

# EXHIBIT I

## SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

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### LEASE/LEASEBACK CONSTRUCTION STANDARD FORMS MANUAL

#### C.K. McClatchy Class Size Reduction

#### RFP #0510-404

Kitchell CEM

Lionakis

# Construction Standard Forms Manual

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## I. INTRODUCTION

The purpose of this Manual is to provide the Owner, District Representative, Architect/Engineers and Entity with detailed information concerning specific requirements and procedures that will be implemented during construction.

This Manual delineates the lines of authority and responsibilities of the project team members associated with this Project, along with highlighting specific requirements of the General Conditions, Exhibit D of the Facilities Lease Agreement. This Manual is not intended to replace any of the requirements of the General Conditions, and in the event of any conflict between this Manual and the General Conditions, Exhibit D of the Facilities Lease Agreement, the latter controls.

## II. ORGANIZATION

### A. Sacramento City Unified School District - Owner

The Board of Education of the Sacramento City Unified School District will be represented by the Superintendent. The District is responsible for the following:

1. Development of Program Requirements
2. Formal Liaison with the District Staff
3. Contract Administration
4. Payment and Change Order Approvals
5. Final acceptance of the Project
6. Oversight Committee Regulation Adherence

### B. Project/Construction Management

The District has retained a project and construction manager as a consultant to assist the District in overall management of the Project. The Project/Construction Manager will be responsible for such activities as monitoring time and cost, coordinating inspection and testing, and advising the District of actions required. All contact between the District and Entity is to be made through the Project/Construction Manager – Monica Witte, Kitchell CEM, mwitte@kitchell.com

### C. Architect/Engineers/Engineering Consultants (A/E)

The A/E is responsible for the design and clarification of the Contract Documents. The A/E is responsible for review of submittals, shop drawings, requests for information, payment requests, and requests for material substitutions. The A/E may issue requests for proposals and/or review responses to requests for proposals. The A/E will advise the District Representative concerning all technical decisions. The A/E will also make project site visits as required.

### D. Testing Laboratories

In special cases, as the District deems necessary, a specialized testing lab will be hired by the District to provide testing and inspection services. This includes the testing, inspection, and safety monitoring of the asbestos abatement. The Project/Construction Manager will be responsible for coordinating and monitoring the testing firm's activities. The Entity is responsible for coordinating the scheduling of all required testing with the District Representative.

### E. Lease Leaseback Entity (Entity)

The Entity has contracted with the District to perform work as detailed in the Contract Documents and is responsible for the performance and coordination of all Subcontractors and suppliers providing services under this contract. The Entity will have one full-time superintendent, on the Site at all times during construction of its work.

### F. Project Inspector/Quality Assurance Inspector

The District has hired DSA Certified Inspectors to conduct inspections for conformance to the Contract Documents and code compliance. The District has Quality Assurance Inspectors to assist the Project Inspector in specialty areas (i.e., mechanical, electrical).

### G. Hazardous Waste Consultants

The District has contracted with a hazardous material firm to provide consulting services as described in Exhibits C, D and E. Entity's will be required to comply with local and state laws.

### III. PROJECT DIRECTORY

Owner: Sacramento City Unified School District

District Representative: Monica Witte/ KCEM

Architect: Jennifer Quigley/Lionakis

## IV. PROJECT PROCEDURES

### A. COMMUNICATIONS

1. In carrying out the terms of the Contract, the Entity will interact with the Project Team only through the District Representative. In turn, the District Representative will communicate with the Entity. The District Representative will refrain from communicating with the Entity's Subcontractors and suppliers. All correspondence, shop drawings, samples, descriptive data, reports, proposals or requests of any nature are to be submitted by and to the Entity through the District Representative, who will distribute further as required.
2. All correspondence and submittals shall reference the specific Project Site and name, bid package number, and DSA application number. The District Representative will return to the Entity any correspondence or submittals from a subcontractor or vendor that have not been directed through the office of the Entity.
3. Within ten (10) days following issuance of the Notice of Intent to Award, the Entity will forward to the District Representative a list outlining the key project personnel. At the same time, the Entity will provide a letter of authority identifying those of the Entity's personnel who are authorized to sign official project documents on behalf of the Entity, and the specific documents they are empowered to sign.
4. According to the Contract Documents, the Entity will provide the name, address, phone and fax number of all proposed Subcontractors (including those who are to furnish material or equipment and those who are Subcontractors to the Subcontractors).
5. The A/E shall make written field reports for each site visit. If the A/E observes any work that does not conform to the Contract Documents he/she shall clearly state this in his/her report.
6. The Inspectors and the Entity shall prepare daily written field reports and forward copies to the District Representative no less than on a weekly basis.

<b>Communication for Construction</b>		
<b>Who am I?</b>	<b>To whom do I talk?</b>	<b>Comment</b>
School Principal	District Representative	Primary Communication
	Entity	Urgent Emergency / Imminent Danger
Entity	District Representative	Primary Communication
Inspector	Inspector	Technical
	Architect	Primary Communication
	Entity	Primary Communication
Quality Assurance Compliance	District Representative	Primary Communication
	Project Inspector	Primary Communication
Architect	District Representative	Primary Communication
	Inspector	Primary Communication
Sub-Contractor	Entity	Primary Communication
	Inspector	Technical

## **B. NON-CONFORMING WORK**

1. If the Entity fails to correct deficient work or has a part of the work improperly completed, the District Representative, the A/E or the Project Inspector through the District Representative, will issue a "Notice of Non-Conforming Work/Construction Deficiency." (See appendix.) This report puts the Entity on formal notice that a deficiency exists and becomes substantiating documentation for any future action. If the corrective action required is not evident, the District Representative will also request the Entity's plan for correction.
2. If the Entity does not correct such rejected or non-conforming work and/or materials within a reasonable time, fixed by the District Representative or A/E in a written notice to the Entity, the District may correct the same and charge the expense to the Entity, per Article 17 of the General Conditions, Exhibit D of the Facilities Lease Agreement.
3. In no case will a Certificate of Completion be issued as long as any Notice of Non-Conforming Work/Construction Deficiency is unresolved.
4. The Owner's acceptance of defective or non-conforming work will be only as described in the Contract Documents.

## **C. SAFETY/SECURITY/ACCESS**

1. The Entity shall have sole and complete responsibility for initiating, maintaining and supervising all safety precautions and programs in connection with the Project. Also, in no case shall the Owner, the District Representative, the A/E, the Project Inspector, and/or their agents, employees or representatives, have either direct or indirect responsibility for the means, methods, techniques, sequences or procedures utilized by the Entity, or for safety precautions and programs in connection with the Work.
2. The Entity will identify their designated Safety Supervisors to the District Representative, and will provide a copy of his safety program along with all program revisions and updates following issuance
3. Keys - The Entity may acquire master key(s) to access Project Site by requesting the appropriate key(s). The Entity will be solely responsible for the full cost of re-keying the entire school if a Master Key is lost or stolen. Additionally, any lost or stolen individual door key (or "Pass Key") will be incur replacement costs equal to time and materials required to re-key the locks that affect the security of the school site.

## **D. GUIDELINES WHILE ON SCHOOL SITE**

### **WELCOME TO THE SACRAMENTO CITY UNIFIED SCHOOL DISTRICT!**

The safety of students is our highest priority. Please follow these guidelines as you visit and work on our campuses. At each site you will see many students, staff, and parents who will be delighted to know that you are there to modernize our schools.

### **START AND END TIMES**

The daily beginning and end of the school day is a busy time. Try to avoid arriving and/or leaving schools during these times. See the office of the school for the daily schedules.

### **PARKING**

Please check with the District Representative for approved parking and staging locations. Certain locations have been designated at each school. In some cases, parking areas have been arranged on school grounds, at the end of parking lots or adjacent properties. In other cases, parking is on the street.

## WORKER IDENTIFICATION BADGES

We have spent a great deal of time educating students about “possible danger of strangers.” Some teachers, students, and parents will be suspicious of any unknown person on campus, so all non-school personnel will be required to wear an identification badge, provided by the SCUSD, at all times.

## DRIVING ON SCHOOL GROUNDS

When children are present on campus and you must drive a vehicle on the school grounds, especially playground or blacktop areas where physical education classes are held, it is mandatory that a “spotter” WALK alongside the vehicle. Students are sure that they can run faster than a truck and may try to cross in front of a moving vehicle, etc. Please also use a “spotter” when backing up at any time on school grounds.

## WORKING WITHIN FENCED AREAS

Construction work is allowed only in areas fenced for each phase of construction as shown on the schedule. Workers, materials, and equipment (including storage) will not be allowed outside fenced areas, except to the extent they are continuously supervised and monitored by the Entity’s supervisory personnel who have been fingerprinted and certified as required by the Contract Documents.

## CLASSROOM DISRUPTIONS

Before entering an area where instruction is in process, you are required to clear access with the District Representative. Do not engage in conversation with the students.

## LUNCH

Lunch time at schools is busy and congested. Try to avoid getting in the student path of travel. We know that this is not always possible. Lunch times vary by site. See the office of the school for the daily schedules.

## RECESSES

These are usually 15-20 minutes. In most elementary schools there is a morning and an afternoon recess. See the office of the school for the daily schedules.

## CONSTRUCTION BREAKS AND LUNCHES

Coffee breaks and lunch should be taken at a location removed from the playground/blacktop and from the buildings. It is perfectly acceptable to relax in a corner of the grounds or other out-of-the-way area acceptable to the school. There is no food service available for workers on the site. Use of student restrooms is not allowed. Use the Entity provided temporary restroom facilities only.

