehicle across the area of travel. In no case shall driving take place across playgrounds or other pedestrian paths during recess, lunch, and/or class period changes. The speed limit on-the Premises shall be five (5) miles per hour (maximum) or less if conditions require.
- (2) All paths of travel for deliveries, including without limitation, material, equipment, and supply deliveries, shall be reviewed and approved by District in advance. Any damage will be repaired to the pre-damaged condition by the Contractor.
- (3) District shall designate a construction entry to the Site. If Contractor requests, District determines it is required, and to the extent possible, District shall designate a staging area so as not to interfere with the normal functioning of school facilities. Location of gates and fencing shall be approved in advance with District and at Contractor's expense.
- (4) Parking areas shall be reviewed and approved by District in advance. No parking is to occur under the drip line of trees or in areas that could otherwise be damaged.

- E. All of the above shall be observed and complied with by the Contractor and all workers on the Site. Failure to follow these directives could result in individual(s) being suspended or removed from the work force at the discretion of the District. The same rules and regulations shall apply equally to delivery personnel, inspectors, consultants, and other visitors to the Site.

PART 2 - PRODUCTS Not Used.

PART 3 - EXECUTION Not Used.

END OF DOCUMENT

TEMPORARY FACILITIES AND CONTROLS

PART 1 – GENERAL

1.01 RELATED DOCUMENTS AND PROVISIONS:

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. Terms and Conditions to Contract;
- B. Special Conditions;
- C. Site Standards.

1.02 TEMPORARY UTILITIES:

- A. Electric Power and Lighting
 - (1) To the extent power is available in the building(s) or on the Site, Contractor may use the District's existing utilities. Contractor shall be responsible for providing temporary facilities required to deliver that power service from its existing location in the building(s) or on the Site to point of intended use.
 - (2) Contractor shall verify characteristics of power available in building(s) or on the Site. Contractor shall take all actions required to make modifications where power of higher voltage or different phases of current are required. Contractor shall be fully responsible for providing that service and shall pay all costs required therefor.
 - (3) Contractor shall furnish, wire for, install, and maintain temporary electrical lights wherever it is necessary to provide illumination for the proper performance and/or observation of the Work: a minimum of 20 foot-candles for rough work and 50 foot-candles for finish work.
 - (4) Contractor shall be responsible for maintaining existing lighting levels in the project vicinity should temporary outages or service interruptions occur.
- B. Heat and Ventilation
 - (1) Contractor shall provide temporary heat to maintain environmental conditions to facilitate progress of the Work, to meet specified minimum conditions for the installation and curing of materials, and to protect materials and finishes from damage due to improper temperature and humidity conditions. Portable heaters shall be standard units complete with controls.

- (2) Contractor shall provide forced ventilation and dehumidification, as required, of enclosed areas for proper installation and curing of materials, to disperse humidity, and to prevent hazardous accumulations of dust, fumes, vapors, and gases.
- (3) Contractor shall pay the costs of installation, maintenance, operation, and removal of temporary heat and ventilation, including costs for fuel consumed, required for the performance of the Work.

C. Water

- (1) Contractor will pay for water during the course of the Work. To the extent water is then available in the building(s) or on the Site, Contractor may use the District's existing utilities by making prearranged payments to the District for the utilities used by Contractor and all Subcontractors. Contractor shall be responsible for providing temporary facilities required to deliver such utility service from its existing location in the building(s) or on the Site to point of intended use.
- (2) Contractor shall use backflow preventers on water lines at point of connection to District's water supply. Backflow preventers shall comply with requirements of Uniform Plumbing Code.
- (3) Contractor shall make potable water available for human consumption.

D. Sanitary Facilities

- (1) Contractor shall provide sanitary temporary facilities in no fewer numbers than required by law and such additional facilities as may be directed by the Inspector for the use of all workers. The facilities shall be maintained in a sanitary condition at all times and shall be left at the Site until removal is directed by the Inspector or Contractor completes all other work at the Site.
- (2) Use of toilet facilities in the Work under construction shall not be permitted except by consent of the Project Manager and the District.

E. Fire Protection:

- (1) Contractor shall provide and maintain fire extinguishers and other equipment for fire protection. Such equipment shall be designated for use for fire protection only and shall comply with all requirements of the California Fire, State Fire Marshall and/or its designee.
- (2) Where on-site welding and burning of steel is unavoidable, Contractor shall provide protection for adjacent surfaces.

F. Trash Removal:

- (1) Contractor shall provide trash removal, and will arrange offsite removal, on a timely basis.

G. Temporary Facilities:

- (1) Restroom facilities with required hand washing stations.

