

COUNTY OF SAN MATEO

STATE OF CALIFORNIA

PROJECT MANUAL

and

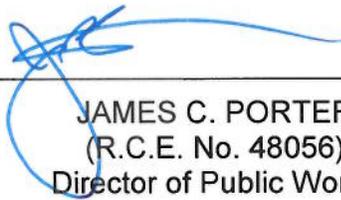
CONTRACT DOCUMENTS

for

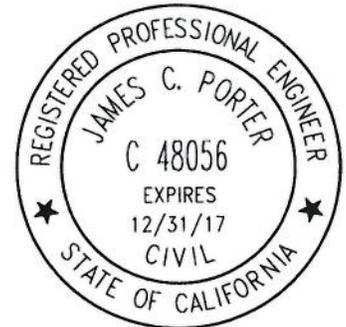
SAN MATEO MEDICAL CENTER
MECHANICAL CONTROLS UPGRADE
222 WEST 39TH AVENUE
SAN MATEO, CA 94403

PROJECT NO. PE026

APPROVED: July 26, 2016



JAMES C. PORTER
(R.C.E. No. 48056)
Director of Public Works



Department of Public Works
San Mateo County
555 County Center, 5th Floor
Redwood City, California 94063-1665

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PLANS & SPECIFICATIONS

See separate package approved by OSHPD on June 02, 2016

PROJECT DIRECTORY

PROJECT: San Mateo Medical Center
Mechanical Controls Upgrade
222 W. 39th Avenue
San Mateo, CA 94403
Project No. PE026

SAN MATEO MEDICAL
CENTER OPERATIONS: Gary Webb, Director of Engineering
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650-573-3739

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650-573-3961

MECHANICAL ENGINEER: Brian Provencal, PE
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Alameda, CA 94501
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STRUCTURAL ENGINEER: William Bevier, SE
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Gold River, CA 95670
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ELECTRICAL ENGINEER: Donny Lee, PE
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Sacramento, CA 95816
916-256-2460

OWNER REPRESENTATIVE: Andy Jain, PE, Project Manager
ajain@smcgov.org
650-599-1493

NOTICE TO CONTRACTORS

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the County of San Mateo, State of California, will receive sealed bids for the construction contract titled

SAN MATEO MEDICAL CENTER
MECHANICAL CONTROLS UPGRADE
222 WEST 39TH AVENUE
SAN MATEO, CA 94403
PROJECT NO. PE026

Bids shall be received in accordance with the Contract Documents. Contract Documents may be examined and/or downloaded in pdf format at the Department of Public Works website at <http://publicworks.smcgov.org/projects-out-bid> (includes complete bid package).

A mandatory pre-bid conference and site visit is scheduled for **August 09, 2016 at 10:00 a.m.** The conference will meet at **San Mateo Medical Center's main lobby**. Because of the nature of this project it is mandatory that bidding contractors attend the pre-bid conference to become familiar with existing conditions. **Bids will not be accepted from any contractor not present for the mandatory pre-bid conference as evidenced on the attendance roster.**

Questions regarding this project should be directed to Andy Jain, Project Manager, Department of Public Works, 555 County Center, 5th Floor, Redwood City, California, 94063-1665, ajain@smcgov.org, 650-599-1493.

Bids shall be submitted using forms furnished and bound in the Project Manual and in accordance with Instructions to Bidders, and shall be accompanied by a Certified or Cashier's Check or Bid Bond for ten percent (10%) of the bid amount.

Bids shall be sealed and filed with the Clerk of the Board of Supervisors of the County of San Mateo at the Hall of Justice and Records, 400 County Center, (formerly 401 Marshall Street) 1st Floor, Redwood City, California, on or before **August 30, 2016 at 11:00 a.m.** and will be opened in public in the Chambers of said Board of Supervisors or at another location as designated by Owner shortly thereafter.

The Board of Supervisors of the County of San Mateo, State of California, reserves the right to reject any and all bids, alternate bids, or unit prices and waive any irregularities in any bid received.

No bidder may withdraw his bid for a period of ninety (90) days after the date set for the opening thereof.

Pursuant to Labor Code Sections 1770, et seq., the Director of the Department of Industrial Relations has determined the general prevailing rate of wages in the County of San Mateo for each craft, classification, or type of workman needed to execute the contract. The prevailing rates so determined are based on an 8-hour day, 40-hour week, except as otherwise noted. Existing agreements between the Building Trades and the Construction Industry groups relative to overtime, holidays and other special provisions shall be recognized. It shall be mandatory upon the Contractor and upon any sub-contractors under him, to pay not less than the said specific rates to all laborers, workmen or mechanics employed by them in the execution of this contract.

Pursuant to State Senate Bill SB 854 (Stat. 2014, chapter 28), effective January 1, 2015:

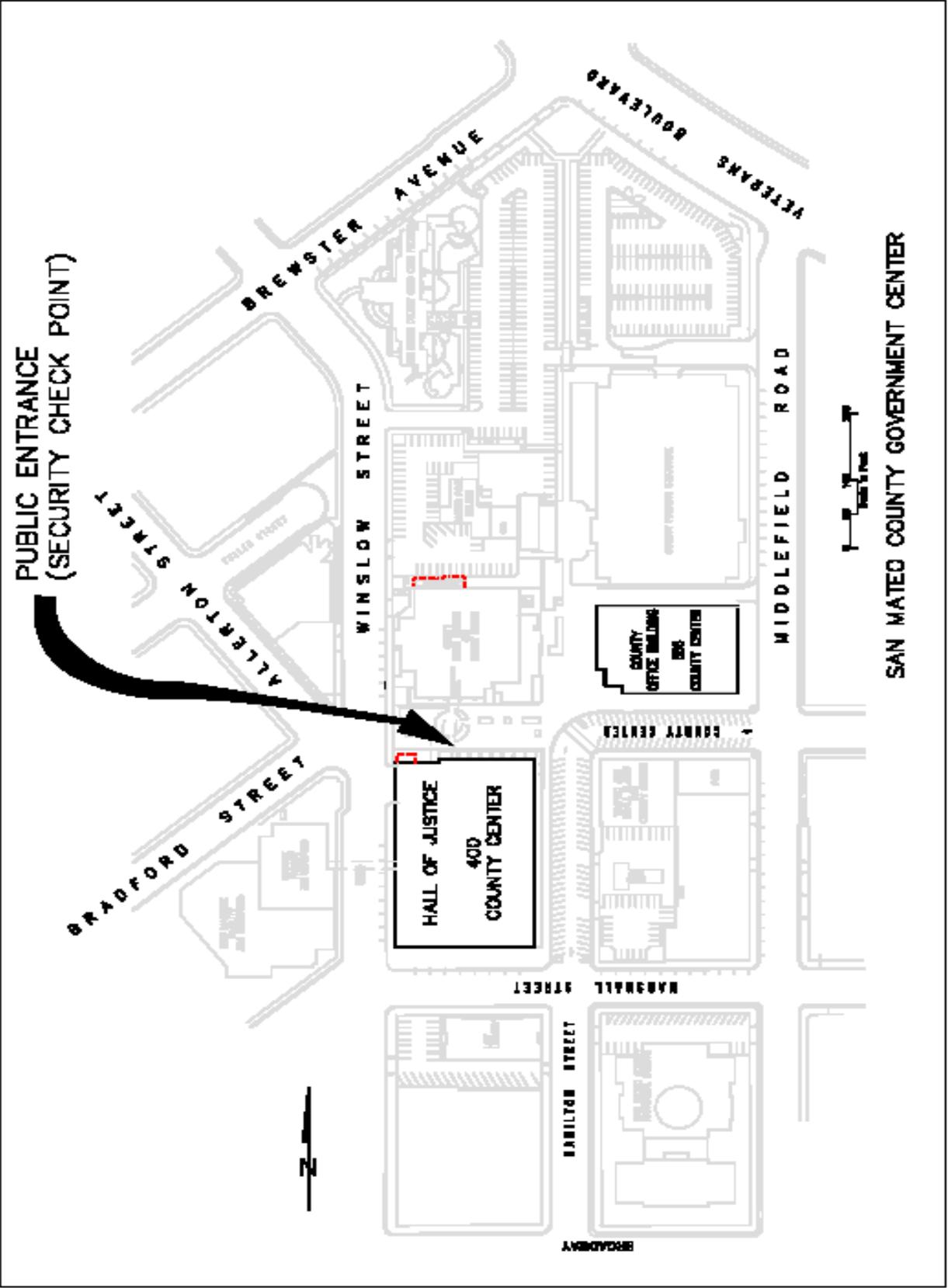
- (1) No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only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

Contractors are further advised that, pursuant to State Senate Bill SB 854 (Stat. 2014, chapter 28), effective January 1, 2015, all contractors and subcontractors working on a contract for public work on a public works project (awarded on or after April 1, 2015) must furnish electronic certified payroll records to the Labor Commissioner.

A bond will be required for the faithful performance of the contract in amount of not less than one hundred percent (100%) of the amount of the bid, and a bond will be required to guarantee the payment of wages for services engaged and for materials used in the performance of the contract in an amount of not less than one hundred percent (100%) of the bid.

The work to be done consists, in general, of providing all labor, materials, tools, appurtenances, and equipment required to upgrade the San Mateo Medical Center's HVAC DDC controls system in accordance with plans and specifications approved by OSHPD on June 02, 2016, as well as any other items and details not mentioned above but required by the Contract Documents and as directed by the Director of Public Works.

Contract time is specified at one hundred fifty (150) calendar days. Liquidated damages are \$500 per calendar day.



**PUBLIC ENTRANCE
(SECURITY CHECK POINT)**

SAN MATEO COUNTY GOVERNMENT CENTER

**HALL OF JUSTICE
400
COUNTY CENTER**

**COUNTY OFFICE BUILDING
200
COUNTY CENTER**



INSTRUCTIONS TO BIDDERS

1. General

- 1.1 Bids shall be received in accordance with the Contract Documents. Each bidder shall carefully read the complete Contract Documents including these instructions.
- 1.2 Before submitting a bid, each Bidder shall visit the Site and evaluate all conditions and limitations involved thereon as no allowance will be made because of the lack of such examination and knowledge.
- 1.3 Only Licensed Contractors, authorized to do business under the laws of the State of California and able to qualify as follows will be eligible to submit a bid. Bidders shall meet the following:
 - A. Contractors bidding to the Owner shall have a minimum five years continuous experience as prime on projects of comparable quality, size, complexity and type.
 - B. Contractors bidding to the Owner shall have completed as the prime three projects of comparable quality, size, complexity and type.
 - C. Subcontractors shall meet the above two requirements as it pertains to their Work.
 - D. Within three calendar days of request by Owner, Contractor shall submit evidence of compliance to the above qualifications and a list of all work performed, both complete and incomplete, within the previous five years including the names and phone numbers of the Owners and Architects.
- 1.4 Before a contract is awarded, the Director of Public Works may, at his sole discretion, require from the proposed contractor evidence of his ability to faithfully, capably, and reasonably perform such proposed contract within the Contract Time and for the Contract Amount, and may consider such evidence before making a decision on the award of such proposed contract.
- 1.5 The Owner reserves the right to reject any and all proposals, to contract work with whomever and in whatever manner, to abandon work entirely, or waiver of any irregularities in receiving bids.
- 1.6 The contract shall be awarded to the lowest and most responsible bidder as interpreted by the Owner in accordance with the Contract Documents. The Base Bid shall be used to determine the lowest bidder. Alternates may be accepted and awarded to the lowest and most responsible bidder, as determined above, in any combination or order.

1.7 Questions regarding the Contract Documents, such as discrepancies, conflicts, omissions, doubt as to meanings, or regarding scope of Work shall be referred to the Owner. Inquiries must be received by the Owner not later than 96 hours before bid time. Inquiries will be answered in writing to all bidders of record if written clarification is warranted in the opinion of the Owner. The Owner will not be responsible for oral clarifications. Regarding questions on the Contract Documents in the absence of written clarifications, Contractor is instructed to bid the more expensive method or materials.

2. Proposals

2.1 Bids shall be submitted in accordance with the Contract Documents. Bids, which shall be submitted on Proposal Forms incorporated with the Project Manual, are to be properly and fully filled out including, but not limited to, bid bond, the Equal Employment Opportunity Program questionnaire and report, Certifications, Contractor's Declaration Form, Anti-Trust Law questionnaire, and the designation of all subcontractors who will perform work or labor or render service on behalf of bidder, in an amount in excess of one-half of one percent of the Contractor's total bid.

2.2 No bid will be considered which makes exceptions, changes, or in any manner makes reservations to the terms of the Contract Documents.

2.3 Unit Prices on all classes of work as specified or required shall be submitted. Additions to or deductions from the contract sum shall be based on these unit prices. However, none will be acceptable that are definitely above and beyond a fair and just amount and will be subject to reasonable adjustment before the signing of the Contract or bid disqualification.

2.4 Each bid must give the full business address of the bidder and be signed by the bidder with his usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by any authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the State of incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. Corporations must furnish a Certificate attesting to the existence of the corporation. The name of each person signing shall also be typed or printed below the signature. When requested by the Owner, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished.

2.5 Bids are to be submitted in separate sealed envelopes. Envelopes shall

be marked in lower left corner "Bid for" (provide contract title) and "Bid Opening" (provide bid opening date and time).

Deliver all bids to the Department of Public Works, 555 County Center, 5th Floor, Redwood City, California.

- 2.6 Opening of bids shall be as soon after the hour set for bid opening as possible. Opening and declaration to be in the Clerk of the Board of Supervisors of the County of San Mateo at the Hall of Justice and Records, 400 County Center, (formerly 401 Marshall Street) 1st Floor, Redwood City, California, or at another location as designated by Owner. The bid opening is open to bidders and the public.
 - 2.7 No bid will be considered which is received after the time set for bid opening as determined by Owner.
3. Bonds and Insurance
 - 3.1 Bids shall be accompanied by a certified or cashier's check or bid bond for 10 percent of the amount of the bid.
 - 3.2 Two bonds, as itemized below and in the forms presented in these Contract Documents, shall be furnished by the successful bidder within ten days after notification of award, which documents will be filed with the Department of Public Works, Capital Projects Division, 555 County Center, 5th Floor, Redwood City, California. The bonds shall be in the form of surety bonds issued by corporations duly and legally licensed to transact business in the State of California, satisfactory to the Owner. Premiums for said bonds shall be paid by the Contractor and maintained at Contractor's expense during the period prescribed herein for the completion of the work to be done under the contract.
 - 3.3 Performance Bond in amount of 100 percent of the Contract Amount to insure Owner during construction and for the guarantee period after completion against faulty or improper materials or workmanship and to assure Owner of full and prompt performance of Contract.
 - 3.4 Payment Bond in amount of 100 percent of the Contract Amount in accordance with the laws of the State of California to secure payment of any and all claims for labor and material used or consumed in performance of this Contract.
 - 3.5 Workers' Compensation Insurance, Comprehensive General Liability Insurance, and Motor Vehicle Liability Insurance shall be maintained by the contractor as detailed in the General Conditions.
 4. Wage Rates

- 4.1 The Director of Industrial Relations has determined the general prevailing rate of wages in the County of San Mateo.
 - 4.2 In accordance with the General Conditions, it shall be mandatory upon the Contractor and sub-contractors to pay not less than the said prevailing wage rates to all laborers, workmen, or mechanics employed by them in the execution of this Contract. When applicable, both Contractor and Subcontractor hereby agrees to pay not less than prevailing rates of wages and be responsible for compliance with all the provisions of the California Labor Code, Article 2-Wages, Chapter 1, Part 7, Division 2, Section 1770 et seq and Section 1810 et seq. A copy of the prevailing wage scale established by the Department of Industrial Relations is on file in the office of the Director of Public Works, and available at www.dir.ca.gov/DLSR or by phone at 415-703-4774. California Labor Code Section 1776(a) requires each contractor and subcontractor keep accurate payroll records of trades workers on all public works projects and to submit copies of certified payroll records upon request.
 - 4.3 The Contractor's attention is further directed to the following requirements of State Senate Bill SB 854 (Stat. 2014, chapter 28), effective January 1, 2015:
 - (1) No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
 - (2) No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
 - (3) This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
 - 4.4 The Contractor is further advised that, pursuant to State Senate Bill SB 854 (Stat. 2014, chapter 28), effective January 1, 2015, all contractors and subcontractors working on a contract for public work on a public works project (awarded on or after April 1, 2015) must furnish electronic certified payroll records to the Labor Commissioner.
5. Non-Discrimination
- 5.1 All Contractors with contracts over \$5,000 must comply with the County Ordinance Code with respect to the provision on employee benefits; as set forth in the ordinance, such Contractors are prohibited from discriminating in the provision of employee benefits with a domestic partner and an

employee with a spouse. A copy of the ordinance is included in this project manual.

6. Contractor Employee Jury Service Ordinance

6.1 For contracts over \$100,000, Contractor shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees regular pay the fees received for jury service. A copy of the ordinance is included in this project manual.

7. Recycling and Diversion of Debris From Construction and Demolition Ordinance

7.1 All Contractors with demolition contracts exceeding \$5,000 in value; or construction contracts exceeding \$250,000 in value; or construction contracts consisting of at least 2,000 square feet shall comply with the County Ordinance with respect to construction and demolition debris. A copy of the ordinance is included in this project manual.

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GENERAL CONDITIONS

1 THE CONTRACT

1.1 CONTRACT DESCRIPTION

The Contract Documents form the entire Contract between the Contractor and the Owner. The Contract supersedes prior negotiation and representations, either written or oral.

1.2 CONTRACT DOCUMENTS

- A The Contract Documents consist of the Notice to Contractors, Instructions to Bidders, Agreement, General Conditions, Special Provisions, Supplementary Conditions, Specifications, Drawings, Addenda, Revision Orders, Change Orders, Field Orders, other documents listed in the Agreement or included in the Project Manual, and written interpretations and instruction when issued in accordance with the provisions herein.
- B The Contract Documents are complementary and what is required by any one shall be as binding as if required by all. The Contract Documents are not necessarily complete in every detail. The Contract is to include all labor, materials, equipment and other items as necessary for the proper execution and completion of the work as specified or reasonably inferable as being necessary to produce the intended results in accordance with high quality industry standards.
- C An item designated by reference to the number, symbol, or title of a specific standard such as a commercial standard, a Federal Specification, a Trade Association Standard or other similar standard, shall comply with the requirements in the latest revision thereof and any amendments or supplement thereto in effect on the date of the bid. The standards referred to shall have full force and effect as though printed in the Specifications.
- D The County will arrange for the Contractor to have access to one set of reproducible Drawings. The Contractor may at his expense, reproduce the Drawings and Specifications as needed. All Drawings and Specifications and copies thereof are the property of the Owner. They are not to be used on other projects.
- E For convenience, the Specifications may be arranged in sections and the Drawings may be arranged by system or otherwise. Such separation shall not be considered as the limit of Work required of any separate trade. The terms and conditions of such limitations are wholly between the Contractor and his Subcontractors.
- F In general, the Drawings will indicate dimensions, position, quantity and kind of construction; and the Specifications will indicate quality and method. Work

indicated in one but not the other shall be furnished as though fully set forth in both. Work not specifically detailed, marked or specified, shall be the same as similar work that is marked, specified or detailed.

