

Form 470# 230006434

Submission due date: 12:00 AM, February 8, 2023

Mandatory Job Walk: 9:00 AM, January 16, 2023

Location: Top of the World Elementary School

21601 Treetop Ln, Laguna Beach, CA 92651

Bids may be submitted via email to:

Ryan Hertzling, Systems Administrator, (RHertzling@lbusd.org)

Subject line: Bid Response- Elementary School Ethernet Upgrade Project

Questions may be sent via email to:

Ryan Hertzling, Systems Administrator, (RHertzling@lbusd.org)

Deadline for questions: 12:00 AM, January 20, 2023

District will provide answers by 12:00 AM, January 24, 2023

E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

Signed copy to be returned with bid response.

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students receiving free and reduced price meals.

1) E-RATE CONTINGENCY

The project herein **is** contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate. Even after award of contract(s) and/or E-rate funding approval is obtained, the District may or

may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.

2) SERVICE PROVIDER REQUIREMENTS

The District expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.

- a. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.
- b. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website: <https://www.usac.org/e-rate/service-providers/step-1-obtain-a-spin/>
- c. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website: <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
- d. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status must provide an explanation of the steps it is undertaking to be removed to Red Light Status and the expected timeframe for resolution. A Service Provider's sustained Red Light Status may be grounds for contract termination as it could prohibit the Service Provider from providing E-rate discounts in a timely manner which would cause harm to the Applicant. More information about FCC Red and Green Light Status may be found at this website: http://www.fcc.gov/debt_collection/welcome.html
- e. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2023.
- f. Prices must be held firm for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any contract and USAC approved extensions).
- g. Goods and services provided shall be clearly designated as "E-rate Eligible". Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be "cost allocated" to show the percentage of eligible costs per SLD guidelines.

- h. Within one (1) week of award, the awarded Service Provider must provide the District a bill of materials using a completed USAC “Item 21 Template”. Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions. A summary sheet must also be provided to provide the cumulative amount for all sites.**
- i. In the event of questions during an E-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.
- j. The awarded Service Provider is required to send copies of all forms and invoices to the District prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the District placing the vendor on an “Invoice Check” with the USAC <https://www.usac.org/e-rate/applicant-process/invoicing/invoice-check/>
- k. Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>

3) SERVICE PROVIDER ACKNOWLEDGEMENTS

- a. The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitutions.
- b. The Service Provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).
- c. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Further details on LCP may be obtained at USAC's website: <https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>. Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.

- d. BIDDERS are required to comply with the FCC's Lowest Corresponding Price ("LCP") Requirement for all equipment and Services. BIDDER acknowledges that BIDDER is solely responsible to comply with LCP requirements. To the extent that USAC finds an LCP violation and reduces the E-rate Funding, BIDDER agrees that it will not hold the DISTRICT liable for any shortfall in E-rate funding and will be responsible for any ensuing appeals, COMADS and/or RIDFS.
- e. The Service Provider attests that its offer does not violate the FCC's Supply Chain certifications included in the FCC Form 473. Supply Chain requirements and certifications can be viewed at USAC's Website:
<https://www.usac.org/about/reports-orders/supply-chain/>.
- f. This offer is in full compliance with USAC's Free Services Advisory <https://www.usac.org/e-rate/applicant-process/competitive-bidding/free-services-advisory/>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

4) STARTING SERVICES/ADVANCE INSTALLATION – Category 1 Services


The annual E-rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the contract "effective date", E-rate eligible goods and/or services requested in this RFP shall be delivered no earlier than the start of the 2023 funding year (July 1, 2023). If Category 1 services (Telecommunication Services and Internet access) will begin on or shortly after July 1 of a funding year, the service provider, in some cases, may need to undertake some construction and installation work prior to the beginning of that funding year. Within the limitations indicated below, the infrastructure costs of a service provider can be deemed to be delivered at the same time that the associated Category 1 services begin. That is, if services begin on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1. However, NO INVOICING can take place prior to July 1 of the associated Funding Year.

EARLY FUNDING CONDITIONS

Category 1

There are four conditions that must be met in order for USAC to provide support in a funding year for Category 1 infrastructure costs incurred prior to that funding year.

- *Initiation of installation cannot take place before selection of the service provider pursuant to a posted Form 470 and in any event no earlier than six months prior to July 1 of the funding year.*
- *The Category 1 service must depend on the installation of the infrastructure.*
- *The underlying Category 1 service cannot have a service start date prior to July 1 of the funding year.*
- *No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.*

For more information, please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services (DA 02-3365 , released December 6, 2002). This FCC decision only applies to Priority 1 services (telecommunications services and Internet access).


The complete text can be found at the following URL:

<https://www.usac.org/e-rate/applicant-process/starting-services/advance-installation/>

Category 2

There is one condition that allows USAC to provide support in a funding year for Category 2 installation costs incurred prior to that funding year.

- *We also amend our rules for category two non-recurring services to permit applicants to seek support for category two eligible services purchased on or after April 1, three months prior to the start of funding year on July 1. This will provide schools with the flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks.*

For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking ([FCC 14-99](#) , released July 23, 2014). This FCC decision only applies to Category 2 services (Internal Connections).

However, NO INVOICING can take place prior to July 1 of the funding year.

5) INVOICING

- a. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission, certification and USAC approval of Form 486, the District shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the District decide that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intent.
- b. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.

6) FCC/SLD AUDITABILITY

The E-rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Respondent hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP for ten (10) years after final payment. The District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Respondent and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

7) PROCUREMENT OF ADDITIONAL GOODS AND/OR SERVICES/COTERMINOUS EXPIRATION

During the term of any Agreement resulting from this RFP, the District may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District's Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The District shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

I, the undersigned, as an authorized agent of _____ (Service Provider Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-rate process as outlined above.

Signature: _____ **Title:** _____

Phone Number: _____ **Email:** _____

Service Provider Name: _____

Form 470# 230006434**PROJECT SUMMARY // OVERVIEW // DELIVERABLES****Scoring and evaluation**

Vendors are assigned points on how well they meet each factor. The cost of E-Rate eligible services must be weighted most heavily to be in compliance with FCC rules.

Submissions will be graded according to the following criteria:

Cost	40%
Provider Meets districts minimum requirements	25%
Ability to deliver service at start of funding year	25%
Service agreement	10%

PART 1 – GENERAL INFORMATION

- A. **Design Intent-** These BID Documents show "Design Intent" Only. The Contractor shall ensure their bid complies with the intent of these documents AND is complete in all aspects resulting in a complete TIA Standards based and CODE compliant project. Special attention to workmanship, fire stopping and aesthetics of the currently deficient termination and cabling is required to bring about a neat, orderly and well administered environment.
- B. **Information Conflict-** Any information contained herein that is in conflict with the District Terms and Conditions shall immediately be brought to the attention of the District for resolve **prior to bid**. Failure to do so shall result in the contractor/bidder assuming all liability and costs to meet the Districts requirement. The District will determine the actual requirement and advise the bidders and contractors accordingly. **This document does have requirements that are in addition to the District requirements and are therefore considered to be "supplemental"**.
- C. **Supplemental Bidder Requirements-** This is in addition to Bidder Requirements found elsewhere in the Bid Documents. Contractor personnel must be Certified in order to work on the cabling portion of the project. The paramount scope of work for this project falls under the CSLB C-7 Classification. Therefore the prime contractor shall be a C-7 licensed contractor is good standing.
- D. **Job Walk and Existing Conditions-** Fully investigating the existing conditions of each site **prior** to bid is the bidders responsibility, and again prior to ordering material and equipment. Contractor to make preparations for all necessary discovery to be done at the Job Walk, and if necessary follow on visits to be scheduled through the District representative. Ability to do follow on visits is not guaranteed. We HIGHLY recommend contractors staff the job walks sufficiently, and attend all days and times of the planned Job Walks and Site Visits. Participation in all Job Walks is mandatory unless stated otherwise by the District Documents for this project.
 - a. **RFI's-** All questions must be submitted in writing in RFI format with sequential control numbers. Any questions and answers provided at the Job Walk **MUST** be submitted in writing and written response issued by the District. Only written RFI Responses approved by the District are valid and enforceable.
- E. **Bid Completeness-** Contractor to include any and all fees in their bid, including permits, license fees, taxes, shipping, special fees, handling charges etc. Contractor is responsible for checking

with the local, county, and state authorities having jurisdiction for additional requirements. All requirements and costs are to be included in the bid. Costs occurring post bid will be born solely by the contractor.

- F. **ERATE ELIGIBLE VERSUS INELIGIBLE COSTS**-Contractor is required to separate eligible versus ineligible costs to the District at time of bid on detailed schedule of values forms submitted by the contractor, and also on the appropriate Bid Form provided in the package. The Detailed schedule of values shall be prepared by Site and IDF/MDF location and shall also include a summary page. Show all fees and charges including permits, taxes, etc.
- G. **Work Schedule**- All work will be after school operating hours and/or during school summer vacation. See District documents for additional guidance. No work or contractor personnel will be permitted onsite during school operating hours or during school events, except in the case of the

morning following all cutovers. The Contractor will be required to have technical staff onsite ready, able and equipped to resolve any service issues.

- H. **Storage-** Unless onsite storage is approved in advance the contractor is required to bring and remove all tools, material and equipment for each shift.
- I. **Material and Equipment Validation-** In all cases the Contractor must validate that all material and equipment procured or used on the project is NEW, as specified, and authentic to the specified manufacture. The contractor shall being held liable for all costs associated to changes after the material has been ordered including labor if installed.
- J. **Material and Equipment Ordering-** Industry has reported the potential for longer than normal lead times on the products specified in this project. Contractor is to contact each provider/distributor and notify the District of any potential issues with ensuring materials are received in time for the project to meet its start and completion dates. Verification of timely product availability is required prior to ordering to allow the District the opportunity to change items that are known to be available. Contractor's pre-order processes must occur in the beginning of the project (for all sites) including verification of lengths and quantities to facilitate ordering at the earliest possible time in the project.
- K. **As-Built Drawings:** Contractor will provide ACAD drawings that must be accurately updated for each site, and provided back to the District as a close out deliverable, along with specified test results. Drawings shall be in ACAD 2012/2014 or later. The District does not have CAD drawings for contractor to use as a baseline, all drawings must be developed from information attained by the contractor.

L. PROJECT SUBMITTALS (With Bid and Post Award as Listed Below)

a. SUBMITTALS

- i. **Post Bid:** Within 10 working days of "Notice of Award", the contractor is to provide for client review and approval;
 - 1. (1) Electronic set in PDF format of detailed material cut sheets for each item. The cut sheets shall be of required material and not of any substitutions unless previously approved in writing by the District.
- ii. **Prior to Installation (Barrier Management):**
 - 1. Contractor to submit proper UL System Sheets for all barrier penetrations for District review and approval prior to installation.

b. SHOP DRAWINGS

- 1. Other than UL System Sheets shop drawings are not required for this project.

c. PLAN AND APPROACH DOCUMENTATION

i. **To be included with the vendors Bid:**

- 1. Detailed work experience statement of the project manager for the contractor. Document must demonstrate why this person is the best for this project based on knowledge and experience.

2. Detailed work experience statement of the project work lead for the contractor. Document must demonstrate why this person is the best for this project based on knowledge and experience.
 3. Provide training certificates for the required FIT-1 Training for the person or persons who will be performing the pathway firestopping
 4. Provide training certificates for all employees engaged in horizontal cabling from the cabling manufacture.
 5. Detailed Project Strategy (MS Word)
 - a. Showing how the contractor plans to accomplish the scope of the project in the specified time following the opportunities and constraints listed in the bid documents. Describe resources and staffing that will be applied as well the implementation plan.
 6. Organization Breakdown Structure/Chart for key personnel assigned to the project.
 7. Detailed, Work Breakdown Structure (WBS) with Timeline (Microsoft Project/PDF) showing timelines and WBS for each site.
 8. Project/PDF) showing timelines and WBS for each site.
- d. The above listed documents must be reviewed and accepted by the District. Vendor must be willing to make changes to meet District needs and circumstances at the time of construction without additional costs to the District.

M. PROJECT SCOPE SUMMARY

- A. This project includes demolition and re-cabling of select data cabling to two elementary school sites. El Morro Elementary School and Top of the World Elementary School.
- B. Scope is to remove and replace the existing CATx Data Network cables as described below. Protect in place all camera cabling and other cabling active and not being replaced. Clean all MDF/IDF's and organize all cabling and hardware in each MDF/IDF, new and existing. Remove any and all ty-wraps and replace with Velcro cable wraps.
- C. All inter-building underground cabling shall be OSP rated.
- D. Contractor to install patch cord management systems to each rack location. All patch cords shall route through the new management system(s).
- E. Contractor to provide new performance matching patch cords from the same manufacture of the horizontal cabling as part of the channel solution. Ensure length of patch cord is conducive to the organizational needs of the MDF/IDF.
 - a. On all ports with existing cables that remain in place the Contractor to replace any patch cords that are longer or shorter than necessary for the location and use the newly installed wire management system..
 - b. DO NOT wrap or fold excess patch cord in wire management system.
- F. Provide all required pathway into each IDF/MDF and to each WSO. **No exposed cabling.** Do not exceed max fill ratios in conduits that require fire stopping. Use existing pathways only if they are code compliant. Advise the District for additional sleeves and locations needed to be fire-stopped. The District will determine the course of action to be taken. All exposed cabling will be in approved wiremold plastic raceway and all above ceiling cabling can be on approved J-hook cable hangers at intervals not to exceed 4' feet. All termination boxes at each WSO

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shall be matching wiremold deep device boxes. All cuts in the WSO box for the surface raceway shall be covered with a drop ceiling connector to hide the cut in. Use radius couplers at all locations. Anchor all raceway every 12" inches to the wall using approved metal anchors and screws. All raceway will follow nearby edges or corners and not down a center or middle wall location,

Site Name	MDF	IDF's	Work Categories
El Morro ES	1	7	New Channel Solution using CAT6A platform with associated pathway. Portables at this site are not in scope. Wire Management. Organizing and Cleaning.
Top of the World ES	1	6	New Channel Solution using CAT6A platform with associated pathway. (3) County Portables at this site are not in scope. Wire Management. Organizing and Cleaning.

NOTE: Contractor to verify all IDF Counts prior to bid and reconcile with the table above. Any anomalies contact the District via RFI for direction.