1.03 CONSTRUCTION AIDS:

A. Plant and Equipment:

- (1) Contractor shall furnish, operate, and maintain a complete plant for fabricating, handling, conveying, installing, and erecting materials and equipment; and for conveyances for transporting workmen. Include elevators, hoists, debris chutes, and other equipment, tools, and appliances necessary for performance of the Work.
- (2) Contractor shall maintain plant and equipment in safe and efficient operating condition. Damages due to defective plant and equipment, and uses made thereof, shall be repaired by Contractor at no expense to the District.

- B. None of the District's tools and equipment shall be used by Contractor for the performance of the Work.

1.04 BARRIERS AND ENCLOSURES:

- A. Contractor shall obtain the District's written permission for locations and types of temporary barriers and enclosures, including fire-rated materials proposed for use, prior to their installation.
- B. Contractor shall provide and maintain temporary enclosures to prevent public entry and to protect persons using other buildings and portions of the Site and/or Premises, the public, and workers. Contractor shall also protect the Work and existing facilities from the elements, and adjacent construction and improvements, persons, and trees and plants from damage and injury from demolition and construction operations.
- C. Contractor shall provide site access to existing facilities for persons using other buildings and portions of the Site, the public, and for deliveries and other services and activities.

1.05 SECURITY:

The Contractor shall be responsible for project security for materials, tools, equipment, supplies, and completed and partially completed Work.

1.06 TEMPORARY CONTROLS:

- A. Noise Control
 - (1) Contractor acknowledges that adjacent facilities may remain in operation during all or a portion of the Work period, and it shall take all reasonable precautions to minimize noise as required by applicable laws and the Contract Documents.
 - (2) Notice of proposed noisy operations, including without limitation, operation of pneumatic demolition tools, concrete saws, and other equipment, shall be submitted to the District a minimum of forty-eight (48) hours in advance of their performance.

- B. Noise and Vibration
 - (1) Equipment and impact tools shall have intake and exhaust mufflers.
 - (2) Contractor shall cooperate with District to minimize and/or cease the use of noisy and vibratory equipment if that equipment becomes objectionable by its longevity.

- C. Dust and Dirt
 - (1) Contractor shall conduct demolition and construction operations to minimize the generation of dust and dirt, and prevent dust and dirt from interfering with the progress of the Work and from accumulating in the Work and adjacent areas including, without limitation, occupied facilities.
 - (2) Contractor shall periodically water exterior demolition and construction areas to minimize the generation of dust and dirt.
 - (3) Contractor shall ensure that all hauling equipment and trucks carrying loads of soil and debris shall have their loads sprayed with water or covered with tarpaulins, and as otherwise required by local and state ordinance.
 - (4) Contractor shall prevent dust and dirt from accumulating on walks, roadways, parking areas, and planting, and from washing into sewer and storm drain lines.

- D. Water

Contractor shall not permit surface and subsurface water, and other liquids, to accumulate in or about the vicinity of the Premises. Should accumulation develop, Contractor shall control the water or other liquid, and suitably dispose of it by means of temporary pumps, piping, drainage lines, troughs, ditches, dams, or other methods.

- E. Pollution

- (1) No burning of refuse, debris, or other materials shall be permitted on or in the vicinity of the Premises.
- (2) Contractor shall comply with applicable regulatory requirements and anti-pollution ordinances during the conduct of the Work including, without limitation, demolition, construction, and disposal operations.

F. Lighting

- (1) If portable lights are used after dark, all light must be located so as not to direct light into neighboring property.

1.07 PUBLICITY RELEASES:

- A. Contractor shall not release any information, story, photograph, plan, or drawing relating information about the Project to anyone, including press and other public communications medium, including, without limitation, on website(s).

PART 2 – PRODUCTS Not used.

PART 3 – EXECUTION Not used.

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SECTION 101400

EXTERIOR CAMPUS DIRECTORY SIGNS

1.01 SCOPE OF WORK

- A. Review of Construction Drawings: Bidders shall, as a part of their bid, call specific attention to any construction details, materials, methods of fabrication or other similar items which they consider to be impractical or not in keeping with good industry practice. Requests for change orders for substitutions to address such items after award of contract shall not be accepted.
- B. Allowance for Submittals: Allow for thorough and complete preparation of all submittal items described at Section 1.05, for delivery and/or shipping of same, and for resubmittal(s) as required until approval has been obtained for all items.

1.02 RELATED SECTIONS

- A. The General Conditions, Supplemental Conditions and Division 1 – General Requirements are hereby made a part of this Section as fully as if repeated herein.