- G The Project Manual is a collection of documents assembled for the convenience of the parties and usually includes, but is not limited to, the Notice to Contractors, Instructions to Bidders, General Conditions, Supplementary General Conditions, Special Provisions, Bid Documents, Agreement, and Specifications.

1.3 ERROR IN THE DOCUMENTS

- A Should an error or conflict appear in the Contract Documents, or a conflict with the documents and actual conditions, the Contractor shall notify the Architect at once, and the Architect will issue instructions. If the Contractor proceeds with the work without such instructions, he shall make good any resulting unacceptable work or consequences.
- B Whenever the documents could be construed to be ambiguous or conflicting, the Contractor is deemed to have included the cost of the more expensive material, method, or requirement in the Contract Amount.
- C Figured dimensions shall govern over scaling and large scale details shall govern over smaller scale details.

1.4 SEPARATE CONTRACTS

- A The Owner reserves the right to let other contracts in connection with this Project. Contractor shall afford other contractors reasonable opportunity for the introduction and storage of their materials and the execution of their work, and shall properly connect and coordinate his work with theirs.
- B If any part of Contractor's Work depends for proper execution or results upon the work of another contractor, the Contractor shall inspect and measure the work of other contractor and promptly report to the Owner all defects or discrepancies that render it unsuitable for such proper execution or results. Contractor's action of proceeding with his work shall constitute his acceptance of the prior work as fit and proper for the reception of his work.
- C The Contractor shall make good any damage he may do to another contractor's work to the Owner's satisfaction.

1.5 CONTRACT TERMINATIONS

- A Owner's Right to Terminate Contract for Cause

If Contractor should be adjudged a bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on

account of his insolvency, or if he should fail to supply enough properly skilled workmen or materials to maintain the schedule, or if he should fail to diligently and expeditiously prosecute the Work, or if he should fail to commence the Work on the Project site within ten calendar days of the date of the Notice to Proceed, or if he should fail to make prompt payments to Subcontractors or for materials or labor, or persistently disregard laws, ordinances or the instructions of the Owner or Architect, or otherwise breach any provision of the Contract between the Contractor and Owner, the Owner may without prejudice to any right or remedy the Owner may have and after giving the Contractor seven days' written notice, terminate the Contract or terminate the Contractor's right to proceed with the Work and take possession of the premises and of all materials, tools and appliances thereon and finish the Work by whatever method the Owner may deem expedient. In such case, Contractor shall not be entitled to receive any further payment until the Work is finished. If the unpaid balance of the Contract Amount shall exceed the expense of finishing the Work, including compensation for additional managerial and administrative services, such excess shall be paid to the Contractor. If such expense shall exceed such unpaid balance, the Contractor shall pay the difference to the Owner.

B Owner's Right to Terminate Contract for Convenience

The Owner reserves the right to terminate this contract at any time. Contractor shall be compensated on the basis of the reasonable value of the portion of Work completed as prorated against the Contract Amount or shown as a separate price and the cost incurred for portions of the Work performed but not completed. The total payments to contractor shall not exceed the Contract Amount.

C Contractor's Right to Terminate Contract

Except as provided by paragraph 1.5 D Emergency Termination, if the Work should be stopped by the Owner, or an order of the court, or other public authority for a period of six months, through no act or fault of the Contractor or of anyone employed by him, then the Contractor may, upon twenty-one (21) days written notice to the Owner, terminate this Contract and recover from the Owner the amount owed under the Contract for the portion of Work, if any, which was completed.

D Emergency Termination

This Contract is subject to termination as provided by Section 4410 and 4411 of the Public Contracts Code of the State of California, being portions of the Emergency Termination of Public Contracts Act of 1949. Said Sections read as follows:

"Sec. 4410. TERMINATION OF CONTRACT FOR PUBLIC WORK IN EVENT OF NATIONAL EMERGENCY. In the event a national emergency occurs, and public work, being performed by Contract, is stopped, directly

or indirectly, because of the freezing or diversion of materials, equipment, or labor, as the result of an order or of a proclamation of the President of the United States, or of an order of any federal authority, and the circumstances or conditions are such that it is impracticable within a reasonable time to proceed with a substantial portion of the Work, then the public agency and the Contractor may, by written agreement, terminate said Contract."

"Sec. 4411. INCLUSION OF TERMS AND CONDITIONS OF TERMINATION OF CONTRACT IN AGREEMENT: COMPENSATION TO CONTRACTOR. Such an agreement shall include the terms and conditions of the termination of the Contract and provision for the payment of compensation or money, if any, which either party shall pay to the other or any other person, under the facts and circumstances in the case."

"Compensation to the Contractor shall be determined on the basis of the reasonable value of the Work done, including preparatory Work. As an exception to the foregoing, in the case of any fully completed separate item or portion of the work for which there is a separate Contract price, the Contract price shall control. The parties may in any other case adopt the Contract price as the reasonable value of the Work or any portions thereof."

1.6 ALLOWANCES

- A The Contractor shall include in the Contract Amount all allowances stated in the Contract Documents. Items or services covered by these allowances shall be supplied as the Owner may direct.
- B Allowances for material and equipment shall cover the cost to the Contractor, less any applicable trade discount, delivered at the site, and all applicable taxes. The Contractor's costs for unloading and handling on the site, labor, installation costs, overhead, profit and other expenses required to complete the Work shall be included in the Contract Amount and not in the allowance.
- C Whenever the cost of the material, equipment or service is more than or less than the allowance, the Contract Amount shall be adjusted by the procedure in Section 2, Contract Modifications.

1.7 DISPUTES

Should any dispute including breach, arise out of or relate to this Contract the Contractor shall continue to perform the Work in accordance with the Contract Documents and the Owner and Contractor agree to pursue resolution of the disagreement by whatever means available. Neither the dispute resolution process, the resolution, nor lack of resolution shall delay, hinder, or alter the completion of the Work in accordance with the undisputed portion of the Contract

Documents and in accordance with the Owner's direction to Contractor regarding disputed portions of the Contract.

1.8 SEVERABILITY

In the event that any provision or any part of a provision of this Contract shall be finally determined to be superseded, invalid, illegal or otherwise unenforceable pursuant to applicable laws by an authority having jurisdiction, such determination shall not impair or otherwise affect the validity, legality, or enforceability of the remaining provisions or parts of provisions of this Contract, which shall remain in full force and effect as if the unenforceable provision or part were deleted.

1.9 HEADINGS

The headings of any section or provision of this Contract are for convenience only and shall not be deemed to limit, restrict or alter the content, meaning or effect thereof.

2 CONTRACT MODIFICATIONS

2.1 MODIFICATION DOCUMENTS

- A The Owner, without invalidating the Contract and without consent of surety, may accomplish changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract Amount and the Contract Time being equitably adjusted accordingly. All such changes in the Work shall be accomplished by Revision Order, Change Order, Field Order, Owner's Instructions or Architect's Instruction as may be applicable in accordance with the provisions herein. The Contract Amount and the Contract Time may be changed only by a Revision Order. Changes to the Work shall be performed under the applicable provision of the Contract Documents for similar Work. Contractor agrees to promptly proceed with the Work as so changed. All changes to the Work and all Contractor requests for additional compensation shall be resolved in accordance with this Section 2, Contract Modifications.

- B A Change Order is a written order from the Owner or Architect ordering a change in the Work. Upon receipt of a Change Order, the Contractor shall promptly proceed with the Work as changed. Within twenty (20) calendar days after receiving a Change Order and prior to or simultaneously with proceeding with the change in the Work, Contractor shall advise the Architect of Contractor's disagreement, if any, with the terms of the Change Order, and shall state the nature and extent of the disagreement. Proceeding with the Work as changed without submitting a notice of disagreement indicates Contractor's full acceptance of the Change Order including the proposed adjustment, if any, in Contract Amount and Contract Time. A Revision Order is required to adjust the Contract Amount and Contract Time for changes in the Work ordered by Change Order. The Contractor will not delay the Work for any reason including pending Revision

Orders or unresolved price or time adjustment.

- C A Revision Order is a written document issued after execution of the Contract acknowledging a change in the Work and modifying the Contract Amount and Contract Time in full compensation for the change and its effects on the schedule and all other impacts on the Work and the Project.
- D The signature of the Owner and Contractor on the Revision Order indicates their final and conclusive acceptance of the stated terms and provisions as full compensation for the change to the Work. In the event the Owner and Contractor do not agree upon the adjustment to the Contract Amount and Contract Time the Owner may issue a Revision Order unilaterally. A Revision Order issued unilaterally is signed by the Owner and issued to the Contractor authorizing an adjustment in the Contract Amount and Contract Time as the Owner deems equitable. A Revision Order issued unilaterally may be signed by the Contractor and delivered to the Owner thereby indicating Contractor's acceptance of the Revision Order. The Owner may withdraw a unilaterally issued Revision Order at any time prior to receiving the Contractor's signature on the Revision Order.
- E If Contractor is in disagreement with the terms or provisions of a unilaterally issued Revision Order, the Contractor shall give the Owner and Architect written notice of his disagreement, the basis thereof, and supporting documentation within twenty (20) calendar days of receiving the unilateral Revision Order. Such notice of disagreement does not excuse performance by the Contractor of all obligations under the Contract Documents and the Contractor shall proceed with the Work including the Work involved with the disagreement. Payments shall be made to the Contractor on the basis of the unilateral Revision Order. Failure to present such notice of disagreement constitutes a waiver by the Contractor of any entitlement to additional cost or time.
- F The Owner and Architect have the authority to issue instructions to the Contractor which may require minor changes in the Work not involving an adjustment in the Contract Amount or an extension of Contract Time. If contractor believes an adjustment of Contract Amount or Time is warranted, Contractor shall not incur additional cost or delay and notify the Owner or Architect in writing within 24 hours of receiving the notice.
- G A Field Order is a written document signed by the Owner and issued to the Contractor to perform as so specified. The Contractor shall immediately comply with Field Orders. If the Contractor believes an adjustment of Contract Amount or Time is justified, a request may be submitted in accordance with Section 2.4, Contractor Claims. If the Owner concurs with the Contractor a Revision Order will be issued.

2.2 VERBAL INSTRUCTIONS

Contractors shall not act or rely upon verbal instructions. No work will be

accepted by the Owner that differs from the Contract Documents as modified in writing.

2.3 METHOD OF DETERMINING ADJUSTMENT

- A An adjustment to the Contract Amount or Contract Time pursuant to a Change Order, Field Order, Claim, or other provision herein shall be determined in one or more of the following ways at the Owners discretion.
- 1 By negotiation based upon Contractor's estimate. The estimate shall include quantities of materials and man hours, and a breakdown of cost showing labor, materials, profit, overhead, and all other items of cost. General requirements, project supervision, project management and facilities are not allowed. Estimated unit prices used to calculate cost shall not exceed published unit prices, such as those published by R. S. Means Company, Inc., unless it can be justified that the published unit prices do not apply. Such estimates shall be provided within 20 (20) calendar days after the Change Order is issued. Overhead and profit shall not exceed the percentages specified in the Contract Documents.
 - 2 By unit prices stated in the Contract or subsequently agreed upon.
 - 3 By acceptance of a lump sum proposal.
 - 4 By determination of the Owner and issued unilaterally by Revision Order.
- B If the adjustment is not determined by the above methods prior to the Contractor starting work involved with a Change Order, Field Order or Claim, Contractor, shall proceed with the Work and keep daily accurate records of the labor hours, materials, and other items of cost used in the performance of the changed Work. Copies of the records shall be given to the Owner or Architect daily. Contractor shall present at such time and in such form as Owner may prescribe, an itemized accounting together with appropriate supporting data as may be required by Owner to fully substantiate the cost of the changed Work. Owner shall consider such accounting in its determination of equitable adjustment. Overhead and profit shall not exceed the percentages specified in the Contract Documents.
- C Extension of Contract Time will be granted only to the extent that the time required to complete the Work as changed or delayed extends the schedule critical path beyond the contract completion date. If changes or delays do not extend the critical path of the schedule beyond the contract completion date, there will be no contractor entitlement to extended or additional home office expenses. Float, as used in this agreement, is the sum of the amount of time available to a task before the task becomes critical and the amount of time between the scheduled completion date and the contract completion date. Float may be used in the order needed by either the Owner or the Contractor.

2.4 CONTRACTOR CLAIMS

- A If the Contractor wishes to request an adjustment in the Contract Amount or Contract Time, other than pursuant to a Change Order or Field Order, Contractor shall give the Owner and Architect a written Notice of Claim within seven calendar days after the occurrence or beginning of the event giving rise to such Claim except that notice shall be given immediately if delays or extra costs occur within such seven-day period. The Notice of Claim shall be given by the Contractor before disturbing conditions which are the basis for the Claim, except in an emergency endangering life or property in which case the Contractor should proceed in accordance with Section 6.7, Emergencies. Failure to present such Notice of Claim constitutes a waiver of such Claim. The adjustment to the Contract Amount or Contract Time, if any, shall be determined and issued in accordance with this Section 2, Contract Modifications.
- B Notices are valid only if written and shall be a document issued for the sole purpose of notification and titled clearly "Notice of (specify category i.e., delay, claim)." A separate written notice is required for each subject and issue.
- C Written notice shall be deemed to have been duly served if delivered in person to the individual to whom it is addressed, or if sent by certified mail to the address specified in the Contract Documents as may be revised in writing.

2.5 DELAYS BEYOND CONTRACTOR'S CONTROL

- A. If the Contractor is delayed at any time in the progress of the Work by acts or neglect of the Owner or by any separate contractor employed by Owner, or by labor disputes, fire, unusual delays in transportation, unusually adverse weather conditions, unavoidable casualties or by any other unforeseeable cause of delay beyond the Contractor's control, which the Owner decides justifies the delay, then the Contract Time may be extended for such reasonable time as the Owner in his discretion may decide. Contractor's Claim for extension of time shall be made in writing to the Owner in accordance with Section 2.4, Contractor Claims. Only one Claim is necessary in the case of continuing delay.
- B. Unusually adverse weather conditions for the purposes of this Project are agreed to be work days lost from weather or the effects of weather greater than the number of lost days specified in Section 7.5, Schedule.

2.6 HIDDEN CONDITIONS

Should concealed or unknown conditions be encountered in the performance of the Work below the surface of the ground or in an existing structure be at variance with the conditions indicated by the Contract Documents, or differ materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Contract, the Contract Amount and Contract Time shall be equitable adjusted as provided herein upon Claim by Owner or

Contractor. Contractor Claims shall be in accordance with Section 2.4, Contractor Claims.

2.7 HAZARDOUS MATERIALS

Asbestos or other hazardous material may be present in County buildings or on County property. Asbestos is typically in the form of pipe lagging, fire proofing, floor tiles, mastic, and plaster. Soil may be contaminated by petroleum products or other substances. In the event any suspected asbestos or other hazardous material is encountered during construction that may be disturbed by the Work, the Contractor shall stop immediately and notify the County. The Contractor and all Subcontractors shall instruct their employees of the type and location of the most likely forms of hazardous material to be encountered and of the procedure to be taken if encountered. Contractor will be responsible for the mitigation and abatement of the hazardous material upon authorization of Owner. All Claims for adjustment in time or money shall be processed in accordance with Section 2.6, Hidden Conditions.

2.8 OVERHEAD AND PROFIT

A Adjustments to the Contract Amount due to changes in the Work or any other reason, shall include overhead and profit as follows:

- 1 Contractor's overhead and profit on the direct cost of Work performed by his forces shall be a total sum not exceeding fifteen percent (15%) of such costs.
- 2 Contractor's overhead and profit on the direct cost of Work performed by Subcontractors shall be a total sum not exceeding five percent (5%) of such Work.
- 3 Subcontractor's overhead and profit on the direct cost of Work performed by Subcontractor shall be a total sum not exceeding fifteen percent (15%) of the cost of the Work. Subcontractor overhead and profit will be allowed for one tier only.
- 4 Changes to the Work ordered by the Architect or Owner which decrease the Contract Amount shall include overhead and profit in accordance with the above provisions. Value engineering revisions initiated by the Contractor and accepted by Owner which decrease the Contract Amount shall be at cost only.
- 5 The "direct cost of the work" is considered to be the cost of labor and material incorporated into the construction. Supervision and administration of the work, changes, or claims shall not be included in direct cost.

2.9 MAINTAIN RECORDS

Contractor and Subcontractor shall maintain records, in accordance with generally accepted accounting principles, relating to costs of changes to the Work or Claims for 4 years after the final completion. The Owner will have the right to audit these records at any time up to 4 years after completion of the Project and recover from the Contractor or Subcontractor any amount paid by Revision Order but not substantiated by audit.

2.10 PROPOSAL REQUESTS

Contractor is required to provide preliminary estimates using their best judgment of time and cost impact of potential changes to the Project as requested by the Architect. Estimates shall be provided to the Architect within seven (7) days of receiving the Proposal Request. Contractor will be responsible for any cost increase or schedule impact resulting from Contractor's failure to respond within the allowed time.

3 CONTRACTOR

3.1 DEFINITIONS

- A The term Contractor, as used herein, is the person or organization identified as such in the Agreement, and is referred to as if singular and masculine and includes his authorized representatives.
- B The term Subcontractor, as used herein, includes only those persons or organizations having a direct Contract with the Contractor to perform a portion of Contractor's Work. Subcontractor includes one who furnishes material worked to a special design according to the plans or Specifications but does not include one who furnishes material not so worked.

3.2 GENERAL

- A Contractor agrees to perform all Work required by the Contract Documents.
- B All Work shall be done in accordance with the best practices of the various trades involved and highest industry standards.
- C The Contractor shall keep on the Project site during the progress of the Work a competent superintendent satisfactory to the Owner. The Superintendent shall not be changed except with the consent of the Owner. The Superintendent shall represent the Contractor and all directions given to him shall be as binding as if given to the Contractor.
- D It is the Contractor's responsibility to diligently prosecute the Work, using his best

skills and attention, and the most appropriate techniques and equipment that are required to provide a finished product in compliance with the Contract requirements. He shall insure that no Work is done that does not comply with the Contract Documents.