- G. Prior to the start of any work in all IDF's and MDF;s the contractor is to map in writing each switch port to the corresponding patch panel port. Contractor to cutover all services using their original switch port assignment, to new cabling platform ensuring each service/port is live and fully operational. Troubleshoot and correct all deficiencies. All cutovers must be accepted by the District.

H. El Morro

- a. Site Map and Misc MDZ/IDF Photos for this site.
https://drive.google.com/drive/folders/1EWRyh4ShwpmBJv8WQ0U_iz-DM26xH8hk?usp=sharing
- b. There is a total of 45 WAP's (Wireless Access Points) at this site. WSO to be next to WAP in a discreet location. Above the ceiling where appropriate. While 28 WAP's are in classrooms the remainder are in the Admin area, Library, MPR, and other areas of the campus. Consult with the District PM for additional location information if needed.
- c. This site has 31 classrooms. Each classroom receives (7) CAT6A cables in various WSO's/locations from the serving MDF/IDF.
 - i. Each Classroom
 1. (1) Cat6A is for the CR Clock
 2. (1) Cat6A is for the AV Projector (Wall WSO). Next to projector location.
 3. (4) Cat6A is for the Teacher WSO (3 for teacher and 1 for student)
 4. (1) Cat6A is for the for the WAP
 - ii. Library
 1. (1) WSO with 2 CAT6A

- iii. Kitchen
 - 1. (1) WSO with 2 CAT6A
- iv. Admin Office Area
 - 1. (7) Workstations/desks/offices. Each shall receive (2) Cat6A in their own dedicated faceplate
- v. Janitors Office (In MDF with Phone and Data)
 - 1. Replace existing phone/data with new Cat6A.
- d. This project also includes the requirements shown below;

I. Top Of The World ES

- a. Site Map and Misc MDZ/IDF Photos for this site.
https://drive.google.com/drive/folders/1GbeRap5wSoyHJ8vzh5nTIKuURJHvBa7Y?usp=share_link
- b. There is a total of 44 WAP's (Wireless Access Points) at this site. WSO to be next to WAP in a discreet location. Above the ceiling where appropriate. While 30 WAP's are in classrooms the remainder are in the Admin area, Library, MPR, and other areas of the campus. Consult with the District PM for additional location information if needed.
- c. This site has 31 classrooms. Each classroom receives (7) CAT6A cables in various WSO's/locations from the serving MDF/IDF.
 - i. Each Classroom
 - 1. (1) Cat6A is for the CR Clock
 - 2. (1) Cat6A is for the AV Projector (Wall WSO). Next to projector location.
 - 3. (4) Cat6A is for the Teacher WSO (3 for teacher and 1 for student)
 - 4. (1) Cat6A is for the for the WAP
 - ii. Library
 - 1. (1) WSO with 2 CAT6A[GH1]
 - iii. Kitchen
 - (1) WSO with 2 CAT6A
 - iv. Admin Office Area
 - 1. (6) Workstations/desks/offices. Each shall receive (2) Cat6A in their own dedicated faceplate
 - v. Janitors Office
 - 1. Replace existing phone/data with new Cat6A. **Requires OSP rated cable.**
- d. This project also includes the requirements shown below;

i. BARRIER MANAGEMENT:

- i. Throughout all cable runs the contractor is to inspect all barrier and wall "through" penetrations and determine if the penetration is code compliant and in good effective condition. All walls that are floor to roof and wall to wall shall be considered a fire/smoke barrier requiring the appropriate firestop (FS) solution. Basis for existing FS analysis will be the appropriate STI System Sheet(s) for the type of penetration. Repair or replace all locations not meeting these requirements and those found in Section 27 11 16 attached. STI Link is: [Firestop System Search & Submittals \(stifireshop.com\)](https://stifireshop.com). Contact STI engineering support as needed. DO NOT mix different compounds or manufactures. When an existing system manufacture cannot be determined replace the entire system.
 - ii. DO NOT mix manufacture products. All products to be from STI. Update all affected labeling. Provide labeling where missing and on both sides of penetration.
 - iii. All new through penetrations shall be sleeved with approved STI sleeve. Fill ratios to comply with manufacturer, TIA, STI and UL System requirements. In the event of differences the lowest % fill ratio shall be followed.
 - iv. Destructive testing procedures may be used by the District Inspector to verify proper installation,
 - v. All Firestop Installers shall be currently certified by STI as FIT-Level 1 trained and have successfully completed the Firestop 101 course from Specified Technologies University. This will be validated prior to any FS work beginning. Proof of certification to be provided to the District upon request.
- e. **LABELING**: All new or relocated IDF's, MDF's, all WSO's, patch panels, fiber panels and ports shall be labeled in accordance with TIA recommendations. Consult with District for unique requirements for each site prior to labeling. All labeling to be permanent using applied labels printed in the appropriate size font, in black ink.

f. SPECIFIED MATERIALS AND EQUIPMENT

- i. The tables below show preferred materials compatible with District needs and experience, and at many locations is the existing manufacture platforms being used or integrated with. The District will entertain alternate manufacture solutions however it is required of the bidder to prove in detail that the proposed solution meets or exceeds that which is specified in terms of performance, design, quality, reliability, and scalability. Contractor to adequately demonstrate in their bid how each element stated above is met or exceeded.

g. NEW HORIZONTAL CABLING (CHANNEL SOLUTION)

- i. Unless noted otherwise all horizontal cabling shall be new and a complete channel solution (cable, jacks, faceplates, inserts, patch panels, patch panel blanks, strain relief bars and systems, patch cords (lengths TBD), 10' station cords, etc.). Or equivalent manufacturer.

APPROVED HORIZONTAL CHANNEL COMPONENTS TABLE (or equivalent mfg)

DESCRIPTION	COLOR	MFG.	PART NUMBER
Category 6A - LANmark RDT, CMP, Reel	White	Berk-Tek	11141651
Category 6A, 48-Port Flat 110-Style Panel, 2RU (rear cable mgmt bar included)	Black	Leviton	6A586-U48
Category 6A, 24-Port Flat 110-Style Panel, 1RU (rear cable mgmt bar included)	Black	Leviton	6A586-U24
Category 6A, eXtreme Jack (channel rated)	*	Leviton	6110G-R*6
Category 6A Universal Tool Free Plug - Field Terminated	Silver	Leviton	6APLG-S6A
Blank Insert	*	Leviton	41084-0B*
Category 6A, 3' Patch Cord - Standard Cord, 26 AWG, 100W POE	*	Leviton	6AS10-03*
Category 6A, 5' Patch Cord - Standard Cord, 26 AWG, 100W POE	*	Leviton	6AS10-05*
Category 6A, 7' Patch Cord - Standard Cord, 26 AWG, 100W POE	*	Leviton	6AS10-07*
Category 6A, 10' Patch Cord - Standard Cord, 26 AWG, 100W POE	*	Leviton	6AS10-10*
1-port Faceplate with ID window	White	Leviton	42080-1*S
2-port Faceplate with ID window	White	Leviton	42080-2*S
4-port Faceplate with ID window	White	Leviton	42080-4*S
Horizontal Cable Manager, 2U - Double Sided, Short Fingers	Black	RXL	3110-BK2S
75' Velcro Roll	Black	Leviton	43115-75

** If space permits, all new patch panels will use 48-Port QuickPort Flat Panels regardless of cabling density. Install blanks for all unused ports.

J. Additional Scope Summary Information

- Outages: ALL Services must be maintained during operational hours for each site, All sites will require the scheduling of several outages each due to the renovation, realignment, and re-use of existing conduit infrastructure. Contractor MUST schedule all outages and have District approval in advance. All outages must occur during non-operational hours and service fully restored prior to the site reopening.
- The contractor must fully remove all abandoned cable and hardware that were abandoned, or found to be abandoned as a result of this project.
- TESTING.** Testing will be "channel" test conducted for all cabling systems affected by this project whether new or existing including Cat6A copper UTP. Testing to be in accordance with TIA standards, Manufacture Program recommendations and these specifications. The more stringent applies.

K. DRAWINGS

- a. The IT Contractor is to provide accurate AS BUILT Drawing(s) for this project in ACAD format and PDF, showing updated site layout with buildings, building identifiers, room numbers, detailed pathway and cable routing information, MDF and IDF locations.
- b. The drawings shall be updated to reflect all field changes, in electronic format using ACAD 2016 or later. Provide in native electronic ACAD format on USB or upload to designated location. These As-builts are required to be delivered prior to final inspections.
- c. In the event the parent or base document does not exist for the listed submission requirements, the contractor shall develop the document as an original or new file.

PART 2 – PRODUCTS

1.1 REQUIREMENTS

- A. Use products and part numbers as shown in these specifications.
- B. All products for this project shall be specifically manufactured for the application in which they are used, and the environment in which they are installed. All products shall be new and the current release and model for the item used throughout the project. Used or refurbished products shall not be used on this project. No exceptions.
- C. Contractor shelf stock shall not be used unless previously approved in writing by the Client. Contractor is required to submit a list of all shelf stock products to be used on the project and year of manufacture for each item. Contractor to certify on this document that all each product is new and the current model being manufactured by the manufacturer. The client must sign this list before using shelf stock.
- D. Contractor shall inquire to the source of purchase and require the source of purchase to verify that all products are of current manufacture product line. Contractor retains responsibility to the client for compliance with this requirement on all products.
- E. Client has the right to inspect all contractors shipping/receiving; bill of lading documents to verify new products are used. Contractor will provide original documents to the client upon client's written request within two business days of the request. Documents need not show pricing information, but will show the purchase source, source contact information, purchaser, and date of purchase, item name, part number, and quantity ordered, and quantity shipped.

PART 3 – EXECUTION

3.1. INSTALLATION

- A. The customer expects the highest in quality of installation and workmanship. The resulting deliverables must meet Industry Best Practices. Contractor must ensure their approach, manner, method and resulting installation provides a code and standards compliant, aesthetically pleasing "finished product", including all support and tie in work to existing support utilities, systems and points of connection.
- B. Additional requirements listed throughout the specifications.

3.2. ACCEPTANCE

- A. This project is considered complete by the customer after all work has been completed in accordance with these bid documents, specifications and references, all deliverables have been received and accepted, all inspections have been completed, deficiencies corrected, all deliverables met, and warranties received from the manufacturers.

END OF SECTION

SUMMARY OF WORK

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

- 1.1.1. General Conditions;
- 1.1.2. Special Conditions (if any);
- 1.1.3. Supplemental Conditions (if any);
- 1.1.4. 01 33 00 Submittals (if any)
- 1.1.5. 01 50 00 Temporary Facilities and Controls.

1.2. SUMMARY OF WORK

The Work may consist of the following:

- 1.2.1. Demolition and construction necessary for the **CAT-X Upgrade**, including associated removal and replacement of Existing Cabling Systems, Installation of a new CAT6A SCS. Installation of Fire stop sleeves and other pathways as needed. Re-organizing racks, installation of wire management and developing good order to all racks.
- 1.2.2. Site Logistics Plan (Implementation Strategy) to be submitted by Contractor based upon District's requirements for the project and keeping all locations fully operational during hours of operation.
 - 1.2.2.1. Construction and Employee parking.
 - 1.2.2.2. Material staging and/or delivery areas.
 - 1.2.2.3. Material storage areas
 - 1.2.2.4. Trash removal (from Site)

1.3. CONTRACTS

Perform the Work under a single, fixed price line item contract.

1.4. DEFERRED APPROVAL ITEMS

- 1.4.1. Contractor shall submit all items that deviate from the items specified in the CFCI section of the Specifications 27 00 00. No deferred approval items shall be procured or installed until the Contractor has complied with all the processes in the Contract Documents, including Division 01 Document "01 33 00 Submittals."

1.5. SPECIAL PROJECT REQUIREMENTS

- 1.5.1. Hours of Work: All work will be outside school operating hours and/or during school summer vacation. During school days 3pm to 11 pm is the available work shift. Tuesday is min. day so work can begin at 2 pm
 - i. Holidays or school days of 7:30 am to 4:30 pm or weekends – will need to call out to operations call out number for alarm activation deactivation then rearm the site after completion of work.
 - ii. Contractor shall provide to the District an accurate and updated install schedule one week in advance so that we can communicate this with the principal. This allows time for teacher to remove instructional materials from the classroom wall.
- 1.5.2. Contractor shall coordinate its operations with activities taking place at each campus such as summer school, graduations, and testing. Contractor shall ensure that there are no disruptions to such activities.

1.6. WORK BY OTHERS

- 1.6.1. Any work to be performed outside contractors (beyond this contract) shall be communicated timely and the contractor will have an opportunity to coordinate appropriately.

1.7. CODES, REGULATIONS AND STANDARDS

- 1.7.1. The codes, regulations, and standards listed in the Reference Specification as well as those adopted by the State and federal agencies having jurisdiction shall govern minimum requirements for the Project. Where codes, regulations, and standards conflict with the Contract Documents, these conflicts shall be brought to the immediate attention of the District Project Manager. Where codes, regulations, and/or standards conflict, the more stringent shall apply. Notify the District PM of any conflicts before proceeding.
- 1.7.2. Codes, regulations, and standards are as published effective as of date of bid opening, unless otherwise specified or indicated.

1.8. EXAMINATION OF EXISTING CONDITIONS

- 1.8.1. Contractor shall be held to have examined the Project Sites presented as typical and acquainted itself with the conditions of the Site(s).

- 1.8.2. Prior to commencement of Work, Contractor shall survey the selected classrooms and related spaces to observe anomalies in the installation environment and adjust the work plan accordingly. Coordinate changes with the District PM. Contractor to annotate any existing damage and defects such as cracks, sags, broken, missing or damaged items, other building elements and Site improvements, and other damage. Contractor shall digitally document existing conditions and provide copy to District PM prior to commencement of any work.

1.9. CONTRACTOR'S USE OF PREMISES

- 1.9.1. Contractor shall take all reasonable precautions for the safety of its employees, the students and the school employees throughout the duration of the Project.
- 1.9.2. 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.
- 1.9.3. 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, at no expense to District.
- 1.9.4. Contractor shall not interfere with others use of or access to occupied portions of the building(s) or adjacent property.
- 1.9.5. Contractor shall maintain corridors, stairs, halls, and other exit-ways of building clear and free of debris and obstructions at all times.
- 1.9.6. No one other than those directly involved in the demolition and construction/Installation or specifically designated by the District or the District PM shall be permitted in the areas of Work during demolition and construction/Installation activities. During all after hour work shifts the Contractor is responsible for the security of the site and all its contents.