1.03 STRUCTURAL DESIGN AND ENGINEERING

- A. Details in the Drawings indicate a general design approach for sign structures but do not necessarily include the specific fabrication details required for the complete structural integrity of the signs, nor do they necessarily consider preferred shop practices of individual contractors. Such specific fabrication details shall be provided by the Contractor, who shall ensure that all signs withstand any and all static, dynamic and/or erection loads that act upon them, including all such loads associated with handling, erecting, and servicing.
- B. Contractor shall be responsible for the structural design and engineering for a complete sign installation, including concrete footing, precast concrete base, internal construction of all signs and attachments of all elements, incorporating all reasonable safety factors necessary to protect the Owner and Contractor against public liability. Shop drawings shall be designed and stamped by a licensed Engineer currently registered in the State of California.
 - 1. All structural design shall meet applicable local, state, and national codes, as well as testing laboratory listings, where required.
 - 2. Seismic Forces: Engineered shop drawings shall specify all necessary measures to withstand seismic forces at the project location.
 - 3. Wind Load: Engineered shop drawings shall reflect the soil type and compaction and the design wind load at the project location. Assume maximum wind of 80mph and wind pressure of 12.5 psf unless otherwise indicated. Comply with the requirements of Chapter 16 or 16A, Section 1609, of the CBC as apply.

1.04 SUBMITTALS

- A. Presubmittal Conference: Coordinate with the Owner and Designer prior to preparation of submittals to confirm submittal requirements and schedule.
- B. Product Data: If requested by Owner and Designer, submit manufacturers' catalog sheets, brochures, diagrams, schedules, charts, illustrations, test results and/or other standard descriptive data.

1. Mark up each copy to identify pertinent materials, products or models.
2. Show dimensions and clearances required, performance characteristics and capacities, and wiring diagrams and/or controls as apply.

C. Shop Drawings:

1. All shop drawings shall be neat, well organized and clearly legible. Elevations and plan views from the Construction Drawings may be reproduced for the sake of expedience where appropriate.
2. All shop drawings shall be drawn to scale and not subsequently reduced to fit a drawing format.
3. Submit elevations and plan views for all sign components, including graphic layouts, complete dimensions, materials, locations of all exposed fasteners, colors and finishes.
4. Submit comprehensive section drawings for all elements of a complete sign, including sections of all typical members internal to the sign, concrete footing, precast concrete base and steel reinforcement. Show fabrication and installation details, including details for securing members to one another, and to site work. Show interior construction, reinforcements, anchorages, components and finishes. Reproduction of section drawings shown in the Construction Drawings shall not be acceptable.
5. Site Condition Verification: Where required by the Owner and Designer for specific items, Contractor shall inspect site to confirm installation conditions, then submit shop drawings and/or written documentation for approval indicating proposed mounting devices.

D. Samples:

1. Color and Finish: Submit 3 each, 12 inch x 12 inch samples of all paint colors, screen colors, vinyl colors and material finishes. All paint and screen colors are to be applied to the appropriate substrate.
 - a. Contractor to submit verification of paint manufacturer used for submittal.
 - b. Prior to submittal, Contractor shall verify that all colors submitted as samples match accurately the samples or specifications provided by Designer.
2. Typeface(s): Submit complete typeface font(s), including upper and lower case letters, numbers and punctuation, for all typeface(s) specified. Also submit samples of letter and word spacing for each cap height specified.

E. Prototypes: Submit one full-size partial prototype:

1. Map print applied to Aluminum Panel with over laminate.

F. Patterns: Submit one full size pattern each for Exterior Sign Type. All patterns shall be black vinyl graphics on a single carrier sheet and shall include the perimeter of the sign panel.

G. Quality Control:

1. Samples, mock-ups and prototypes shall not be permanently installed, but shall be retained by the Designer for record and quality control, unless otherwise noted by the Owner and Designer.
2. If requested by Designer, submit manufacturer's installation instructions for each type of specialty sign. Include only pages which are pertinent, or manufacturer's standard drawings modified to delete non-applicable data.

1.05 QUALITY ASSURANCE

- A. All details shown in the Drawings shall be followed for exterior appearance. Minor changes in interior construction will be accepted in order to conform to Contractor's shop practices or engineering requirements when, in the Designer's sole judgment, such changes do not detract materially from design concept or intent. Contractor shall circle all such changes on the shop drawings.
- B. Completed work shall be structurally sound, and free from scratches, distortions, chips, breaks, blisters, holes, splits or other disfigurements considered as imperfections for the specific material.