- E The Contractor shall attend a preconstruction meeting, weekly progress meetings and other meetings as necessary to accomplish the Work and administer the provisions of the Contract.
- F Contractor shall submit to Owner a daily record of Contractor's activity. Such record shall be delivered to Owner daily for previous day's activity and shall include Project name, date, weather, names of Subcontractors, count of personnel by company, material deliveries, description and location of activity and events. The record of daily activity shall not be used as a Notice to Owner.

3.3 SUBCONTRACTS

- A The Contractor shall not be permitted to substitute any person or organization for any Subcontractor, person or organization listed by him in his bid without the prior, written consent of the Owner, as provided for in Chapter 2 of Division 5, Title 1 of the California Public Contracts Code.
- B In addition to the information required in Form of Proposal regarding Subcontractors, the Contractor, after execution of the Contract but prior to execution of the subcontract, shall submit the following information on each Subcontractor: name, address, and nature of Subcontractor's work, Subcontract Amount, and all other information the Owner deems relevant. The Contractor shall not Contract with any such proposed person or entity to whom the Owner objects.
- C Contractor shall bind every Subcontractor and every Subcontractor agrees to be bound by the terms of the Contract Documents insofar as applicable to their work. The Contractor shall be responsible for the acts and omissions of Subcontractors.
- D Contractor agrees to pay to each Subcontractor promptly upon receiving payment from Owner.
- E Neither the acceptance of the Subcontractor nor any other act of the Owner, nor anything contained in any contract document is to be construed as creating any contractual relation between the Owner and any Subcontractor.

3.4 PERSONNEL AND LABOR POLICY

- A Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ any unfit person or anyone not skilled in the work assigned to him. The Contractor shall be responsible to the Owner for the acts and omissions of his employees and other persons performing work for the

Contractor.

- B No person shall be excluded from participation in, denied benefits of, or be subject to discrimination under this contract on the basis of their race, color, religion, national origin, age, sex, sexual orientation, pregnancy, childbirth or related conditions, medical condition, mental or physical ability, or veteran's status. Contractor shall ensure full compliance with federal, state and local laws, directives and executive orders regarding non-discrimination for all employees and subcontractors under this Contract.

Violation of the non-discrimination provisions of this Contract shall be considered a breach of this Contract and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to: i) termination of this Contract; ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 5 years; iii) liquidated damages of \$2,500 per violation; iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this paragraph, the County Manager shall have the authority to: i) examine Contractor's employment records with respect to compliance with this paragraph; ii) set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contract between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint and a description of the circumstance. Contractor shall provide County with a copy of its response to the complaint when filed.

For contracts over \$5,000, with respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.

- C Contractor shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees working on the Project. Contractor's affirmative action policies shall be made available to Owner upon request.
- D It is the policy of the Owner that Contractors on public Projects employ their

workers from the local labor market whenever possible. Consistent with that policy, the Contractor is requested to employ his workers from the local labor market. Local labor market within the meaning of this section is defined as the labor market within the geographical confines of the County of San Mateo, State of California.

- E The Contractor shall forfeit, as penalty to the Owner, twenty-five Dollars (\$25) for each laborer, workman, or mechanic employed in the execution of the Contract by him, or by any Subcontractor under him, upon any of the Work hereinabove mentioned, for each calendar day during which said laborer, workman, or mechanic is required or permitted to labor more than eight hours in violation of the provisions of Article 3, chapter 1, part 7, division 2 of the Labor Code.
- F The Contractor shall forfeit as penalty to the Owner, twenty-five dollars (\$25) for each laborer, workman or mechanic employed for each calendar day or portion thereof, if such laborer, workman, or mechanic is paid less than the general prevailing rate of wages hereinafter stipulated for any Work done under the attached Contract, by him, or by any Subcontractor under him, in violation of the provisions of Article 2, chapter 1, part 7, division 2 of the Labor Code.
- G Apprenticeship Program: Contractor shall comply with the provision of Section 1777.5, chapter 1, part 7, division 2 of the Labor Code.
- H The Contractor's attention is directed to the provisions of the California Labor Code, Division 2, Section 1776, and the regulations implementing it in Title 8, California Administrative Code. The Contractor shall be responsible for compliance by his Subcontractors. A certified copy of all weekly payroll records shall be furnished upon request of the Owner, the Division of Labor Standards Enforcement, or the Division of Apprenticeship Standards of the Department of Industrial Relations.
- I Payrolls shall contain the full name, address, and social security number of each employee, his correct classification, rate of pay, daily and weekly number of hours worked, itemized deductions made and actual wages paid. They shall also indicate apprentices and ratio of apprentices to journeymen.
- J The penalties specified in subdivision (f) of Labor Code Section 1776 for noncompliance with the provisions of said Section 1776 may be deducted from any moneys due or which may become due to the Contractor.

4 OWNER

4.1 DEFINITION

The Owner is the person or organization identified as such in the Agreement, and is referred to as if singular in number and masculine in gender and includes his authorized representatives. The Owner may be the County of San Mateo,

sometimes called "The County", or it may be a non-profit corporation.

4.2 GENERAL

- A The Owner may furnish information after the bid date and not included in the Contract Documents in the form of drawings, reports, survey data, utility locations, plans of existing facilities and such other information. This information is not part of the Contract Documents.
- B The Owner shall receive copies of all correspondence, notices, approved shop Drawings, test reports and such material pertinent to the Contract. The Owner shall have access to the Work at all times.

4.3 THE DIRECTOR OF PUBLIC WORKS

The Director of Public Works for the County of San Mateo or his duly appointed representative is the duly appointed agent for the Owner and as such is empowered to act for the Owner in all matters as stated in the Contract Documents or as provided by law.

4.4 OWNER'S CONSTRUCTION OBSERVER

- A The Owner may engage a Construction Observer. The Owner's Construction Observer shall receive copies of all communications regarding the Project, have full access to the Work, and be kept informed of all actions taken.
- B The Owner's Construction Observer shall not interpret the plans, coordinate the Work, order changes in the Work, supervise the workmen, or perform any duty which is the responsibility of the Architect or the Contractor.

5 ARCHITECT

5.1 DEFINITION

For the purpose of this Contract, the Architect is identified in the Project Manual. The Owner may also be the Architect. The term "Architect" shall include his appointed representatives and consultants. The person is referred to throughout the Contract as if singular in number and masculine in gender. Nothing contained in the Contract Documents shall create any contractual relationship between the Architect and the Contractor.

5.2 GENERAL

- A The Architect will provide general administration of the Contract between Owner and Contractor.
- B The Architect will have authority to act on behalf of the Owner to the extent pro-

vided in the Contract Documents. The Owner's instructions to the Contractor may be issued through the Architect.

- C The Architect shall at all times have access to the Work. The Contractor shall provide facilities for such access so the Architect may perform his functions under the Contract Documents. The Architect will make periodic visits to the site to familiarize himself with the progress and quality of the work and to determine if the work is proceeding in accordance with the Contract Documents. Architect will endeavor to guard the Owner against defects and deficiencies in the Work.
- D The Architect will be the interpreter of the requirements of the Contract Documents and the judge of the Contractor's performance thereunder. The Architect will, within 14 calendar days, render interpretations or answers to questions submitted by Contractor. All interpretations and decisions of the Architect shall be consistent with the intent of the Contract Documents. In his capacity as interpreter and judge he will exercise his best efforts to insure faithful performance by all parties of the Contract. The Architect's decision in matters relating to esthetic effect will be final.
- E The Architect will review submittals, samples, adjustments to the Contract, applications for payment, written guarantees, operation and maintenance manual and other documents required by the Contract.

6 PERFORMANCE OF THE WORK

6.1 DEFINITION

- A The term "Work" as used herein is all of the Contractors obligations under the Contract including, but not limited, to providing all labor, material, equipment and services indicated by the Contract Documents, as-built drawings, punchlist, inspections and approvals required or necessary for occupancy, and guarantees.
- B The term "Project" is the total construction planned or contemplated by the Owner of which the Work may be the whole or a part. The Owner may perform or contract for other work on the Project site during the progress of the Work.

6.2 GENERAL

- A The Contractor shall provide, maintain and remove upon completion of the Work, all tools, machinery, equipment, temporary rigging, scaffolding, hoisting equipment, rubbish chutes, barricades around openings and excavation, ladders between floors, fences around buildings, and all other items as required for safe completion of the Work, whether specifically designated or not and shall conform to all requirements in regard to operation, safety, and fire hazards of State and local authorities and of underwriters.
- B Deliver all materials and equipment in the manufacturer's original sealed, labeled

- containers and protect items against moisture, rust, dust, tampering, or damage.
- C Place all materials and equipment orders in time to avoid job delay or hindrance. Schedule deliveries to coincide with the construction schedule so that materials and equipment are promptly installed upon delivery.
 - D Except as specifically noted otherwise, the installation and/or maintenance directions provided by the manufacturer shall be followed for all materials and equipment.
 - E All materials and equipment shall be new, unless specifically marked otherwise.
 - F All materials and equipment not conforming to the Contract Documents shall be rejected and shall be immediately removed from the site of the Work.
 - G All utilities and services required by the Contractor including electrical power, water, temporary telephones, temporary sanitary facilities, and temporary heat as required for the proper installation of materials and the completion of the Work shall be provided by Contractor.
 - H Shut down of utilities for any reason or duration shall be subject to approval by the Owner. The Owner requires a minimum of 14 days notice prior to authorizing a utility shut down. When shut-downs of 30 minutes or more are required, the Contractor shall provide alternate service for normal occupancy requirements. Utility shut-downs shall be scheduled during non-business hours.
 - I Prior to ordering materials, the Contractor shall verify all measurements at the site and shall be held responsible for their accuracy. No extra compensation will be allowed for differences between actual measurements and the dimensions shown on the Drawings.
 - J Fences, office facilities, enclosures, storage sheds, etc., required by the Contractor in the performance of the Work shall be located where approved by the Owner.
 - K The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits and the Contract Documents and shall not unreasonably encumber the site with any materials or equipment.
 - L During the progress of the Work, Contractor shall keep the premises orderly and safe and free from accumulation of waste materials and rubbish.
 - M At the completion of the Work, Contractor shall remove all waste, surplus materials, and rubbish and shall clean all surfaces, removing all extraneous paint, mortar, dust, and stains, leaving the Work bright, clean and polished.
 - N The project is not exempt from any Federal, State or local taxes.

- O Royalty and License Fees incidental to the use of any patented material, device or process shall be paid by the Contractor and in the event of a Claim of alleged infringement of patent rights, the Contractor shall save the Owner free and harmless from loss on account thereof; and also defend, at his own expense, all suits that may be brought in such connection.
- P Contractor shall continuously maintain adequate protection of all Work and shall protect the Owner's property from damage or loss arising in connection with this Contract.
- Q Precaution shall be exercised at all times for the protection of persons (including Contractor's and Owner's employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment and all hazards shall be guarded or eliminated in accordance with the safety provisions of the latest safety orders of the State of California (General Industrial Safety Orders and Construction Safety Orders), and in compliance with the Occupational Safety and Health Administration.
- R All materials and workmanship shall be subject to inspection, examination, test and acceptance by the Owner at all times during manufacture and construction and at all places where such manufacture and construction are carried on.

6.3 EXISTING CONDITIONS

- A The Contractor by executing the Contract represents that he has visited the site and familiarized himself with the local conditions under which the Work is to be performed and has correlated his site observations with the requirements of the Contract Documents.
- B The contractor shall carefully study and compare the Contract Documents and existing conditions and dimensions and the connection of the Work to existing conditions and shall report to the Architect any error, conflict, inconsistency, omission, or any variance with laws, ordinances, codes, rules or regulations bearing on the Work. Contractor shall report such conditions to the Architect in writing at such time as to allow at least twenty (20) calendar days for a response with no delay to the Work. All necessary changes shall be accomplished in accordance with Section 2, Contract Modifications.

6.4 ADJACENT FACILITIES

- A The Contractor shall provide adequate protection for all parts of the Project site, and adjacent property, its improvements and its occupants throughout the Work. All damage done to existing property shall be neatly repaired or replaced at the Contractor's expense.
- B Work shall be executed in careful, orderly manner, with the least possible

disturbance to public and occupants of the area.

- C The Owner will continue to use adjacent facilities. Contractor shall take care to disrupt the Owner as little as possible. Contractor shall provide legal and safe access to all facilities at all times. In order to facilitate use of adjacent facilities Owner may order Contractor to alter or temporarily cease operations.

6.5 PERMITS

- A It shall be the responsibility of the Contractor to obtain and pay for all permits, licenses, certificates, approvals, utility connections and services necessary for the proper execution and completion of the Work.
- B All fees which are for temporary approvals or services, such as those which are necessary for construction procedures, shall be paid by the Contractor.
- C In the event the Special Provisions require the Owner to pay any fee, the Contractor shall notify the Owner in writing, twenty (20) calendar days in advance of a required fee payment.
- D It is the policy of the County to cooperate with State, County and City officials in regard to the construction of this Project, and it is the responsibility of the Contractor and all his Subcontractors to meet the requirements of government officials having responsibility for inspecting or observing construction by taking out permits for the Work, calling for inspections and adhering to safety practices in accordance with standard practice. In the case of conflict of any of these provisions, the Owner shall be notified. The term Inspector means a Public Building Construction Inspector or an individual performing the inspection as required by building codes or jurisdiction.

6.6 LAWS

- A The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the Work. If the Contractor performs any Work contrary to such laws, ordinances, rules and regulations, he shall bear all costs and delays arising therefrom.
- B Owner and Contractor have all rights provided by law not specifically waived by this contract.

6.7 EMERGENCIES

- A In an emergency affecting the safety of life, the Work, or property, the Contractor, without special instruction or authorization from the Owner, is hereby permitted to act, at his discretion, to prevent such threatened loss or injury; he shall so act without appeal if so instructed or authorized. Any compensation, claimed by the Contractor on account of emergency work, beyond Contractor's contractual

obligations, shall be determined by agreement. The Contractor shall immediately notify the Owner in writing.

- B In an emergency affecting the safety of life, the Work, or property or if an unsafe condition exists, the Owner may, but is not obligated, take measures to mitigate the condition. Such measures may include expending labor or material, engaging other contractors, entering the Project site utilizing materials, equipment or facilities of Contractor. The Owner's actions may be performed immediately and without notice to Contractor. Contractor shall pay Owner for all costs which are attributable to Contractor.

6.8 SUBMITTALS

- A Submittals are shop drawings, product data, maintenance information, samples, manufactures instructions, certifications, and similar documents or items which demonstrate the way the Contractor proposes to conform the Work to the information in the Contract Documents. Contractor shall review the entire Contract Documents for other provisions relating to submittals and individual submittal requirements, if any.
- B The Contractor shall review, stamp with his approval and submit to the Architect in orderly sequence so as to cause no delay in his Work or in the work of any other contractor, all submittals required by the Contract. Submittals shall be properly identified with specification section. At the time of submission, the Contractor shall note in writing any deviation in the submittals from the requirements of the Contract Documents. By approving and submitting shop drawings and samples, the Contractor thereby represents that he has determined and verified all field measurements, field construction criteria, materials, catalogue numbers and similar data, and that he has checked and coordinated each shop drawing and sample with the requirements of the Work and of the Contract Documents.
- C The Architect will review submittals for conformance with the designed concept and with the information given in the Contract Documents. A minimum of 14 calendar days is required for each submittal review. The Architect's review will not relieve the Contractor of responsibility for complying with the Contract Documents. If a submittal is required to be resubmitted, the time and cost of resubmission is the responsibility of the Contractor.

6.9 SUBSTITUTIONS

- A The intent of the Specifications is to specify high grade equipment and materials. It is not the intent of the Specifications to exclude or limit the products of any responsible manufacturer, except when the Owner has adopted a specific system or product which will be noted, "No Substitutions Allowed", or similar language. Where equipment, material, or process is specified by trade name or by patentee, manufacturer or dealer, it shall mean the specified item or any other product which is equal in every respect including quality, utility, serviceability, and aesthetic

effect. The Architect shall be the sole judge of equality between products, materials or methods.

- B Should the Contractor wish to use equipment or materials different from those specified, he shall request approval for the desired substitution. His request shall include all substantiating data required for the Architect to make any evaluation of the request. No substitution shall be made without written approval of the Architect. The Architect's refusal to approve a substitution shall not effect the progress of the work and is not grounds for a Claim against the Owner.
- C The Contractor shall pay \$200, lump sum, for the Architect's time to review substitution requests. Payment is to be included with the substitution request package.

6.10 CORRECTING WORK

- A The Contractor shall promptly correct all Work rejected by the Owner or Architect, whether observed before or after the Notice of Completion and whether or not fabricated, installed or completed. The Contractor shall not receive a time extension for correcting such rejected Work. All such defective or non-conforming Work shall be corrected to comply with the Contract Documents without cost to the Owner. The Contractor shall bear the cost of making good all Work of separate contractors destroyed or damaged by such removal or correction.
- B If any Work should be covered before it is inspected, the Contractor at his expense, must uncover the Work for inspection and then replace the cover.
- C If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents, or fails to perform any provisions of the Contract Documents, the Owner may, after seven days written notice to the Contractor and without prejudice to any other remedy Owner may have, and without Contract termination or ordering the Contractor to stop Work make good such deficiencies in any manner the Owner deems expedient. In such case an adjustment to the Contract shall be made in accordance with section 2, Contract Modifications, deducting from the payment then or thereafter due the Contractor, the cost of correcting such deficiencies, including the cost of additional services made necessary by such default, neglect or failure.
- D If the Owner deems it not expedient to correct Work damaged or not done in accordance with the Contract Documents, a deduction from the Contract price shall be made.
- E If the Contractor fails to correct defective Work or fails to supply materials or equipment in accordance with the Contract Documents, the Owner may order the Contractor to stop the Work or any portion thereof until the cause of such order has been eliminated. Contractor shall not receive a time extension or compensation as a result of stopping Work as required by this provision.