## SMOKING, DRUGS, RADIOS, APPROPRIATE LANGUAGE AND DRESS

- Sacramento City is a “tobacco-free facility” District wide. If you need to smoke, vape, or chew tobacco, you must do so off campus.
- Use or possession of drugs of any kind is strictly forbidden.
- Please do not play radios during school hours and, when possible, keep talking to normal levels.
- Acceptable language is a must. This means the avoidance of swearing, foul language, and racial, ethnic, or sexual slurs or comments which could be considered harassment. Sacramento City tries very hard to MODEL the behavior we wish our youngsters to adopt, so we would very much appreciate any help you can give us in this effort.
- Dress appropriately for the work site. Specifically, tank tops and cut-off shorts are not allowed. Additionally, what is written or pictured on shirts must comply with the requirement of acceptable language above.
- Violation of any of the above will result in immediate automatic removal from the site.

THANK YOU VERY MUCH FOR YOUR COOPERATION



## V. PROJECT COMPLETION

### A. NOTICE OF PUNCH LIST INSPECTION

When the Entity believes that a phase of its Work is complete, it shall request in writing a punch list inspection. Within five (5) days of the receipt of such request, the District Representative, the Project Inspector and the A/E shall make a punch list inspection or inform the Entity that the work is not ready for punch list inspection; upon completion of the deficient work, the Entity shall again request a punch list inspection. The Entity or its representatives shall be present at the punch list inspection. The purpose of the punch list inspection is to determine whether the Work has been completed in accordance with the Contract Documents, including all Change Orders, all interpretations and instructions previously issued.

If Entity fails to attend any punch list inspection, the Entity shall be charged for the cost of the District Representative, Project Inspector, A/E and other design professionals who attended the punch list inspection.

### B. PUNCH LIST

The District Representative, Project Inspector and A/E shall notify the Entity in writing of any deficiencies to be remedied prior to final acceptance, by preparing a written list, known in the industry as a punch list.

The Entity shall remedy all items shown on the punch list prior to final acceptance by the District Representative, Project Inspector and A/E.

No one is authorized to amend the Contract Documents by use of the punch list; it is provided solely for the benefit of the Entity to enable the Entity to determine what items must be corrected before final acceptance will be recommended by the District Representative, Project Inspector and A/E. The District reserves the right to require compliance with the Contract Documents, notwithstanding the issuance of a punch list or the completion by the Entity of all items on the punch list.

In the event that the Work still does not comply with the Contract Documents, the District reserves the right to issue such further punch lists as may be required, or to deduct from the final payment the cost of correcting any work not completed in accordance with the Contract Documents, but accepted by the District, without the issuance of further punch lists.

If punch list work needs to be performed after the District has taken occupancy of a phase, the work shall be conducted outside of normal school hours at the direction of the District Representative.

#### Use of Work Prior to Acceptance.

Whenever, in the opinion of the District, the Work or any part thereof, is in a condition suitable for use, and the best interests of the District require such use, the District may take possession of, connect to, and open for public or District use that portion of the Work.

#### Repairs or Renewal in the Work.

Prior to the Date of Completion, the Entity shall make all repairs or renewals in the portion of the Work occupied pursuant to Article 20 of the General Conditions, Exhibit D of the Facilities Lease Agreement, made necessary due to defective material or workmanship, or the operations of the Entity, ordinary wear and tear excepted.

#### Effect of Occupancy.

The District's occupancy shall not constitute acceptance by the District of the Work or any part thereof. Such use shall neither relieve the Entity of any of its responsibilities under the Contract Documents, nor act as a waiver by the District of any of the terms or conditions of the Contract Documents. Any damage done by the District is the responsibility of the District.

#### Coordination with Other Activities.

The Entity shall conduct its operations so as not to interfere unreasonably with the District's use of the occupied portions of the site. The Entity shall submit periodic schedules to the District Representative proposing the times,

areas, and types of work to be done within such areas.

If the work produces conditions rendering the occupied portions of building, the Site, or other areas uninhabitable, either because of noise, dust, vibration, smoke, fumes, or for any other cause whatsoever, the District Representative may suspend the Work or direct the Entity to modify the Construction Schedule, and the Entity shall comply.

Except as provided by Change Order or Directive signed by the District, the Entity shall not be entitled to a time extension or increase in the Contract Sum by virtue of conflicts between the Entity's work and the District's occupancy.

## VI. CONTRACT CLOSE OUT

### A. DOCUMENT REQUIREMENTS

Contract close out involves review and acceptance of the Contract Documents, drawings, specification, schedules, and inspection reports to ensure the Entity has satisfactorily completed the requirements of the Contract Documents for the bid package. The Contract is not considered complete until all close out documentation is submitted and accepted. The following is a typical list for Entity close out documents/services showing the long lead as items a-u below. Documents that are complete before the end of job are to be turned in as soon as available, and these are indicated by an \* in front of them; however, these documents shall be included in the electronic bookmarked PDF copy of close-out.

- a. \*Asbestos Documentation (if applicable)
- b. \*Letter Stating Impact to Hazardous Materials (if applicable)
- c. \*Fluorescent Tube/PCB Handling Manifests (if applicable)
- d. \*Lead Handling Manifests (if applicable)
- e. Final Project costs submitted to District Representative
- f. \*Guarantee Form 00 65 36
- g. \*Manufacturers Guarantee Form
- h. \*Entity's Subcontractor/supplier address and contact list
- i. \*Concrete Weighmaster Certificate (if required)
- j. Project Record documents, including one (1) set of reproducible as-built drawings
- k. \*O & M Manuals electronic book-marked PDF copy on flash drive submitted and accepted by A/E.
- l. Completion of all punch list items and sign off by A/E or Project Inspector
- m. \*Spare parts/materials/extra stock /keys
- n. In-Service Training proof (if applicable)
- o. \*Return of District keys/badges
- p. \*Warranties/Manufacturer Guarantee and Bonds
- q. \*Affidavit of Payment
- r. \*Final Conditional/Unconditional Waivers of Lien for Entity's/subs/suppliers
- s. DSA-6C Verified Reports uploaded to DSA "Box"
- t. Certificate of Final Completion
- u. Other data as required by the District Representative for assurance of satisfaction of the requirements of the Contract Documents

The District Representative will make the distribution to the Project Inspector and A/E for review and acceptance of relevant documents. Upon acceptance the District Representative will distribute closeout submittals to the District.

This is an example of close out check list which identifies items required by multiple parties on a project (2 PAGES)

**I. Checklist for Retention/Final Payment**

<b><u>Completed</u></b>	<b><u>N/A</u></b>	<b><u>Checklist Item</u></b>
		1. <u>Punchlist Complete - signed off by IOR/A/E</u>
		2. <u>A/E Statement of Final Inspection</u>
		3. <u>Final Lease Payment Application from Entity to District Representative</u>
		4. <u>As-Builts updated by Entity</u>
		5. <u>Project Inspector Sign Off of As-Builts</u>
		6. <u>A/E Approval of As-Builts</u>
		7. <u>Asbestos Documentation</u>
		8. <u>Letter Stating Impact to Hazmat Materials</u>
		9. <u>Fluorescent Tube/PCB Handling Manifests</u>
		10. <u>Lead Handling Manifests</u>
		11. <u>Letter from HazMat Company that Hazmat Docs are complete</u>
		12. <u>All Extra Work Reports fully signed</u>
		13. <u>Directives into Change Orders</u>
		14. <u>DSA approved Contract Change Documents to File</u>
		15. <u>All RFI's answered</u>
		16. <u>Submittals processed and complete</u>
		17. <u>ASIs Logged and Approved if Req'd</u>
		18. <u>Construction Change Directive Log</u>
		18. <u>Entity's Guarantee Form 00 65 36</u>
		19. <u>Manufacturer's Guarantee</u>
		20. <u>Warranty Matrix</u>
		21. <u>Entity's Subcontractor/supplier address/ contact list</u>
		22. <u>Concrete Weighmaster Certificate(s)</u>
		23. <u>O &amp; M Manuals from Entity</u>
		24. <u>Entity O &amp; M's to A/E as a Submittal for Approval</u>
		25. <u>Extra stock provided to SCUSD</u>
		26. <u>Panel keys to SCUSD</u>
		27. <u>Exhaust fan keys to SCUSD</u>
		28. <u>Handicap lift keys to SCUSD</u>
		29. <u>In-Service Training Performed</u>
		30. <u>School Master Keys from Entity</u>
		31. <u>Return of I.D. Badges</u>
		32. <u>DSA-6 Verified Reports-Entity</u>
		33. <u>Affidavit of Payment from Entity</u>
		34. <u>Entity's Certificate of Final Completion</u>
		35. <u>Final Conditional Lien Waivers Received</u>
		37. <u>NOC Recorded at County within 10 days of Punchlist acceptance (initiates the start of post-construction)</u>

**II. Checklist for Final Close-Out**

<u>Completed</u>	<u>N/A</u>	<u>Checklist Item</u>
<hr/>		1. <u>Date of Final Payment</u>
<hr/>		2. <u>Unconditional Final Waivers - Prime/Subs</u>
<hr/>		3. <u>2-yr. Guarantee/Warranty Expiration Date</u>
<hr/>		4. <u>Close-Out Form to CM</u>
<hr/>		5. <u>Copy of Recorded NOC</u>
<hr/>		6. <u>Approved As-Builts to District or Printers for Protection Copy</u>
<hr/>		7. <u>Electronic and Original As-Builts to Engineering</u>
<hr/>		8. <u>Approved HazMat Co and O&amp;M Manuals to District</u>

**Note: This is a working document and may be updated as deemed necessary during program or Owner's request/needs.**

**B. ACCEPTANCE AND NOTICE OF COMPLETION**

The District's acceptance of the Contract and processing of the Notice of Completion shall be pursuant to Article 21 of the General Conditions, Exhibit D of the Facilities Lease Agreement.