PART 2: PRODUCTS

2.01 ACCEPTABLE SIGN FABRICATORS

- A. Martinelli Environmental Graphics; San Francisco, CA (415) 621-1559. Attn: Jack Martinelli
- B. Weidner Architectural Signage; Sacramento, CA (916) 452-8000. Attn: Arie Kover
- C. The proposed substitution of other sign fabricators for those listed above may be considered by the Owner and Designer if said sign fabricator(s) satisfies all the following:
 - 1. Demonstrates that his/her applicable product(s) are equal in salient characteristics such as construction, quality, durability, appearance and warranty to those of the acceptable sign fabricators listed.
 - 2. Demonstrates that the key personnel to be assigned to the project have a consistent history of thorough quality control, adherence to schedule and promptness of communication equal to those of the acceptable sign fabricators listed. Said key personnel shall include the project manager, the shop supervisor, the art department supervisor and the lead installer.
 - 3. Supplies three positive references from reputable environmental graphic design consultants for comparable work.

2.02 MATERIALS

- A. Aluminum:
 - 1. Extruded Shapes: Provide alloy 6063; size as required, or as specified by Engineer.
 - 2. Flat Sheet: Provide alloy 3003; mill finish as specified, for all Work which will receive a painted finish.
- B. Fasteners, Hardware and Devices: Stock proprietary fastening devices of approved standard manufacture such as stainless steel screws, bolts and washers, and stainless steel hinges.
 - 1. Conceal all fasteners except where noted or shown otherwise.
 - 2. Finish on all exposed devices to match overall sign finish, unless otherwise noted.
 - 3. Provide vandal-resistant fasteners at all exposed locations unless otherwise noted.
 - 4. Use fasteners fabricated from metals that are noncorrosive to either the sign material(s) or the mounting surface.
- C. Very High Bond Tape: Provide #4905/.020"/clear and/or #4950/.045"/white closed cell acrylic foam carrier with VHB adhesive, very high solvent resistance and very high shear and peel adhesion, as manufactured by 3M Scotch or approved equal.
- D. Acrylic Polyurethane Paint:

1. Provide acrylic polyurethane with ultraviolet inhibitors and lightfast, weather, abrasion and graffiti resistant additives as manufactured by Matthews Paint Company, (800) 323-6593. Prime and finish coats shall be mixed and applied in accordance with manufacturer's specifications. Paint finish shall be smooth, free of scratches, gouges, drops, bubbles, thickness variations, foreign matter or other imperfections.
 - a. Provide a semigloss finish for all exterior applications.
 2. Contractor shall provide verification of paint manufacturer used for all paint work.
- E. Vinyl Film: Provide opaque reflective or non-reflective vinyl film as indicated, 0.0355" minimum thickness, with pressure sensitive permanent adhesive backing; 3M Scotchcal or approved equal. All colors shall be integral and not surface applied except where custom color(s) are specified in the Drawings. All custom colors shall be flood coated on white vinyl.
- F. Precast Concrete:
1. Acceptable Subcontractors:
 - a. Dura Art Stone, Hayward, CA, 510 265-5600
 - b. Lafayette Precast, Hayward, CA, 510 226-9800
 - c. William Kreysler & Associates, Petaluma, CA 707 765.1102
 - d. Products of other manufacturers will be considered if equivalent in salient characteristics, including quality, durability, appearance, construction and warranty.
 2. Provide only architectural grade concrete designed to meet ASTM standards for mix design, materials, reinforcement steel and accessories, connecting and supporting devices, admixtures and forms.
 3. Integral Color: Where indicated on drawings, provide pure mineral coloring pigments admixture to produce finish color specified.
 4. Finish: Provide light sandblasted finish.
 5. Formwork: Provide materials in accordance with reference standard ACI 347. Forms shall not be removed or disturbed for twenty four hours when supporting vertical surfaces.
 6. Reinforcement: Provide concrete reinforcement in accordance with CRSI standards.
 - a. Reinforcing bars shall be intermediate grade deformed bars conforming to ASTM A615 Grade 40. All reinforcing shall be bent and placed according to the Code of Standard Practice and the Specifications for Placing Reinforcing Steel of the Concrete Reinforcing Institute.
 - b. Where bars are spliced, they shall be lapped a minimum of 32 bar diameters or 24 inches, whichever is greater.
 - c. All reinforcing steel shall be in place before concrete is poured.
 7. Cement: Minimum cement content shall meet ACI standards for the application. Cement type shall be consistent throughout the project. Concrete slump shall not exceed three inches.
 8. Consolidation: All concrete shall be consolidated with a mechanical vibrator. Include a plasticizer to allow for practical placement and consolidation of concrete.
 9. Footings: Overexcavate at least eighteen inches. Recompact soil to at least 90 per cent.
 10. Cast-In Anchors: Provide structural steel in accordance with ASTM A36.
 11. Bolts and Threaded Rods: Conform to ASTM A307 or A325 as appropriate.