6.11 TESTING

- A The Owner will provide for testing of materials or workmanship as required by these Specifications. The Contractor shall coordinate and schedule tests directly with the testing firm. The costs of tests on materials at the Project site will be borne by the Owner, except for retesting, as specified below, the material required for testing, and the Contractor's labor required to facilitate the test or delayed by the test, which the Contractor shall furnish. The Contractor will cooperate with the Owner's testing representative in the taking of test Samples. The Contractor shall pay for all tests which are not at the job site.
- B Required tests are specified elsewhere in the Specifications.
- C Should the results of any required tests fail to meet the requirements of the Contract Documents, Contractor shall either correct the unacceptable condition or furnish new materials, as directed by the Owner. Additional tests shall be made at the Contractor's expense until the materials are found to meet the requirements of the Contract Documents.
- D Should the results of any soil compaction tests fail to meet the requirements of the Specifications, Contractor shall recondition and/or recompact the fill, and additional tests shall be made at the Contractor's expense until the compaction is found to meet the requirements of the Specifications.
- E Testing or inspection services required outside of regular working hours shall be paid for by the Contractor.
- F When existing building systems such as fire alarms, fire sprinkler systems, smoke detectors, halon systems, etc., are modified by the Work, the Contractor shall test the entire system at the completion of the Work and demonstrate to the Owner that the system is functioning correctly and reliably.

6.12 RECORD DOCUMENTS

- A The Contractor shall maintain at the site record documents consisting of all Drawings, Specifications, addenda, approved shop drawings and samples, Revision Orders, Change Orders, instructions from the Architect, and other documents relating to the Project. All record documents shall be marked neatly and legibly by the Contractor to record all changes to the Work, field measurements, actual conditions, and adjustments made during construction.
- B Upon completion of the Work, Contractor shall transfer all record document information to a clean set of Drawing and Specifications and electronic media compatible with the Owner's software and deliver them to the Architect. CAD documents shall be in sheet format. Contractor shall provide any explanation or clarification of the record documents requested by Owner or Architect.

6.13 OPERATING AND MAINTENANCE MANUALS

Assemble and bind three (3) sets of all guarantees, certificates, warranties, operating instructions, as-built specification, and maintenance manuals into clearly organized files with an index, a list of Subcontractors and suppliers including their names, addresses, and phone numbers and present to Architect at the completion of the Work.

6.14 TRAINING OWNER'S REPRESENTATIVE

Contractor shall provide training to Owner's representative for all operating systems, features, and equipment. Training shall be sufficient to explain and demonstrate the location, function, and operation and shall be a minimum of four hours for each item of Work. Training shall be given by a person familiar with the Project. Operation and maintenance manuals must be available to the Owner prior to training and referenced during the training.

7 TIME

7.1 DEFINITION OF OFFICIAL DATES

- A The Contract Time is the period of time indicated in the Contract Documents for achieving Substantial Completion of the Work. Time is of the essence of the Contract. The term day as used in reference to this Contract shall mean calendar day unless specifically designated otherwise.
- B The Notice to Proceed shall establish the official date the Work may commence and the start of the Contract Time.
- C The date of Substantial Completion of the Work is the date established by the Architect as herein provided. A date of beneficial occupancy or acceptance may be determined but they will not have official status in the Contract.
- D The date of Final Completion is the date established by the Architect after Substantial Completion when the Work is complete in every detail. Retention may be withheld until after Final Completion.

7.2 SUBSTANTIAL COMPLETION

- A Substantial Completion is the stage in the progress of the Work when the entire Work, or a designated portion thereof acceptable to the Owner, is sufficiently complete in accordance with the Contract Documents to allow the Owner to use and occupy the entire Work or portion as intended. Prior to Substantial Completion the Contractor shall have inspected the Work, completed corrective measures, obtained all approvals necessary for occupancy, placed into operation all equipment and systems, and obtained the Architects concurrence that Substantial Completion has been achieved.

- B When the Contractor considers that the Work, or designated portion thereof acceptable to the Owner, is substantially complete, the Contractor shall provide a written notice to the Architect and Owner in which the Contractor certifies that the Work or portion is Substantially Complete, lists all deficiencies, and requests inspection and acceptance. The failure to include any items on such list does not alter the responsibility of the Contractor to complete the Work in accordance with the Contract Documents.
- C Upon receiving notice in accordance with paragraph 7.2B the Architect and/or Owner will review the Work or designated portion thereof. If the Architect determines the Work or portion is substantially complete, the Architect will establish a date of Substantial Completion. If the Architect determines the Work or portion is not Substantially Complete the Contractor will be notified. Contractor is required to initiate reinspections by providing notice in accordance with Section 7.2B and reimburse the Owner for the cost of the reinspection.
- D The guarantee period shall begin on the date of Substantial Completion. A separate date of Substantial Completion shall be established for designated portions of Work as agreed to by owner.
- E Any Work used by Contractor prior to Substantial Completion shall be made new as of the date of Substantial Completion. Such Work may include lights, filters and systems or equipment requiring periodic maintenance.

7.3 LIQUIDATED DAMAGES

- A Should the Work not be Substantially Complete, as defined herein, within the Contract Time as may be revised, damages will be sustained by the Owner. It is understood and agreed that it is or may be impracticable or extremely difficult to determine the actual amount of damages the Owner will sustain in the event of and by reason of such delay in completing the Work; and it is therefore agreed that the Contractor will pay the Owner the amount specified in the Special Provisions, as and for the Owner's liquidated damages. This amount covers Owner's damages only and is not in lieu of the indemnification obligations set forth separately at section 9 nor shall these liquidated damages cover damages, including delay damages, claimed by third parties. Third parties shall include other contractors working on the Project. In the event the Contractor fails to make such payment, the Owner may deduct the amount thereof from any money due or that may become due the Contractor under the Contract and should the balance due under the Contract not be sufficient to cover the amount owed, the Owner shall have the right to recover the balance from the Contractor, from other contracts between Contractor and Owner, or from the Contractor's sureties.
- B The Owner may allocate liquidated damages to portions of the Work. In the event the Contractor fails to complete Work remaining after Substantial Completion within the time periods established or fails to adhere to the conditions as agreed

for achieving Final Completion, liquidated damages, and third party claims shall be charged to Contractor.

7.4 USE AND OCCUPANCY PRIOR TO SUBSTANTIAL COMPLETION

- A The Contractor agrees to use and occupancy of a portion of the Work by Owner before Substantial Completion.
- B Prior to the Owner occupying a portion of the Work, a list of Work to be completed or corrected shall be prepared jointly by the Contractor and Architect.
- C Occupancy by the Owner shall not be construed by the Contractor as being an acceptance by Owner of that part of the Work to be occupied.
- D The Contractor shall not be held responsible for any damage to the occupied part of the Work resulting from the Owner's occupancy.
- E Occupancy by the Owner shall not be deemed to constitute a waiver of any claims which Owner or Contractor may have.
- F Use and occupancy of a portion of the Work by the Owner prior to Substantial Completion does not relieve the Contractor of his responsibility to maintain all insurance and bonds required under the Contract until the Work is completed and accepted by Owner.

7.5 SCHEDULE

- A Contractor shall, within two weeks of being awarded the Contract, submit to the Owner and Architect a schedule for the Work. The schedule shall be a series of tasks representing the Contractor's plan for performing the Work including all activities both on site and offsite, submittal due dates, submittal review periods, material purchasing, lead or fabrication times, a period for punchlist and corrections, final inspection and approvals, and other events or activities having an effect on the progress or completion of the Work. For each task, the schedule shall show the duration, the starting and finish dates, predecessors, successors, and the average manpower and equipment planned. The schedule shall be submitted in bar chart and pert chart format and with a separate task list showing all data in spreadsheet format. No single task on the schedule may exceed two weeks in duration.
- B The schedule shall be revised as required by the progress and conditions of the Work, change orders and all other factors that could influence the date of Substantial Completion.
- C Contractor shall post a schedule on the Project site in a location readily accessible to the Owner and Architect. The posted schedule shall be updated at least weekly by the Contractor to show actual progress. At least once a month, Contractor will

provide a written progress report to the Owner in a format approved by Owner.

- D Weather shall be allowed for in the Contractor's Schedule. Additional time will be granted for adverse weather to the extent the number of scheduled work days lost due to weather exceed: July 0, August 0, September 1, October 3, November 6, December 9, January 10, February 9, March 9, April 5, May 1, June 0.

8 PAYMENTS

8.1 CONTRACT AMOUNT

The Contract Amount as stated in the Agreement, including adjustments authorized under the terms of the Contract, is the total amount payable by the Owner to the Contractor for the complete Work.

8.2 CONTRACT AMOUNT BREAKDOWN

The Contractor shall, before the first application for payment, submit to the Architect a Contract Amount breakdown for the various parts of the Work divided into material and installation so as to facilitate payment. The payment breakdown shall be in such form as may be agreed upon by the parties and supported by such evidence as to its correctness that may be required by the Architect. The payment breakdown does not establish the value of Work for contract modifications.

8.3 PROGRESS PAYMENTS

- A The Owner shall make progress payments to the Contractor for labor and materials incorporated into the Work as called for by the Contract Documents and approved Revision Orders. Not more often than once each month and on a day of each month agreed upon between the Owner and the Contractor, the Contractor shall submit to the Owner through the Architect an application for payment consisting of a Certificate of Payment, a calculation of completed Work based on the approved payment breakdown and, if required by Owner, receipts, releases, or other evidence showing the Contractor's payments for materials, labor, Subcontractors, and any such information as the Owner may require. Payment shall not be owed if the application does not conform to these requirements.
- B Payment for materials stored on site which have not been permanently incorporated into the Work is at the discretion of the Owner. Payment for materials stored off-site, whether or not specially fabricated for the Project, can be made only when payment for such materials has been previously approved by the Owner and shown on the approved payment breakdown and such payment shall be conditional upon submission by the Contractor of a Bill of Sale in a form acceptable to the Owner or other such evidence as is required by the Owner to establish the Owner's title to such material. All materials stored off-site shall be stored in a bonded warehouse at no additional expense to the Owner.

- C The Contractor shall present the application for payment, as required herein, to the Architect for approval. Architect will review and adjust the Certificate of payment to such amount as he decides is properly due and deliver it to the Owner for payment.
- D The Owner will retain 5 percent of the amount of each payment due the Contractor until after the date of Final Completion.
- E No Certificate of Payment issued nor payment made to the Contractor nor partial or entire use of occupancy of the Work by the Owner shall be an acceptance of any Work not in accordance with the Contract Documents.
- F The Contractor shall not assign any monies due or to become due hereunder without the written consent of the Owner and of all sureties executing bonds on behalf of the Contractor in connection with this Contract.

8.4 OWNER'S FAILURE TO ISSUE PAYMENT

Should the Owner fail to issue payment for approved amounts owed under the Contract within 30 calendar days after the Architect receives the application for payment from Contractor, then the Contractor may, upon fourteen days written notice to the Owner and provided the Owner does not pay the Contractor within said fourteen days, stop Work only until Contractor receives the approved amount owed.

8.5 PAYMENTS WITHHELD

- A The Owner may withhold payment, on account of subsequently discovered information, nullify the whole or a part of any progress payment or retention payment to such extent as may be necessary to protect the Owner from loss on account of:
 - 1 Defective Work.
 - 2 Third party claims or reasonable evidence indicating probable filing of third party claims.
 - 3 Failure of the Contractor to make payments to Subcontractors or for material, labor or equipment.
 - 4 The Owner's doubt that the Work can be completed for the unpaid portion of the Contract Amount.
 - 5 Damage to another contractor's work.
 - 6 Damage to Owner's property.

- 7 Failure to pay fees in accordance with the Contract Documents.
- 8 Owner's cost of correcting deficiencies in the Work or undertaking any Work.
- 9 Liquidated damages or anticipated liquidated damages.
- 10 Any amount owed to Owner or claimed by Owner.
- 11 Contractor's failure to deliver as-built drawings, guarantees, operating manuals or other documents.
- 12 Failure by Contractor to fulfill any Contract requirement.

8.6 FINAL PAYMENT AND RETENTION PAYMENTS

- A The final payment shall be the one made in response to the 100 percent complete application for payment which will bring the total paid to the Contractor to 95 percent of the Contract Amount. Contractor's acceptance of the final payment shall constitute a waiver of all claims by Contractor except those previously made in writing.
- B The Owner is entitled to retain 5 percent of the amount of each payment due Contractor until at least 35 days after the date of recording the Notice of Completion. At that time if any Work is still not complete, the Owner may continue to withhold all retention or, at the Owners option, the Owner may pay any portion of the retention.
- C As a prerequisite to the release of retention, Contractor shall sign a Release of Liens in a form prescribed by Owner.
- D Contractor shall not be paid interest on retention.

9 INSURANCE

9.1 HOLD HARMLESS

- A To the full extent permitted by law, CONTRACTOR shall indemnify and save harmless the COUNTY, its officers, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of: (A) injuries to or death of any person, including CONTRACTOR, its officers, employees and servants, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, (C) any sanctions, penalties or claims of damages resulting from CONTRACTOR'S failure to comply with applicable laws, or (D) any other loss or cost resulting from the CONTRACTOR'S negligent or reckless acts or omissions or willful misconduct in connection with the performance of any work required of

CONTRACTOR or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which the COUNTY has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

- B The duty of CONTRACTOR to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.
- C The obligations set forth in this section shall continue beyond the term of this Agreement as to any act or omission which occurred during or under this Agreement.

9.2 INSURANCE

- A The Contractor shall not commence Work under this Contract until all required insurance has been obtained and such insurance has been approved by the Owner. The Contractor shall furnish the Owner with Certificates of Insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Contract. Certificates of Insurance shall be filed with the Owner within ten (10) days after award of the Contract. These certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to the Owner of any pending change in the limits of liability or of any cancellation or modification of the policy.
- B The Contractor shall have in effect during the entire life of this Contract Workers Compensation and Employers Liability Insurance providing full statutory coverage; and in case any work is sublet, the Contractor shall require all Subcontractors similarly to provide Workers Compensation and Employers Liability Insurance to full statutory limits. In signing this Contract, the Contractor makes the following certification, required by Section 1861 of the Labor Code:

I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Contract.

- C The Contractor shall take out and maintain during the life of this Contract such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him and any Subcontractor performing Work covered by this Contract, from any and all Claims for damages for bodily injury, including accidental death, as well as any and all Claims for property damage including third party property damage to include coverage on property in the care, custody and control of the Contractor, and also including what are commonly known as the X, C and U exclusions (having to do with blasting, collapse, and underground property damage) which may arise from the Contractor's operations under this Contract, whether such

operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amount specified below. Such insurance shall include:

- 1 Comprehensive General Liability \$2,000,000
- 2 Motor Vehicle Liability Insurance \$1,000,000

- D The Owner and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the Owner, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the Owner or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.
- E The Contractor shall purchase and maintain at his expense All Risk Property Insurance, excluding Earthquake and Flood coverage, in an amount covering all work and materials in the Contract, including that of Subcontractors, in an amount equal to the Contract Amount including adjustments. Subcontractors shall be included as insureds and the Owner shall be named as a Loss Payee as its interests may appear. Said insurance shall be maintained in complete coverage throughout the duration of the Contract until the date of Substantial Completion.

9.3 FAILURE TO PROVIDE INSURANCE

If Contractor fails to provide insurance as required herein, the Owner, at its option, may take out and maintain such insurance as the Owner deems in its best interest and charge the cost thereof to the Contractor.

10 GUARANTEES

10.1 REQUIRED GUARANTEES

- A In addition to guarantees required elsewhere in the Contract Documents, the Contractor shall guarantee all of the work, and each Subcontractor shall guarantee his own Work, against defective material or faulty workmanship for a minimum of one year after the date of Substantial Completion. All guarantees must be submitted in triplicate to the Architect on the Contractor's own letterhead in the form prescribed by Owner.
- B In addition to the requirements of paragraph 10.1A, all standard manufacturer warranties shall be passed to the Owner which may extend the warranty period beyond one year.
- C In addition to the guarantees and warranties required by the Contract Documents, the Owner has all rights and remedies provided by law including those pertaining

to latent defects.

10.2 REPAIR OF GUARANTEED WORK

- A If repairs are required in connection with guaranteed Work, the Contractor shall promptly upon receipt of notice from the Owner, and without expense to the Owner:
- 1 Place in satisfactory condition in every detail all of such guaranteed Work;
 - 2 Make good all damage to the building, site, equipment, furniture, or contents which, in the opinion of the Owner, is the result of work not in accordance with the terms of the Contract Documents or disturbed in the process of correcting guaranteed Work.
- B If the Contractor disturbs any work guaranteed under another contract in fulfilling the requirements herein he shall restore such disturbed work to a condition satisfactory to the Owner and guarantee such restored work to the same extent as it was guaranteed under such other contract.
- C A new full term guarantee period shall apply to repaired work upon completion of repairs.
- D If Contractor fails to proceed to comply with the terms of the guarantee or make repairs of defective work within 7 days of Notice from Owner, the Owner may remedy the Contractor's failure by whatever means the Owner deems expedient. The Owner may, at any time, take measures to mitigate damage or reduce undesirable effects of defective work. All costs expended by Owner pursuant to this Section shall be paid by Contractor.

+ + END OF GENERAL CONDITIONS + +

**SAN MATEO COUNTY SUPPLEMENTARY GENERAL CONDITIONS
EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FOR MINORITY
EMPLOYMENT**

1 STATEMENT OF INTENT

It is the intent of the Board of Supervisors of the County of San Mateo to prohibit and eliminate employment discrimination and to further the opportunities for minority persons to be gainfully employed in the performance of County building contracts. The Bidder's attention is directed to all the provisions set forth herein. The Board of Supervisors has by Ordinance No. 2174 added Title 2, Chapter 2.50 to Division II of the San Mateo County Ordinance Code prohibiting discrimination in employment and providing for an Equal Employment Opportunity Program by Contractors doing business with the County of San Mateo. The following provisions are a part of the contract documents.

2 LOWEST RESPONSIBLE BIDDER

Award of contract to the low bidder shall not be made until the requirements set forth in these Supplementary General Conditions have been complied with and reviewed by the County Compliance Officer and a satisfactory Equal Employment Opportunity Program as submitted by the low bidder has been accepted.

A Criteria for Determining Lowest Bidder. Criteria to determine the acceptability of bids on construction contracts requiring public bidding and involving an expenditure of \$6,500 or more shall include but not be limited to the following:

1 Criteria of Compliance with Federal and State Laws. Each bidder shall submit with his bid a certification that he is in compliance with the Equal Employment Opportunity Requirement of Executive Order 11246, Title VII of the Civil Rights Act of 1973, the California Fair Employment Practices Act and any other Federal or State Laws and regulations relating to Equal Employment Opportunities and the provisions of this article and the Board established guidelines implementing them. See report form entitled "Certification of Compliance with Laws Prohibiting Discrimination" bound herein after Form of Proposal.