## VII. APPENDIX OF FORMS

### I. ENTITY GENERATED FORMS:

- A. REQUEST FOR INFORMATION (RFI)
- A.2 WORKERS COMPENSATION AFFIDAVIT
- A.3 ENTITY AFFIDAVIT OF PUBLIC WORKS COMPLIANCE
- B. SUBMITTAL TRANSMITTAL FORM
- C. PROPOSED CHANGE ORDER
- D. DAILY EXTRA WORK REPORT
- E. REQUEST FOR INSPECTION
- F. ENTITY LEASE PAYMENT
- G. SUPERINTENDENT DAILY REPORT (DISTRICTS FORM)
- H. VERIFIED REPORT - DSA6C
- I. CONDITIONAL WAIVER AND RELEASE UPON PROGRESS PAYMENT
- J. UNCONDITIONAL WAIVER AND RELEASE UPON PROGRESS PAYMENT
- K. CONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT
- L. UNCONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT
- M. AFFIDAVIT OF PAYMENT FORM
- N. SUBSTITUTION REQUEST FORM
- O. T & M WAGE CHART
- P. EXTRA STOCK RECEIPT
- Q. IN-SERVICE TRAINING
- R. ASBESTOS CONTAINING BUILDING MATERIAL NOTIFICATION STATEMENT
- S. ENTITY'S CERTIFICATE OF FINAL COMPLETION
- T. PAYMENT BOND FORM
- U. PERFORMANCE BOND FORM
- V. GUARANTEE FORM
- W. NFPA RECORD OF COMPLETION FORM
- X. PUBLIC WORKS CONTRACT AWARD INFORMATION (DAS 140)
- Y. FRINGE BENEFIT STATEMENT FORM

### II. OWNER/OWNER-REPRESENTATIVE GENERATED FORMS:

- Z. REQUEST FOR PROPOSAL
- AA. LEASE AMENDMENT
- BB. CONTINGENCY DRAW AUTHORIZATION
- CC. PROJECT MEETING AGENDA
- DD. DISTRICT REPRESENTATIVE FIELD REPORT
- EE. NOTICE OF NONCONFORMING WORK/CONSTRUCTION DEFICIENCY
- FF. PROJECT CLOSEOUT FORM



# REQUEST FOR INFORMATION

Sacramento City Unified School District  
425 1<sup>st</sup> Ave., Sacramento, CA 95818

NAME & ADDRESS OF PROJECT:	SCUSD PROJECT NUMBER.:
_____	DATE OF ISSUANCE.:
_____	RFI NUMBER:
_____	CONTRACT FOR:
NAME & ADDRESS OF ENTITY:	ARCHITECT:
_____	DSA APPLICATION NO.:
_____	
_____	

File Reference  
 OWNER\_\_\_  
 ARCHITECT\_\_\_  
 ENTITY\_\_\_  
 INSPECTOR\_\_\_  
 OTHER\_\_\_

## DESCRIPTION OF PROBLEM / CLARIFICATION / INFORMATION REQUIRED:

Subject:	Reference:
Reason for Request:	Action Requested:
Description:	

## PROPOSED SOLUTION:

Submitted by: \_\_\_\_\_  
 Name Company / Position

## RESPONSE:

This document is to provide additional information or clarification only, and does not constitute authorization or direction to proceed with any changed or additional work. Changed or additional work must be separately authorized in writing by the District.

Response by: \_\_\_\_\_  
 Signature of A/E or other respondent Date

Reviewed by: \_\_\_\_\_  
 Signature of A/E or other respondent Date

**Appendix A.2**

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**

**WORKER'S COMPENSATION AFFIDAVIT**

Pursuant to General Conditions, Exhibit D of the Facilities Lease Agreement, Article 3, Section 3.13, in accordance with the provisions of Section 3700 of the California Labor Code, every contractor under contract on this project is required to secure workers' compensation insurance for its employees.

Each contractor, to whom a public works contract is awarded, is required to sign and file with the awarding body the following certification prior to performing the work of the contract.

I am aware of the provisions of Section 3700 of the California Labor Code which requires every employer to carry workers' compensation insurance or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this contract and will carry such provisions through to completion of the contract.

Company: \_\_\_\_\_

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

By: \_\_\_\_\_

(Signature)

Name: \_\_\_\_\_

(Print)

Title: \_\_\_\_\_



**Appendix A.3**

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
ENTITY AFFIDAVIT OF PUBLIC WORKS COMPLIANCE**

Certification of Compliance with Prevailing Wage Laws

I, \_\_\_\_\_ As owner of \_\_\_\_\_  
(NAME) (COMPANY)

I hereby, certify under penalty of perjury:

- 1) That I am the Official Representative of the above named company and therefore responsible for compliance with the Public Works laws on this project.
- 2) That as Owner of this company, I was informed of the California Public Works laws and was given the information and forms to complete the project in compliance with these laws at the beginning of the project.
- 3) That the determinations and classifications published by the State of California DLSR have been used to bid the wages on this project by my company and my subcontractors' companies.
- 4) That all workers who perform labor on the project will be paid all prevailing wages as listed in the applicable determinations due to them in the course of the work as listed on their timecards, including fringe benefits.
- 5) That all training fees, if applicable, to the trade in which they are employed will be paid to the appropriate, approved fund.
- 6) That I will submit, and verify all subcontractors submit, a Public Works Contract Award Information Form (DAS 140) to the applicable Apprenticeship Programs for each trade and classification needed to complete the work.
- 7) That I will request, and verify all subcontractors request, the dispatch of required apprentices from one of the applicable Apprenticeship Committees at least 48 hours (excluding Saturdays, Sundays, and holidays) before the date on which one or more apprentices are required.
- 8) That all workers listed as apprentices will be registered, state apprentices and furnish a certificate of registration.

Title: \_\_\_\_\_

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

Date: \_\_\_\_\_ Project: \_\_\_\_\_



<b>Submittal Package</b>	
<b>Project</b>	<b>Date</b>
CM Firm Name Address 1 Suite/Room # City, State Zip Phone	<b>Submittal Package No.</b>

**General Information**

<p><b>Package No.</b></p> <p><b>Description</b></p> <p><b>CSI Code</b></p> <p><b>Reviewing Contacts</b>    Name (Company)</p> <p><b>Notes</b></p>	<p><b>Package Revision</b></p> <p><b>Required Review Time (days)</b></p>
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**Items**

CSI Code	Item No.	Description	Revision	Company	BIC	Status	Primary Response



# PROPOSED CHANGE ORDER

Sacramento City Unified School District

425 1st Ave., Sacramento, CA 95818

NAME & ADDRESS OF PROJECT:

SCUSD PROJECT NUMBER:

PCO NUMBER:

NAME & ADDRESS OF ENTITY:

ARCHITECT:

Entity proposes to change the Contract as follows:

(If used in response to a Request For Proposal, identify RFP # \_\_\_\_\_)

### PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum is: \_\_\_\_\_
2. The proposed schedule change is \_\_\_\_\_ days

Signature by the Entity indicates the Entity's agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this Proposed Change Order as full and complete satisfaction of any direct or indirect additional cost incurred by Entity in connection with performance of the proposed change work.

**ACCEPTED**

DATE: \_\_\_\_\_

ENTITY (Typed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Print Name) \_\_\_\_\_

**APPROVED**

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

ARCHITECT (Typed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Print Name) \_\_\_\_\_

**ACCEPTED**

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

Sacramento City Unified School District

OWNER (Typed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Print Name) \_\_\_\_\_

A/E USE ONLY

DSA file # \_\_\_\_\_

DSA Application # \_\_\_\_\_

DSA date approved \_\_\_\_/\_\_\_\_/\_\_\_\_

DAILY EXTRA WORK REPORT

Project Number:	Report No: _____ of _____
Project:	CCD No:
Contractor:	Date Work Performed:
Superintendent:	DSA App. #

Description of work in progress (include building / area):

Personnel:

Name	Craft / Classification	Hours	Pay Rate	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Equipment: By type, number and hours (invoice is mandatory with reconciliation)

Materials: By type and units (invoice is mandatory with reconciliation)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Contractor)

Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_  
 (Inspector, CM, T & M Monitor)

Check box if final T & M

**NOTE: IOR, CM or T & M monitor must sign on the day that the work is being performed or Contractor will forfeit payment**





# ENTITY LEASE PAYMENT

Sacramento City Unified School District  
 425 1st Ave., Sacramento, CA 95818

NAME & ADDRESS OF PROJECT:

**[School Name & Project]**

**Address**

**Address**

NAME & ADDRESS OF ENTITY:

**[Entity Name]**

**Address**

**Address**

SCUSD PROJECT NUMBER: \_\_\_\_\_

LEASE PAYMENT NUMBER: **0** \_\_\_\_\_

PERIOD ENDING: \_\_\_\_\_

P.O. NUMBER: **PO-** \_\_\_\_\_

## CERTIFICATE OF THE LEASE/LEASEBACK ENTITY:

The undersigned certifies that to the best of its knowledge, information, and belief, the Work covered by the period of this Lease Payment has been completed in accordance with the Contract Documents, and that the current lease payment shown herein is now due.