1.10. PROTECTION OF EXISTING STRUCTURES AND UTILITIES

- 1.10.1. Contractor to take all reasonable measures to protect the site and all work areas from damage. Should damage occur to site and work areas due to actions or lack of actions by the contractor, the costs of repair shall be at the Contractor's expense and made to the District's satisfaction.

1.11. UTILITY SHUTDOWNS AND INTERRUPTIONS

- 1.11.1. Contractor shall give the District a minimum of three (3) business days written notice, on District Utilities Shut Down Request in writing, in advance of any need to shut off existing utility services or to effect equipment interruptions. District will set exact time and duration for shutdown, and if necessary will assist

Contractor with shutdown. Work required to re-establish utility services shall be performed by the Contractor.

- 1.11.2. 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.

1.12. STRUCTURAL INTEGRITY

- 1.12.1. Contractor shall be responsible for and supervise each operation and work that could affect structural integrity of various building elements, both permanent and temporary.

END OF DOCUMENT

DOCUMENT 01 20 00

PRICE AND PAYMENT PROCEDURES

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

- 1.1.1. General Conditions;
- 1.1.2. Special Conditions (if any);
- 1.1.3. Supplemental Conditions (if any).
- 1.1.4. 01 32 16 Construction Schedule – Network Analysis

1.2. DESCRIPTION

- 1.2.1. This Document contains procedures to be followed by the Contractor to request payment.
- 1.2.2. **IF THERE IS ANY INCONSISTENCY IN THIS DOCUMENT WITH THE PROVISIONS IN THE GENERAL CONDITIONS AND THE SPECIAL CONDITIONS THAT THE CONTRACTOR SHALL COMPLY WITH RELATED TO CHANGES AND/OR REQUESTS FOR CHANGES (e.g., “PAYMENTS,” “SCHEDULE OF VALUES”), THOSE PROVISIONS IN THE GENERAL CONDITIONS AND THE SPECIAL CONDITIONS SHALL TAKE PRECEDENCE.**

1.3. SECTION INCLUDES

- 1.3.1. Schedule of Values.
- 1.3.2. Application for Payment.

1.4. SCHEDULE OF VALUES

- 1.4.1. Provide a breakdown of the Contract Price with enough detail to facilitate continued evaluation of Applications for Payment and Progress Reports. Project may require use of one or more Applications for Payment (i.e. pending funding source or type of project). Payment Applications shall have an attached schedule of values by classroom and detailed to the item level.
- 1.4.2. Must separate and show ERATE eligible and non-eligible items.
- 1.4.3. Contractor must update and resubmit the Schedule of Values before the next Invoice or Application for Payment when approved Change Orders or Change Order Requests result in a change in the Contract Price.

- 1.4.4. Coordination: Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule. Comply with the provisions in the General Conditions regarding the Schedule of Values.
 - 1.4.4.1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including the following:
 - 1.4.4.1.1. Application for Payment forms.
 - 1.4.4.1.2. Submittal Schedule.
 - 1.4.4.1.3. Contractor's Construction Schedule.
 - 1.4.4.2. Submit the Schedule of Values to District as indicated in the Contract Documents and, if an updated Schedule of Values is needed, then no later than ten (10) calendar days before the date scheduled for submittal of the next Application(s) for Payment. Schedule of Values to be submitted for each Project as defined by the District (i.e. Projects may be separated based on funding source).
 - 1.4.4.3. Sub-schedules: Where the Work is separated into phases requiring separately phased payments, provide sub-schedules showing values correlated with each phase of payment.
- 1.4.5. Format and Content: Use the Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Section.
 - 1.4.5.1. Identification: Include the following Project identification on the Schedule of Values:
 - 1.4.5.1.1. Project name and location.
 - 1.4.5.1.2. Name of District's Representative.
 - 1.4.5.1.3. District's contract number (_____).
 - 1.4.5.1.4. District's name and address.
 - 1.4.5.1.5. Date of submittal.
 - 1.4.5.2. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:
 - 1.4.5.2.1. Related Specification document, section or division.
 - 1.4.5.2.2. Description of the Work.
 - 1.4.5.2.3. Name of subcontractor.

- 1.4.5.2.4. Name of manufacturer or fabricator.
- 1.4.5.2.5. Name of supplier.
- 1.4.5.2.6. Change Orders (numbers) that affect value.
- 1.4.5.2.7. Dollar value.
- 1.4.5.2.7.1. Percentage of the Contract Price to nearest one-hundredth percent, adjusted to total 100 percent.

- 1.4.5.3. Provide a breakdown of the Contract Price in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Provide several line items for principal subcontract amounts, where appropriate. Include separate line items under required principal subcontracts for operation and maintenance manuals, punch list activities, Project Record Documents, and demonstration and training.
- 1.4.5.4. Round amounts to nearest whole dollar; total shall equal the Contract Price.
- 1.4.5.5. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
- 1.4.5.6. Provide separate line items in the Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
- 1.4.5.7. Allowances (if any): Provide a separate line item in the Schedule of Values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
- 1.4.5.8. Each item in the Schedule of Values and Applications for Payments shall be complete. Include total cost and proportionate share of general overhead and profit for each item.

- 1.4.6. Schedule Updating: Update and resubmit the Schedule of Values before the next Application for Payment if there is a change in the Contract Price.

1.5. APPLICATIONS FOR PAYMENT

- 1.5.1. **Content and Format:** Contractor shall use Schedule of Values for listing items in its Application for Payment.
- 1.5.2. Each Application for Payment shall be consistent with previous applications and payments as approved and paid for by District.

END OF DOCUMENT

DOCUMENT 01 21 00

ALLOWANCES

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISION

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

- 1.1.1. General Conditions including without limitation, Contract Terms and Definitions;
- 1.1.2. Special Conditions (if any);
- 1.1.3. Supplemental Conditions (if any).
- 1.1.4. Agreement;
- 1.1.5. Bid Form; and

1.2. SUMMARY

- 1.2.1. **THE SPECIFIC ALLOWANCES FOR THIS PROJECT ARE AS LISTED IN THE AGREEMENT.**
- 1.2.2. This Document includes administrative and procedural requirements governing Allowances.
- 1.2.3. Certain items are specified in the Contract Documents by Allowances. Allowances have been established in lieu of additional requirements and to defer selection of actual materials, equipment, and labor to a later date when additional information is available for evaluation. If necessary, additional requirements may be issued by Change Order or similar document.
- 1.2.4. At the completion of the contract, any remaining balance of the allocation will be returned to the owner via a deductive change order.

1.3. SELECTION AND PURCHASE

- 1.3.1. At the earliest practical date after award of the Contract, Contractor shall advise District of the date when final selection and purchase of each product or system described by an Allowance must be completed to avoid delaying the Work.
- 1.3.2. At District's request, obtain proposals for each Allowance for use in making final selections. Include recommendations that are relevant to performing the Work.
- 1.3.3. Purchase products and systems selected by District from the designated supplier.

1.4. SUBMITTALS

- 1.4.1. Submit proposals for purchase of products or systems included in Allowances, in the form specified for Change Order Requests.
- 1.4.2. Submit invoices or delivery slips to show actual quantities of materials delivered to the Site for use in fulfillment of each Allowance.
- 1.4.3. Coordinate and process submittals for Allowance items in same manner as for other portions of the Work.

1.5. COORDINATION

Coordinate Allowance items with other portions of the Work. Furnish templates as required to coordinate installation.

1.6. PAYMENT FOR ALLOWANCES

- 1.6.1. Allowance shall include all-inclusive cost to Contractor of specific products and materials under Allowance and Contractor may bill its time, materials, and other items in the identical structure as a Change Order Request.

2. EXECUTION

2.1. EXAMINATION

Examine products covered by an Allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

2.2. PREPARATION

Coordinate materials and their installation for each Allowance with related materials and installations to ensure that each Allowance item is completely integrated and interfaced with related work.

END OF DOCUMENT

DOCUMENT 01 26 00

CONTRACT MODIFICATION PROCEDURES

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

- 1.1.1. General Conditions;
- 1.1.2. Special Conditions (if any);
- 1.1.3. Supplemental Conditions (if any);
- 1.1.4. 01 21 00 Allowances;
- 1.1.5. 01 25 10 Product Options and Substitutions; and
- 1.1.6. 01 31 00 Coordination and Project Meetings
- 1.1.7. 01 32 16 Construction Schedule – Network Analysis

1.2. DESCRIPTION

- 1.2.1. This Document contains procedures to be followed by the Contractor to request changes in the Contract Time and/or the Contract Price.
- 1.2.2. **IF THERE IS ANY INCONSISTENCY IN THIS DOCUMENT WITH THE PROVISIONS IN THE GENERAL CONDITIONS AND THE SPECIAL CONDITIONS THAT THE CONTRACTOR SHALL COMPLY WITH RELATED TO CHANGES AND/OR REQUESTS FOR CHANGES (e.g., “Change in the Work”), THOSE PROVISIONS IN THE GENERAL CONDITIONS AND THE SPECIAL CONDITIONS SHALL TAKE PRECEDENCE.**

1.3. SUMMARY

This Document specifies administrative and procedural requirements for handling and processing Contract modifications.

1.4. CONSTRUCTION DIRECTIVE

The District may as provided by law, by Construction Directive and without invalidating the Contract, order changes in the Work consisting of additions, deletions, or other revisions.

1.5. REQUEST FOR PROPOSAL (RFP)

Request for Proposal (RFP) shall be submitted via electronic-mail or other method of written notification. Do not consider Request for Proposals to be instructions either to stop work in progress or to execute the

proposed change.

- 1.5.1. Within time specified in Request for Proposals, after receipt of Request for Proposals, submit a quotation estimating cost adjustments to the Contract Price and the Contract Time necessary to execute the change.
 - 1.5.1.1. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - 1.5.1.2. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - 1.5.1.3. Include costs of labor and supervision directly attributable to the change.
 - 1.5.1.4. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

1.6. CHANGE ORDER REQUESTS (COR)

Contractor may propose changes by submitting a request for a change on District's Change Order Request form (COR) to District.

- 1.6.1. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- 1.6.2. Comply with Contract Document requirements if the proposed change requires substitution of one product or system for product or system specified.

END OF DOCUMENT

DOCUMENT 01 26 10

REQUESTS FOR INFORMATION

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

- 1.1.1. General Conditions;
- 1.1.2. Special Conditions (if any);
- 1.1.3. Supplemental Conditions (if any);
- 1.1.4. Documentation Requirements;
- 1.1.5. Electronic Data Transfer;
- 1.1.6. 01 33 00 Submittals;
- 1.1.7. 01 77 00 Contract Closeout and Final Cleaning;
- 1.1.8. 01 78 23 Operation and Maintenance Data;
- 1.1.9. 01 78 36 Warranties; and
- 1.1.10. 01 78 39 Record Documents;

1.2. DESCRIPTION

This Document contains procedures to be followed by the Contractor to request Architect provide additional information necessary to clarify or amplify an item in the Contract Documents that Contractor thinks is not clearly shown or called for in the Drawings or Specifications or other portions of the Contract Documents, or to address issues that have arisen under field conditions.

1.3. PROCEDURES

- 1.3.1. Notification by Contractor:
 - 1.3.1.1. All Contractors, Project Managers, Architects and its Disciplines, and Inspectors are required to use the District provided Project Management Information System (PMIS) Application to communicate and transmit all Project related documents such as, but not limited to: RFIs, Submittals, Change Order Requests, Construction Directives, Daily Reports, Inspection Requests, Drawings, Change Orders, and other Construction related documents including final record documents and/or drawings.

- 1.3.1.2. Submit all requirements for clarification or additional information, whether originated by the Contractor, a Subcontractor, or supplier at any tier, in writing to District as required by the Contract Documents.
- 1.3.1.3. Number RFIs sequentially. Follow RFI number with sequential numeric suffix as necessary for each resubmission. For example, the first RFI would be "0001." The second RFI would be "0002."
- 1.3.1.4. All RFIs shall reference all applicable Contract Document(s), including Specification section(s), detail(s), page number(s), drawing number(s), and sheet number(s), etc. Contractor shall make suggestions and interpretations of the issue raised by each RFI. An RFI cannot modify the Contract Price, Contract Time, or the Contract Documents.
- 1.3.1.5. Limit each RFI to one subject.
- 1.3.1.6. Submit a RFI if one of the following conditions occurs:
 - 1.3.1.6.1. Contractor discovers an unforeseen condition or circumstance that is not described in the Contract Documents.
 - 1.3.1.6.2. Contractor discovers an apparent conflict or discrepancy between portions of the Contract Documents that appears to be inconsistent or is not reasonably inferred from the intent of the Contract Documents.
- 1.3.2. Contractor shall not:
 - 1.3.2.1. Submit an RFI as a request for substitution.
 - 1.3.2.2. Submit an RFI as a submittal.
 - 1.3.2.3. Submit an RFI without first having thoroughly reviewed the Contract Documents.
 - 1.3.2.4. Submit an RFI in a manner that suggests that specific portions of the Contract Documents are assumed to be excluded or by taking an isolated portion of the Contract Documents in part rather than whole.
 - 1.3.2.5. Submit an RFI in an untimely manner without proper coordination and scheduling of Work related trades.
 - 1.3.2.6. If Contractor submits an RFI contrary to the above, Contractor shall pay the cost of any review, which cost shall be deducted from the Contract Price.
- 1.3.3. Contractor shall be liable to the District for all costs incurred by the District associated with the processing, reviewing, evaluating and responding to any RFI, including without limitation, fees of the Architect and any other design consultant to the Architect or the District, that District reasonably determines:

- 1.3.3.1. Does not reflect adequate or competent supervision or coordination by the Contractor or any Subcontractor; or
- 1.3.3.2. Does not reflect the Contractor's adequate or competent knowledge of the requirements of the Work or the Contract Documents;
- 1.3.3.3. Requests an interpretation or decision of a matter where the information sought is equally available to the Contractor; or
- 1.3.3.4. Is not justified for any other reason.

1.4. RESPONSE TIME

- 1.4.1. Architect shall review RFIs and issue a response and instructions to Contractor within seven (7) calendar days from the date the RFI is received and dated by the District.
- 1.4.2. Responses from the District will not change any requirement of the Contract unless so noted by the District in the response to the RFI. Should the Contractor contend that a response to an RFI causes a change to the Contract that requires a Change Order, the Contractor shall, before proceeding, give written notice to the District within three (3) business days, indicating that the Contractor considers the District's response to the RFI to be a Change Order, as required by the Contract Documents.
- 1.4.3. Should Contractor direct its Subcontractors to proceed with the Work affected before receipt of a response from Architect, any portion of the Work which is not done in accordance with the Architect's ultimate interpretations, clarifications, instructions, or decisions is subject to removal or replacement at Contractor's sole expense and responsibility.