2 Certification of Intent to Develop and Implement an Equal Employment Opportunity Program. Each bidder shall submit with his bid a certification that he will develop, implement and maintain, during the course of work concerned, an affirmative action program in employment conducted without regard to race, religion, color, national origin, ancestry, physical or mental disability, or sex of the applicants. With this certification he shall submit any and all information which may be required by the County in connection with this program. As used in this Article, the term "minority" or "minority group" pertains to Latinos, Asians and Pacific Islanders, African Americans, American Indians, and women (regardless of her race or ethnicity). See report form entitled "Certification of Intent" bound herein after Form of Proposal.

3 Compliance by Subcontractors. The provision of this Section apply to any subcontractor engaged by the successful bidder, and each successful bidder shall notify his subcontractors of their obligations under the provisions of this Section.

3 PENALTIES FOR NON-COMPLIANCE WITH THE PROVISIONS OF THIS SECTION

A Any bidder who fails to submit a proposed Equal Employment Opportunity Program or who is unable to make the certifications required in this Section of the Supplementary General Conditions may be disqualified from consideration for the award of the contract.

B If, after an award is made, the Contractor is found by the County or by a Federal or State agency empowered to make such findings to be in substantial or material violation of the Fair Employment Practices Act of the State of California, the Equal Employment Opportunity Requirement of Executive Order 11246, Title VII of the Civil Rights Act of 1964, Section 503 of the Rehabilitation Act of 1973, or of the provisions of this Section, he may be found to be in material breach of his contract, and the County shall have the power to cancel the contract in whole or in part, or alternatively, to deduct for each working day during which the Contractor is found to have been in such non-compliance, two (2) percent of the total amount payable to the Contractor.

4 WAIVER OF COMPLIANCE

In the event that the requirements of this ordinance are found to work an undue hardship upon a low bidder, said bidder shall submit evidence of such hardship to the Board of Supervisors and shall petition the Board for a waiver of these requirements. This waiver shall only be granted by the Board of Supervisors and shall become an integral part of the contract.

5 DEFINITIONS

A Equal Employment Opportunity Program. Equal Employment Opportunity Program is a set of specific and result oriented procedures to which a Contractor commits himself in order to achieve equal employment opportunity.

B Compliance Officer. A Compliance Officer is the County official designated by the County Manager to represent him in the administration of these guidelines and in the enforcement of the provisions of Title 2, Chapter 2.50 of the County Ordinance Code.

6 CERTIFICATION OF COMPLIANCE AND INTENT

Every bidder shall submit with his bid a Certificate of Compliance with laws prohibiting discrimination and a Certification of Intent to implement an equal

employment opportunity program on a form furnished by the County, as required by Title 2, Chapter 2.50 of the County Ordinance Code.

7 EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

In addition to furnishing the Certification of Compliance, each Contractor will submit his Equal Employment Opportunity Program with his bid.

The EEO shall contain the following information:

A Analysis of current work force:

- 1 Total number of employees
- 2 Numerical racial breakdown of employees by job classification
- 3 Information on apprentices

These figures will provide the base by which the Contractor's EEO will be evaluated. Factors to be considered both in the original statistics and in any plans for future employment will include the percentage of minority population in San Mateo County, the availability of minority construction workers and the present minority representation in the various construction trades.

B The equal employment opportunity actions the Contractor has taken or will take to insure equal employment opportunity. These shall include:

- 1 Recruiting and hiring minority persons. If non-union personnel are employed this would involve employment advertising through sources which serve areas of minority population. These include local minority newspapers, referral agencies, high schools, vocational schools, and community groups. Specific information on these sources may be obtained from the Compliance Officer. Union employees will be recruited in accordance with applicable labor agreements. The Contractor will seek to have included or will reaffirm clauses in all labor agreements prohibiting discrimination based on race, religion, color, national origin, age, ancestry, physical or mental handicap, or sex. Assistance for admission into the craft of minorities over the traditional apprenticeship age is also suggested. The Contractor will support Bay Area Construction Opportunity Program or similar groups as recruiting sources and will urge all labor organizations with which he has agreements to use BACOP.
- 2 Providing adequate opportunity for the upgrading or further training of all employees to insure equal opportunity in advancement and promotion. This might include a counseling service, information and assistance with night classes, or special career-directed program information.

- 3 Appointing an Equal Employment Opportunity Coordinator - full time or as an additional duty. He will have the responsibility of administering an active program, informing company personnel and union representatives of this company policy and advising all subcontractors of their obligation to this program.
 - 4 Establishing or maintaining an apprenticeship or training program designed to insure hiring of additional minority employees in the journeyman or skilled classes, if possible. The Contractor is urged to support the Joint Apprenticeship Committee on this trade.
 - 5 Selecting minority subcontractor or subcontractors who are known for their ongoing program of apprenticeship for minorities. This includes advising minority contractor associations of bids for subcontractors. Joint ventures with minority subcontractors are encouraged.
- C. The EEO should state any previous experience the Contractor has had with similar plans and result of that effort. Any current equal employment opportunity plans should be described in detail and a copy attached, if printed plan is available. The Compliance Office will review the EEO submitted by each bidder in order to determine whether the program submitted complies with Title 2, Chapter 2.50 of the County Ordinance Code and these guidelines.

The EEO as submitted will be kept on file by the Compliance Officer. If the Contractor bids for other county contracts, he may refer to the EEO on file and state any changes, but will not be required to refile his program.

The Compliance Officer may request additional information from the bidder and will be available to answer questions relative to the guidelines and to advise those seeking assistance of resources known to him. He will not be responsible for the service or lack of service rendered by the resources recommended, nor will he develop an EEO for any bidder, or serve as a recruiter for any bidder.

Bidders may revise their EEO after consultation prior to award of contract. Deficiencies will be discussed and appropriate remedies suggested. If bidders withdraw their EEO for revision, their revised program must be submitted by a date established by the Compliance Officer.

The Compliance Officer will determine whether the low bidder's EEO is acceptable and will report to the appropriate county department. The EEO's of each subcontractor of the low bidder will also be evaluated by the Compliance Officer.

8 INCLUSION OF EEO AND CERTIFICATIONS

Upon award of the contract by the Board of Supervisors, the EEO and Certifications for the prime contractor and all subcontractors, which have been

approved and accepted by the County, will become an integral part of the contract and subject to the provisions thereof.

9 PERFORMANCE OF CONTRACTOR

- A The Contractor will post, in conspicuous places available to employees and applicants for employment, notices to be provided by the County, stating that the Contractor is obliged to comply with the provisions of these guidelines and Title 2, Chapter 2.50 of the County Ordinance Code. These notices will also be sent to all union and employee organizations and other recruiting sources providing employees to the Contractor.
- B All announcements of job openings will include the statement: "An Equal Opportunity Employer".
- C The Contractor will make written Progress Reports on a form provided by the County to illustrate the effectiveness of his EEO at intervals established by the County.
- D The Compliance Officer will monitor the performance of the EEO until completion of the contract and will report the progress of the Contractor in living up to his EEO to the County Manager.
- E The Contractor shall permit, during Contractor's normal business hours and at Contractor's place of business, access by the County to his records of employment, employment advertisements, application forms and other data and records pertaining to Contractor's employment practices, for the purpose of determining whether Contractor is complying with the Non-Discrimination and Equal Employment Opportunity rules of the County.

10 PERFORMANCE OF SUBCONTRACTORS

- A All subcontractors listed in a general Contractor's bid are subject to all the provisions of these guidelines and Title 2, Chapter 2.50 of the County Ordinance Code.
- B All subcontractors will file their Certifications of Compliance and Intent and their EEO with the Equal Employment Coordinator of the prime Contractor for transmittal to the County, after award of the contract has been made.

EQUAL BENEFITS COMPLIANCE ORDINANCE NO. 4324, CHAPTER 2.84

2.84.010 Definitions

For the purposes of this chapter:

- (a) "Contract" means a legal agreement between the County and a Contractor for public works, consulting, or other services, or for purchase of supplies, material or equipment for which the consideration is in excess of \$5,000.
- (b) "Contractor" means a party who enters into a Contract with the County.
- (c) "Contract Awarding Authority" means the Board of Supervisors or the individual authorized by the Board of Supervisors to enter into Contracts on behalf of the County.
- (d) "Domestic Partner" means any person who is registered as a domestic partner with the Secretary of State, State of California registry or the registry of the state in which the employee is a resident.
- (e) "Employee Benefits" means the provision of any benefit other than pension and retirement benefits provided to spouses of employees or provided to an employee on account of the employee's having a spouse, including but not limited to bereavement leave; disability, life, and other types of insurance; family medical leave; health benefits; membership or membership discounts; moving expenses; vacation; travel benefits; and any other benefits given to employees, provided that it does not include benefits to the extent that the application of the requirements of this chapter to such benefits may be preempted by federal or state law. (Ord. 4324, 08/15/06)

2.84.020 Discrimination in the provision of benefits prohibited

(a) No Contractor on a County Contract shall discriminate in the provision of Employee Benefits between an employee with a domestic partner and an employee with a spouse, subject to the following conditions:

1. In the event that the Contractor's actual cost of providing a particular benefit for the domestic partner of an employee exceeds that of providing it for the spouse of an employee, or the Contractor's actual cost of providing a particular benefit to the spouse of an employee exceeds that of providing it for the domestic partner of an employee, the Contractor shall not be deemed to discriminate in the provision of Employee Benefits if the Contractor conditions providing such benefit upon the employee's agreement to pay the excess costs.
2. The Contractor shall not be deemed to discriminate in the provision of Employee Benefits if, despite taking reasonable measures to do so, the Contractor is unable to extend a particular employee benefit to domestic partners, so long as the Contractor provides the employee with a cash payment equal to the Contractor's cost of providing the benefit to an employee's spouse.

(b) The Board of Supervisors may waive the requirements of this Chapter when it determines that it is in the best interests of the County. The County Manager may waive the requirements of this chapter for Contracts not needing the approval of the Board of Supervisors where waiver would be in the best interests of the County for such reasons as follows:

1. Award of a Contract or amendment is necessary to respond to an emergency;

2. The Contractor is a sole source;
 3. No compliant Contractors are capable of providing goods or services that respond to the County's requirements;
 4. The requirements are inconsistent with a grant, subvention or agreement with a public agency;
 5. The County is purchasing through a cooperative or joint purchasing agreement.
- (c) Contractors should submit requests for waivers of the terms of this Chapter to the Contract Awarding Authority for that Contract, or in the case of Contracts approved by the Board, the County Manager.
- (d) The Contract Awarding Authority, or in the case of Contracts approved by the Board, the County Manager, may reject an entity's bid or proposals, or terminate a Contract, if the Contract Awarding Authority determines that the entity was set up, or is being used, for the purpose of evading the intent of this Chapter.
- (e) No Contract Awarding Authority shall execute a Contract with a Contractor unless such Contractor has agreed that the Contractor will not discriminate in the provision of Employee Benefits as provided for in this Chapter. (Ord. 4324, 08/15/06)

2.84.030 Application of Chapter

The requirements of this Chapter shall only apply to those portions of a Contractor's operations that occur (a) within the County; (b) on real property outside of the County if the property is owned by the County or if the County has a right to occupy the property, and if the Contractor's presence at that location is connected to a Contract with the County; and (c) elsewhere in the United States where work related to a County Contract is being performed. The requirements of this Chapter shall not apply to subcontracts or subcontractors of any contract or Contractor. (Ord. 4324, 08/15/06)

2.84.040 Powers and duties of the County Manager

The County Manager's office shall have the authority to:

- (a) Adopt rules and regulations, in accordance with this Chapter and the Ordinance Code of the County of San Mateo, establishing standards and procedures for effectively carrying out this Chapter.
- (b) Receive notification from employees of Contractors regarding violations of this Chapter.
- (c) Determine and recommend to the Board of Supervisors for final decision the imposition of appropriate sanctions for violation of this Chapter by Contractors including, but not limited to:
 1. Disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 5 years; and;
 2. Contractual remedies, including, but not limited to termination of contract;
 3. Liquidated damages in the amount of \$2,500;
- (d) Examine Contractors' benefit programs covered by this chapter;
- (e) Impose other appropriate contractual and civil remedies and sanctions for violations of this chapter;
- (f) Allow for remedial action after a finding of non-compliance, as specified by rule;

(g) Perform such other duties as may be required or which are necessary to implement the purposes of this Chapter. (Ord. 4324, 08/15/06)

2.84.050 Date of Application

The provisions of this Chapter shall apply to any Contract awarded or amended on or after July 01, 2001, provided that if the Contractor is then signatory to a collective bargaining agreement, this Chapter shall only apply to any Contract with that Contractor which is awarded or amended after the effective date of the next collective bargaining agreement. (Ord. 4324, 08/15/06)

CONTRACTOR EMPLOYEE JURY SERVICE ORDINANCE NO. 4324, CHAPTER 2.85

2.85.010 Definitions

For the purposes of this chapter:

(a) "Contract" means a legal agreement between the county and a contractor for public works, consulting, or other services, or for purchase of supplies, material or equipment.

(b) "Contractor" means a party who enters into a contract with the county for which the contractor receives consideration of \$100,000 or more.

(c) "Contract Authority" means the Board of Supervisors or the head of the department or agency presenting the proposed contract to the Board of Supervisors.

(d) "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.

(e) "Full time" means 40 hours or more worked per week, or a lesser number of hours if (1) the lesser number is a recognized industry standard as determined by the County Manager, or (2) the contractor has a long standing practice that defines the lesser number of hours as full time. (Ord. 4324, 08/15/06)

2.85.020 Contractor Jury Service Policy

(a) A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service.

(b) At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract.

(c) The Board of Supervisors may waive the requirements of this chapter when it determines that it is in the best interests of the County for such reasons as follows:

1. Award of a Contract or amendment is necessary to respond to an emergency;
2. The Contractor is a sole source;
3. No compliant Contractors are capable of providing goods or services that respond to the County's requirements;
4. The requirements are inconsistent with a grant, subvention or agreement with a public agency;
5. The County is purchasing through a cooperative or joint purchasing agreement.

(d) Contractors should submit requests for waivers of the terms of this chapter to the Contract Authority or the County Manager.

(e) The County Manager may reject a contractor's bid or proposal, or terminate a contract, if he determines that the contractor is in violation of the requirements of this chapter or was established, or is being used, for the purpose of evading the intent of this chapter.

(f) No contract shall be executed with a contractor unless such contractor is in compliance with this chapter. (Ord. 4324, 08/15/06)

2.85.030 Powers and duties of the County Manager

The County Manager's office shall have the authority to:

- (a) Adopt rules and regulations, in accordance with this chapter and the Ordinance Code of the County of San Mateo, establishing standards and procedures for effectively carrying out this chapter;
- (b) Receive notification from employees of contractors regarding violations of this chapter;
- (c) Determine and recommend to the Board of Supervisors for final decision the imposition of appropriate sanctions for violation of this chapter by contractors including, but not limited to:
 1. Disqualification of the contractor from bidding on or being awarded a County contract for a period of up to 5 years, and
 2. Contractual remedies, including, but not limited to termination of contract.
- (d) Impose other appropriate contractual sanctions for violations of this chapter;
- (e) Allow for remedial action after a finding of noncompliance.
- (g) Perform such other duties as may be required or which are necessary to implement the purposes of this chapter. (Ord. 4324, 08/15/06)

2.85.040 Date of Application

The provisions of this chapter shall apply to any contract awarded or amended on or after September 01, 2005, provided that if the contractor is then signatory to a collective bargaining agreement, this chapter shall only apply to any contract with that contractor which is awarded or amended after the effective date of the next collective bargaining agreement. (Ord. 4324, 08/15/06)

RECYCLING AND DIVERSION OF DEBRIS FROM CONSTRUCTION AND
DEMOLITION ORDINANCE NO. 4099, CHAPTER 4.105

4.105.010 Definitions

For purposes of this chapter, the following definitions apply:

(a) "Construction and demolition debris" means and includes:

1. Discarded materials generally considered to be not water soluble and non-hazardous in nature, including but not limited to steel, copper, aluminum, glass, brick, concrete, asphalt material, pipe, gypsum, wallboard, and lumber from the construction or destruction of a structure as part of a construction or demolition project or from the renovation of a structure and/or landscaping, including rocks, soils, tree remains, trees, and other vegetative matter that normally results from land clearing, landscaping and development operations for a construction project;
2. Remnants of new materials, including but not limited to: cardboard, paper, plastic, wood, and metal scraps from any construction and/or landscape project.

(b) "Contractor" means any person or entity holding, or required to hold, a contractor's license of any type under the laws of the State of California, or who performs (whether as contractor, subcontractor, owner-builder, or otherwise) any construction, demolition, remodeling, renovation, or landscaping service relating to buildings or accessory structures in the unincorporated area of San Mateo County.

(c) "Covered Project" means and includes any project which consists of one or more of the following:

1. Demolition work only, where the cost of the work exceeds \$5,000 as determined by the Building Official;
2. The renovation, remodel or addition to an existing structure, or the construction of a new structure where the cost of the work exceeds \$250,000, as determined by the Building Official;
3. Commercial, residential or multi-family residential development, and any new structure that is equal to or greater than 2,000 square feet.

(d) "Designated recyclable and reusable materials" means and includes:

1. Inert solids
2. Wood materials, including any and all dimensional lumber, fencing or construction wood that is not chemically treated, creosoted, CCA pressure treated, contaminated or painted;
3. Vegetative materials, including trees, tree parts, shrubs, stumps, logs, brush or any other type of plants that are cleared from a site for construction or other use;
4. Metals, including all metal scrap such as, but not limited to, pipes, siding, window frames, door frames and fences;
5. Roofing materials including wood shingles and shakes as well as asphalt, stone and slate based roofing material;
6. Salvageable materials and structures, including, but not limited to doors, windows, fixtures, hardwood flooring, sinks, bathtubs and appliances;
7. Any other materials that the Building Official determines can be diverted due to the identification of a recycling facility, reuse facility, or market accessible from the

County.

(e) "Inert solids" includes asphalt, concrete, rock, stone, brick, sand, soil and fines;

(f) "Salvage" means the controlled removal of materials from a covered project, for the purpose of reuse or storage for later reuse;

(g) "Structure" means anything constructed or erected. (Ord. 4099, 02/26/02)

4.105.020 Deconstruction and salvage and recovery

(a) Contractors are encouraged to make every structure planned for demolition available for deconstruction, salvage, and recovery prior to demolition; and to recover the maximum feasible amount of salvageable designated recyclable and reusable materials prior to demolition.

(b) Recovered and salvaged designated recyclable and reusable materials from the deconstruction phase shall be counted towards the diversion requirements of this chapter. (Ord. 4099, 02/26/02)

4.105.030 Diversion requirements

(a) One hundred percent (100%) of inert solids, and at least fifty percent (50%) of the remaining construction and demolition debris tonnage shall be diverted.