1	Original Contract Sum	\$ _____ .00
2	Net change by previously authorized Amendments	\$0.00
3	Revised Agreement Amount to Date (Line 1 ± 2)	\$ _____ .00
4	Less Prior Payments	\$0.00
5	Current Payment Due (Line 7 Less Line 8)	<b>\$ _____ .00</b>
6	Balance of Total Base Rent	\$ _____ .00

**Not valid until signed by the Lease/Leaseback Entity, Project Manager and Owner.**

Entity:	[Entity Name]	Date:	
Authorized Signature:		Print Name:	
Project Manager:	[CM Name]	Date:	
Authorized Signature:		Print Name:	
Owner:	Sacramento City Unified School District	Date:	
Authorized Signature:		Print Name:	

Schedule of Values Breakdown

LEASE PAYMENT NUMBER #:

Application Date :

Project # :

Period To :

A #	B Month	C Lease Monthly Value	D Previous Work Complete	E Work Completed from This Period	F Total Completed & Stored to Date	G %	H Balance to Finish
Lease Payments							
1	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
2	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
3	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
4	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
5	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
6	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
7	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
8	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
9	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
10	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
11	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
12	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
13	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
Lease Payments	Subtotal:	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
						0%	\$0.00
Construction Contingency							
01	Construction Contingency	0.00					
Construction Contingency	Subtotal	0.00					
Owner Contingency							
01	Owner Contingency	0.00					
Owner Contingency	Subtotal	0.00					
	GRAND TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00



**Daily Report 0/0/20xx**

**Project Name:**

**Project Number:**

Entity Name  
 Address  
 City State, Zip  
 Phone:

**General Information**

**Report Date:**  
**Non-Work Day:**  
**Notes:**

**Report By:**  
**Cause:**

**WEATHER :**

Timeframe	Low Temp	High Temp	Visibility	Humidity	Wind Speed	Wind Direction	Conditions	Precip Amt.	Notes

**COMPANY:**

Company	No.	Work Location	Manhours	Total No. Workers	Activity

**EQUIPMENT :**

Item	Type	Source	Unit of Measurement	Reading	Location	Status	Notes



---



---

**MATERIAL :**

Description	Category	Units	Qty Received	Time	Location	Notes

---



---

**VISITOR :**

Name	Company	Time	Notes

---



---

**SAFETY:**

Company	Contact	Noticed By	Work Activity	Safety Issue	Requirement	Outcome

---



---

**QA/AC:**

Company	Description	CSI Code	Issued By



6-C

# CONTRACTOR VERIFIED REPORT

This form shall be completed by each contractor having a contract with the owner, in accordance with California Code of Regulations, Title 24, Part 1, Sections 4-343 or 4-220.

School District/Owner:		DSA File #:	-
Project Name/School:		DSA App. #:	-
Date of Report:	Number of Attached Pages: <i>(If none, enter zero.)</i>	DSA 152 Card #(s):	
Note that <b>DSA approved</b> construction documents, referred to below, are those portions of the construction documents, duly approved by the DSA, that contain information related to and affecting the Structural Safety, Fire/Life Safety and Accessibility portions of the project.		<i>List all inspection card numbers for which this verified report applies.</i>	

**COMPLETE SECTIONS 1, 2, 3 & 4 AND PROVIDE ALL REQUIRED DOCUMENTATION**

**1. CONTRACTOR INFORMATION** *(Enter name and check applicable box)*

Name of Contractor (Company/Firm) Submitting this Report:	
<input type="checkbox"/>	Operating as general contractor responsible for all work shown in the <i>DSA approved</i> construction documents.
<input type="checkbox"/>	Operating as contractor responsible for part of the work shown in the <i>DSA approved</i> construction documents. <i>(Describe scope of work in the contract.)</i>

**2. REASON FOR FILING THIS VERIFIED REPORT** *(Check applicable box)*

<input type="checkbox"/>	<b>Interim Verified Report:</b> List affected form DSA 152 Inspection Card Section #(s):
<input type="checkbox"/>	<b>Final Verified Report:</b> Construction of all work shown in the <i>DSA approved</i> construction documents that is part of my contract is complete.
<input type="checkbox"/>	<b>Termination of Contract</b> prior to completion of all work in the contract <i>(Provide last date of work):</i>
<input type="checkbox"/>	<b>DSA Request Dated:</b>

**3. DEFERRED SUBMITTALS** *(Check applicable box)*

<input type="checkbox"/>	This project does not require deferred submittals within the scope of my contract.
<input type="checkbox"/>	All deferred submittals within the scope of my contract are approved by DSA.
<input type="checkbox"/>	The following deferred submittals, within the scope of my contract, are <b>not approved</b> by DSA <i>(Provide list. Attach additional pages if necessary):</i>

**4. DEVIATIONS AS OF THE DATE OF THIS REPORT** *(Check applicable box)*

<input type="checkbox"/>	All deviation notices pertinent to my contract related to work shown in the <i>DSA approved</i> construction documents are resolved.
<input type="checkbox"/>	There are unresolved deviation notices pertinent to my contract and related to work shown in the <i>DSA approved</i> construction documents. <i>(Attach copies)</i>
<input type="checkbox"/>	There is work pertinent to my contract that is not completed in compliance with the <i>DSA approved</i> construction documents. <i>(Briefly describe. Attach additional pages if necessary.)</i>

I attest that based on my own personal knowledge (as defined in California Code of Regulations, Title 24, Part 1, Sections 4-336 and 4-214) that, except as marked in Sections 3 and 4, as of the date of this report, the work has been performed and materials have been used and installed, in every material respect, in compliance with the *DSA approved* construction documents. I declare under penalty of perjury that I prepared this report and that all statements are true.

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

Print Name: \_\_\_\_\_ Contractor's License No.: \_\_\_\_\_

**Submit completed form to the DSA Regional Office with construction oversight authority for the project.**

<input type="checkbox"/> DSA OAKLAND 1515 Clay Street, Suite 1201 Oakland, CA 94612	<input type="checkbox"/> DSA SACRAMENTO 1102 Q Street, Suite 5200 Sacramento, CA 95811	<input type="checkbox"/> DSA LOS ANGELES 700 N. Alameda Street, Suite 5-500 Los Angeles, CA 90012	<input type="checkbox"/> DSA SAN DIEGO 10920 Via Frontera Rd., Suite 300 San Diego, CA 92127
---	--	---	--

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

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

**Identifying Information**

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: Sacramento City Unified School District

Through Date: \_\_\_\_\_

**Conditional Waiver and Release**

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

Maker of Check: \_\_\_\_\_

Amount of Check: \$ \_\_\_\_\_

Check Payable to: \_\_\_\_\_

**Exceptions**

This document does not affect any of the following:

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

Date(s) of waiver and release: \_\_\_\_\_

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

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

**Signature**

Claimant's Signature: \_\_\_\_\_

Claimant's Title: \_\_\_\_\_

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

UNCONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

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

**Identifying Information**

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: Sacramento City Unified School District \_\_\_\_\_

Through Date: \_\_\_\_\_

**Unconditional Waiver and Release**

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

**Exceptions**

This document does not affect any of the following:

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

**Signature**

Claimant's Signature: \_\_\_\_\_

Claimant's Title: \_\_\_\_\_

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

CONDITIONAL WAIVER AND RELEASE ON FINAL PAYMENT

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

**Identifying Information**

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: Sacramento City Unified School District \_\_\_\_\_

**Conditional Waiver and Release**

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

Maker of Check: \_\_\_\_\_

Amount of Check: \$ \_\_\_\_\_

Check Payable to: \_\_\_\_\_

**Exceptions**

This document does not affect any of the following:

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

**Signature**

Claimant's Signature: \_\_\_\_\_

Claimant's Title: \_\_\_\_\_

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

UNCONDITIONAL WAIVER AND RELEASE ON FINAL PAYMENT

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

**Identifying Information**

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: Sacramento City Unified School District \_\_\_\_\_

**Unconditional Waiver and Release**

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

**Exceptions**

This document does not affect the following:

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

**Signature**

Claimant's Signature: \_\_\_\_\_

Claimant's Title: \_\_\_\_\_

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

**AFFIDAVIT OF PAYMENT – to be submitted monthly as part of deliverables**

**TO ALL WHOM IT MAY CONCERN:**

**WHEREAS**, the undersigned Entity has been employed by the Sacramento City Unified School District (“District”) to furnish labor and materials under a contract dated \_\_\_\_\_, 20\_\_ for :

Project:\_\_\_\_\_ Project Number:\_\_\_\_\_

Month & Year:\_\_\_\_\_

in the County of Sacramento, State of California.

**WHEREAS**, payments to the Entity are to be used, in whole or in part, to pay subcontractors and suppliers of work and materials on the project.

**NOW, THEREFORE**, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_ , the undersigned, as the Entity for the above-named Contract, pursuant to the General Conditions of the Contract hereby certifies that, except as listed below, it has paid in full or has otherwise satisfied all obligations for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Entity for damages arising in any manner in connection with the performance of the Contract referenced above for which the District might in any way be held responsible.

**EXCEPTIONS:** (If none, write “None.” If required by the District, the Entity shall furnish bond satisfactory to the District for each Exception). Entity shall not be required to list as an exception any claim for extra work for which Entity has not been paid.

Subcontractor/Supplier	Amount unpaid/disputed	Reason for lack of payment/dispute

[ENTITY NAME]

By: \_\_\_\_\_

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

Typed name: \_\_\_\_\_

Position: \_\_\_\_\_

SUBSTITUTION REQUEST FORM - 00430

Failure to complete this form with information required including signature, will nullify any request for substitution.

TO: \_\_\_\_\_

PROJECT: \_\_\_\_\_  
\_\_\_\_\_

We hereby submit for your consideration the following product instead of the specified item for the above Project:

<u>SECTION</u>	<u>PARAGRAPH</u>	<u>SPECIFIED ITEM</u>
_____	_____	_____

Proposed Substitution: \_\_\_\_\_  
\_\_\_\_\_

Reason for Substitution (Refer to General Conditions, Exhibit D of the Facilities Lease Agreement, Section 11.07 for acceptable reasons):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach complete technical data, including laboratory test, if applicable.

Include complete information on changes to Drawings and/or Specifications which, proposed substitution will require for its proper installation.

Submit with request all necessary samples and substantiating data to prove equal quality and performance to that which is specified. Clearly mark manufacturer's literature to indicate equality in performance.

Fill in Blanks Below:

A. Does this substitution affect dimensions shown on Drawings?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, clearly indicate changes.

\_\_\_\_\_  
\_\_\_\_\_

B. The undersigned acknowledges that they will pay for changes to the building design, including engineering and detailing costs caused by the requested substitution.



C. What affect does substitution have on other trades?

\_\_\_\_\_

D. What affect does substitution have on applicable code requirements?

\_\_\_\_\_

E. Differences between proposed substitution and specified item?

\_\_\_\_\_

F. Manufacturer's guarantees of the proposed and specified items are:

\_\_\_\_\_ Same \_\_\_\_\_ Different (explain on attachment)

G. Factory Mutual, Underwriters Laboratory and/or ICBO Number of proposed substitution:\_\_\_\_\_.

H. Cost savings/benefit to the District:

\_\_\_\_\_

CERTIFICATION OF EQUAL PERFORMANCE AND ASSUMPTION OF LIABILITY FOR EQUAL PERFORMANCE

The undersigned states that the function, appearance and quality are equivalent or superior to the specified item.