END OF DOCUMENT

DOCUMENT 01 31 00

COORDINATION AND PROJECT MEETINGS

1. GENERAL

1.1. RELATED DOCUMENTS AND PROVISIONS:

Contractor shall review all Contract Documents for applicable provisions related to the provisions in this document, including without limitation:

- 1.1.1. General Conditions;
- 1.1.2. Special Conditions (if any);
- 1.1.3. Supplemental Conditions (if any);
- 1.1.4. Technical Specifications.
- 1.1.5. 01 32 16 District Project Schedule – Network Analysis
- 1.1.6. 01 33 00 Submittals

1.2. SECTION INCLUDES

- 1.2.1. Coordination Responsibilities of the Contractor.
- 1.2.2. Field Engineering Responsibilities of the Contractor.
- 1.2.3. PreDistrict Project Conference.
- 1.2.4. Progress Meetings.
- 1.2.5. Pre-Installation Conferences.
- 1.2.6. Post District Project Dedication.

1.3. COORDINATION RESPONSIBILITIES OF THE CONTRACTOR

- 1.3.1. Coordinate scheduling, submittals, and Work of the Specifications to assure efficient and orderly sequence of installation of interdependent District Project elements, with provisions for accommodating items installed later.
- 1.3.2. Prior to commencement of a particular type or kind of Work examine relevant information, contract documents, and subsequent data issued to the Project.
- 1.3.3. Verify that utility requirement characteristics of operating equipment are compatible with building utilities. Coordinate Work of various sections having interdependent responsibilities for installing, connecting to, and placing in service such equipment.

- 1.3.4. Closing up of holes, backfilling, and other covering up operations shall not proceed until all enclosed or covered Work and inspections have been completed. Verify before proceeding.
- 1.3.5. Coordinate space requirements and installation of mechanical and electrical Work which are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit as closely as practicable; place runs parallel with line of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- 1.3.6. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the District Project. Coordinate locations of fixtures and outlets with finish elements.
- 1.3.7. In locations where several elements of mechanical and electrical Work must be sequenced and positioned with precision in order to fit into available space, prepare coordination drawings showing the actual conditions required for the installation. Prepare coordination drawings prior to purchasing, fabricating, or installing any of the elements required to be coordinated.
- 1.3.8. Closing up of walls, partitions or furred spaces, backfilling, and other covering up operations shall not proceed until all enclosed or covered Work and inspections have been completed. Verify before proceeding.
- 1.3.9. Coordinate completion and cleanup of Work of separate sections in preparation for completion and for portions of Work designated for District's occupancy.
- 1.3.10. After District occupancy of Project, coordinate access to Site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of District's activities.
- 1.3.11. Coordinate all utility company Work in accordance with the Contract Documents.
- 1.3.12. Key Personnel Names: Within fifteen (15) calendar days prior to starting District Project operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home and office telephone numbers. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project. Post copies of list in Project meeting room, in temporary field office, and by each temporary telephone. Keep list current at all times.

1.4. FIELD ENGINEERING RESPONSIBILITIES OF THE CONTRACTOR

- 1.4.1. Field engineering by the contractor shall include all things necessary to properly install the Projector, white boards and complete AV Systems.

1.5. PREDISTRICT PROJECT CONFERENCE

- 1.5.1. District PM will schedule a conference immediately after, and in no case more than fifteen (15) calendar days after, receipt of fully executed Contract Documents prior to Project mobilization.
- 1.5.2. Mandatory Attendance: District Project Manager, Project Engineer, Project Inspector, Contractor, Contractor's Project Manager, and Contractor's Job/Project Superintendent.
- 1.5.3. District Project Manager shall preside at conference and prepare and record minutes and distribute copies.
- 1.5.4. Agenda:
 - 1.5.4.1. Execution of Owner-Contractor Agreement.
 - 1.5.4.2. Issue Notice to Proceed.
 - 1.5.4.3. Submission of executed bonds and insurance certificates.
 - 1.5.4.4. Distribution of Contract Documents.
 - 1.5.4.5. Submission of list of Subcontractors, list of Products, Schedule of Values, and Progress Schedule.
 - 1.5.4.6. Designation of responsible personnel representing the parties.
 - 1.5.4.7. Procedures for processing Change Orders.
 - 1.5.4.8. Procedures for Request for Information.
 - 1.5.4.9. Procedures for testing and inspecting.
 - 1.5.4.10. Procedures for processing applications for payment.
 - 1.5.4.11. Procedures for Project closeout.
 - 1.5.4.12. Use of Premises.
 - 1.5.4.13. Work restrictions.
 - 1.5.4.14. District's occupancy requirements or options.
 - 1.5.4.15. Responsibility for temporary facilities and controls.
 - 1.5.4.16. District Project waste management and recycling.
 - 1.5.4.17. Parking availability.
 - 1.5.4.18. Office, work and storage areas.

1.5.4.19. Equipment deliveries and priority.

1.5.4.20. Security.

1.5.4.21. Progress cleaning.

1.5.4.22. Review required submittals.

1.6. PROGRESS MEETINGS

- 1.6.1. District Project Manager shall schedule and administer meetings throughout progress of the Work at a minimum of every week.
- 1.6.2. District Project Manager or Project Engineer will make arrangements for meetings, prepare agenda, and preside at meetings as well as record minutes and distribute copies.
- 1.6.3. Attendance Required: Job Superintendent Project Manager, District Project Manager, Project Engineer, Project Inspector, Subcontractors, and suppliers as appropriate to agenda topics for each meeting.
- 1.6.4. District has authority to schedule mandatory meetings other than those listed, as necessary.

1.7. PRE-INSTALLATION CONFERENCES

- 1.7.1. When required in individual specification section, District Project Manager and/or Contractor shall convene a pre-installation conference prior to commencing Work of the section. Refer to individual specification section for timing requirements of conference.
- 1.7.2. Contractor shall require its Subcontractors and suppliers directly affecting, or affected by, Work of the specific section to attend.
- 1.7.3. Notify the District Project Manager, Project Engineer, Project Inspector, and Architect of Record a minimum of five (5) business days in advance of meeting date.
- 1.7.4. A pre-installation conference may coincide with a regularly scheduled progress meeting.
- 1.7.5. District Project Manager shall prepare agenda, preside at conference, record minutes, and distribute copies within three (3) calendar days after conference to participants.
- 1.7.6. The purpose of the meeting will be to review Contract Documents, conditions of installation, preparation and installation procedures, and coordination with related Work and manufacturer's recommendations.
- 1.7.7. Pre-installation Schedule: As a minimum, Work being installed under the Contract Documents technical sections will require pre-installation conferences. Contractor shall review the technical specifications and add all additional requirements for pre-installation meetings contained in those sections.

1.8. POST DISTRICT PROJECT DEDICATION

- 1.8.1. Attendance Required: Project Superintendent, Contractor, Project Manager, major Subcontractors, District Project Manager, Project Engineer, Project Inspector, and Architect of Record.
- 1.8.2. Preparation prior to Dedication: Contractor and appropriate Subcontractors and suppliers shall:
 - 1.8.2.1. Assist District in operation of mechanical devices and systems.
 - 1.8.2.2. Verify operation and adjust controls for communication systems.
 - 1.8.2.3. Assist District in operation of lighting systems.

END OF DOCUMENT

ITS SECTION 27 00 00**PROJECT SUMMARY // OVERVIEW // DELIVERABLES****PART 1 – GENERAL INFORMATION**

- A. **Design Intent-** These BID Documents show "Design Intent" Only. The Contractor shall ensure their bid complies with the intent of these documents AND is complete in all aspects resulting in a complete TIA Standards based and CODE compliant project. Special attention to workmanship, fire stopping and aesthetics of the currently deficient termination and cabling is required to bring about a neat, orderly and well administered environment.
- B. **Information Conflict-** Any information contained herein that is in conflict with the District Terms and Conditions shall immediately be brought to the attention of the District for resolve **prior to bid**. Failure to do so shall result in the contractor/bidder assuming all liability and costs to meet the Districts requirement. The District will determine the actual requirement and advise the bidders and contractors accordingly. **This document does have requirements that are in addition to the District requirements and are therefore considered to be "supplemental"**.
- C. **Supplemental Bidder Requirements-** This is in addition to Bidder Requirements found elsewhere in the Bid Documents. Installer Certification requirements and qualifications are in force. Contractor personnel must be Certified in order to work on the cabling portion of the project. The paramount scope of work for this project falls under the CSLB C-7 Classification. Therefore the prime contractor shall be a C-7 licensed contractor is good standing.
- D. **Job Walk and Existing Conditions-** Fully investigating the existing conditions of each site **prior** to bid is the bidders responsibility, and again prior to ordering material and equipment. Contractor to make preparations for all necessary discovery to be done at the Job Walk, and if necessary follow on visits to be scheduled through the District representative. Ability to do follow on visits is not guaranteed. We HIGHLY recommend contractors staff the job walks sufficiently, and attend all days and times of the planned Job Walks and Site Visits. Participation in all Job Walks is mandatory unless stated otherwise by the District Documents for this project.
- a. **RFI's-** All questions must be submitted in writing in RFI format with sequential control numbers. Any questions and answers provided at the Job Walk **MUST** be submitted in writing and written response issued by the District. Only written RFI Responses approved by the District are valid and enforceable.
- E. **Bid Completeness-** Contractor to include any and all fees in their bid, including permits, license fees, taxes, shipping, special fees, handling charges etc. Contractor is responsible for checking with the local, county, and state authorities having jurisdiction for additional requirements. All requirements and costs are to be included in the bid. Costs occurring post bid will be born solely by the contractor.
- F. **ERATE ELIGIBLE VERSUS INELIGIBLE COSTS-** Contractor is required to separate eligible versus ineligible costs to the District at time of bid on detailed schedule of values forms submitted by the contractor, and also on the appropriate Bid Form provided in the package. The Detailed schedule of values shall be prepared by Site and IDF/MDF location and shall also include a summary page. Show all fees and charges including permits, taxes, etc.
- G. **Work Schedule-** All work will be after school operating hours and/or during school summer vacation. See District documents for additional guidance. No work or contractor personnel will be permitted onsite during school operating hours or during school events, except in the case of the

morning following all cutovers. The Contractor will be required to have technical staff onsite ready, able and equipped to resolve any service issues.

- H. **Storage-** Unless onsite storage is approved in advance the contractor is required to bring and remove all tools, material and equipment for each shift.
- I. **Material and Equipment Validation-** In all cases the Contractor must validate that all material and equipment procured or used on the project is NEW, as specified, and authentic to the specified manufacture. The contractor shall being held liable for all costs associated to changes after the material has been ordered including labor if installed.
- J. **Material and Equipment Ordering-** Industry has reported the potential for longer than normal lead times on the products specified in this project. Contractor is to contact each provider/distributor and notify the District of any potential issues with ensuring materials are received in time for the project to meet its start and completion dates. Verification of timely product availability is required prior to ordering to allow the District the opportunity to change items that are known to be available. Contractor's pre-order processes must occur in the beginning of the project (for all sites) including verification of lengths and quantities to facilitate ordering at the earliest possible time in the project.
- K. **As-Built Drawings:** Contractor will provide ACAD drawings that must be accurately updated for each site, and provided back to the District as a close out deliverable, along with specified test results. Drawings shall be in ACAD 2012/2014 or later. The District does not have CAD drawings for contractor to use as a baseline, all drawings must be developed from information attained by the contractor.

L. PROJECT SUBMITTALS (With Bid and Post Award as Listed Below)

a. SUBMITTALS

- i. **Post Bid:** Within 10 working days of "Notice of Award", the contractor is to provide for client review and approval;
 - 1. (1) Electronic set in PDF format of detailed material cut sheets for each item. The cut sheets shall be of required material and not of any substitutions unless previously approved in writing by the District.
- ii. **Prior to Installation** (Barrier Management):
 - 1. Contractor to submit proper UL System Sheets for all barrier penetrations for District review and approval prior to installation.

b. SHOP DRAWINGS

- 1. Other than UL System Sheets shop drawings are not required for this project.

c. PLAN AND APPROACH DOCUMENTATION

i. **To be included with the vendors Bid:**

- 1. Detailed work experience statement of the project manager for the contractor. Document must demonstrate why this person is the best for this project based on knowledge and experience.

2. Detailed work experience statement of the project work lead for the contractor. Document must demonstrate why this person is the best for this project based on knowledge and experience.
 3. Provide training certificates for the required FIT-1 Training for the person or persons who will be performing the pathway firestopping
 4. Provide training certificates for all employees engaged in horizontal cabling from the cabling manufacture.
 5. Detailed Project Strategy (MS Word)
 - a. Showing how the contractor plans to accomplish the scope of the project in the specified time following the opportunities and constraints listed in the bid documents. Describe resources and staffing that will be applied as well the implementation plan.
 6. Organization Breakdown Structure/Chart for key personnel assigned to the project.
 7. Detailed, Work Breakdown Structure (WBS) with Timeline (Microsoft Project/PDF) showing timelines and WBS for each site.
 8. Project/PDF) showing timelines and WBS for each site.
- d. The above listed documents must be reviewed and accepted by the District. Vendor must be willing to make changes to meet District needs and circumstances at the time of construction without additional costs to the District.