(b) For each covered project, the diversion requirements of this chapter shall be met by submitting and following a Waste Management Plan that includes the following:

1. Deconstructing and salvaging all or part of the structure as practicable. AND

2. Directing one hundred percent (100%) of inert solids to reuse or recycling facilities approved by the County. AND

3. Either

a. Taking all mixed construction and demolition debris to the Mixed Construction and Demolition Debris Recycling facilities approved by the County and taking all sorted or crushed construction and demolition debris to approved facilities. OR

b. Source separating non-inert materials, such as cardboard and paper, wood, metals, green waste, new gypsum wallboard, tile, porcelain fixtures, and other easily recycled materials, and directing them to recycling facilities approved by the County and taking the remainder (but no more than 50% by weight or yardage) to a facility for disposal. In this option, calculations must be provided to show that 50% of construction and demolition debris (in addition to 100% of inert solids) has been diverted. (Ord. 4099, 02/26/02)

4.105.040 Information required before issuance of permit.

Every contractor shall submit a properly completed "Waste Management Plan," on a form prescribed by the County, as an integral part of the building or demolition permit application process for a covered project. The Waste Management Plan shall indicate the intended salvage, reuse, and recycling facilities, chosen from a list of facilities approved by the County, for all construction and/or demolition debris from the project. Approval of alternative facilities or special salvage or

reuse options may be requested of the Building Official. Approval by the Building Official, or designee, of the Waste Management Plan as complying with this chapter shall be a condition precedent to the issuance of any building or demolition permit for a covered project. (Ord. 4099, 02/26/02)

4.105.050 Administrative fee

As a condition precedent to the issuance of any building or demolition permit for a covered project, the applicant shall pay to the County a fee as established by resolution to compensate the County for all expenses incurred in administering this chapter. (Ord. 4099, 02/26/02)

4.105.060 Reporting

(a) No later than thirty (30) days following the completion of a demolition project or construction project, the contractor shall, as a condition of final approval and for issuance of any certificate of occupancy, submit documentation to the County that demonstrates compliance with the requirements of this chapter.

(b) The documentation shall consist of photocopies of receipts and weight tags or other records of measurement or equivalent documentation from recycling companies, deconstruction contractors, and landfill and disposal companies. The contractor's approved "Waste Management Plan" shall be completed by recording and confirming the type of debris diverted and the facilities to which it was taken. The contractor shall sign the completed "Waste Management Plan" form to certify its accuracy as part of the documentation of compliance.

(c) Progress reports during construction may be required.

(d) All documentation submitted pursuant to this section is subject to verification by the County.

(e) It is unlawful for any person to submit documentation to the County under this section which that person knows to contain any false statements, including but not limited to false statements regarding tonnage of materials recycled or diverted, or to submit any false or fraudulent receipt or weight tag or other record of measurement. (Ord. 4099, 02/26/02)

4.105.070 Penalties and enforcement

(a) Each violation of the provisions of this chapter shall constitute a misdemeanor, and shall be punishable by imprisonment in the county jail for up to six (6) months, or by a fine of up to one thousand dollars (\$1,000), or both. Each day that a violation continues shall be deemed a new and separate offense.

(b) The Building Official shall have the authority to enforce this chapter as specified in section 9021 of the San Mateo County Building Regulations, including but not limited to the authority to order that work be stopped where any work is being done contrary to the provisions of this chapter. (Ord. 4099, 02/26/02)

SPECIAL PROVISIONS

SAN MATEO MEDICAL CENTER MECHANICAL CONTROLS UPGRADE PROJECT NO. PE026

These Special Provisions are part of the Contract Documents and will govern over specific inconsistencies with the General Conditions.

1. CONTRACT TIME: The Contract Time is one hundred fifty (150) calendar days.
2. SCHEDULE: Contractor's attention is directed to the Contract Time and the requirement to achieve substantial completion within said time period.
3. WORKING HOURS: Most of the work will be done in regular hours, Monday-Friday. Work affecting operations will be coordinated with engineering staff and done on nights or weekends.
4. LIQUIDATED DAMAGES: Liquidated damages are \$500 per calendar day.
5. PERMITS: All work is subject to inspection and acceptance of Authority Having Jurisdiction (AHJ), including but not necessarily limited to, pre and post air balance reports, deferred approvals, performance/verification tests, etc.
6. INFECTION CONTROL: Contractor's attention is directed to San Mateo Medical Center Construction, Demolition, Remodeling or Renovation Infection Control Policy. All work on this project is subject to Infection Control Construction Permit Activity Type A / Group 1 / Class I.
7. DIFFERING SITE CONDITIONS: Contractor is advised the work contemplated will be performed in an existing structure.
8. GENERAL SEQUENCE OF CONSTRUCTION: Contractor is advised the County intends to maintain active utility operations, specific to facility systems, during construction.
9. FACILITY EXISTING SYSTEMS AND UTILITIES: Existing Systems and Utility Outages, Shutdowns shall be approved in advance by the County. Contractor shall request utility outages and shutdown in writing to the County's owner representative at least five days in advance.
10. CONSTRUCTION PROJECT MEETINGS: Contractor shall be required to attend bi-weekly construction project meetings for the duration of the project.
11. SHOP DRAWINGS: Contractor's attention is directed to the project's Specifications relating to required shop drawings which will involve review and acceptance by project's design engineer and Authority Having Jurisdiction (AHJ) prior to commencing work.

12. CONTRACTOR'S PERSONNEL: Contractor shall submit within ten (10) days from the execution of the contract a list of names, addresses, and telephone numbers of key personnel who are to be contacted in case of emergencies on the job during non-working hour, including Saturdays, Sundays, and Holidays.

All personnel who will have access to the work site may be required to wear photo identification issued by the County at all times. Photo identification will only be issued to each worker after successful completion of a background check clearance from the Sheriff's Office. The County will notify the contractor within five (5) working days if any workers are deemed unacceptable. The County reserves the right to reject personnel with current parole or probationary status and/or criminal records. County staff reserves the right to request a worker(s) be excused from the job site for not wearing the appropriate photo identification issued by the County. No claims for delays will be allowed for failure on the part of the contractor to enforce this requirement.

13. SECURITIES IN LIEU OF RETENTION: Attention is called to California Public Contract Code 22300 for information relating to the retention of funds during Contract performance.

14. BID PROTESTS: Bidders who wish to lodge a protest for consideration as to the bidding process or the award of a contract to the lowest responsible bidder must do so as follows:

- (1) Protests based upon alleged improprieties in a solicitation, which are apparent prior to bid opening, shall be filed no later than two (2) business days prior to bid opening.
- (2) Protests other than those covered by paragraph 1, above, shall be filed no later than five (5) calendar days after the bid opening.
- (3) All protests shall be delivered to:
Director of Public Works
County of San Mateo
555 County Center, 5th Floor
Redwood City, CA 94063

Untimely protests, which do not meet the deadline requirements specified above, will not be accepted or considered.

Bid protests must be submitted in writing to the addressee and address listed above. Bid protests must at a minimum include the following:

- Project Name
- Project Number
- A complete statement describing the basis for the bid protest, which includes a detailed statement of all legal and factual grounds for the protest
- Documentation supporting the protestor's grounds for the protest
- The type of relief requested and the legal basis for such relief

If a valid protest is timely filed, the Department shall investigate the bid protest. The protested bidder shall have three (3) business days to respond to the Department and to provide any information requested by the Department. The Department shall respond to the protesting party, stating its findings. The Department Director shall make a recommendation to the Board regarding the bid protest.

SUBJECT: CONSTRUCTION, DEMOLITION, REMODELING OR RENOVATION
INFECTION CONTROL

FUNCTION: INFECTION CONTROL

AUTHOR: INFECTION CONTROL

INTRODUCTION

Hospital construction, demolition and remodeling activities can be a risk factor for certain nosocomial infections in patients, especially those who are immunosuppressed. Activities that disturb dust may be associated with transmission of *Aspergillus*, a fungus found in ceiling and wall spaces where dust has accumulated, whereby dispersing fungal spores which can be inhaled by a susceptible patient and cause disease. This policy is in accordance of the 2003 *CDC Guidelines for Environmental Infection Control in Health-Care Facilities*.

PURPOSE

1. To ensure a safe environment.
2. To prevent the acquisition of health-acquired infections in patients, visitors and healthcare workers during hospital renovation or construction activities.

POLICY

1. To ensure a safe environment, planning for new construction or renovation must be reviewed by the hospital Infection Control Committee and the Director of Infection Control and/or the Medical Director of Infection Control as planning commences for a project in or adjacent to patient care areas.
2. Infection Control will be participate as needed with the construction project planning to review traffic flow patterns, waste disposal, required barriers, etc as designated by the Infection Control Risk Assessment (ICRA).
 - a. SMMC requires all contractors, subcontractors, material suppliers, vendors, employees, or agents to be bound by these same requirements. Before any on-site construction begins, a pre-construction meeting will be held and instruction on all requirements and expectations regarding infection control in the construction area will be communicated.
 - b. HEPA equipped air filtration machines, not less than 100 FPM shall provide airflow into construction areas at barricade entrances with doors fully open. HEPA equipped air filtration machines shall be connected to normal power and shall run continuously.
 - c. SMMC Plant Operations or Infection Control Departments may modify performance requirements for certain activities. Modifications made by SMMC personnel do not relieve the Contractor of compliance with proper infection control procedures.
 - d. Plant Operations or designee will routinely monitor construction/renovation areas.

3. Infection Control will monitor construction areas periodically. Environmental monitoring will be performed if appropriate. Whenever safe levels are exceeded, the project manager will be notified to correct conditions immediately.
4. All work shall be stopped on the project whenever a hazardous infection control deficiency exists.
5. Infection Control will offer education on health hazards of fungal spores to project managers and department managers/staff.
6. An Infection Control Permit is required for Class 3 or higher procedures and any activity in a group 4 Infection Control Group.
7. Plant Operations Department will confirm specified air velocity whenever barricades are erected or modified on an “as needed” basis. Plant Operations Department will make sure air quality is monitored “as needed” throughout the project.

AUTHORITY

1. A SMMC Safety Officer, Director of Plant Operations, and/or Infection Control Practitioner has the authority to stop work of any project when a breach of the SMMC Construction and Renovation Policy and Procedure has been detected.

DEFINITIONS

1. Construction activity types.

The construction activity types are defined by the amount of dust generated, the duration of the activity, and the amount of shared HVAC systems. Contact Safety Department, Plant Operations Department, and Infection Control Department if any activity is questionable under these guidelines.

Type A – Inspections and Non-Invasive Activities: Includes, but is not limited to, removal of ceiling tiles for visual inspection limited to 1 tile per 50 square feet, painting (but not sanding), wall covering, electrical trim work, minor plumbing and activities which do not generate dust or require cutting of walls or access to ceilings other than for visual inspection.

Type B – Small scale, short duration activities which create minimal dust: Includes, but is not limited to, installation of telephone and computer cabling, access to chase spaces, cutting of walls or ceiling where dust migration can be controlled.

Type C – Any work which generates a moderate to high level of dust or requires demolition or removal of any fixed building components or assemblies: Includes, but is not limited to, sanding of wall for painting or wall coverings, removal of floor coverings, ceiling tiles and casework, new wall construction, minor ductwork or electrical work above ceilings, major cabling activities, and any activity which cannot be completed within a single work shift.

Type D – Major demolition and construction projects: Includes, but is not limited to, activities which require consecutive work shifts, heavy demolition or removal of a complete ceiling system and new construction.

2. Infection Control Risk Groups.

GROUP 1 LOWEST	GROUP 2 MEDIUM	GROUP 3 MEDIUM-HIGH	GROUP 4 HIGHEST
1. Office areas 2. Engineering 3. Environmental Services 4. Medical Records	1. All other patient care units (e.g., ultrasound, rehabilitation) 2. Admitting 3. Cafeteria 4. Laboratory	1. ED/Urgent Care 2. Radiology/MRI 3. PACU 4. Nuclear Medicine 5. Admission/discharge units 6. EKG,EEG, RT 7. Dialysis, 8. Wound Care 9. Central supply 10. Lab 11. Pediatrics, 12. Med Surg 13. Rehab Services – P.T.	1. Surgery 2. Cardiac catheterization 3. Intensive Care Units 4. Oncology 5. Anesthesia 6. Endoscopy 7. Pharmacy admixture 8. Radiation therapy 9. Sterile processing

3. Construction Activity/Infection Control Matrix

Infection Control consultation is required when the construction activity and risk level indicates that Class III and Class IV control procedures are necessary.

CONSTRUCTION ACTIVITY →				
	TYPE “A”	TYPE “B”	TYPE “C”	TYPE “D”
RISK LEVEL ↓				
Group 1	I	II	II	III/IV
Group 2	I	II	III	IV
Group 3	I	III	III/IV	IV
Group 4	III	III/IV	III/IV	IV

4. Description of Required Infection Control Precautions by Class matrix.

Control Procedures by Class – Infection Control Construction	
Class I	<ol style="list-style-type: none"> 1. Execute work by methods to minimize raising dust from construction operations. 2. Immediately replace any ceiling tile displaced for visual inspection 3. Minor demolition for remodeling
Class II	<ol style="list-style-type: none"> 1. Provides active means to prevent airborne dust from dispersing into atmosphere. 2. Water-mist work surfaces to control dust while cutting. 3. Seal unused doors with duct tape. 4. Block off and seal air vents. 5. Wipe surfaces with disinfectant. 6. Contain construction waste before transport in tightly covered containers. 7. Wet mop and/or vacuum with HEPA-filtered vacuum before leaving work area. 8. Place dust mat at entrance and exit of work area. 9. Remove or isolate HVAC system in areas where work is being performed.
Class III	<ol style="list-style-type: none"> 1. Obtain infection control permit before construction begins. 2. Isolate HVAC system in area where work is being done to prevent contamination of the duct system. 3. Complete all critical barriers or implement control cube method before construction begins. 4. Maintain negative air pressure within work site using HEPA-filtered air filtration units. 5. Do not remove barriers from work area until complete project is thoroughly cleaned by environmental services department. 6. Vacuum work area with HEPA-filtered vacuums. 7. Wet mop with disinfectant. 8. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction. 9. Contain construction waste before transport in tightly covered containers. 10. Cover transport receptacles or carts. Tape covering. 11. Remove or isolate HVAC system in areas where work is being performed.
Class IV	<ol style="list-style-type: none"> 1. Obtain infection control permit before construction begins. 2. Isolate HVAC system in area where work is being done to prevent contamination of the duct system. 3. Complete all critical barriers or implement control cube method before construction begins. 4. Maintain negative air pressure within work site using HEPA-filtered air filtration units. 5. Seal holes, pipes, conduits, and punctures appropriately. 6. Construct anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum cleaner before leaving the work site or they can wear cloth or paper coveralls that are removed each time they leave the work site. 7. All personnel entering the work site are required to wear shoe covers. 8. Do not remove barriers from work area until completed project is thoroughly cleaned by the environmental services department. 9. Vacuum work area with HEPA-filtered vacuums. 10. Wet mop with disinfectant. 11. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction. 12. Contain construction waste in tightly covered containers before transporting. 13. Cover transport receptacles or carts. Tape covering. 14. Remove or isolate HVAC system in areas where work is being done.

PERFORMANCE REQUIREMENTS

1. Planning Phase

1. Infection Control Department will participate in project kick-off meeting
2. Infection Control Department personnel will be involved in the planning phases for all renovation and new construction projects specific to the following major components (schematic design):
 - a. number and placement of isolation rooms.
 - b. air handling systems.
 - c. number and placement of hand washing facilities.
 - d. staff and patient traffic patterns for the duration of the project.
 - e. relocation decisions regarding patient care areas, storage areas, etc.
 - f. water supply and plumbing.
 - g. waste containment, transport and disposal.
 - h. selection of finishes and surfaces that can be effectively cleaned (in clinical areas).
 - i. accommodation of personal protection equipment.
 - j. storage of moveable modular equipment.

2. Operational Phase

1. Medical Waste Removal
 - a. Prior to the start of the renovation or construction project, hospital personnel must remove any medical waste, including sharps containers, from the areas to be renovated or constructed.
 - b. Infection Control department will be notified immediately if unexpected medical waste is encountered.
2. Integrity of Barrier Walls
 - a. The integrity of the barrier walls will assure a complete seal of the construction zone from adjacent areas.
 - b. Depending on the location of the project, adjacent uses and duration of project, barrier walls will consist of:
 - Rigid construction or
 - Fire-rated plastic sheeting
 - c. Barrier walls will be dust proof with airtight seals maintained at the full perimeter of the walls as well as all penetrations. (Two-foot overlap flaps for access to entry if fire-rate plastic sheeting is used.)
3. Environmental Control
 - a. Negative air pressure will be maintained within the construction zone with no disruption of the air systems of the adjacent areas, depending on project location.
 - b. Constant negative pressure, if required within the construction zone, will be monitored with an alarm device, which will be maintained and monitored by construction personnel. Optimally, construction-zone air will be exhausted directly with no potential for re-circulation. If an existing exhaust system cannot be located and a tie into re-circulated are system is necessary, a pre-filter and high efficiency filter (95 percent) will be used prior to exhaust to prevent contamination of the duct. Ventilation filters will be changed as needed. Industrial grade HEPA equipped air filtration machines capable of filtering 300-800 CFM of an air flow into construction area and not less than 100 FPM at barricade entrances with doors fully open. HEPA equipment shall run continuously.

- c. Demolition debris will be removed in tightly fitted covered carts using specific traffic patterns. If transport outside of construction areas is necessary, cart wheels will be cleaned before exiting construction area.
 - d. Exterior window seals must be assured to minimize infiltration of outside excavation debris. Windows will remain closed at all times.
 - e. When using demolition chutes, chute opening must be sealed when not in use. If conditions dictate, chute and dumpster will be sprayed with water to maintain dust control.
 - f. When openings are made into existing ceilings, use Control Cube or place polystyrene enclosure around ladder sealing off opening, fitted tight to ceiling and floor. Provide thorough cleaning of existing surfaces that become exposed to dust.
 - g. Removal of construction barriers and ceiling protection shall be done carefully outside of normal work hours. After the removal of construction barriers and ceiling protection, vacuum and clean all surfaces free of dust.
 - h. When access panels are opened in occupied areas for work above ceilings, use Control Cube or polyethylene enclosure around ladder sealing off opening, fitted tight to ceiling and floor.
 - i. Adhesive mats or carpets at barricade entrances and in the anteroom shall be kept clean and changed as necessary to prevent accumulation and tracking of dust.
 - j. An anteroom will be used to maintain negative airflow from clean area to work area.
 - k. All existing ventilation ducts within construction area will be blocked off. Method for blocking ducts shall be airtight.
4. Traffic Control (Public)
- a. Designated entry and exit procedures will be defined for each construction project where applicable.
 - b. All egress pathways will be free of debris
 - c. Unauthorized personnel will not be allowed to enter the construction zone.
 - d. Only designated elevators will be used for construction activities during scheduled times.
5. Cleaning and Disposal
- a. The construction zone will be maintained in a clean manner by the contractors and will be swept daily or more frequently as needed to minimize dust.
 - b. A HEPA filtered vacuum will be used for all outside areas, not under negative pressure.
 - c. Adjacent entry areas need to be damp mopped daily or more frequently to minimize dust.
 - d. Walk-off mats will be used to minimize tracking of dust into adjacent areas and will be changed as needed.
 - e. Environmental Services will be responsible for the routine cleaning of adjacent areas and for the terminal cleaning of the construction zone prior to the opening of the newly renovated or constructed area.
 - f. Construction waste must be contained before transported. Sealed plastic bags for containment and/or cover are appropriate.