Submitted By:

\_\_\_\_\_ Signature/Title

By:\_\_\_\_\_

\_\_\_\_\_ Firm

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

\_\_\_\_\_ Address

Remarks: \_\_\_\_\_

\_\_\_\_\_ Telephone/Date

\*\*\*\*\*

For Use by Design Consultant

\_\_\_\_\_ Accepted \_\_\_\_\_ Accepted as Noted

\_\_\_\_\_ Not Accepted \_\_\_\_\_ Received Too Late

\_\_\_\_\_ Approved as alternate - See Bid Form

**SCUSD  
T & M WAGE CHART**

**EXHIBIT O**

Date: \_\_\_\_\_  
School/Project: \_\_\_\_\_  
Entity: \_\_\_\_\_

**Prevailing Wage Rate Calculation**

Confirm Company Rate

Date:			Fringes Benefits (does not increase for OT rates)								Burden (Employer Payments)									
No	Trade / Craft	Group	Basic Hourly Rate	Health & Welfare	Pension	Vacation / Holiday	Other Payments	Subtotal (Fringes)	Training	Subtotal Straight / OT Hourly Rate	FICA	SDI	Workman Comp.	UI	FUTA	Total Burden	Total Hourly Rate	Profit 10%	Total Billable Rate	Comments
											7.65%	1.00%	Varies	6.20%	0.60%					
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
													0.00%							
2			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
													0.00%							
3			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
													0.00%							
4			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
													0.00%							
5			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
													0.00%							
6			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
													0.00%							

**Notes:**

I Insert Entity's basic hourly rate, health & welfare, pension, vacation/holiday and other payments in columns "D to H", then add training to column "J". Subtotal straight and over time hourly rates will be calculated at column "K" which includes "Fringes Benefits". Please note that ONLY "basic hourly rates" will change for over time and all other "Fringe Benefits" remain the same as straight hourly rates.

II Insert Entity's workman compensation rate at lower section of columns "N" where shows "0.00%" for each contractor/trade. Total hourly rate including "Fringes Benefits" and all "Burdens" will be calculated at column "R". Since "Burdens" are percentages of the "subtotal straight/OT hourly rates" they will increase for over time rates and will be calculated automatically by the spreadsheet.



**RECEIPT OF ITEMS RECEIVED BY SCHOOL SITE**

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

I, \_\_\_\_\_ have received the following items for  
(School Representative/Custodian)

Sacramento City Unified school site \_\_\_\_\_ from  
(Name of School)

\_\_\_\_\_  
(Company Name and Representative) **PLEASE PRINT**

Note: List stock paint by color and # of gallons (1 gallon each color required, 5 gallons anti-graffiti)

**Quantity**

**Description**

<b><u>Quantity</u></b>	<b><u>Description</u></b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



# Sacramento City Unified School District In-Service Training

School: \_\_\_\_\_

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

Subject of Training: \_\_\_\_\_

Attendance:	
Name	Company/Department
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



# Sacramento City Unified School District

## Contractors/Short-Term Workers

### Asbestos-Containing Building Material (ACBM Notification Statement)

This form must be completed and signed by the contractor/short-term worker prior to beginning any work that may disturb ACBM at any Sacramento City Unified School District school/site. The original must be filed with the Facilities Department **before beginning work**.

Specific information regarding asbestos-containing building materials is available in the Asbestos Hazard Emergency Response Act (AHERA) binder (gold colored) located at each school/site administration office\*.

I, \_\_\_\_\_ of \_\_\_\_\_  
(Please Print Name of Representative) (Please Print Business Name)

am aware of the presence of ACBM located at the following school/site, know where to obtain information regarding ACBM located at this school/site, and understand that I will be held responsible for disturbing ACBM at:

\_\_\_\_\_  
(Print Name of School/Site)

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date



# ENTITY'S CERTIFICATE OF FINAL COMPLETION

**OWNER** Sacramento City Unified School District  
**DISTRICT REPRESENTATIVE** \_\_\_\_\_  
**ARCHITECT** \_\_\_\_\_

**PROJECT:** Sacramento City Unified School District, Project Number: \_\_\_\_\_  
School: \_\_\_\_\_

**ATTENTION:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

This is to certify that I, \_\_\_\_\_ am an authorized official of  
**(Name of authorized official)**

\_\_\_\_\_ working in the capacity of \_\_\_\_\_  
**(Firm or Corporation)** **(Position)**

and have been properly authorized by said firm or corporation to sign the following statements pertaining to the subject contract:

I know of my own personal knowledge, and do hereby certify, that the work of the contract described above has been performed, and materials used and installed to date in accordance with, and in conformity to, the contract drawings and specifications.

The contract work is now complete in all parts and requirements, excepting the attached list of minor deficiencies and the reasons for each being incomplete to date, for which exemption from final payment requirements is requested (if no exemptions requested, write "none") \_\_\_\_\_. The work is now ready for your final inspection. The following items required from the Entity prior to application for final payment (such as O&M manuals, record drawings, etc.) are submitted herewith, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that neither the issuance by the Construction Manager of a Notice of Completion, nor the acceptance thereof by the Owner, shall operate as a bar to claim against the Entity under the terms of the guarantee provisions of the contract documents.

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

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



**PAYMENT BOND FORM**

**Exhibit T**

Bond No. \_\_\_\_\_

**PAYMENT BOND**

THAT, WHEREAS, the SACRAMENTO CITY UNIFIED SCHOOL DISTRICT (“District”) has awarded to \_\_\_\_\_ (“Entity”) a Facilities Lease requiring the furnishing of all labor, materials, equipment, transportation and services for the construction of \_\_\_\_\_ located in \_\_\_\_\_ County, California (“Project”).

WHEREAS, the improvements to be constructed by the Entity are more particularly set forth in the Facilities Lease for the Project dated \_\_\_\_\_, (the “Lease”), the terms and conditions of which are expressly incorporated herein by reference, and

WHEREAS, said Entity is required to furnish a bond in connection with said Lease to secure the payment of claims of laborers, mechanics, material suppliers, and other persons as provided by law;

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

1. THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Entity, or its subcontractors, heirs, executors, administrators, successors, or assigns, shall fail to pay any of the persons named in State of California Civil Code Section 9100, or amounts due under the State of California Unemployment Insurance Code with respect to work or labor performed under the Facilities Lease, or for any amounts required to be deducted, withheld, and paid over to the State of California Employment Development Department from the wages of employees of Entity and subcontractors pursuant to the State of California Unemployment Insurance Code section 13020 with respect to such work and labor, that Surety will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall become and be null and void.

2. This Bond shall inure to the benefit of any and all persons, companies and corporations entitled to file claims under California law, including but not limited to those specified in California Civil Code section 9100, so as to give a right of action to them or their assigns in any suit brought upon this bond.

3. Surety, for value received, hereby expressly agrees that no extension of time, change, modification, alteration, or addition to the undertakings, covenants, terms, conditions, and agreements of the Lease, or to the work to be performed thereunder, shall in any way affect its obligation on this bond, and it does hereby waive notice of any such extension of time, change, modification, alteration, or addition to the undertakings, covenants, terms, conditions, and agreements of the Lease, or to the work to be performed thereunder. Surety further waives the provisions of State of California Civil Code section 2845.

4. Amounts owed by the District to Entity under the Lease shall be used for the performance of the Lease and to satisfy claims, if any, under the Performance Bond. By Entity furnishing and the District accepting this Payment Bond, they agree that all funds earned by Entity in the performance of the Lease are dedicated to satisfy obligations of Entity and Surety under this Bond, subject to the District’s priority to use the funds for the completion of the work or the satisfaction of the District’s claims, including liquidated damages, under the Lease.

5. Surety’s obligations hereunder are independent of the obligations of any other surety for the payment of claims of laborers, mechanics, material suppliers, and other persons in connection with the Lease; and suit may be brought against Surety and such other sureties, jointly and severally, or against any one or more of them, or against less than all of them without impairing the District rights against the other.

6. In the event suit is brought upon this bond, the parties not prevailing in such suit shall pay reasonable attorneys' fees and costs incurred by the prevailing parties in such suit.

7. Correspondence or claims relating to this bond shall be sent to Surety at the address set forth below.

IN WITNESS WHEREOF, we have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Entity: \_\_\_\_\_  
(Name of Firm)

Surety: \_\_\_\_\_  
(Name of Firm)

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address for Notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Note: Notary Acknowledgement for Surety and Surety's Power of Attorney must be attached

Address for District Notices:

Sacramento City Unified School District  
Attn: Chris Ralston, Assistant Superintendent of  
Facilities Support Services  
5735 47th Ave.  
Sacramento, CA 95824-4528

Note: Notary Acknowledgement for Surety and Surety's Power of Attorney must be attached.





## PERFORMANCE BOND FORM

Exhibit U

Bond No. \_\_\_\_\_

### KNOW ALL MEN BY THESE PRESENTS:

THAT, WHEREAS, the SACRAMENTO CITY UNIFIED SCHOOL DISTRICT ("District") has awarded to \_\_\_\_\_, ("Entity") a Facilities Lease requiring the furnishing of all labor, materials, equipment, transportation and services for the construction of \_\_\_\_\_ located in \_\_\_\_\_ County, California ("Project").

WHEREAS, The improvements to be constructed by Entity are more particularly set forth in the Facilities Lease for the Project dated \_\_\_\_\_ (the "Lease"), the terms and conditions of which are expressly incorporated herein by reference, and

WHEREAS, Entity is required by the Facilities Lease to perform the terms thereof and to furnish a bond for the faithful construction of improvements required by the Facilities Lease.