M. PROJECT SCOPE SUMMARY

- A. This project includes demolition and re-cabling of select data cabling to two elementary school sites. El Morro Elementary School and Top of the World Elementary School.
- B. Scope is to remove and replace the existing CATx Data Network cables as described below. Protect in place all camera cabling and other cabling active and not being replaced. Clean all MDF/IDF's and organize all cabling and hardware in each MDF/IDF, new and existing. Remove any and all ty-wraps and replace with Velcro cable wraps.
- C. All inter-building underground cabling shall be OSP rated.
- D. Contractor to install patch cord management systems to each rack location. All patch cords shall route through the new management system(s).
- E. Contractor to provide new performance matching patch cords from the same manufacture of the horizontal cabling as part of the channel solution. Ensure length of patch cord is conducive to the organizational needs of the MDF/IDF.
 - a. On all ports with existing cables that remain in place the Contractor to replace any patch cords that are longer or shorter than necessary for the location and use the newly installed wire management system..
 - b. DO NOT wrap or fold excess patch cord in wire management system.
- F. Provide all required pathway into each IDF/MDF and to each WSO. **No exposed cabling.** Do not exceed max fill ratios in conduits that require fire stopping. Use existing pathways only if they are code compliant. Advise the District for additional sleeves and locations needed to be fire-stopped. The District will determine the course of action to be taken. All exposed cabling will be in approved wiremold plastic raceway and all above ceiling cabling can be on approved J-hook cable hangers at intervals not to exceed 4' feet. All termination boxes at each WSO

shall be matching wiremold deep device boxes. All cuts in the WSO box for the surface raceway shall be covered with a drop ceiling connector to hide the cut in. Use radius couplers at all locations. Anchor all raceway every 12" inches to the wall using approved metal anchors and screws. All raceway will follow nearby edges or corners and not down a center or middle wall location,

Site Name	MDF	IDF's	Work Categories
El Morro ES	1	7	New Channel Solution using CAT6A platform with associated pathway. Portables at this site are not in scope. Wire Management. Organizing and Cleaning.
Top of the World ES	1	6	New Channel Solution using CAT6A platform with associated pathway. (3) County Portables at this site are not in scope. Library is not in scope. Wire Management. Organizing and Cleaning is in scope..

NOTE: Contractor to verify all IDF Counts prior to bid and reconcile with the table above. Any anomalies contact the District via RFI for direction.

- G. Prior to the start of any work in all IDF's and MDF;s the contractor is to map in writing each switch port to the corresponding patch panel port. Contractor to cutover all services using their original switch port assignment, to new cabling platform ensuring each service/port is live and fully operational. Troubleshoot and correct all deficiencies. All cutovers must be accepted by the District.

H. El Morrow

- a. Site Map and Misc MDZ/IDF Photos for this site.
https://drive.google.com/drive/folders/1EWRyh4ShwpmBJv8WQ0U_iz-DM26xH8hk?usp=sharing
- b. There is a total of 45 WAP's (Wireless Access Points) at this site. WSO to be next to WAP in a discreet location. Above the ceiling where appropriate. While 31 WAP's are in classrooms the remainder are in the Admin area, Library, MPR, and other areas of the campus. Consult with the District PM for additional location information if needed.
- c. This site has 31 classrooms. Each classroom receives (7) CAT6A cables in various WSO's/locations from the serving MDF/IDF.
 - i. Each Classroom
 1. (1) Cat6A is for the CR Clock
 2. (1) Cat6A is for the AV Projector (Wall WSO). Next to projector location.
 3. (4) Cat6A is for the Teacher WSO (3 for teacher and 1 for student)
 4. (1) Cat6A is for the for the WAP
 - ii. Library
 1. (1) WSO with 2 CAT6A

- iii. Kitchen
 - 1. (1) WSO with 2 CAT6A
- iv. Admin Office Area
 - 1. (7) Workstations/desks/offices. Each shall receive (2) Cat6A in their own dedicated faceplate
- v. Janitors Office (In MDF with Phone and Data)
 - 1. Replace existing phone/data with new Cat6A.
- d. This project also includes the requirements shown below;

I. Top Of The World ES

- a. Site Map and Misc MDZ/IDF Photos for this site.
https://drive.google.com/drive/folders/1GbeRap5wSoyHJ8vzh5nTIKuURJHvBa7Y?usp=share_link
- b. There is a total of 44 WAP's (Wireless Access Points) at this site. WSO to be next to WAP in a discreet location. Above the ceiling where appropriate. While 31 WAP's are in classrooms the remainder are in the Admin area, Library, MPR, and other areas of the campus. Consult with the District PM for additional location information if needed.
- c. This site has 31 classrooms. Each classroom receives (7) CAT6A cables in various WSO's/locations from the serving MDF/IDF.
 - i. Each Classroom
 - 1. (1) Cat6A is for the CR Clock
 - 2. (1) Cat6A is for the AV Projector (Wall WSO). Next to projector location.
 - 3. (4) Cat6A is for the Teacher WSO (3 for teacher and 1 for student)
 - 4. (1) Cat6A is for the for the WAP
 - ii. Library
 - 1. (1) WSO with 2 CAT6A
 - iii. Kitchen
 - 1. (1) WSO with 2 CAT6A
 - iv. Admin Office Area
 - 1. (6) Workstations/desks/offices. Each shall receive (2) Cat6A in their own dedicated faceplate
 - v. Janitors Office
 - 1. Replace existing phone/data with new Cat6A. **Requires OSP rated cable.**

d. This project also includes the requirements shown below;

i. **BARRIER MANAGEMENT:**

- i. Throughout all cable runs the contractor is to inspect all barrier and wall "through" penetrations and determine if the penetration is code compliant and in good effective condition. All walls that are floor to roof and wall to wall shall be considered a fire/smoke barrier requiring the appropriate firestop (FS) solution. Basis for existing FS analysis will be the appropriate STI System Sheet(s) for the type of penetration. Repair or replace all locations not meeting these requirements and those found in Section 27 11 16 attached. STI Link is: [Firestop System Search & Submittals \(stifireshop.com\)](https://stifireshop.com). Contact STI engineering support as needed. DO NOT mix different compounds or manufactures. When an existing system manufacture cannot be determined replace the entire system.
- ii. DO NOT mix manufacture products. All products to be from STI. Update all affected labeling. Provide labeling where missing and on both sides of penetration.
- iii. All new through penetrations shall be sleeved with approved STI sleeve. Fill ratios to comply with manufacturer, TIA, STI and UL System requirements. In the event of differences the lowest % fill ratio shall be followed.
- iv. Destructive testing procedures may be used by the District Inspector to verify proper installation,
- v. All Firestop Installers shall be currently certified by STI as FIT-Level 1 trained and have successfully completed the Firestop 101 course from Specified Technologies University. This will be validated prior to any FS work beginning. Proof of certification to be provided to the District upon request.

e. **LABELING**: All new or relocated IDF's, MDF's, all WSO's, patch panels, fiber panels and ports shall be labeled in accordance with TIA recommendations. Consult with District for unique requirements for each site prior to labeling. All labeling to be permanent using applied labels printed in the appropriate size font, in black ink.

f. **SPECIFIED MATERIALS AND EQUIPMENT**

- i. The tables below show preferred materials compatible with District needs and experience, and at many locations is the existing manufacture platforms being used or integrated with. The District will entertain alternate manufacture solutions however it is required of the bidder to prove in detail that the proposed solution meets or exceeds that which is specified in terms of performance, design, quality, reliability, and scalability. Contractor to adequately demonstrate in their bid how each element stated above is met or exceeded.

g. NEW HORIZONTAL CABLING (CHANNEL SOLUTION)

- i. Unless noted otherwise all horizontal cabling shall be new and a complete channel solution (cable, jacks, faceplates, inserts, patch panels, patch panel blanks, strain relief bars and systems, patch cords (lengths TBD), 10' station cords, etc.). OR equivalent.

APPROVED HORIZONTAL CHANNEL COMPONENTS TABLE (OR EQUIVALENT)

DESCRIPTION	COLOR	MFG.	PART NUMBER
Category 6A - LANmark RDT, CMP, Reel	White	Berk-Tek	11141651
Category 6A, 48-Port Flat 110-Style Panel, 2RU (rear cable mgmt bar included)	Black	Leviton	6A586-U48
Category 6A, 24-Port Flat 110-Style Panel, 1RU (rear cable mgmt bar included)	Black	Leviton	6A586-U24
Category 6A, eXtreme Jack (channel rated)	*	Leviton	6110G-R*6
Category 6A Universal Tool Free Plug - Field Terminated	Silver	Leviton	6APLG-S6A
Blank Insert	*	Leviton	41084-0B*
Category 6A, 3' Patch Cord - Standard Cord, 26 AWG, 100W POE	*	Leviton	6AS10-03*
Category 6A, 5' Patch Cord - Standard Cord, 26 AWG, 100W POE	*	Leviton	6AS10-05*
Category 6A, 7' Patch Cord - Standard Cord, 26 AWG, 100W POE	*	Leviton	6AS10-07*
Category 6A, 10' Patch Cord - Standard Cord, 26 AWG, 100W POE	*	Leviton	6AS10-10*
1-port Faceplate with ID window	White	Leviton	42080-1*S
2-port Faceplate with ID window	White	Leviton	42080-2*S
4-port Faceplate with ID window	White	Leviton	42080-4*S
Horizontal Cable Manager, 2U - Double Sided, Short Fingers	Black	RXL	3110-BK2S
75' Velcro Roll	Black	Leviton	43115-75

** If space permits, all new patch panels will use 48-Port QuickPort Flat Panels regardless of cabling density. Install blanks for all unused ports.

J. Additional Scope Summary Information

- Outages: ALL Services must be maintained during operational hours for each site, All sites will require the scheduling of several outages each due to the renovation, realignment, and re-use of existing conduit infrastructure. Contractor MUST schedule all outages and have District approval in advance. All outages must occur during non-operational hours and service fully restored prior to the site reopening.
- The contractor must fully remove all abandoned cable and hardware that were abandoned, or found to be abandoned as a result of this project.
- TESTING.** Testing will be "channel" test conducted for all cabling systems affected by this project whether new or existing including Cat6A copper UTP. Testing to be in accordance with TIA standards, Manufacture Program recommendations and these specifications. The more stringent applies.

K. DRAWINGS

- a. The IT Contractor is to provide accurate AS BUILT Drawing(s) for this project in ACAD format and PDF, showing updated site layout with buildings, building identifiers, room numbers, detailed pathway and cable routing information, MDF and IDF locations.
- b. The drawings shall be updated to reflect all field changes, in electronic format using ACAD 2016 or later. Provide in native electronic ACAD format on USB or upload to designated location. These As-builts are required to be delivered prior to final inspections.
- c. In the event the parent or base document does not exist for the listed submission requirements, the contractor shall develop the document as an original or new file.

PART 2 – PRODUCTS**2.1 REQUIREMENTS**

- A. Use products and part numbers as shown in these specifications.
- B. All products for this project shall be specifically manufactured for the application in which they are used, and the environment in which they are installed. All products shall be new and the current release and model for the item used throughout the project. Used or refurbished products shall not be used on this project. No exceptions.
- C. Contractor shelf stock shall not be used unless previously approved in writing by the Client. Contractor is required to submit a list of all shelf stock products to be used on the project and year of manufacture for each item. Contractor to certify on this document that all each product is new and the current model being manufactured by the manufacturer. The client must sign this list before using shelf stock.
- D. Contractor shall inquire to the source of purchase and require the source of purchase to verify that all products are of current manufacture product line. Contractor retains responsibility to the client for compliance with this requirement on all products.
- E. Client has the right to inspect all contractors shipping/receiving; bill of lading documents to verify new products are used. Contractor will provide original documents to the client upon client's written request within two business days of the request. Documents need not show pricing information, but will show the purchase source, source contact information, purchaser, and date of purchase, item name, part number, and quantity ordered, and quantity shipped.

PART 3 – EXECUTION**3.1. INSTALLATION**

- A. The customer expects the highest in quality of installation and workmanship. The resulting deliverables must meet Industry Best Practices. Contractor must ensure their approach, manner, method and resulting installation provides a code and standards compliant, aesthetically pleasing "finished product", including all support and tie in work to existing support utilities, systems and points of connection.
- B. Additional requirements listed throughout the specifications.

3.2. ACCEPTANCE

- A. This project is considered complete by the customer after all work has been completed in accordance with these bid documents, specifications and references, all deliverables have been received and accepted, all inspections have been completed, deficiencies corrected, all deliverables met, and warranties received from the manufacturers.

END OF SECTION

ITS SECTION 27 00 01

BID & IT DELIVERABLES CHECKLIST

PART 1 – GENERAL

5.1.0 1.1. SUMMARY

- A. The District Front End prevails over any conflicts; however there may be additional requirements listed herein.

PART 2 – IT CONTRACTOR LICENSE AND PROGRAM REQUIREMENTS

5.1.1 2.1. SUMMARY

- A. Requirements found herein are in addition to requirements found elsewhere in the bid documents.
- B. In order to bid this project, Manufacturer Program requirements and qualifications are in force. The paramount scope of work for this project falls under the CSLB C-7 Classification. Therefore the prime contractor shall be a C-7 licensed contractor in good standing. All electrical work (if any) shall be performed by a contractor Licensed C-10 by the CSLB and also in good Standing.
- C. The contractor and/ or sub contractors and their employees submitted for qualification under this project must be the same sub-contractor and personnel used on the project, and shall perform the related and associated work. Changes must be approved by the client in advance. All requests for changes must be in writing and so shall the approvals. Verbal requests or approvals are not valid.
- D. Other certifications required prior to installation include the STI Firestop FIT Level-1 certification for all persons involved in firestop assessment and installation.

PART 3 – BID SUBMISSION ITEMS (DUE WITH BID)

3.1. DISTRICT REQUIREMENTS

- A. All items listed in the District Front End and E-Rate Instructions are to be included with the bidders bid response.

3.2. CONTRACTOR FIRM CERTIFICATIONS

- A. Copy of California State 'Low Voltage Contractor, C7 license', and C-10 for all electrical work

3.3. EXPERIENCE STATEMENTS

- A. Experience Statement for the IT Project Manager managing similar project
- B. Experience of the Project Superintendent
- C. Experience Statement for the IT Crew Foreman overseeing similar horizontal cabling work at K-12's.