6. Contractor Personnel Requirements
 - a. Clothing will be free of loose soil and debris.
 - b. Personal protective equipment, including protective face shield, gloves and N-95 respirators will be utilized as appropriate for the task at hand.
 - c. Contractors entering sterile/invasive procedure areas will be provided with a disposable jump suit head covering and shoe coverings, which must be removed prior to exiting the work area.
 - d. Removal of construction barriers and ceiling protection shall be done carefully.
7. Permits/Submittals
 - a. Submit report of infection control procedures, including location and details of barrier.
 - b. An Infection Control Permit is required for Class III or higher procedures and any activity in a Group 4 Infection Control Group. Refer to shaded area on
 - c. Construction Activity/Infection Control Matrix.
 - d. When required, obtain Infection Control Permit from Infection Control before beginning any demolition or construction work.
 - e. Permit to be displayed at entrance to work area during entire construction period.
 - f. Return permit at completion of work.
8. Quality Control
 - a. The Infection Control Department will monitor biological counts in vicinity of construction work on an as needed basis. Whenever safe levels are exceeded, contractor will be notified to correct conditions immediately.
 - b. All work shall be stopped on the project whenever a hazardous infection control deficiency exists. Contractor shall take immediate action to correct all deficiencies.
 - c. Failure of Contractor correct such deficiencies will result in corrective action taken by the hospital and deducting all costs from the contract.

3. Completion Phase

1. After completion of construction, ventilation will meet specifications as mandated by regulatory bodies. Filter will be visually inspected for plugging or leakage.
2. The area will be thoroughly cleaned and disinfected before being placed into service.
3. Water supply lines will be flushed before placing newly renovated or constructed areas into service. Infection Control Department must be notified prior to flushing.
4. Certification that water supply lines have been disinfected in accordance with state and local regulatory bodies as required.

A. Compliance Monitoring

1. The Plant Operations Director will conduct compliance monitoring as necessary. The following parameters will be monitored:
 - a. air handling
 - b. integrity of barrier walls
 - c. dress code
 - d. environmental control
 - e. noise
 - f. traffic control
 - g. water supply
2. Infection Control will monitor periodically

B. Products and Materials

1. Sheet Plastic: Fire retardant polystyrene, 6-mil thickness.
2. Barrier Doors: Solid core wood in metal frame, painted.
3. Industrial grade HEPA- filtered units capable of a filtration rate of 300 – 800 CFM with primary and secondary filters.
4. Exhaust Hoses: Heavy duty, flexible steel reinforced; Ventilation Blower Hose, WPG.
5. Adhesive Walk-Off Mats: Provide minimum size mats of 24 inches x 36 inches.
6. Disinfectant: Hospital approved disinfectant or equal.
7. Control Cube: Portable ceiling Access Module, “Kontrol Kube Jr.” with heavy duty vinyl enclosure.

C. Barriers

1. Closed door with masking tape applied over the frame and door is acceptable for projects that can be contained.
2. Construction, demolition or reconstruction not capable of containment within a single room must have the following barriers erected.
 - a. Airtight plastic barrier that extends from floor to ceiling. Seams must be sealed with duct tape to prevent dust and debris from escaping.
 - b. Drywall barriers erected with joints covered or sealed to prevent dust and debris from escaping.
 - c. Seal all penetrations in existing barrier airtight.
 - d. Barriers at penetration of ceiling envelopes, chases and ceiling spaces to stop movement of air and debris.
 - e. Anteroom or double entrance openings that allow workers to remove protective clothing or vacuum off existing clothing.
 - f. At elevator shafts or stairways within the field of construction.
 - g. Overlapping flap minimum 2 feet wide at polyethylene enclosures for personnel access.

INFECTION CONTROL PROCEDURES

GENERAL

- A. Maintain manpower and equipment including dust mops, wet mops, brooms, buckets and clean wiping rags for cleaning fine dust from floors I adjacent occupied areas.
- B. Contain work areas outside of construction barriers, including spaces above ceilings, with full height polyethylene sheet barrier, tightly taped.
- C. Cleanup dust tracked outside of construction area immediately.

IMPLEMENTATION

- A. Temporary construction barriers and closures above ceilings shall be dust tight.
- B. Removal of debris shall be in tightly covered containers draped with a damp blanket.
- C. Adhesive mats or carpets at barricade entrances and in the anteroom shall be kept clean and changed daily, or as necessary, to prevent accumulation of dust.
- D. Any dust tracked outside of barrier shall be removed immediately. Cleaning outside barrier to be by HEPA filtered vacuum or damp mop.
- E. Any ceiling access panels opened for investigation beyond sealed areas shall be replaced immediately when unattended.

- F. Block off all existing ventilation ducts within the construction area. Method of capping ducts shall be dust tight and withstand airflow.
- G. When openings are made into existing ceilings, use Control Cube or provide polystyrene enclosure around ladder sealing off opening, fitted tight to ceiling and floor. Provide thorough cleaning of existing surfaces which become exposed to dust.
- H. Removal of construction barriers and ceiling protection shall be done carefully, outside of normal work hours. Vacuum and clean all surfaces free of dust after the removal.
- I. When access panels are opened in occupied areas for work above ceilings. Use control Cube or polyethylene enclosure around ladder sealing off opening, fitted tight to ceiling and floor.
- J. All vacuuming outside areas not under negative pressure to be with a certified HEPA filtered vacuum.
- K. Construct anteroom to maintain negative airflow from clean area through anteroom and into work area.

RESPONSIBILITIES: GENERAL and by ACTIVITY CLASS

- A. The Contractor is responsible for obtaining the Infection Control Permit from the Project Manager and Infection Control prior to commencing construction.
- B. The Faculties Director, Facilities Project Manager, Safety Officer and Infection Control Department will evaluate every work order. They reserve the right to add requirements to a project on an individual basis.
- C. The Infection Control Department will make periodic visits to work site to ensure compliance of policy.
- D. Class I
 - 1. Execute work by methods to minimize raising dust from construction operations.
 - 2. Immediately replace any ceiling tile displaced for visual inspection.
 - 3. Refer to Procedures on Minor Disruption for Remodeling and Procedures for Construction Facilities and Temporary Controls.
 - 4. Cleanup and disposal in accordance with defined Procedures on Cleanup and Disposal.
- E. Class II.
 - 1. Provide active means to prevent air-borne dust from dispersing into atmosphere.
 - 2. Water mist work surfaces to control dust while cutting.
 - 3. Seal unused doors with masking tape.
 - 4. Block off and seal air vents.
 - 5. Wipe work surfaces with disinfectant.
- F. Class III
 - 1. Obtain Infection Control Permit from Infection Control before construction begins.
 - 2. Isolate HVAC system in area where work is being done to prevent contamination of duct system.
 - 3. Complete all critical barriers before construction begins or implement control cube method.
 - 4. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.
 - 5. Contain construction waste before transport in tightly covered containers
 - 6. Cover transport receptacles or carts with cart lid and then cover with damp blanket.
 - 7. Wet mop and/or vacuum with HEPA filtered vacuum before leaving work areas.

8. Place dust mat at entrance and exit of work area.
9. Remove isolation of HVAC system in areas where work is being performed.

G. Class IV.

1. Obtain Infection Control Permit from Infection Control before construction begins.
2. Isolate HVAC system in area where work is being done to prevent contamination of duct system.
3. Complete all critical barriers or implement control cube method before construction begins.
4. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.
5. Seal holes, pipes, conduits, and punctures appropriately.
6. Construct anteroom and require all personnel to pass through this room so they can be vacuumed using an HEPA vacuum cleaner before leaving work Site or they can wear cloth or paper coveralls that are removed each time they leave the work site.
7. All personnel entering work site are required to wear shoe covers. Shoe covers must be changed each time the worker exits the work Area.
8. Provide adhesive walk-off mats at entrance to work Area within the anteroom. Replace used mats with new mats in accordance with manufacturer's recommendations.
9. Do not remove barriers from work area until completed project is inspected by Infection Control and thoroughly cleaned by Environmental Services Department.
10. Vacuum work area with HEPA filtered vacuums.
11. Wet mop area with disinfectant.
12. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction.
13. Contain construction waste before transport in tightly covered containers.
14. Cover transport receptacle or carts. Cover cart with lid and then with damp blanket.
15. Remove isolation of HVAC system in areas where work is being performed.

ENVIRONMENTAL MONITORING

- A. Contractor is responsible for maintaining equipment and replacement of HEPA and other filters in accordance with manufacturer's recommendations.
- B. Infection Control will perform Field inspection and testing if indicated.
- C. Engineering will confirm specified air velocity whenever barricades are erected or modified.
- D. Facilities Project Manager will be responsible for obtaining and monitoring air quality throughout project as requested by Infection Control.

ENFORCEMENT

- A. For breach of this infection control policy the hospital will stop the work of the Project and the Contractor shall pay for all associated costs incurred by the hospital as well as for correction for the work.
- B. The Infection Control or Facilities will record the following:
Document each violation with photographs
Extract Contractor or Department information from the work log.
Maintain a record of all infection control violations.
- C. Violations of infection control policies may affect status as a responsible Contractor for bidding future work. Facilities have the right to impose a \$500.00 fine for each violation.

ADDITIONAL REQUIRED INFECTION-CONTROL MEASURES FOR INTERNAL CONSTRUCTION AND REPAIR PROJECTS INFECTION-CONTROL MEASURES:

- A. Prepare for the project:
 - 1. Use a multi-disciplinary team approach to incorporate infection control into the project.
 - 2. Conduct the risk assessment and a preliminary walk-through with project managers and staff.
- B. Educate staff and construction workers.
 - 1. Educate staff and construction workers about the importance of adhering to infection-control measures during the project.
 - 2. Provide educational materials in the language of the workers.
 - 3. Include language in the construction contract requiring construction workers and subcontractors to participate in infection-control training.
- C. Issue hazard and warning notices.
 - 1. Post signs to identify construction areas and potential hazards.
 - 2. Mark detours requiring pedestrians to avoid the work area.
- D. Relocate high-risk patients as needed, especially if the construction is in or adjacent to a Protective Environment area.
 - 1. Identify target patient populations for relocation based on the risk assessment.
 - 2. Arrange for the transfer in advance to avoid delays.
 - 3. At-risk patients should wear protective respiratory equipment (e.g., a high-efficiency mask) when outside their PE rooms.
- E. Establish alternative traffic patterns for staff, patients, visitors, and construction workers.
 - 1. Determine appropriate alternate routes from the risk assessment.
 - 2. Designate areas (e.g., hallways, elevators, and entrances/exits) for construction worker use.
 - 3. Do not transport patients on the same elevator with construction materials and debris.
- F. Erect appropriate barrier containment.
 - 1. Use prefabricated plastic units or plastic sheeting for short-term projects that will generate minimal dust.
 - 2. Use durable rigid barriers for ongoing, long-term projects.
- G. Establish proper ventilation.
 - 1. Shut off return air vents in the construction zone, if possible, and seal around grilles.
 - 2. Exhaust air and dust to the outside, if possible.
 - 3. If recirculated air from the construction zone is unavoidable, use a pre-filter and a HEPA filter before the air returns to the HVAC system.
 - 4. When vibration-related work is being done that may dislodge dust in the ventilation system or when modifications are made to ductwork serving occupied spaces, install filters on the supply air grilles temporarily.
 - 5. Set pressure differentials so that the contained work area is under negative pressure.
 - 6. Use air flow monitoring devices to verify the direction of the air pattern.
 - 7. Exhaust air and dust to the outside, if possible.
 - 8. Monitor temperature, air changes per hour (ACH), and humidity levels (humidity levels should be <65%).
 - 9. Use portable, industrial grade HEPA filters in the adjacent area and/or the construction zone for additional ACH.

10. Keep windows closed, if possible.
- H. Control solid debris.
1. When replacing filters, place the old filter in a bag prior to transport and dispose as a routine solid waste.
 2. Clean the construction zone daily or more often as needed
 3. Designate a removal route for small quantities of solid debris.
 4. Mist debris and cover disposal carts before transport (i.e., leaving the construction zone).
 5. Designate an elevator for construction crew use.
 6. Use window chutes and negative pressure equipment for removal of larger pieces of debris while maintaining pressure differentials in the construction zone.
 7. Schedule debris removal to periods when patient exposures to dust is minimal.
- I. Control water damage.
1. Make provisions for dry storage of building materials.
 2. Do not install wet, porous building materials (i.e., sheet rock).
 3. Replace water-damaged porous building materials if they cannot be completely dried out within 72 hours.
- J. Control dust in air and on surfaces.
1. Monitor the construction area daily for compliance with the infection-control plan.
 2. Protective outer clothing for construction workers should be removed before entering clean areas.
 3. Use mats with tacky surfaces within the construction zone at the entry; cover sufficient area so that both feet make contact with the mat while walking through the entry.
 4. Construct an anteroom as needed where coveralls can be donned and removed.
 5. Clean the construction zone and all areas used by construction workers with a wet mop.
 6. If the area is carpeted, vacuum daily with a HEPA-filtered–equipped vacuum.
 7. Provide temporary essential services (e.g., toilets) and worker conveniences (e.g., vending machines) in the construction zone as appropriate.
 8. Damp-wipe tools if removed from the construction zone or left in the area.
 9. Ensure that construction barriers remain well sealed; use particle sampling as needed.
 10. Ensure that the clinical laboratory is free from dust contamination.
- K. Complete the project.
1. Flush the main water system to clear dust-contaminated lines.
 2. Terminally clean the construction zone before the construction barriers are removed.
 3. Check for visible mold and mildew and eliminate (i.e., decontaminate and remove), if present.
 4. Verify appropriate ventilation parameters for the new area as needed.
 5. Do not accept ventilation deficiencies, especially in special care areas.
 6. Clean or replace HVAC filters using proper dust-containment procedures.
 7. Remove the barriers and clean the area of any dust generated during this work.
 8. Ensure that the designated air balances in the operating rooms (OR) and protective environments (PE) are achieved before occupancy.
 9. Commission the space as indicated, especially in the OR and PE, ensuring that the room's required engineering specifications are met.

RESOURCES

- A. Guidelines for Design and Construction of the Hospital and Health Care Facilities. 1996-1997; 2001
- B. APIC State-of-the-art report: The Role of Infection Control During Construction in Health Care Facilities. April 2000, AJIC
- C. Association for Professionals in Infection Control and Epidemiology. Tool Kit – Infection Control During Construction and Renovation. 1999
- D. Infection Control During Construction. A Guide to Prevention and JCAHO Compliance. 2002
- E. Managing Water Infiltration into Buildings. University of Minnesota. Environmental Health & Safety. 1998
- F. Centers for Disease Control and Prevention. (2003). Guidelines for environmental infection control in health-care facilities: recommendations of CDC and the Healthcare Infection Control Practices Advisory Committee.

ATTACHMENTS

- IC Construction Permit
- Pre-Construction Risk Analysis
- Interim Life Safety Measures (ILSM) Policy
- Interim Life Safety Measures (ILSM) Matrix
- Interim Life Safety Measures (ILSM) Matrix Key
- Interim Life Safety Measures Evaluation Criteria
- Interim Life Safety Daily Monitoring
- Above-Ceiling Work Permit
- Hot Work Permit Procedure
- Hot Work Permit
- Utility System Shutdown Notice
- Fire Watch Protocol
- Fire Watch Log
- Construction Related Training to Staff and Contractors
- Life Safety Deficiency Related Staff Training

Infection Control Construction Permit

1 of 1

					Permit No:	
Location of Construction:				Project Start Date:		
Project Coordinator				Estimated Duration:		
Contractor Performing Work				Permit Expiration Date:		
Supervisor:				Telephone:		
YES	NO	CONSTRUCTION ACTIVITY	YES	NO	INFECTION CONTROL RISK GROUP	
		TYPE A: Inspection, non-invasive activity			GROUP 1: Least Risk	
		TYPE B: Small scale, short duration, moderate to high levels			GROUP 2: Medium Risk	
		TYPE C: Activity generates moderate to high levels of dust, requires greater 1 work shift for completion			GROUP 3: Medium/High Risk	
		TYPE D: Major duration and construction activities Requiring consecutive work shifts			GROUP 4: Highest Risk	
CLASS I		1. Execute work by methods to minimize raising dust from construction operations. 2. Immediately replace any ceiling tile displaced for visual inspection.	3. Minor Demolition for Remodeling			
CLASS II		1. Provides active means to prevent air-borne dust from dispersing into atmosphere 2. Water mist work surfaces to control dust while cutting. 3. Seal unused doors with duct tape. 4. Block off and seal air vents. 5. Wipe surfaces with disinfectant.	6. Contain construction waste before transport in tightly covered containers. 7. Wet mop and/or vacuum with HEPA filtered vacuum before leaving work area. 8. Place dust mat at entrance and exit of work area. 9. Remove or isolate HVAC system in areas where work is being performed.			
CLASS III		1. Obtain infection control permit before construction begins. 2. Isolate HVAC system in area where work is being done to prevent contamination of the duct system. 3. Complete all critical barriers or implement control cube method before construction begins.	6. Vacuum work with HEPA filtered vacuums. 7. Wet mop with disinfectant 8. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction. 9. Contain construction waste before transport in tightly covered containers. 10. Cover transport receptacles or carts. Tape covering. 11. Remove or isolate HVAC system in areas where work is being performed/			
Date		4. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.				
Initial		5. Do not remove barriers from work area until complete project is thoroughly cleaned by Env. Services Dept.				
Class IV		1. Obtain infection control permit before construction begins. 2. Isolate HVAC system in area where work is being done to prevent contamination of duct system. 3. Complete all critical barriers or implement control cube method before construction begins.	7. All personnel entering work site are required to wear shoe covers 8. Do not remove barriers from work area until completed project is thoroughly cleaned by the Environmental Service Dept. 9. Vacuum work area with HEPA filtered vacuums. 10. Wet mop with disinfectant. 11. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction. 12. Contain construction waste before transport in tightly covered containers. 13. Cover transport receptacles or carts. Tape covering. 14. Remove or isolate HVAC system in areas where is being done.			
Date		4. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.				
Initial		5. Seal holes, pipes, conduits, and punctures appropriately. 6. Construct anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum cleaner before leaving work site or they can wear cloth or paper coveralls that are removed each time they leave the work site.				
Additional Requirements:						
Date Initials 12 Hour uninterrupted exchange required				_____ Exceptions/Additions to this permit Date Initials are noted by attached memoranda		
Permit Request By:				Permit Authorized By:		
Date:				Date:		

PRE-CONSTRUCTION RISK ANALYSIS

Date of Survey

Scope of Work

Area Surveyed

Project Name

Surveyors

		YES	N O	N/A
1	Will construction affect exit routes around construction site?			
2	Are any of the following environmental hazards present?			
	A. Asbestos			
	B. Hazardous Materials (Chemicals, Radiation, Biohazards, ect..)			
	C. Confined Spaces			
	D. Other			
3	Will any of the following systems be affected?			
	A. Fire Alarm			
	B. Sprinkler			
	C. Electrical			
	D. Water			
	E. Medical Gases			
	F. HVAC			
	G. Dust Control Measures			
	H. Wall/ceiling cutting& patching			
4	Do exits provide free and unobstructed egress?			
5	Will personnel receive additional training? If yes, When:-----			
6	Is there unobstructed access to fire extinguisher's/fire alarms/phones?			
7	Have all contractors been instructed on the "No Smoking Policy"?			
8	Do additional fire drills need to be conducted? If no, see below			
9	Are temporary partitions smoke tight/noncombustible/appropriately rated?			
10	Are construction personnel trained and fire equipment available?			
11	Will construction generate noise that exceeds the usual ambient noise levels?			
12	Will construction and equipment installation generate any vibrations that affect patient sensitive areas/equipment?			