2.03 FABRICATION

- A. Intent of Specifications: All finished work shall be of the highest quality in order to pass eye-level examination and scrutiny by Designer.
1. All Work shall be free from burrs, dents, raw edges and sharp corners.

2. Finish all welds on exposed surfaces as required so they are not visible in the finished Work.
 3. Finish all surfaces smooth unless otherwise indicated or specified.
 4. Surfaces which are intended to be flat shall be free from bulges, oilcanning, gaps or other physical deformities. Such surfaces shall be fabricated to remain flat under installed conditions.
 5. Surfaces which are intended to be curved shall be smoothly free-flowing to the required shape(s).
 6. Fabricate all cabinets, panels and components with smooth, mechanically finished edges. All edges shall be true, and all corners shall be square. Where edges are specified to be painted, fill and sand smooth as required prior to painting.
 7. Fabricate sign cabinets as required to provide a weathertight housing for interior.
 8. Exercise care to protect surfaces so that they remain unblemished in the finished Work.
 9. Isolate dissimilar materials. Exercise particular care to isolate nonferrous metals from ferrous metals as required to prevent corrosion.
 10. All surfaces shall be flat to a tolerance of plus or minus 1/16' when measured at any point with a ten foot straight edge.
 11. All visible sign surfaces of the same type shall have the same finish. Color and/or finish shall be consistent across the entire surface of a sign.
 12. All reveals shall be of uniform width; all butt joints shall be tight and closed along the entire length; all access panels shall have a nominal, uniform gap all around.
 13. All expansion joints, when required, shall be positioned so as not to interfere with the look or finish of any sign message or the overall appearance of the sign face.
 14. All gaps between milled components, when assembled, shall not exceed a tolerance of .005".
- B. Provide colors and/or finish textures as specified or indicated in the Drawings or, where not specified or indicated, as selected by Designer.
- C. Graphics: All text, arrows and symbols shall be provided in the sizes, colors, typefaces and spacing specified in the Drawings. All text shall be a true, clean, digitally or photomechanically accurate reproduction of the typeface(s) specified, with letterspacing and directional arrows as shown in the Drawings.
- D. Digital Artwork: All digital artwork files prepared by the Designer for the Contractor's use shall be in a single layer. Any and all manipulations of the files required for subsequent use by the Contractor, such as spreads and traps for silkscreen negatives, or conversion to outline or EPS, shall be the responsibility of same unless explicitly agreed otherwise by the Designer.

PART 3: EXECUTION

3.01 INSPECTION

- A. Designer reserves the right to inspect the Work in the Contractor's shop before it is shipped to the job site for installation.
- B. Contractor shall inspect all installation locations for conditions which will adversely affect the execution, permanence and/or quality of the Work, and notify Designer in writing of any and all unsatisfactory conditions. Contractor shall not proceed with installation until said unsatisfactory conditions have been corrected. Commencement of installation indicates acceptance of site conditions and guarantees delivery of an acceptable product.

3.02 INSTALLATION

- A. Pre-fabrication Walkthrough / Field-Staking: Attend a pre-installation walkthrough at the job site to confirm all typical installation conditions and determine installation locations for nontypical conditions. The exact locations for all exterior signs will be determined and field-staked at this time.

Do not begin excavation for the footing for any exterior sign until the field-staked location has been approved by the Designer and/or Owner's representative.

- B. Provide reinforced concrete footings where required, with plan dimensions as shown and depth as specified by Engineer.
- C. Where a concrete footing is level with finished grade to serve as a mow strip, slope the top of the footing away from the sign cabinet or post(s) minimally as required for drainage and to prevent puddling.
- D. Securely attach all signs to footings or site work in accordance with Engineer's specifications.

3.03 CLEANING AND PROTECTION

- A. At completion of installation, clean all sign surfaces in accordance with manufacturer's instructions.
- B. Protect all signs from damage until acceptance by Owner and Designer; repair or replace damaged units as required .

3.04 SITE CLEANUP

- A. Final cleanup:
 - 1. Clean and/or repair all evidence of installation work or damage to site work or other adjacent surfaces prior to completion of work.
 - 2. Clean up work area after all installation has been completed. Restore all disturbed ground cover.
 - 3. Remove all protective materials and dispose of properly off site.

3.05 CONTRACT CLOSE-OUT ITEMS

- A. Provide Owner with one quart of paint for each paint color specified.
- B. Provide Owner with written instructions for proper cleaning of the signs. Note any solvents that should not be used.