NOW, THEREFORE, Entity, as principal, and \_\_\_\_\_ as Surety, a corporation organized and duly authorized to transact business under the laws of the State of California ("Surety"), are held and firmly bound unto the District and Claimants, as defined herein, in the penal sum of \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_), said sum being not less than one hundred percent (100%) of the Total Base Rent under the Facilities Lease, for the payment of which sum well and truly to be made as provided in this Performance Bond.

1. Entity and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to District for the performance of the Facilities Lease, including the improvements to be constructed thereunder, which is incorporated herein by reference.
2. If Entity timely performs each and every obligation under the Facilities Lease, including all Guarantee and/or warranty obligations, Surety and Entity shall have no obligation under this Bond, except to participate in conferences as provided in Subparagraph 3.1.
3. Surety's obligation under this Performance Bond shall arise after:
  - 3.1 District has declared a Entity Default and has notified Entity and Surety at its address described in Paragraph 10 below that District has declared a Entity Default and has requested and attempted to arrange a conference with Entity and Surety to be held not later than seven (7) days after receipt of such notice to discuss methods of performing all remaining obligations of Entity pursuant to the Lease; and
  - 3.2 District has agreed to pay any remaining Lease Payments, as provided for in the Facilities Lease, to Surety in accordance with the terms of the Facilities Lease or to a Entity selected to complete the Project in accordance with the terms of the Facilities Lease.
4. When District has satisfied the conditions of Paragraph 3, Surety shall promptly and at Surety's expense take one of the following actions:
  - 4.1 Arrange for Entity, with consent of District, to perform and complete the Project (District retains the right in its sole and absolute discretion to reject the use of Entity to perform and complete the Project); or
  - 4.2 Undertake to perform and complete the Project itself, through its agents or through independent contractors; or

- 4.3 Obtain bids or negotiated proposals from qualified contractors acceptable to District for a contract for performance and completion of the Project, arrange for a contract to be prepared for execution by District and the contractor selected with District's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Lease, and pay to District the amount of damages as described in Paragraph 6 in excess of the Balance of the Total Base Rent as provided for under the terms of the Facilities Lease, incurred by District resulting from Entity's Default; or
- 4.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances:
  - .1 After investigation, determine the amount for which it may be liable to District and, as soon as practicable after the amount is determined, tender payment thereof to District; or
  - .2 Deny liability in whole or in part and notify District citing specific reasons therefore.
5. If Surety does not proceed as provided in Paragraph 4 within twenty (20) days from receipt of the notice described in paragraph 3.1 (whether or not a conference has been held pursuant to paragraph 3.1), or such longer period upon which District and Surety may agree in writing, Surety shall be deemed to be in default on this Bond. If Surety proceeds as provided in Subparagraph 4.4, and District refuses the payment tendered or Surety has denied liability, in whole or in part, without further notice District shall be entitled to enforce any remedy available to District.
6. After District has declared an Entity Default, and if Surety elects to act under Subparagraph 4.1, 4.2, or 4.3 above, then the responsibilities of Surety to District shall not be greater than those of Entity under the Lease, and the responsibilities of District to Surety shall not be greater than those of the District under the Lease. To the limit of the amount of this Performance Bond, but subject to commitment by District of any remaining Balance of the Total Base Rent to mitigation of costs and damages on the Lease, Surety is obligated without duplication for:
  - 6.1 The responsibilities of Entity for correction of defective work, materials and equipment and completion of the Project, including all Guarantee and warranty obligations;
  - 6.2 Additional legal, design professional, construction management and delay costs resulting from the Entity's Default, and resulting from the actions or failure to act of Surety under Paragraph 4; and
  - 6.3 Liquidated damages.
7. Surety shall not be liable to District or others for obligations of Entity that are unrelated to the Lease, and the Balance of the Total Base Rent shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than District or its heirs, executors, administrators or successors.
8. Surety, for value received, hereby expressly agrees that no extension of time, change, modification, alteration, or addition to the undertakings, covenants, terms, conditions, and agreements of the Lease, or to the work to be performed thereunder, shall in any way affect the obligation of this bond; and it does hereby waive notice of any such extension of time, change, modification, alteration, or addition to the undertakings, covenants, terms, conditions, and agreements of the Lease, or to the work to be performed thereunder. Surety further waives the provisions of State of California Civil Code section 2845.
9. Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction. The prevailing party in any such action shall be entitled to recover its attorneys' fees, to be taxed as an item of costs.
10. Notice to Surety, District or Entity shall be mailed or delivered to the address, or sent via facsimile to the facsimile number, shown on the signature page.

11. DEFINITIONS

- 11.1 Balance of the Total Base Rent: The total amount payable by District to Entity under the Facilities Lease after all proper adjustments have been made, including allowance to Entity of any amounts received or to be received by District in settlement of insurance or other claims for damages to which Entity is entitled, reduced by all valid and proper payments made to or on behalf of Entity under the Facilities Lease.
- 11.2 Lease: The Facilities Lease between the District and the Entity identified on the first page of this bond, including all Contract Documents and changes thereto.
- 11.3 Entity Default: Failure of the Entity, which has neither been remedied nor waived, to perform or otherwise to comply with the terms of the Lease.

ENTITY, as principal

SURETY

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Note: Notary Acknowledgement for Surety and Surety's Power of Attorney must be attached

Address for Owner Notices:

Sacramento City Unified School District  
 Attn: Chris Ralston, Assistant Superintendent of  
 Facility Support Services  
 5735 47th Ave.  
 Sacramento, CA 95824-4528

Section 00 65 36 - GUARANTEE FORM

{Print on Entity/Subcontractor Letterhead}

ARTICLE 1. GUARANTEE FORM

\_\_\_\_\_ {Entity's Name} hereby unconditionally guarantees that the Work performed for the **C.K. McClatchy Class Size Reduction Project / RFP #0510-404** has been done in accordance with the requirements of the Contract therefor and further guarantees the Work of the Contract to be and remain free of defects in workmanship and materials for a period of two (2) years from and after the recordation of the Notice of Completion of the Project and completion of all Contract obligations by the Entity, including formal acceptance of the entire Project by the District, unless a longer guarantee period is called for by the Contract Documents, in which case the terms of the longer guarantee shall govern. The Entity specifically waives any right to claim or rely on the statutory definition of completion set forth in Civil Code section 9200. The Entity specifically acknowledges and agrees that completion shall mean the Entity's complete performance of all Work required by the Contract Documents, amendments, change orders, construction change directives and punch lists, and the District's formal acceptance of the entire Project, without regard to prior occupancy, substantial completion doctrine, beneficial occupancy, or otherwise. The Entity hereby agrees to repair or replace any and all Work, together with any adjacent Work which may have been damaged or displaced in so doing, that may prove to be not in accordance with the requirements of the Contract or that may be defective in its workmanship or materials within the guarantee period specified, without any expense whatsoever to the District, ordinary wear and tear and unusual abuse and neglect only excepted. The Entity has provided contract bonds, which will remain in full force and effect during the guarantee period.

The Entity further agrees that within ten (10) calendar days after being notified in writing by the District of any Work not in accordance with the requirements of the contract or any defects in the Work, it will commence and prosecute with due diligence all Work necessary to fulfill the terms of this guarantee, and to complete the Work within a period of time stipulated in writing. In the event it fails to so comply, Entity does hereby authorize the District to proceed to have such Work done at the Entity's expense and it will pay the cost thereof upon demand. The District shall be entitled to all costs, including reasonable attorneys' fees, necessarily incurred upon the Entity's refusal to pay the above costs.

The guarantee period for corrected defective work shall continue for a duration equivalent to the original guarantee period.

Notwithstanding the foregoing paragraph, in the event of an emergency constituting an immediate hazard to the health or safety of the employees of the District, or its property or licensees, the District may undertake at the Entity's expense without prior notice, all Work necessary to correct such hazardous condition when it was caused by the Work of the Entity not being in accordance with the requirements of this contract, or being defective, and to charge the same to the Entity as specified in the preceding paragraph.

The guarantee set forth herein is not intended by the parties, nor shall it be construed, as in any way limiting or reducing the District's rights to enforce all terms of the Contract referenced hereinabove or the time for enforcement thereof. This guarantee is provided in addition to, and not in lieu of, the District's rights on such contract.

Spec Sections: \_\_\_\_\_

\_\_\_\_\_  
ENTITY/SUBCONTRACTOR SIGNATURE

\_\_\_\_\_  
PRINT NAME

**FIRE ALARM SYSTEM  
RECORD OF COMPLETION**

Name of protected property: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Representative of protected property (name/phone): \_\_\_\_\_  
 Authority having jurisdiction: \_\_\_\_\_  
 Address/telephone number: \_\_\_\_\_

<i>Organization name /phone</i>	<i>Representative name /phone</i>
---------------------------------	-----------------------------------

Installer \_\_\_\_\_  
 Supplier \_\_\_\_\_  
 Service organization \_\_\_\_\_  
 Location of record (as-built) drawings: \_\_\_\_\_  
 Location of operation and maintenance manuals: \_\_\_\_\_  
 Location of test reports: \_\_\_\_\_  
 A contract for test and inspection in accordance with NFPA standard(s)  
 Contract No(s): \_\_\_\_\_ Effective date: \_\_\_\_\_ Expiration date: \_\_\_\_\_

System Software  
 (a) Operating system (executive) software revision level(s): \_\_\_\_\_  
 (b) Site-specific software revision date: \_\_\_\_\_  
 (c) Revision completed by: \_\_\_\_\_  
(name) (firm)

**1. Type(s) of System or Service**

\_\_\_\_\_ *NFPA 72, Chapter 6 — Local*  
 If alarm is transmitted to location(s) off premises, list where received: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ *NFPA 72, Chapter 8 — Remote Station*  
 Telephone numbers of the organization receiving alarm: \_\_\_\_\_  
 Alarm: \_\_\_\_\_  
 Supervisory: \_\_\_\_\_  
 Trouble: \_\_\_\_\_  
 If alarms are retransmitted to public fire service communications centers or others, indicate location and telephone numbers of the organization receiving alarm: \_\_\_\_\_  
 \_\_\_\_\_  
 Indicate how alarm is retransmitted: \_\_\_\_\_

\_\_\_\_\_ *NFPA 72, Chapter 8 — Proprietary*  
 Telephone numbers of the organization receiving alarm: \_\_\_\_\_  
 Alarm: \_\_\_\_\_  
 Supervisory: \_\_\_\_\_  
 Trouble: \_\_\_\_\_  
 If alarms are retransmitted to public fire service communications centers or others, indicate location and telephone numbers of the organization receiving alarm: \_\_\_\_\_  
 \_\_\_\_\_  
 Indicate how alarm is retransmitted: \_\_\_\_\_

\_\_\_\_\_ *NFPA 72, Chapter 8 — Central Station*  
 Prime contractor: \_\_\_\_\_  
 Central station location: \_\_\_\_\_

(NFPA 72, 1 of 4)

FIGURE 4.5.2.1 Record of Completion.