3.4 OTHER (See 27030 for additional information and requirements)

- A. Project Implementation Plan
- B. Work Breakdown Structure
- C. Site by Site Schedule
- D. Detailed Schedule of Values (see specifications for more information on this item)
- E. Copper Manufacture Program Eligibility Certificate
- F. Company references for similar size and scope K-12 projects (3-5 with valid contact names and phone numbers). Projects and their references must be current, less than 4 years from completion and of similar scope, size and complexity
- G. Letter acknowledging and listing all addenda and RFI responses received
- H. All items required by the District

PART 4 – CONSTRUCTION PROJECT PROGRESS DELIVERABLES

4.1 PROJECT MANAGEMENT ITEMS

- A. Weekly reports
 - a. Detailed progress report
 - b. RFI status log (Request for Information)
 - c. OSI status log (Owners Supplemental Instructions)
 - d. Change Order Log (Pending and approved)
 - e. Gantt Project Schedule (updated)
 - f. Updates as needed for all other Contractor PM related documents (See items in 2.3 above)
- B. Incremental/Incidental Reports
 - a. Quality control inspection reports (available upon request)
 - b. Shipping/receiving/lading documents (upon request)
 - c. Copies of required permits

PART 5 – POST CONSTRUCTION DELIVERABLES

5.1 AS BUILT DRAWINGS

- A. Electronic/E-transmitted AutoCAD files, unlocked. ACAD ver 16 or later
- B. Electronic/Acrobat PDF files, unlocked

7.1. TEST RESULTS

- A. Horizontal copper test results
 - a. Test results binder
 - b. Original electronic test result files
 - c. Test result viewing program
 - d. Adobe Acrobat file per site of all detailed test results

7.2. ADDITIONAL PROJECT DOCUMENTATION

- A. None

7.3. PROJECT TURNOVER DELIVERABLES

- A. Keys for all newly installed and re-keyed enclosures
- B. De-installed client property w/ transmittal

7.4. WARRANTY CERTIFICATES

- A. Copper project warranty certification (per site)

END OF SECTION

ITS-SECTION 27 01 00

REFERENCES

PART 1 – GENERAL

1.1. SUMMARY

- A. Standards, References and Codes listed herein are by their reference, incorporated into this project, and applicable in coverage to all Sections of these Construction Documents.
- B. Contractor shall abide with all applicable requirements found in these references. The more stringent applies. Should a conflict arise, the contractor will submit the conflict in writing via RFI for resolution by the PM.
- C. The most current version of all listed references at the time of bid is to be used.

1.2. PREMISE INFRASTRUCTURE REFERENCES

- A. BICSI TDMM – Telecommunications Distribution Methods Manual, latest version in publication
- B. BICSI TCIM – Telecommunications Cabling Installation Manual, latest version in publication
- C. National Electric Code, latest version in publication (2020)
- D. ANSI/TIA-568-x, "Compilation of Standards"
- E. ANSI/TIA-569-x "Compilation of Standards"
- F. ANSI/TIA-570-A "Residential Telecommunications Cabling Standards".
- G. ANSI/TIA-598-A "Optical Fiber Color Coding".
- H. ANSI/TIA-606-xx "The Administrative Standard for the Telecommunications Infrastructure of Commercial Buildings".
- I. ANSI/TIA J-STD-607A "Commercial Building Grounding and Bonding Requirements for Telecommunications".
- J. TIA TSB-72 "Centralized Optical Fiber Cabling Guidelines.
- K. TIA TSB-75 "Additional Horizontal Cabling Practices for Open Offices.
- L. TIA TSB-67 "Transmission Performance Specifications for Field Testing of Unshielded Twisted-Pair Cabling Systems".
- M. ISO/IEC 11801 Ed 2.1, Generic Cabling for Customer Premise
- N. TIA TSB-155-A; Guidelines for the Assessment and Mitigation of Installed Category 6 Cabling to Support 10GBASE-T
- O. California State Building Code (current version).
- P. Local building codes (current version).
- Q. California State Fire Prevention Commission Regulations.
- R. Specified Product's Manufacturer's recommended installation and user guides.

OSP REFERENCES

- A. National Electrical Safety Code (Current Release)
- B. BISCO CO-OSP Customer Owned-Outside Plant Manual
- C. ASTM C-891 Standard practice for installation of underground precast concrete utility structures.
- D. CAL-OSHA regulations
- E. California State Occupational Safety and Health Act (CAL-OSHA) regulations
- F. ANSI/TIA/EIA-590-A "Standard For Physical Location And Protection Of Below Ground Fiber Optic Cable Plant"
- G. ANSI/TIA/EIA-758 "Customer Owned Outside Plant Telecommunications Standard".
- H. ANSI/TIA/EIA-758-1 Addendum No. 1 to TIA/EIA-758, "Customer Owned Outside Plant Telecommunications Standard".
- I. Specified Product's Manufacturer's recommended installation and user guides.

END OF SECTION

ITS SECTION 27 05 00

SITE SPECIFIC POLICIES AND PROCEDURES

PART 1 – GENERAL

1.1. SUMMARY

- A. The following rules and policies must be followed by every contractor doing business with Laguna Beach School District. Failure to comply may result in the removal of you and/or members of your crew from the job, and possible back charges for our direct costs.
- B. LBUSD is a tobacco free school district. LBUSD Board Policy prohibits the use of tobacco or tobacco products on any part of the district grounds.
- C. All of the City of Ontario ordinances relating to hours and noise of construction work must be followed. If you want to work other than, 7:00 am - 6:00pm or dusk (whichever is earlier) Monday through Friday, or 9:00am - 5:00pm Saturday, you must coordinate with the District for approval and access.
- D. Anyone not directly involved in the scope of work shall not be on the job site, or LBUSD property. Contractor assumes full responsibility for all parties on the site who are there as a result of their direct or indirect involvement with the Contractor.
- E. No music, i.e. radios, cassettes, CD's, iPods, headphones, or other electronic or acoustical device, etc..
- F. No pets are allowed on district property.
- G. Fraternization or other contact with students is strictly forbidden.
- H. Any contractor working on a site where students are present must supply the District with certification that all employees on the project have been finger printed and approved per District requirements.
- I. Contractor is required to collect, haul and dispose of all debris from each site daily. Keep all items secured, away from school operations and maintained in a safe manner until properly disposed of.
- J. Care must be taken to minimize damage to the surrounding work environment. All areas affected by the project are to be restored to a original condition. This includes replacement of any damaged property or equipment, ceiling tiles, painting, woodwork, wood staining, trim, cabinetry, carpentry, masonry and all other areas as needed.
- K. LBUSD has a Zero Tolerance Policy that will be enforced towards Negative or Questionable Conduct or behavior.
- L. Professional and Neat Appearance of workforce shall be maintained at all times. No offensive, suggestive, or inappropriate attire will be permitted.
- M. Contractor personnel will be in uniform shirts that clearly show the contractor's logo and company name on front and rear, and can be clearly seen from a distance.
- N. "Cruising" or "Loitering" on LBUSD property or job site is not permitted at any time. Employees or associates of the Contractor when not engaged in official activities as directed by their employer shall leave the clients property until the next Work Call.

- O. Contractor or their employees or associates are not allowed to be in any area of the client's property that has not been specifically authorized by the client or their designee without an official and designated escort.
- P. Contractor will remove and replace all furniture and equipment as required. The contractor will make liaison with the appropriate designated representative on relocation of any equipment. Note: the greatest care is to be taken in all cases where dealing with client property. Any damage is at the contractor's expense. Contractor to notify client two days in advance when personal items must be removed or may be affected by the contractor.
- Q. Contractor shall maintain the project area in the highest state of safety and cleanliness. During the work shift the areas will be kept orderly and not allowed to become cluttered or in a state where safety is compromised. At the end of each shift the contractor shall ensure that all project tools and equipment, material and debris is properly stowed and secured, or picked up and disposed of as appropriate.
- R. The contractor will perform all site preparation as needed for this project except as otherwise expressly stated herein or in the specifications. Site prep includes all labor, material and equipment necessary to prepare the affected environment for installation, termination, and activation of the systems involved in this project. Including, but not limited to are backboards, paint, anchorage, electrical, environmental, bracing, reinforcements, cleaning, making clear an area or room, patching, correcting improper existing conditions that if not corrected adversely affect the project or the systems involved.
- S. Failure of any person to comply, or Company to enforce the items listed below shall be sufficient reason for the Client to ban the party from the project and site.

PART 2 – SUPPLEMENTARY INFORMATION-SITE CONDITIONS

3.1. REQUIREMENTS

- A. Bidder must schedule any site visits with the client's PM with at least two working days prior notice to the client. The client's PM will set the permissible site visit date, time and conditions. The bidder may be required to visit the site after normal business hours or on weekends so as not to interfere with the operations of the client's site.
- B. Contractor is responsible for complete surface restoration with same material to the client's satisfaction. (Concrete, asphalt, grass, dirt, etc.) Unnatural materials replaced are to be repainted in the same manner as the original. Note: exceptions if any will be noted on drawings.
- C. Contractor responsible for restoring all vegetation and shrubbery to original condition and to the satisfaction of the client. This includes replacement with "like" vegetation or shrubbery. Contractor to warranty replaced items for 90 days after restoration. Warranty to cover full replacement and all associated costs. This warranty is valid in so long as the client follows usual and customary care procedures as was performed prior to the replacement.
- D. Any irrigation systems damaged by contractor shall be fixed immediately. If material is not available for proper corrective measures, the system may be temporarily capped for a period no longer than 5 days. Contractor is responsible for the repair or replacement of the results from the absence of a working irrigation system. This may involve plants, dirt, the cleaning of concrete, or other results from water damage or water starvation damage.
- E. All IT service and power disruptions are to be done outside of normal school operating hours and approved prior. For circumstances that require the power to a location to be out for a lengthened amount of time that extends into normal working hours, a temporary circuit is to be provided, and

written permission is required. This coordination must be made at least two days in advance with the client and the general contractor.

END OF SECTION

ITS SECTION 27 00 80 PROJECT MANAGEMENT AND QUALITY ASSURANCE

PART 1 – GENERAL

1.1. ASSIGNMENT OF AND QUALIFICATIONS FOR THE CONTRACTOR'S PROJECT MANAGER

- A. The Project Manager assigned to the project for the contractor shall be a Full Time Employee of the Prime Contract Holder with the District.
- B. The successful Bidder will assign a full time project manager specifically to oversee and coordinate the overall project effort. This manager shall serve as the primary point of contact and customer liaison throughout the duration of the project. This position shall be separate from the onsite project crew and foreman or Supervisor.
- C. **The Client must approve the Contractor's Project Manager submitted by the Contractor. A phone interview may be required with the District representative prior to acceptance of the candidate.** Contractor agrees to replace the Contractor's Project Manager at the request of the Client, and further agrees that the Client may request such change for any reason throughout the course of the project without disclosing the reason for such request to the contractor.
- D. The Project Manager for the prime contractor must have at least 5 years installation and project management experience in the areas involved on the project. A resume and/or interview may be requested by the client prior to acceptance of the individual as project manager.

1.2. PM COORDINATION, ATTENDANCE, AVAILABILITY AND CAPABILITIES

- A. SPECIAL ATTENTION: This project REQUIRES the PM for the contractor to be on location for all commissioning of systems in each room.
 - a. *The process will be highly interactive with the District PM and done virtually using various digital methods such as FaceTime, recorded video, photographs etc.. The contractor PM will work closely with the District PM to establish the Commissioning and inspection process, and be the onsite person interacting with the District PM who will be working remotely, to accomplish inspection and commissioning.*
- B. The Contractors Project Manager (PM) and Management Team shall be at the forefront in coordinating daily with the District on any and all items related to the project. This requires daily identification and efforts to resolve any issues or questions days ahead of them affecting onsite work efforts. District requires this advance and proactive posture to ensure timely delivery of resolutions for the contractor.
 - a. Resolution of many items are expected to be accomplished via electronic communications with the PM from the various sites. The ability to text, email, Zoom Meeting, FaceTime, take and distribute photos and video from onsite is required.
- C. The Contractor's Project Manager must be engaged in managing and coordinating the needs of the project, forward thinking and identifying potential issues on a full time basis. PM must be reasonably available when needed or called upon by the District or their Agent.

- D. Contractor's Project Manager shall make frequent and thorough onsite inspections at each site under construction **daily** during the course of the project and ensure compliance with the project specifications.

1.3. REPORTS AND REPORTING

A. PLAN AND APPROACH DOCUMENTATION

- See ITS SECTION 27 00 01 for additional requirements
- Prior to commencement of the IT related work the IT Contractor's Project Manager is required to submit to the client for approval a detailed, and updated project plan inclusive of:
 1. Detailed Project Strategy (MS Word)
 2. Organization Breakdown Structure (Visio)
 3. Detailed, Work Breakdown Structure (Microsoft Project)
 4. Timeline (Gantt Chart) (Microsoft Project)
 5. Pert Chart showing critical path (Microsoft Project)

- B. The listed documents must be reviewed and accepted by the Client prior to commencement of the work. Submission of these documents shall be in the native electronic format along with (5) sets of hard copies neatly organized for presentation to the District. The IT Contractor is to coordinate the required level of detail with the IT representative for the Client.

- C. The Contractor's Project Manager shall provide detailed and written weekly status reports to the Client or their designee. The format and content of the reports are subject to the approval of the client or their designee. The content must be substantive enough to bring about a full understanding of all situations current, and situations future.

- D. Daily and Weekly reports include but are not limited to

- a. Daily: Detailed progress report with work accomplished, work forecasted, forecasted needs of the District (10-day advance), known or suspected issues
- b. Weekly: Detailed progress report recapping the significant milestones and events of the week past, and forecasts for the 2-weeks ahead.
- c. RFI status log (Request for Information)
- d. Updated Project Schedule with forecasts of any impact to the client, site, networks, or systems.
- e. OSI status log (Owners Supplemental Instructions)
- f. Change Order Log (Pending and approved)
- g. Project Addendum Log
- h. Each of the above must show assigned responsibilities and event history.

** See examples of the listed reports and forms attached.

- E. Contractor's Project Manager to provide MS Project Schedule at the beginning of the project showing all task milestones, and provide updates throughout the course of the project as any changes occur to the timeline. The content and format is subject to client approval. See ITS Section 27000 for additional requirements. Scheduling shall encompass all trades under the control or direction of the IT Contractor.
- F. All reports (change order log, RFI log, schedules, etc) are to be Emailed to the client and indicated client representatives as well as a quantity of written copies to be distributed at the project meetings. Quantity to be determined during project.
- G. Contractor's Project Manager to immediately report to the client or their designee all job related incidents, injuries, conflicts, confrontations, or any incident that no matter how seemingly insignificant could be presented to the client by others, that having fore knowledge of the occurrence would better prepare the client to engage or respond.