END OF SECTION

SECTION 101400

EXTERIOR CAMPUS DIRECTORY SIGNS

1.01 SCOPE OF WORK

- A. Review of Construction Drawings: Bidders shall, as a part of their bid, call specific attention to any construction details, materials, methods of fabrication or other similar items which they consider to be impractical or not in keeping with good industry practice. Requests for change orders for substitutions to address such items after award of contract shall not be accepted.
- B. Allowance for Submittals: Allow for thorough and complete preparation of all submittal items described at Section 1.05, for delivery and/or shipping of same, and for resubmittal(s) as required until approval has been obtained for all items.

1.02 RELATED SECTIONS

- A. The General Conditions, Supplemental Conditions and Division 1 – General Requirements are hereby made a part of this Section as fully as if repeated herein.

1.03 STRUCTURAL DESIGN AND ENGINEERING

- A. Details in the Drawings indicate a general design approach for sign structures but do not necessarily include the specific fabrication details required for the complete structural integrity of the signs, nor do they necessarily consider preferred shop practices of individual contractors. Such specific fabrication details shall be provided by the Contractor, who shall ensure that all signs withstand any and all static, dynamic and/or erection loads that act upon them, including all such loads associated with handling, erecting, and servicing.
- B. Contractor shall be responsible for the structural design and engineering for a complete sign installation, including concrete footing, precast concrete base, internal construction of all signs and attachments of all elements, incorporating all reasonable safety factors necessary to protect the Owner and Contractor against public liability. Shop drawings shall be designed and stamped by a licensed Engineer currently registered in the State of California.
 - 1. All structural design shall meet applicable local, state, and national codes, as well as testing laboratory listings, where required.
 - 2. Seismic Forces: Engineered shop drawings shall specify all necessary measures to withstand seismic forces at the project location.
 - 3. Wind Load: Engineered shop drawings shall reflect the soil type and compaction and the design wind load at the project location. Assume maximum wind of 80mph and wind pressure of 12.5 psf unless otherwise indicated. Comply with the requirements of Chapter 16 or 16A, Section 1609, of the CBC as apply.

1.04 SUBMITTALS

- A. Presubmittal Conference: Coordinate with the Owner and Designer prior to preparation of submittals to confirm submittal requirements and schedule.
- B. Product Data: If requested by Owner and Designer, submit manufacturers' catalog sheets, brochures, diagrams, schedules, charts, illustrations, test results and/or other standard descriptive data.

1. Mark up each copy to identify pertinent materials, products or models.
2. Show dimensions and clearances required, performance characteristics and capacities, and wiring diagrams and/or controls as apply.

C. Shop Drawings:

1. All shop drawings shall be neat, well organized and clearly legible. Elevations and plan views from the Construction Drawings may be reproduced for the sake of expedience where appropriate.
2. All shop drawings shall be drawn to scale and not subsequently reduced to fit a drawing format.
3. Submit elevations and plan views for all sign components, including graphic layouts, complete dimensions, materials, locations of all exposed fasteners, colors and finishes.
4. Submit comprehensive section drawings for all elements of a complete sign, including sections of all typical members internal to the sign, concrete footing, precast concrete base and steel reinforcement. Show fabrication and installation details, including details for securing members to one another, and to site work. Show interior construction, reinforcements, anchorages, components and finishes. Reproduction of section drawings shown in the Construction Drawings shall not be acceptable.
5. Site Condition Verification: Where required by the Owner and Designer for specific items, Contractor shall inspect site to confirm installation conditions, then submit shop drawings and/or written documentation for approval indicating proposed mounting devices.

D. Samples:

1. Color and Finish: Submit 3 each, 12 inch x 12 inch samples of all paint colors, screen colors, vinyl colors and material finishes. All paint and screen colors are to be applied to the appropriate substrate.
 - a. Contractor to submit verification of paint manufacturer used for submittal.
 - b. Prior to submittal, Contractor shall verify that all colors submitted as samples match accurately the samples or specifications provided by Designer.
2. Typeface(s): Submit complete typeface font(s), including upper and lower case letters, numbers and punctuation, for all typeface(s) specified. Also submit samples of letter and word spacing for each cap height specified.

E. Prototypes: Submit one full-size partial prototype:

1. Map print applied to Aluminum Panel with over laminate.

F. Patterns: Submit one full size pattern each for Exterior Sign Type. All patterns shall be black vinyl graphics on a single carrier sheet and shall include the perimeter of the sign panel.