Means of transmission of signals from the protected premises to the central station:  
 McCulloch       Multiplex       One-way radio  
 Digital alarm communicator       Two-way radio       Others

Means of transmission of alarms to the public fire service communications center:  
 (a) \_\_\_\_\_  
 (b) \_\_\_\_\_

System location: \_\_\_\_\_  
 NFPA 72, Chapter 9 — Auxillary

Indicate type of connection:     Local energy     Shunt     Parallel telephone  
 Location of telephone number for receipt of signals: \_\_\_\_\_

**2. Record of System Installation**  
 (Fill out after installation is complete and wiring is checked for opens, shorts, ground faults, and improper branching, but prior to conducting operational acceptance tests.)  
 This system has been installed in accordance with the NFPA standards as shown below, was inspected by \_\_\_\_\_ on \_\_\_\_\_, includes the devices shown in 5 and 6, and has been in service since \_\_\_\_\_ .  
 NFPA 72, Chapters 1 2 3 4 5 6 7 8 9 10 11 (circle all that apply)  
 NFPA 70, *National Electrical Code*, Article 760  
 Manufacturer's instructions  
 Other (specify): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Organization: \_\_\_\_\_

**3. Record of System Operation**  
 Documentation in accordance with Inspection Testing Form, Figure 10.6.2.3, is attached \_\_\_\_\_ .  
 All operational features and functions of this system were tested by \_\_\_\_\_ date \_\_\_\_\_ and found to be operating properly in accordance with the requirements of:  
 NFPA 72, Chapters 1 2 3 4 5 6 7 8 9 10 11 (circle all that apply)  
 NFPA 70, *National Electrical Code*, Article 760  
 Manufacturer's instructions  
 Other (specify): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Organization: \_\_\_\_\_

**4. Signaling Line Circuits**  
 Quantity and class of signaling line circuits connected to system (see NFPA 72, Table 6.6.1):  
 Quantity: \_\_\_\_\_ Style: \_\_\_\_\_ Class: \_\_\_\_\_

(NFPA 72, 2 of 4)

FIGURE 4.5.2.1 Continued

**5. Alarm-Initiating Devices and Circuits**  
Quantity and class of initiating device circuits (see NFPA 72, Table 6.5):  
Quantity: \_\_\_\_\_ Style: \_\_\_\_\_ Class: \_\_\_\_\_

**MANUAL**  
(a) Manual stations Noncoded \_\_\_\_\_ Transmitters \_\_\_\_\_ Coded \_\_\_\_\_ Addressable \_\_\_\_\_  
(b) Combination manual fire alarm and guard's tour coded stations \_\_\_\_\_

**AUTOMATIC**  
Coverage: Complete \_\_\_\_\_ Partial \_\_\_\_\_  
                  Selective \_\_\_\_\_ Nonrequired \_\_\_\_\_

(a) Smoke detectors \_\_\_\_\_ Ion \_\_\_\_\_ Photo \_\_\_\_\_ Addressable \_\_\_\_\_  
(b) Duct detectors \_\_\_\_\_ Ion \_\_\_\_\_ Photo \_\_\_\_\_ Addressable \_\_\_\_\_  
(c) Heat detectors \_\_\_\_\_ FT \_\_\_\_\_ RR \_\_\_\_\_ FT/RR \_\_\_\_\_ RC \_\_\_\_\_ Addressable \_\_\_\_\_  
(d) Sprinkler waterflow indicators: Transmitters \_\_\_\_\_ Noncoded \_\_\_\_\_ Coded \_\_\_\_\_ Addressable \_\_\_\_\_  
(e) The alarm verification feature is disabled \_\_\_\_\_ or enabled \_\_\_\_\_, changed from \_\_\_\_\_ seconds to \_\_\_\_\_ seconds.  
(f) Other (list): \_\_\_\_\_

---

**6. Supervisory Signal-Initiating Devices and Circuits (use blanks to indicate quantity of devices)**

**GUARD'S TOUR**  
(a) \_\_\_\_\_ Coded stations  
(b) \_\_\_\_\_ Noncoded stations  
(c) \_\_\_\_\_ Compulsory guard's tour system comprised of \_\_\_\_\_ transmitter stations and intermediate stations  
Note: Combination devices are recorded under 5(b), Manual, and 6(a), Guard's Tour.

**SPRINKLER SYSTEM**  
Check if provided  
(a) \_\_\_\_\_ Valve supervisory switches  
(b) \_\_\_\_\_ Building temperature points  
(c) \_\_\_\_\_ Site water temperature points  
(d) \_\_\_\_\_ Site water supply level points

Electric fire pump:  
(e) \_\_\_\_\_ Fire pump power  
(f) \_\_\_\_\_ Fire pump running  
(g) \_\_\_\_\_ Phase reversal

Engine-driven fire pump:  
(h) \_\_\_\_\_ Selector in auto position  
(i) \_\_\_\_\_ Engine or control panel trouble  
(j) \_\_\_\_\_ Fire pump running

**ENGINE-DRIVEN GENERATOR:**  
(a) \_\_\_\_\_ Selector in auto position  
(b) \_\_\_\_\_ Control panel trouble  
(c) \_\_\_\_\_ Transfer switches  
(d) \_\_\_\_\_ Engine running  
Other supervisory function(s) (specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(NFPA 72, 3 of 4)

FIGURE 4.5.2.1 Continued

**7. Annunciator(s)**  
 Number: \_\_\_\_\_ Type: \_\_\_\_\_ Location: \_\_\_\_\_

**8. Alarm Notification Appliances and Circuits**  
*NFPA 72, Chapter 6 — Emergency Voice/Alarm Service*  
 Quantity of voice/alarm channels: \_\_\_\_\_ Single: \_\_\_\_\_ Multiple: \_\_\_\_\_  
 Quantity of speakers installed: \_\_\_\_\_ Quantity of speaker zones: \_\_\_\_\_  
 Quantity of telephones or telephone jacks included in system: \_\_\_\_\_

Quantity and the class of notification appliance circuits connected to system (see *NFPA 72, Table 6.7*):  
 Quantity: \_\_\_\_\_ Style: \_\_\_\_\_ Class: \_\_\_\_\_

Types and quantities of notification appliances installed:

(a) Bells \_\_\_\_\_ With Visible \_\_\_\_\_  
 (b) Speakers \_\_\_\_\_ With Visible \_\_\_\_\_  
 (c) Horns \_\_\_\_\_ With Visible \_\_\_\_\_  
 (d) Chimes \_\_\_\_\_ With Visible \_\_\_\_\_  
 (e) Other: \_\_\_\_\_ With Visible \_\_\_\_\_  
 (f) Visible appliances without audible: \_\_\_\_\_

**9. System Power Supplies**

(a) Fire Alarm Control Panel: Nominal voltage: \_\_\_\_\_ Current rating: \_\_\_\_\_  
 Overcurrent protection: Type: \_\_\_\_\_ Current rating: \_\_\_\_\_  
 Location: \_\_\_\_\_

(b) Secondary (standby):  
 Storage battery: \_\_\_\_\_ Amp-hour rating: \_\_\_\_\_  
 Calculated capacity to drive system, in hours: \_\_\_\_\_  
 Engine-driven generator dedicated to fire alarm system: \_\_\_\_\_  
 Location of fuel storage: \_\_\_\_\_

(c) Emergency system used as backup to primary power supply: \_\_\_\_\_  
 Emergency system described in NFPA 70, Article 700: \_\_\_\_\_

**10. Comments**  
 Frequency of routine tests and inspections, if other than in accordance with the referenced NFPA standard(s):  
 \_\_\_\_\_  
 System deviations from the referenced NFPA standard(s) are:  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 (signed) for installation contractor/supplier (title) (date)

\_\_\_\_\_  
 (signed) for alarm service company (title) (date)

\_\_\_\_\_  
 (signed) for central station (title) (date)

Upon completion of the system(s) satisfactory test(s) witnessed (if required by the authority having jurisdiction):  
 \_\_\_\_\_  
 (signed) representative of the authority having jurisdiction (title) (date)

(NFPA 72, 4 of 4)

FIGURE 4.5.2.1 *Continued*



State of California - Department of Industrial Relations

DIVISION OF APPRENTICESHIP STANDARDS

Exhibit X

**PUBLIC WORKS CONTRACT AWARD INFORMATION**

Contract award information must be sent to your Apprenticeship Committee if you are approved to train. **If you are not approved to train, you must send the information (which may be this form) to ALL applicable Apprenticeship Committees in your craft or trade in the area of the site of the public work. Go to: <http://www.dir.ca.gov/databases/das/pwaddrstart.asp> for information about programs in your area and trade.** You may also consult your local Division of Apprenticeship Standards (DAS) office whose telephone number may be found in your local directory under California, State of, Industrial Relations, Division of Apprenticeship Standards.