END OF SECTION

ITS SECTION 27 16 00

HORIZONTAL CABLING REQUIREMENTS

PART 1 – GENERAL

1.1. OVERVIEW / INTENT

- A. Horizontal Cabling Scope of Work
 - a. CAT6A UTP Channel Solution
 - i. At specified locations the horizontal cabling is to be replaced with 4-pair UTP, CAT-6A Indoor/Outdoor rated cable.
 - ii. All Cat-6A channel components will be of the same manufacture and performance matching. See table of approved channel components in Section 27 00 00.
 - iii. Contractor is to verify with the District prior to terminating any locations a 568B or 568A pin configuration.
 - 1. The contractor is to verify the pin configuration of all existing horizontal data/voice locations in the MDF/IDF and their serving areas that are affected by this project by relocation and/or re-termination, to ensure synergy in the changes by this project. If there is a difference between this project's pin configuration callout and the existing environment, the SCS contractor will bring to the attention of the Client's Project Manager in writing prior to termination of any affected cabling. The client Project Manager will direct in writing which pin configuration the SCS contractor is to use.
- B. All horizontal cabling to be dedicated runs with no breaks in the conductor or sheath, done in a star topology from the serving IDF/MDF to the Work Station Outlet (WSO).
- C. All components of the Horizontal Channel will be provided, installed and tested by the Contractor. This includes all cabling, jacks, faceplates, inserts, adapters, patch panels, wiring blocks, x-connect hardware, wire management, patch cords, station cords, labeling, strain relief components, velcro cable management holders, and all mounting hardware. All other material, hardware and components as needed for a complete installation for the environment and as directed by the Construction Documents and listed references.
- D. All installations shall comply with the latest industry "Best Practices", TIA Standards Compilation, NEC, and all the BICSI Telecommunications Cabling Methods and Installation Manuals.
- E. The SCS Contractor is responsible for ensuring that all horizontal cabling channels fall within the TIA-Standards maximum length. And, that no horizontal link exceeds the permitted 90 meters. The SCS contractor assumes full responsibility to ensure the pathway meets this requirement prior to installation of any cabling, and that adjustments if needed are performed prior to the installation of any cabling.
- F. During the installation process and pending final testing, all cabling will be protected from being damaged or deformed, kept up off the floor and away from hazards. Cable must be neatly coiled and stored out of the way pending the completion of the installation into the cable management system and termination and testing processes. Damaged cable meaning any deformity in the cable that is not part of the intended manufacture process and result, is viewed by the

customer/site owner as having the potential to have a reduced life or performance degrading affect. These suspicions do not have to be proven by test results and shall be sufficient reason for the SCS Contractor to be required to replace the damaged or affected cable(s) without any cost to the customer/site owner.

- G. Labeling shall comply with the construction documents and the TIA-606 Administration Standards. Verify with the District for each site prior to labeling.

PART 2 – NOT USED

PART 3 - EXECUTION

3.1. WORKMANSHIP

- A. Components of the SCS system shall be installed in a neat, workmanlike manner. Wiring color codes shall be strictly observed and terminations shall be uniform throughout the system. Identification markings and systems shall be uniform.
- B. Use of nylon ties are prohibited for placing or managing cabling at any time. Use Velcro.

3.2. INSTALLATION

- A. All installation shall be done in conformance with the latest ANSI/TIA/EIA standards, BICSI Telecommunication Cabling Installation Manual, Industry Best Practices, and the drawing set and references.
- B. The Contractor shall ensure that the maximum pulling tensions of the specified distribution cables are not exceeded and cable bends maintain the proper radius during the placement of the facilities.
- C. Miscellaneous Equipment: The Contractor shall provide any necessary screws, anchors, clamps, tie wraps, distribution rings, wire molding, miscellaneous grounding and support hardware, etc., necessary to facilitate the installation of the System.
- D. All Patch Cords that reside in the rack locations will be dressed neatly and secured into the cable management components. Using the middle of the patch panel as the cutoff point, all patch cords will route left if on the left side and right if they are on the right side of this cutoff line. All patch cords must not block the labeling scheme. Installation between active network electronic ports and the patch panel should be aligned according to this discipline to the extent possible. For any cable that must go from the left side of the rack to the right side of the rack, or vice versa, the cable is to be neatly ran over the cross-over pan at the top of the rack, or bottom if so provisioned. No excess cabling is allowed to be stored in either vertical or horizontal cable management. Contractor to properly determine lengths and quantities of patch cords needed prior to bid in coordination with Project Manager for IT.
- E. Network Electronics removal and installation will be done by the contractor.
- F. All cable support and management products used throughout this project shall be specifically manufactured for the CAT 6A environment and application used as called for in this project.
- G. Contractor to provide and install strain relief bars for all contractor installed patch panels. These bars will be properly secured using all of the provided hardware. All horizontal cabling for that

patch panel, prior to channel testing will be bundled with Velcro strips and attached to the strain relief bars for support.

- H. During installation of new horizontal cabling, contractor is to remove nylon tie ties from existing horizontal cabling on affected patch panels and utilize Velcro strips to bundle new and existing cabling into groups.

3.3 TESTING/WARRANTY

A. Testing

- 1. Testing of all UTP copper and fiber cabling shall be performed prior to system cutover. 100 percent of the copper and fiber shall be tested and made to pass. All test results are to be turned over to the District.

END OF SECTION

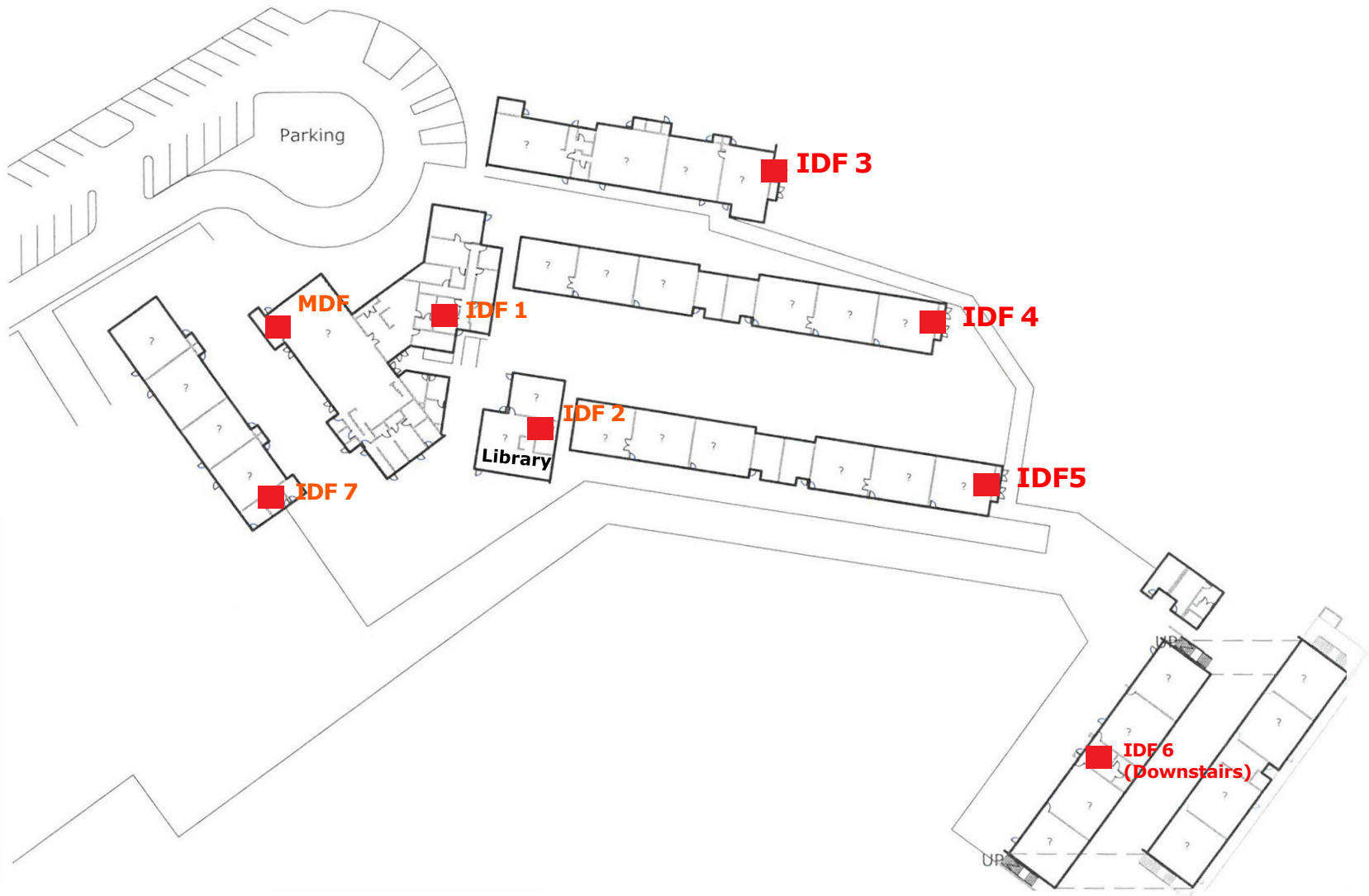


DIAGRAM OF BUILDING AREAS

1" = 80'-0"

EL MORRO ELEMENTARY SCHOOL

DISTRICT WIDE ARCHITECTURAL SITE PLANS
LAGUNA BEACH UNIFIED SCHOOL DISTRICT

RUHNAU
CLARKE
ARCHITECTS

RUHNAUCLARKE.COM
3775 TENTH STREET, RIVERSIDE CALIFORNIA 92501 (951) 684 4664
5751 PALMER WAY, SUITE C, CARLSBAD CALIFORNIA 92010 (760) 438 5899

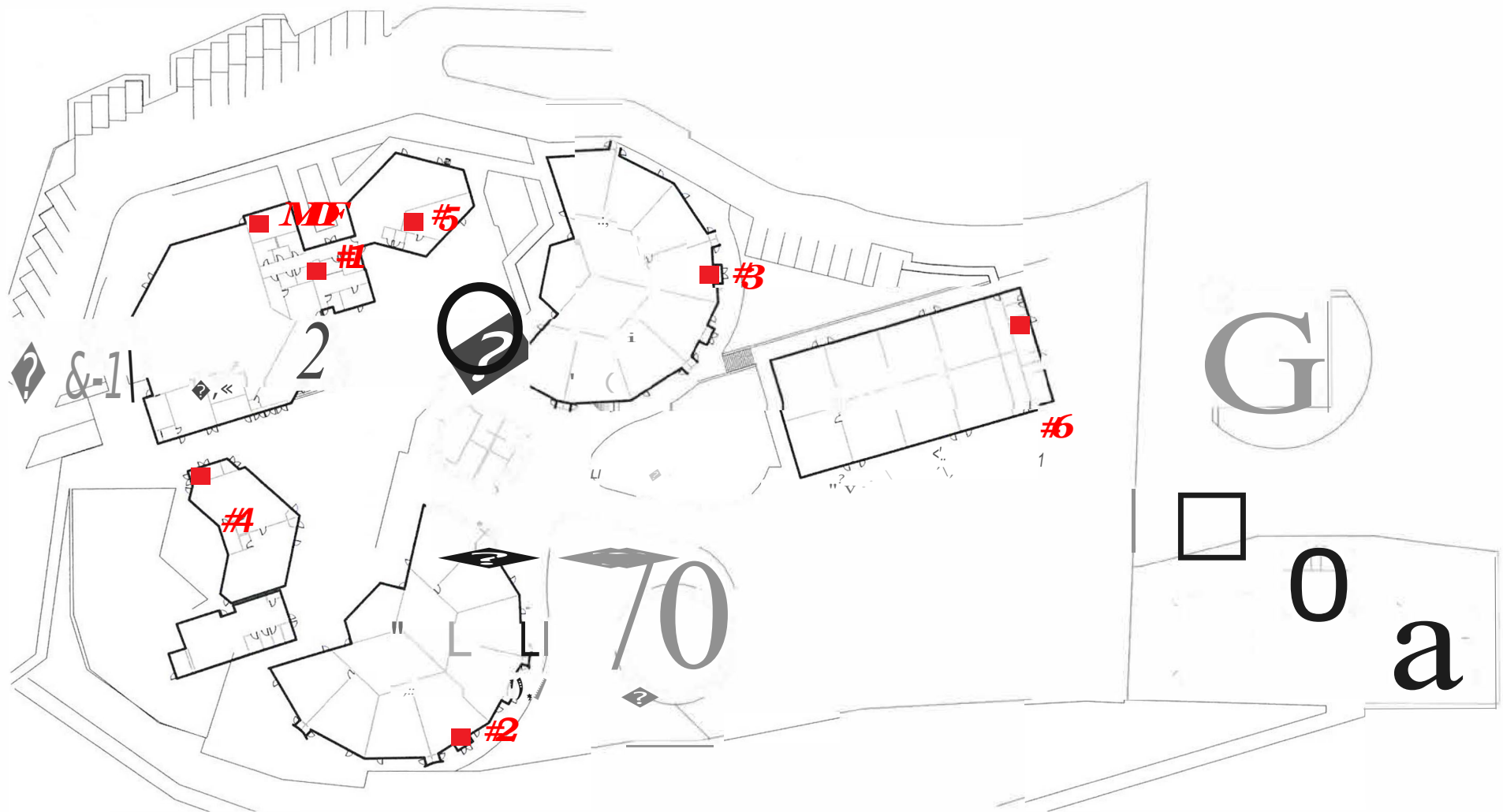


DIAGRAM OF BUILDING AREAS

1" = 80'-0"

TOP OF THE WORLD

DISTRICT WIDE ARCHITECTURAL SITE PLANS
LAGUNA BEACH UNIFIED SCHOOL DISTRICT

RL;I-1-S:AL
CLARKE
ARCHITECTS

RUHNAUCLARKE.COM
3775 TENTH STREET, RIVERSIDE CALIFORNIA 92501 (951) 684 4664
5751 PALMER WAY, SUITE C, CARLSBAD CALIFORNIA 92010 (760) 438 5899

AI.10

Bid Bond No.: _____

BID BOND

KNOW ALL PERSONS BY THESE PRESENT, that we _____, as Principal, and _____, as Surety, a California admitted surety insurer, are held and firmly bound unto the **Laguna Beach Unified School District**, hereinafter called the DISTRICT, in the sum of Ten PERCENT (10%) OF THE TOTAL AMOUNT OF THE BID of the Principal submitted to the said DISTRICT for the work described below for the payment of which sum in lawful money of the United States, well and truly to be made, we jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

The condition of this obligation is such that whereas the Principal has submitted the accompanying bid dated _____, 20____, for **LAGUNA BEACH UNIFIED SCHOOL DISTRICT - Elementary School Cabling Project**

***Bid Pkg # _____**

NOW, THEREFORE, if the Principal shall not withdraw said bid within the period specified therein after the opening of the same, or, if no period be specified, within sixty (60) days after said opening; and if the Principal is awarded the contract, and shall within the period specified therefore, or, if no period be specified, within five (5) working days after the notice of award of the contract, or as otherwise requested in writing by the DISTRICT, enter into a written contract with the DISTRICT, in accordance with the bid as accepted and give bonds with good and sufficient surety or sureties, as may be required for the faithful performance and proper fulfillment of such contract and for the payment for labor and materials used for the performance of the contract, furnish certificates and endorsements evidencing the required insurance is in effect and furnish and deliver to the DISTRICT the Workers' Compensation Certificate, Drug-Free Work Place Certification, the Criminal Records Check Certification, Contractor's Certificate Regarding Non-Asbestos Containing Materials, and the Disabled Veteran Business Enterprises Certification, if applicable, then the above obligation shall be void and of no effect, otherwise the bond amount shall be forfeited to the DISTRICT.