G. Quality Control:

1. Samples, mock-ups and prototypes shall not be permanently installed, but shall be retained by the Designer for record and quality control, unless otherwise noted by the Owner and Designer.
2. If requested by Designer, submit manufacturer's installation instructions for each type of specialty sign. Include only pages which are pertinent, or manufacturer's standard drawings modified to delete non-applicable data.

1.05 QUALITY ASSURANCE

- A. All details shown in the Drawings shall be followed for exterior appearance. Minor changes in interior construction will be accepted in order to conform to Contractor's shop practices or

engineering requirements when, in the Designer's sole judgment, such changes do not detract materially from design concept or intent. Contractor shall circle all such changes on the shop drawings.

- B. Completed work shall be structurally sound, and free from scratches, distortions, chips, breaks, blisters, holes, splits or other disfigurements considered as imperfections for the specific material.

1.06 WARRANTY

- A. Warrant work against failure because of faulty materials, workmanship and structural design for a period of five years from date of substantial completion. Warranty to include specific date on which Contractor's warranty begins, date of expiration, and name, address, and telephone number of contact person during warranty period.
- B. Fading, cracking, warping, peeling, delaminating, rusting, corroding, and/or structural failure, including distortion by whatever cause, shall be construed to mean failure because of faulty materials and workmanship.
- C. Failures during warranty period shall be repaired or replaced to the satisfaction of, and at no cost to, the Owner or Designer.
- D. Contractor shall guarantee unit pricing for all items for a period of one year.

PART 2: PRODUCTS

2.01 ACCEPTABLE SIGN FABRICATORS

- A. Martinelli Environmental Graphics; San Francisco, CA (415) 621-1559. Attn: Jack Martinelli
- B. Weidner Architectural Signage; Sacramento, CA (916) 452-8000. Attn: Arie Kover
- C. Ellis & Ellis Sign Systems; Sacramento, CA (916) 924-1936. Attn: Eric Borges
- D. The proposed substitution of other sign fabricators for those listed above may be considered by the Owner and Designer if said sign fabricator(s) satisfies all the following:
 - 1. Demonstrates that his/her applicable product(s) are equal in salient characteristics such as construction, quality, durability, appearance and warranty to those of the acceptable sign fabricators listed.
 - 2. Demonstrates that the key personnel to be assigned to the project have a consistent history of thorough quality control, adherence to schedule and promptness of communication equal to those of the acceptable sign fabricators listed. Said key personnel shall include the project manager, the shop supervisor, the art department supervisor and the lead installer.
 - 3. Supplies three positive references from reputable environmental graphic design consultants for comparable work.

2.02 MATERIALS

- A. Aluminum:
 - 1. Extruded Shapes: Provide alloy 6063; size as required, or as specified by Engineer.
 - 2. Flat Sheet: Provide alloy 3003; mill finish as specified, for all Work which will receive a painted finish.

- B. Fasteners, Hardware and Devices: Stock proprietary fastening devices of approved standard manufacture such as stainless steel screws, bolts and washers, and stainless steel hinges.
1. Conceal all fasteners except where noted or shown otherwise.
 2. Finish on all exposed devices to match overall sign finish, unless otherwise noted.
 3. Provide vandal-resistant fasteners at all exposed locations unless otherwise noted.
 4. Use fasteners fabricated from metals that are noncorrosive to either the sign material(s) or the mounting surface.
- C. Very High Bond Tape: Provide #4905/.020"/clear and/or #4950/.045"/white closed cell acrylic foam carrier with VHB adhesive, very high solvent resistance and very high shear and peel adhesion, as manufactured by 3M Scotch or approved equal.
- D. Acrylic Polyurethane Paint:
1. Provide acrylic polyurethane with ultraviolet inhibitors and lightfast, weather, abrasion and graffiti resistant additives as manufactured by Matthews Paint Company, (800) 323-6593, or equal. Prime and finish coats shall be mixed and applied in accordance with manufacturer's specifications. Paint finish shall be smooth, free of scratches, gouges, drops, bubbles, thickness variations, foreign matter or other imperfections.
 - a. Provide a semigloss finish for all exterior applications.
 2. Contractor shall provide verification of paint manufacturer used for all paint work.
- E. Vinyl Film: Provide opaque vinyl film as indicated, 0.0355" minimum thickness, with pressure sensitive permanent adhesive backing; 3M Scotchcal or approved equal. All colors shall be integral and not surface applied except where custom color(s) are specified in the Drawings. All custom colors shall be flood coated on white vinyl.
- F. Precast Concrete:
1. Acceptable Subcontractors:
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 - b. Lafayette Precast, Hayward, CA, 510 226-9800
 - c. William Kreysler & Associates, Petaluma, CA 707 765.1102
 - d. Products of other manufacturers will be considered if equivalent in salient characteristics, including quality, durability, appearance, construction and warranty.
 2. Provide only architectural grade concrete designed to meet ASTM standards for mix design, materials, reinforcement steel and accessories, connecting and supporting devices, admixtures and forms.
 3. Integral Color: Where indicated on drawings, provide pure mineral coloring pigments admixture to produce finish color specified.
 4. Finish: Provide light sandblasted finish.
 5. Formwork: Provide materials in accordance with reference standard ACI 347. Forms shall not be removed or disturbed for twenty four hours when supporting vertical surfaces.
 6. Reinforcement: Provide concrete reinforcement in accordance with CRSI standards.
 - a. Reinforcing bars shall be intermediate grade deformed bars conforming to ASTM A615 Grade 40. All reinforcing shall be bent and placed according to the Code of Standard Practice and the Specifications for Placing Reinforcing Steel of the Concrete Reinforcing Institute.
 - b. Where bars are spliced, they shall be lapped a minimum of 32 bar diameters or 24 inches, whichever is greater.
 - c. All reinforcing steel shall be in place before concrete is poured.