**Do not send this form to the Division of Apprenticeship Standards.**

NAME OF YOUR COMPANY	CONTRACTOR'S STATE LICENSE NO
MAILING ADDRESS- NUMBER & STREET, CITY, ZIP CODE	AREA CODE & TELEPHONE NO.
NAME & ADDRESS OF PUBLIC WORKS PROJECT	DATE YOUR CONTRACT EXECUTED
	DATE OF EXPECTED OR ACTUAL START OF PROJECT
NAME & ADDRESS OF PUBLIC AGENCY AWARDDING CONTRACT	ESTIMATED NUMBER OF JOURNEYMEN HOURS
	OCCUPATION OF APPRENTICE
THIS FORM IS BEING SENT TO: (NAME & ADDRESS OF APPRENTICESHIP PROGRAM(S))	ESTIMATED NUMBER OF APPRENTICE HOURS
	APPROXIMATE DATES TO BE EMPLOYED

***This is not a request for dispatch of apprentices.***

*Contractors must make a separate request for actual dispatch, in accordance with Section 230.1(a) California Code of Regulations*

*Check One Of The Boxes Below*

- We are already approved to train apprentices by the \_\_\_\_\_  
Apprenticeship Committee. We will employ and train under their Standards. Enter name of the Committee
- We will comply with the standards of \_\_\_\_\_  
Apprenticeship Committee for the duration of this job only. Enter name of the Committee
- We will employ and train apprentices in accordance with the California Apprenticeship Council regulations, including § 230.1 (c) which requires that apprentices employed on public projects can only be assigned to perform work of the craft or trade to which the apprentice is registered and that the apprentices must at all times work with or under the direct supervision of journeyman/men.

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

Typed Name \_\_\_\_\_

Title \_\_\_\_\_

## Explanation to box 1 - 3 on form DAS 140

---

- Box 1 is for contractors who are already approved to train by an apprenticeship program (signatory/member).
- Box 2 indicates that a contractor is willing to comply with a program's Standards for the current project only. This generally means that the fringe benefits and the training funds will be paid to that Committee's Trust Fund. It also allows a contractor to take advantage of a more generous maximum ratio than the CAC Standards, but does not affect the minimum ratio of 1 apprentice hour for every 5 journeyman hours.
- Box 3 means that a contractor will be governed by the regulations of the California Apprenticeship Council. Generally this means that the minimum and maximum ratio for apprentices is the same – 1 apprentice hour for every 5 journeyman hours per each craft, totaled at the end of the project. It also means the Training Fund Contribution is usually paid to the California Apprenticeship Council.

# Fringe Benefit Statement

Exhibit Y

COMPANY INFORMATION			
Company Name		Date	
Street Address		Suite/Unit #	
City	State	Zip	
License Number	Issuing State(s)	Classification	Expiration

CONTRACT INFORMATION	
Project Name/Number	Contract Number

In order that the proper Fringe Benefit rates can be verified for checking payrolls or applied to force account work on the above contract, the hourly rates for Fringe Benefits, subsistence and/or travel on the allowance payment made for employees on the various classes of work are tabulated below. THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE FIRST CERTIFIED PAYROLL, OR WHEN THERE HAVE BEEN ANY CHANGES.

CLASSIFICATION	FRINGE BENEFIT HOURLY AMOUNT	NAME AND ADDRESS OF PLAN, FUND OR PROGRAM
Effective Date	Vacation     \$ _____	
	Health & Welfare     \$ _____	
	Pension     \$ _____	
Subsistence and/or Travel Pay	Apprentice/ Training     \$ _____	
\$ _____	Other     \$ _____	

CLASSIFICATION	FRINGE BENEFIT HOURLY AMOUNT	NAME AND ADDRESS OF PLAN, FUND OR PROGRAM
Effective Date	Vacation     \$ _____	
	Health & Welfare     \$ _____	
	Pension     \$ _____	
Subsistence and/or Travel Pay	Apprentice/ Training     \$ _____	
\$ _____	Other     \$ _____	

SIGNATURE	
I hereby certify that fringe benefits are paid to the approved Plans, Funds, or Programs as listed above.	
Print Name	Title/Position
Authorized Signature	Date



# REQUEST FOR PROPOSAL

Sacramento City Unified School District  
425 1<sup>st</sup> Ave., Sacramento, CA 95818

**NAME & ADDRESS OF PROJECT:**

**SCUSD PROJECT NUMBER:**

**PROPOSAL REQUEST NUMBER:**

**NAME & ADDRESS OF ENTITY:**

**DATE OF ISSUANCE:**

**CONTRACT FOR:**

**ARCHITECT:**

---

Please submit an itemized proposal for changes in Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Submit proposal by \_\_\_\_\_.

**THIS IS NOT** A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

---

Insert a written description of the proposed modification:

Attachments:  
*(List attached documents that support description)*

---

REQUESTED BY:

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Printed name and title)*



**Sacramento City Unified School District**  
 425 1<sup>st</sup> Ave., Sacramento, CA 95818

Lease Amendment # \_\_  
 [School Name - Project Name]  
 DSA App. # \_\_ - \_\_\_\_ / Facilities Lease Agreement# \_\_\_\_  
 SCUSD Project # \_\_\_\_\_

Effective **[Board Date]**, the Facilities Lease Agreement dated **[Agreement Date]** between the Sacramento City Unified School District and **[LLB Entity]** for the **[School Name - Project Name]** is amended as follows:

[AMENDMENT CHANGE SPECIFICS]

Original Total Base Rent Sum	\$	-
Net Change by Amendment # __	\$	-
Total Base Rent including this Amendment	\$	-

In all other respects, the terms and conditions of said Facilities Lease, including the exhibits thereto, remain in full force and effect.

Sacramento City Unified School District,  
 A school district organized and existing under the laws of the State of California

**LLB Entity Name**  
 A California Corporation

By: \_\_\_\_\_  
 Chris Ralston  
 Title: Assistant Superintendent – Facilities support Services

By: \_\_\_\_\_  
**[Name]**  
 Title: [\_\_\_\_\_]

By: \_\_\_\_\_  
 Anthony Lea  
 Title: Facilities Project Manager

Federal Tax Identification Number :  
 [\_\_\_\_\_]

# CONTINGENCY DRAW AUTHORIZATION

Sacramento City Unified School District

425 1<sup>st</sup> Ave., Sacramento, CA 95818



**NAME & ADDRESS OF PROJECT:**

[School Name]  
Address  
Address

**PURCHASE ORDER #:**

**DATE OF ISSUANCE:**  
**DRAW NUMBER:** 00\_

**NAME & ADDRESS OF ENTITY:**

[Entity Name]  
Address  
Address

**DSA FILE #:** \_\_\_\_\_

**DSA APPLICATION #:** 02-\_\_\_\_\_

You are hereby authorized to draw against the following contingencies in the amount stated and for the described purposes only:

**Owner Contingency: \$0.00**

Description:  
Requested by:  
Reason:  
Ref:

Documentation supporting proper completion of work under this allowable use of contingency funds **must** be submitted to the District prior to release of the funds.

**PROPOSED ADJUSTMENTS**

**Owner Contingency**

**Construction Contingency**

Original Contingency      \$      0.00  
Previous Authorized Draws:    \$      0.00  
Current Draw:                    \$      0.00  
Contingency Remaining:        \$      **0.00**

Original Contingency      \$      0.00  
Previous Authorized Draws:    \$      0.00  
Current Draw:                    \$      0.00  
Contingency Remaining:        \$      **0.00**

The Contract Time is proposed to be: No Change  
The proposed adjustment (in days), if any: 0.0000

**FIELD AUTHORIZATION**

Owner's representative: \_\_\_\_\_  
(Authorized Signature) (Print Name) (Date)

DSA approval required:  Yes  No      Form of approval:  Written  Oral

Given by:  DSA  A/E      Name: \_\_\_\_\_      Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

<b>ACCEPTED</b>
DATE :
ENTITY (Company Name)
(Authorized Signature)
(Print Name)

<b>APPROVED</b>
DATE:
ARCHITECT (Company Name)
(Authorized Signature)
(Print Name)

<b>ACCEPTED</b>
DATE:
Sacramento City Unified School District
District
OWNER
(Authorized Signature)
(Print Name)



Meeting Agenda
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**Project:**  
**Meeting No.**

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<b>Meeting Type</b> <b>Subject</b> <b>Prepared By</b>	<b>Date</b> <b>Time</b> <b>Location</b>
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Meeting Attendance			
Company – Attendee	Required	Company – Attendee	Required

**Ordered By Item Type, Item No., Item Category**  
**Item Type**

Item No.	XXX				
Time Allotment			Category		
Summary					
Agenda Details					
Responsible					
Parties					
Desired					
Outcome					

**Item Type**

Item No.	XXX				
Time Allotment			Category		
Summary					
Agenda Details					
Responsible					
Parties					
Desired					
Outcome					





**NOTICE OF NON-CONFORMING WORK**

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Project: \_\_\_\_\_ Report No.: \_\_\_\_\_  
From: \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor: \_\_\_\_\_ DSA Issue No.: \_\_\_\_\_  
DSA App: \_\_\_\_\_

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Description of Non-Conforming Work:

*The above indicated work is rejected. It may be accepted only pursuant to General Conditions 12.3.*

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Receipt Acknowledged by Contractor: \_\_\_\_\_ Date \_\_\_\_\_

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Resolution of Non-Conforming Work:

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Reviewed By CM: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted By Inspector \_\_\_\_\_ Date: \_\_\_\_\_



Project Close-Out Form

Project # \_\_\_\_\_ Project Name \_\_\_\_\_

General Contractor \_\_\_\_\_

Project Completion Date \_\_\_\_\_

District Boundary Local Participation:

Actual Final Dollar Amount: \$ \_\_\_\_\_ Final Percentage: \_\_\_\_\_%

DVBE 3% Goal:

Actual Final Dollar Amount: \$ \_\_\_\_\_ Final Percentage: \_\_\_\_\_%

Small Business:

Actual Final Dollar Amount: \$ \_\_\_\_\_ Final Percentage: \_\_\_\_\_%

If Contractor did not meet the percentages/amounts stated in its bid, explain why: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_