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

In the event suit is brought upon this bond by the DISTRICT and judgment is recovered, the Surety shall pay all costs incurred by the DISTRICT in such suit, including reasonable attorney's fees to be fixed by the court.

IN WITNESS HEREOF, the parties have executed this bond under their several seals this _____ day of _____, 20_____, the name and corporate seal of each corporate party being hereto affixed and duly signed by its undersigned authorized representative.

(Corporate Seal of
Principal, if
Corporation)

Principal (Proper Name of Bidder)

By: _____
Signature

Print Name

Title

(Corporate Seal
of Surety)

Surety

(Attach Attorney-in-Fact Certificate
and Required Acknowledgements)

By: _____
Signature

Print Name

Title

Address

Telephone No.

Facsimile No.

BID FORM

Name of Bidder: _____

To: **Laguna Beach Unified School District**, acting by and through its Governing Board, herein called the "DISTRICT."

1. The undersigned Bidder, having become familiarized with all the following documents including but not limited to the Notice Calling for Bids, Information for Bidders, Bid Form, Bid Security, Designation of Subcontractors Form, all prequalification forms pursuant to Public Contract Code Section 20111.5 and 20111.6, if any, Noncollusion Affidavit, Workers' Compensation Certificate, Faithful Performance Bond, Payment Bond, Agreement, Escrow Agreement, Drug-Free Workplace Certification, Criminal Records Check, Roof Disclosure Form, Iran Contracting Form, Certification, Change Order Forms, Shop Drawing Transmittal Form, all insurance requirements, Guarantee forms, Contractor's Certificate Regarding Non-Asbestos Containing Materials, DISTRICT'S Labor Compliance Program, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions and Supplemental Conditions, if any, Special Conditions, if any, drawings, specifications, Trade Specific Bid Packages and all modifications, addenda and amendments, if any (hereinafter Project Documents), the local conditions affecting the performance of the work and the cost of the work at the place where the work is to be done, hereby proposes and agrees to be bound by all the terms and conditions of the Project Documents and agrees to perform, within the time stipulated, the work, including all of its component parts, and everything required to be performed, and to provide and furnish and pay for any and all of the labor, materials, tools, expendable equipment, and all applicable taxes, utility and transportation services necessary to perform the work and complete in a good workmanlike manner all of the work required in accordance with laws, codes, regulations, ordinances and any other legal requirements governing the work, in connection with the following:

Project: **Elementary School Ethernet Upgrade Project**

Project No.: 2023_1

Bid Pkg #: _____

all in strict conformity with the Project Documents, including Addenda Nos. ____, ____, and ____, on file at the office of the Board of Trustees of said DISTRICT for the sum of

_____ Dollars

(\$ _____)

The above bid sum is inclusive of the Laguna Beach High School Stadium Restroom-Storage Bldg. and Theater Upgrades Project. The award of bid for this contract is based off the above bid sum.

Each individual bid term shall be determined from visiting the work site, reviewing the drawings and specifications and all portions of the Project Documents, and shall include all items necessary to

Bid Form - Page 1

Elementary School Ethernet Upgrade Project

Bid Phase-1

complete the work, including the assumption of all obligations, duties, and responsibilities necessary to the successful completion of the Project, and the furnishing of all materials and equipment required to be incorporated in and form a permanent part of the work, and the furnishing of tools, equipment, supplies, transportation, facilities, labor, superintendence, and services required to perform and complete the work, all as per the requirements of the Project Documents, whether or not expressly listed or designated.

2. It is understood that the DISTRICT reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding process. Bidder agrees that this bid shall remain open and not be withdrawn for the period specified in the Information for Bidders.

3. The required bid security is attached.

4. The required list(s) of proposed subcontractors is attached hereto, and the undersigned represents and warrants that such list(s) is complete and in compliance with the Subletting and Subcontracting Fair Practices Act. Public Contract Code Sections 4100, et seq.

5. It is understood and agreed that if written notice of the award of a contract is mailed, faxed, or delivered to the bidder, the bidder will execute and deliver to the DISTRICT the Agreement and will also furnish and deliver to the DISTRICT the Faithful Performance Bond and a separate Payment Bond as specified, and certificates and endorsements of insurance, the Workers' Compensation Certificate, Drug-Free Work Place Certification, the Criminal Records Check Certification, Contractor's Certificate Regarding Non-Asbestos Containing Materials, and the Disabled Veteran Business Enterprises Certification, if applicable, within five (5) working days of the notice of award of the contract, or as otherwise requested in writing by the DISTRICT. It is understood that should bidder fail or refuse to return these documents as required by the DISTRICT, the bid security shall be forfeited to the DISTRICT. The bidder further agrees that the work shall be commenced by the bidder, if awarded the contract, on or before the fifth (5th) day after receiving the DISTRICT's Notice to Proceed, and shall be completed by the bidder in the time specified by the DISTRICT.

6. Communications conveying notice of award of the contract, requests for additional information or other correspondence should be addressed to the bidder at the address stated below.

7. The name(s) of all persons interested in the bid as principals are as follows:

8. In submitting this bid, the bidder offers and agrees that if the bid is accepted, it will assign to DISTRICT all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Business & Professions Code Section 16700, et seq.) arising from purchases of goods, materials, or services by the bidder for sale to the DISTRICT pursuant to the bid. Such assignment shall be made and become effective at the time the DISTRICT tenders final payment under the contract. (Public Contract Code Section 7103.5; Government Code Section 4450, 4451 and 4552).

9. The undersigned hereby warrants that the bidder has an appropriate license, License No. _____, Class _____, at the time of the bid opening, that such license entitles bidder to

provide the work, that such license will be in full force and effect throughout the duration of performance of this Project. Bidder shall be nonresponsive if the Bidder is not licensed as required by the DISTRICT at the time of the bid opening. Any and all subcontractors to be employed by the undersigned shall have appropriate licenses at the time of the bid opening.

10. The bidder hereby certifies that it is, and at all times during the performance of work hereunder shall be, in full compliance with the provisions of the Immigration Reform and Control Act of 1986 ("IRCA") in the hiring of its employees, and the bidder shall indemnify, hold harmless and defend the DISTRICT against any and all actions, proceedings, penalties or claims arising out of the bidder's failure to comply strictly with the IRCA.

11. It is understood and agreed that if requested by the DISTRICT, the bidder shall furnish a notarized financial statement, references, and other information required by the DISTRICT sufficiently comprehensive to permit an appraisal of bidder's ability to perform the Project.

12. The undersigned hereby warrants that all work shall be completed within the calendar day time frames set forth per Supplemental Conditions and all other Contract Documents. Time is of the essence. The undersigned agrees that failure to complete the work within the time set forth herein will result in the imposition of liquidated damages for each consecutive calendar day of delay in the amount of One Thousand Dollars (\$1,000.00). (Government Code Section 53069.85)

13. The required noncollusion declaration is attached as required by Public Contract Code Section 7106. Bidder understands and agrees that failure to submit a completed and signed declaration will render the bidder automatically nonresponsive.

14. It is understood and agreed that all change order requests must be submitted in the form set forth in the Project Documents and pursuant to Article 59 of the General Conditions. The amount of allowable charges submitted pursuant to a change order shall be limited to the charges allowed under Article 59 of the General Conditions. Indirect, consequential and incidental costs, project management costs, extended home office and field office overhead, administrative costs and profit and other charges not specifically authorized under Article 59 of the General Conditions will not be allowed.

Individual Name: _____

Signed by: _____

Print Name: _____

Date: _____

Business Address: _____

Telephone: _____

Partnership Name: _____

Signed by: _____

Print Name: _____

Date: _____

Business Address: _____

Telephone: _____

Other Partner(s): _____

Corporation

Name: _____
 (a _____ Corporation¹⁾)

Business Address: _____

Telephone: _____

Signed by: _____, President, Date: _____

Print Name: _____, President

Signed by: _____, Secretary, Date: _____

Print Name: _____, Secretary

Joint Venturer Name:

Bid Form - Page 4
Elementary School Ethernet Upgrade Project
Bid Phase-1

Signed by: _____, Joint Venturer
Print Name: _____
Date: _____
Business Address: _____

Telephone: _____

Other Parties to ***If an individual:*** _____
Joint Venture: _____ (Name)

Signed by: _____
Print Name: _____
Date: _____
Doing Business as: _____;
Business Address: _____

Telephone: _____

If a Partnership: _____
_____ (Name)

Signed by: _____, Partner
Print Name: _____
Date: _____
Business Address: _____

Telephone: _____

If a Corporation: _____
_____ (a _____ Corporation)

Signed By: _____ Date: _____
Print Name: _____
Title: _____
Date: _____
Business Address: _____

Telephone: _____

CERTIFICATION BY CONTRACTOR
CRIMINAL RECORDS CHECK
AB 1610, 1612 and 2102

To the Governing Board of **Laguna Beach Unified School District:**

I, _____ certify that:
Name of Contractor

1. I have carefully read and understand the Notice to Contractors Regarding Criminal Record Checks (Education Code Section 45125.1) required by the passage of AB 1610, 1612 and 2102.
2. Due to the nature of the work I will be performing for the District, my employees may have contact with students of the District.
3. None of the employees who will be performing the work have been convicted of a violent or serious felony as defined in the Notice and in Penal Code Section 1192.7 and this determination was made by a fingerprint check through the Department of Justice.

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

Executed at _____, California on _____.
Date

Signature

Typed or printed name

Title

Address

Telephone

**CONTRACTOR'S CERTIFICATE REGARDING
NON-ASBESTOS CONTAINING MATERIALS**

Per Article 69 of the General Conditions.

Certification for _____. We hereby certify that no Asbestos, or Asbestos Containing Materials shall be used in this Project or in any tools, devices, clothing, or equipment used to affect the _____ which we have installed in the **Laguna Beach Unified School District Elementary School Ethernet Upgrade Project.**

- (a) The Contractor further certifies that he/she has instructed his/her employees with respect to the above mentioned standards, hazards, risks and liabilities.
- (b) Asbestos and/or asbestos containing material shall be defined as all items containing but not limited to chrysotile, corcidolite, amosite, anthophyllite, tremolite and actinolite.
- (c) Any or all material containing greater than one-tenth of one percent (.1%) asbestos shall be defined as asbestos containing material.
- (d) Any disputes involving the question of whether or not material contains asbestos shall be settled by electron microscopy. The costs of any such tests shall be paid by the Contractor if the material is found to contain asbestos.
- (e) All work or materials found to contain asbestos or work or material installed with asbestos containing equipment will be immediately rejected and this work will be removed at no additional cost to the District.

Date

Name of Contractor

By: _____
Signature

Print Name

Title

WAGE RATES, TRAVEL AND SUBSISTENCE

(a) Pursuant to the provisions of Article 2 (commencing at Section 1770), Chapter 1, Part 7, Division 2 of the Labor Code, the governing board of DISTRICT has obtained the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which this public work is to be performed for each craft, classification or type of worker needed for this Project from the Director of the Department of Industrial Relations. These rates are on file with the Clerk of the DISTRICT's governing board and copies will be made available to any interested party on request. CONTRACTOR shall post a copy of such wage rates at the work site. Labor Code Section 1773.2. The rates are available on the Internet at www.dir.ca.gov "Statistics & Research."

(b) Holiday and overtime work, when permitted by law, shall be paid for at a rate of at least one and one-half times the above specified rate of per diem wages, unless otherwise specified. Holidays shall be defined in the Collective Bargaining Agreement applicable to each particular craft, classification or type of worker employed.

(c) CONTRACTOR shall pay and shall cause to be paid each worker engaged in work on the Project not less than the general prevailing rate of per diem wages determined by the Director, regardless of any contractual relationship which may be alleged to exist between the CONTRACTOR or any subcontractor and such workers.

(d) CONTRACTOR shall pay and shall cause to be paid to each worker needed to execute the work on the Project travel and subsistence payments, as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed with the Department of Industrial Relations in accordance with Labor Code Section 1773.8.

(e) If during the period this bid is required to remain open, the Director of Industrial Relations determines that there has been a change in any prevailing rate of per diem wages in the locality in which this public work is to be performed, such

change shall not alter the wage rates in the Notice Calling for Bids or the contract subsequently awarded.

(f) Pursuant to Labor Code Section 1775, CONTRACTOR shall as a penalty to the DISTRICT, forfeit two hundred (\$200) maximum for each calendar day, or portion thereof, for each worker paid less than the prevailing rate of per diem wages, determined by the Director, for such craft or classification in which such worker is employed for any public work done under the Agreement by CONTRACTOR or by any subcontractor under it. The amount of the penalty shall be determined by the Labor Commission and shall be based on consideration of the CONTRACTOR mistake, inadvertence or neglect in failing to pay the correct prevailing rate of per diem wage, or the previous record of the CONTRACTOR in meeting his or her prevailing rate of per diem wage obligations, or the CONTRACTOR willful failure to pay the correct prevailing rate of per diem wages. A mistake, inadvertence or neglect in failing to pay the correct prevailing rate of per diem wage is not excusable if the CONTRACTOR had knowledge of his or her obligations under this part. The difference between such prevailing rate of per diem wage and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing rate of per diem wage shall be paid to each worker by the CONTRACTOR.

(g) Any worker employed to perform work on the Project, which work is not covered by any craft or classification listed in the general prevailing rate of per diem wages determined by the Director shall be paid not less than the minimum rate of wages specified therein for the craft or classification which most nearly corresponds to work to be performed by them, and such minimum wage rate shall be retroactive to time of initial employment of such person in such craft or classification.

(h) Pursuant to Labor Code Section 1773.1, per diem wages are deemed to include employer payments for health and welfare, pension, vacation, travel time, and subsistence pay as provided for in Labor Code Section 1773.8.

(i) CONTRACTOR shall post at appropriate conspicuous points on the site of the

Project, a schedule showing all determined minimum wage rates and all authorized deductions, if any, from unpaid wages actually earned.