7. Cement: Minimum cement content shall meet ACI standards for the application. Cement type shall be consistent throughout the project. Concrete slump shall not exceed three inches.
8. Consolidation: All concrete shall be consolidated with a mechanical vibrator. Include a plasticizer to allow for practical placement and consolidation of concrete.
9. Footings: Overexcavate at least eighteen inches. Recompact soil to at least 95 per cent.
10. Cast-In Anchors: Provide structural steel in accordance with ASTM A36.
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 8. Exercise care to protect surfaces so that they remain unblemished in the finished Work.
 9. Isolate dissimilar materials. Exercise particular care to isolate nonferrous metals from ferrous metals as required to prevent corrosion.
 10. All surfaces shall be flat to a tolerance of plus or minus 1/16' when measured at any point with a ten foot straight edge.
 11. All visible sign surfaces of the same type shall have the same finish. Color and/or finish shall be consistent across the entire surface of a sign.
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 13. All expansion joints, when required, shall be positioned so as not to interfere with the look or finish of any sign message or the overall appearance of the sign face.
 14. All gaps between milled components, when assembled, shall not exceed a tolerance of .005".
- B. Provide colors and/or finish textures as specified or indicated in the Drawings or, where not specified or indicated, as selected by Designer.
- C. Graphics: All text, arrows and symbols shall be provided in the sizes, colors, typefaces and spacing specified in the Drawings. All text shall be a true, clean, digitally or photomechanically accurate reproduction of the typeface(s) specified, with letterspacing and directional arrows as shown in the Drawings.
- D. Digital Artwork: All digital artwork files prepared by the Designer for the Contractor's use shall be in a single layer. Any and all manipulations of the files required for subsequent use by the Contractor, such as spreads and traps for silkscreen negatives, or conversion to outline or EPS, shall be the responsibility of same unless explicitly agreed otherwise by the Designer.

PART 3: EXECUTION

3.01 INSPECTION

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3.02 INSTALLATION

- A. Pre-fabrication Walkthrough / Field-Staking: Attend a pre-installation walkthrough at the job site to confirm all typical installation conditions and determine installation locations for nontypical conditions. The exact locations for all exterior signs will be determined and field-staked at this time. Do not begin excavation for the footing for any exterior sign until the field-staked location has been approved by the Designer and/or Owner's representative.
- B. Provide reinforced concrete footings where required, with plan dimensions as shown and depth as specified by Engineer.
- C. Where a concrete footing is level with finished grade to serve as a mow strip, slope the top of the footing away from the sign cabinet base minimally as required for drainage and to prevent puddling.
- D. Securely attach all signs to footings or site work in accordance with Engineer's specifications.

3.03 CLEANING AND PROTECTION

- A. At completion of installation, clean all sign surfaces in accordance with manufacturer's instructions.
- B. Protect all signs from damage until acceptance by Owner and Designer; repair or replace damaged units as required .

3.04 SITE CLEANUP

- A. Final cleanup:
 - 1. Clean and/or repair all evidence of installation work or damage to site work or other adjacent surfaces prior to completion of work.
 - 2. Clean up work area after all installation has been completed. Restore all disturbed ground cover.
 - 3. Remove all protective materials and dispose of properly off site.

3.05 CONTRACT CLOSE-OUT ITEMS

- A. Provide Owner with one quart of paint for each paint color specified.
- B. Provide Owner with written instructions for proper cleaning of the signs. Note any solvents that should not be used.

END OF SECTION