SUBJECT: INTERIM LIFE SAFETY MEASURE (ILSM) POLICY
DEPARTMENT: FACILITIES AND ENGINEERING
AUTHOR: DIRECTOR OF ENGINEERING

PURPOSE :

To define the Interim Life Safety Measures (ILSM) implemented to protect occupants during periods when the Life Safety Code is not met or during periods of construction.

POLICY :

San Mateo Medical Center will institute and document Interim Life Safety Measures to temporarily compensate for hazards posed to buildings and grounds during construction and at any time there is a deficiency in meeting the Life Safety Code. The deficiencies are evaluated using the ILSM criteria checklist. ILSM are proactive administrative actions that are special measures to compensate for increased life safety risk. These include, but not limited to:

1. Ensuring free and unobstructed exits. Staff receives additional information/communication when alternative exits are designated. The hospital will post signage identifying the location of alternate exits to everyone affected.
2. Buildings or areas under construction must maintain escape routes for construction workers at all times, and the means of exiting construction areas are inspected daily.
3. Ensuring free and unobstructed access to emergency services and for fire, police, and other emergency forces.
4. Ensuring that fire alarm, detection, and suppression systems are in good working order. A temporary but equivalent system must be provided when any fire alarm and detection system is impaired.
5. Temporary systems must be inspected and tested monthly. The completion date of the tests will be documented.
6. Ensuring that temporary construction partitions are smoke-tight and built of noncombustible or limited combustible materials that will not contribute to the development or spread of fire.
7. Providing additional fire-fighting equipment.

Implementation: 5/95

Reviewed and Approved by:
Director of Engineering

Date: 5/98, 5/01, 5/04, 2/06, 6/09,6/12

(Cont'd.)

8. Providing additional training to those who work in the hospital on the use of fire-fighting equipment.
9. Prohibiting smoking throughout the organization's buildings and in and near construction areas.
10. Developing and enforcing storage, housekeeping, and debris-removal practices that reduce the building's flammable and combustible fire load to the lowest feasible level.
11. Conducting a minimum of two fire drills per shift per quarter.
12. Increasing surveillance of buildings, grounds, and equipment, with special attention to excavations, construction areas, construction storage, and field offices.
13. Training staff to compensate for impaired structural or compartmentalization features of fire safety.
14. Conducting organization wide safety education programs to promote awareness of fire-safety building deficiencies, construction hazards, and ILSMs.
15. The hospital notifies the fire department or the off-site monitoring company and initiates a fire watch when a fire alarm or sprinkler system is out of service more than 4 hours in a 24-hour period in an occupied building. Notifications and fire watch times will be documented.
16. The Interim Life Safety Measure (ILSM) policy will include criteria for evaluating when and to what extent the hospital follows special measures to compensate for increased life safety risk.

PROCEDURE :

Each of the above fourteen Interim Life Safety Measures will be implemented as per the following procedure:

1. If exits are compromised, alternate exits will be chosen and signs will be installed to guide visitors and staff alongside the safest route. Provide "No Exit" signs and provide new evacuation maps.
2. Special emphasis will be given in these areas to ensure free access to all.
3. a). A temporary, but equivalent system shall be provided when any fire system is impaired.
b). Temporary system must be inspected and tested monthly.

(Cont'd.)

- c). Documentation of the contractor's temporary fire system equivalent plan and inspecting and testing reports are to be submitted to the Director of Facilities.
4. Inspector of record to ensure compliance and document. Notification is given to all construction personnel before starting projects.
5. Additional fire extinguishers to be put in the compromised area by Engineering and staff training to be done at the time of delivery and as needed.
6. Notification will be given to all construction personnel before starting projects. Facilities Director, Safety and Security Officer will do additional monitoring in construction and adjacent areas.
7. Notification to be given to all construction personnel before starting projects. Facilities Director and Safety & Security Officer will do monitoring.
8. All major projects will have additional surveillance and monitoring of affected areas with emphasis on excavations, pedestrian and vehicle traffic flow, equipment and supply storage areas. Excavations are to be barricaded and well lit at night. Construction areas must be cleaned up each day.
9. Notification given to Facilities Director on any compartmental deficiencies and staff training will be done as needed.
10. The staff will be kept current on any affected ILSM's and actions at the appropriate meetings, e-mails.

INTERIM LIFE SAFETY MEASURES (ILSM) MATRIX KEY

ILSM # 1	Ensuring Egress	Provide and maintain alternative egress routes and exits, install temporary EXIT directional signage and provide training for using alternate exits. Inspect exits in affected areas on a daily basis
ILSM # 2	Emergency forces access	Ensure exterior building access points are unobstructed, maintain primary and/or alternate vehicular access and notify emergency response agencies when alternative access points are required
ILSM # 3	Emergency forces notification	Notify the fire department (or other emergency response group) and initiate a fire watch when a fire alarm or sprinkler system is out of service more than 4 hours in a 24 hour period in an occupied building
ILSM # 4	Ensuring operational life safety systems	Provide a temporary but equivalent fire alarm system when any fire system is impaired. Inspect and test temporary systems monthly
ILSM # 5	Fire Watch	See Fire Watch Policy
ILSM # 6	Temporary construction barriers	Temporary barriers must be smoke tight or made of non-combustible or limited combustible materials that will not contribute to the development or spread of fire
ILSM # 7	Additional fire fighting equipment	Provide additional firefighting equipment and training in it's use. Contractor is responsible in construction areas
ILSM # 8	Prohibiting smoking	Prohibit smoking throughout the facility including exterior construction sites
ILSM # 9	Controlling combustible loading	Monitor debris removal to maintain the lowest possible fire loading
ILSM # 10	Conducting 2 fire drills per shift in all areas	Conduct 1 additional fire drills per shift per quarter
ILSM # 11	Conducting 2 fire drills per shift in local area	Conduct 1 additional fire drills per shift per quarter
ILSM # 12	Increased hazard surveillance	Increase hazard surveillance of buildings, grounds and equipment including excavations, construction areas, staging areas, storage areas, field offices etc.
ILSM # 13	Compartmentation training of personnel	Provide training to compensate for impaired structural or compartmentalization features of fire safety
ILSM # 14	Conducting organizational training on life safety	Conduct safety education programs to promote awareness of construction hazards, building deficiencies and temporary measures
ILSM # 15	Conducting additional training of incident response plan	Conducting additional training of incident response plan

INTERIM LIFE SAFETY MEASURES EVALUATION CRITERIA

Date of Survey

Scope of Work

Project Location

Project Name

Project Manager

Facility Manager's Signature

		YES	NO	N/A
1	Will existing exit egress routes from occupied areas remain unchanged/impaired/blocked?			
2	Will exit stairs remain unobstructed and fire separated?			
3	Will existing corridor width be reduced?			
	Will the construction site require tailored traversing of egress to provide emergency exiting?			
4	Will the construction area require additional exit routes?			
3	Will fire and smoke compartments remain intact and unchanged?			
4	Will fire alarm system remain functional and unchanged?			
5	Will fire suppression systems remain functional and unimpaired?			
	Will a hot work permit be necessary for heat-producing activities that could be sources of ignition?			
6	Will construction area be separated by noncombustible smoke tight partitions?			
7	Will there be an increase in debris, trash, and/or combustible fire load?			
8	Will additional fire-fighting equipment be available in the construction area?			
9	Will construction workers be trained in the Facilities fire plan?			
10	Will construction workers be trained in the use of fire extinguishers?			
11	Will access to the Emergency Department be unobstructed?			
12	Will emergency access for the local fire department remain unobstructed?			
	Will special training to compensate for structural, compartment, or code deficiencies be needed?			
13	Other			
	Is an Interim Life Safety Measures Plan required?			

INTERIM LIFE SAFETY DAILY MONITORING

Date of Survey	
Inspector	
Area Surveyed	
Project Number	
Project Name	

YES NO N/A

A. EXITS			
1. Do exits provide free and unobstructed egress?			
2. Did personnel receive training for alternative exits?			
3. Are means of egress in construction area inspected daily?			
4. Is there free and unobstructed access to Emergency Department/Services and for emergency forces?			
B. FIRE EQUIPMENT			
1. Are fire alarms, detection, and suppression systems in an operational function?			
2. Are fire alarms, detection, and suppression systems impaired?			
3. Have temporary fire alarm, detection, and suppression systems been inspected and tested monthly?			
4. Have training and additional fire equipment been provided for personnel?			
C. FIRE SYSTEM			
1. Power properly secured at the end of each workday?			
2. Has the no smoking policy been implemented in and adjacent to the construction areas?			
3. Are construction areas free of storage and housekeeping materials, food, food waste, and debris for daily operations to reduce flammable and combustible fire load of the building?			
4. Has there been a minimum of two fire drills conducted per shift per quarter?			
5. Has hazard surveillance in construction area been inspected daily?			
6. Have safety education programs been conducted to ensure awareness of any Interim Life Measures Life Safety Code deficiencies and construction hazards.			
D. GENERAL SAFETY			
1. Is power properly secured at the end of each workday?			
2. Are hand and safety rails in place and in good condition?			
3. Are extension cords grounded and in good condition?			
4. Are power tools in good condition?			
5. Are hard hats used regularly?			
6. Are cutting and welding operations properly conducted?			
7. Are new employees instructed in Right-To-Know regulations?			
8. Do fire watch personnel receive appropriate training?			
9. Are all construction activities conducted in a safe manner?			
10. Does all scaffolding comply with OSHA requirements (1926.421)?			
11. Are employees trained in fall hazards in work areas near roof edge?			

E. INFECTION CONTROL			
1. No construction activity takes place within 25 feet of existing fresh air intakes?			
2. Materials used (i.e., fire retardants) comply with necessary safety regulations.			
3. Monitoring of impervious construction barriers to verify negative pressure.			
4. Demonstrated compliance with traffic patterns.			
5. Demonstrated compliance with appropriate use of cover garbs when outside construction area.			
6. Demonstrated use of appropriate equipment to prevent airborne particulate matter/debris; this includes HEPA filtration units, HEPA vacuum equipment, and continuous use of exhaust fans.			
7. Ducts remain sealed/capped.			
8. Doors are closed and gaskets/hardware are intact.			
9. Methods of debris transport are monitored and found to be consistent with processed designed to minimize airborne particulate matter/debris.			
10. All windows and doors remain closed to prevent circulation of dust/debris.			
11. Carpet or adhesive strips are clean and available at doorways for shoe dust collection.			
12. Areas are found to be cleaned at the end of each day.			
13. No signs of water leakage.			
11. No signs of pests.			

Additional Comments

Hospital Project Manager _____ Date _____

Contractor _____ Date _____

SUBJECT: ABOVE-CEILING WORK PERMIT
DEPARTMENT: FACILITIES AND ENGINEERING
AUTHOR: DIRECTOR OF ENGINEERING

POLICY/PURPOSE STATEMENT

San Mateo Medical Center is required by the 2000 Life Safety Code to ensure penetrations in fire and smoke partitions are sealed and to properly support wires above ceiling spaces. The penetrations and improperly supported wires are the result of utilities such as conduit, pipe, duct work, communication lines and television lines being installed without being properly supported and penetrations in walls not being properly sealed. This procedure outlines the Above Ceiling Work Permit Program.

PROCEDURE

1. An above ceiling Work Permit (see attached permit) is required for any work performed other than by Facilities & Engineering personnel above the ceiling level within the main building at San Mateo Medical Center, and must be secured prior to beginning any work. The permit may be secured from the Facilities & Engineering Department.
2. The permit must be completely filled out by the person requesting the permit and authorized by the Director of Engineering or his designee. The permit must be in the possession of the person performing the work at all times while the work is under way.
3. The person performing the work must notify the appropriate inspector prior to the commencement of work, before any work is concealed and after the work is completed. Work may not proceed until the inspections are complete.
4. Prior to beginning of any work, the area must be inspected by the persons desiring or performing the work and the appropriate inspector. Any pre-existing conditions should be noted on the permit.
5. All penetrations and attachments must be made in accordance with the Uniform Building Code, with California amendments, the 2000 Life Safety Code and the UL Fire Resistance Directory.
6. Supporting work from the ceiling grid is prohibited.

Implementation: 5/95

Reviewed and Approved by:
Director of Engineering

Date:

5/98, 5/01, 5/04, 2/06,
6/09,06/12

7. Any damage to the ceiling or other structures shall be repaired before the work is approved.

**SAN MATEO MEDICAL CENTER
ABOVE-CEILING WORK PERMIT**

Name----- Date-----

Department/Company-----

Phone-----Fax-----

Location-----Room #-----

Description of Work

Wiring to be installed or modified:

Communication-----	Door Control-----
Fiber Optic-----	Fire Alarm-----
Security-----	Telephone-----
Other-----	Electric low or high Voltage-----
HVAC-----	Television-----

How work will be supported:

Deck-----	Existing Casework-----
Existing piping or conduit rack-----	New pipe or conduit rack-----
Existing Cable Tray-----	New cable tray-----
Wall-----	Other-----

Will any penetration modifications be made to the visible ceiling or walls:

Yes----- No-----

Describe:

Start Date----- Time----- Completion Date----- Time-----

Authorized to Proceed -----Date-----

Interim Inspection-----Date-----

Final Inspection-----Date-----

SUBJECT: HOT WORK PERMIT
DEPARTMENT: FACILITIES AND ENGINEERING
AUTHOR: DIRECTOR OF ENGINEERING

PURPOSE

To define the steps that should be taken to issue a hot work permit to lessen the possibility of accidental fires in or around the hospital.

PROCEDURE

1. The hospital Supervising Stationary Engineer shall be solely responsible for issuing “hot work” permits to outside contractors and County Crafts personnel. The permit must be issued prior to the start of the work and returned to the Supervising Stationary Engineer at the time designated on the permit.
2. Before a “hot work” permit is issued, the work area shall be surveyed by the Supervising Stationary Engineer to determine if the area is free from combustible or hazardous materials and that adjacent equipment and operations are considered safe from any effects of the work.
3. All job sites involving “hot work” shall have a portable fire extinguisher of appropriate size and type at hand in the event an accidental fire is started. If the Supervising Stationary Engineer deems it necessary, a separate fire watch shall be maintained during the course of any “hot work.”
4. The Supervising Stationary Engineer shall write on the back of the permit any special conditions that must be met before the work proceeds. The permit is to be displayed in an open and prominent location at the job site.
5. No “hot work” shall be performed on natural gas or oxygen lines unless the lines have been isolated, purged, and inspected by the Supervising Stationary Engineer and a permit has been issued for the work.
6. During the course of all maintenance and contractor work, the job site shall be kept free of combustible material when “hot work” is in progress. This includes volatile and hazardous liquids which when in the presence of heat will give off combustible or toxic vapors.

Implementation: 5/95

Reviewed and Approved by:
Director of Engineering

Date:

5/98, 5/01, 5/04,
2/06, 02/09, 01/12

7. No welding or flame cutting of ventilation ducts shall be permitted under any circumstances.



HOT WORK PERMIT

The supervisor, in issuing this permit, certifies that all safety factors have been considered and cared for satisfactorily.

Return this permit upon completion of the job which it is to cover to the authorizing supervisor. The supervisor will write "complete", date and initial across the face of the permit.

AREA OF HOT WORK: _____

WORK TO BE DONE: _____

	YES	NO	N/A
1. Read the Hot Work Permit Procedure.			
2. Work area and equipment has been made free of flammable, combustible, and hazardous materials.			
3. Gas Test taken.			
4. Is a fire extinguisher on the job?			
5. Smoke alarms covered?			
6. Lines disconnected and/or blanked?			
7. Is a fire watch provided?			
8. Adjoining equipment and operations considered ok from standpoint of possible effect on the job.			
9. Other necessary precautions. SPECIFY:			

APPROVAL

I have personally checked the conditions necessary and as specified. I authorize this "Hot" work to begin.

APPROVED BY: _____ DATE: _____ TIME: _____

HOT WORK PERMIT IS GOOD FOR _____ HOURS ONLY.

THIS PERMIT CAN BE ISSUED FOR ONLY ONE SHIFT; IT BECOMES VOID AT THE END OF WORK SHIFT DAY.

**DEPARTMENT OF PUBLIC WORKS
SAN MATEO MEDICAL CENTER
FACILITIES & ENGINEERING DEPARTMENT
PHONE : (650) 573 2529
FAX : (650) 573 2027**

**UTILITY SYSTEM SHUTDOWN NOTICE
MUST BE SUBMITTED AT LEAST 3DAYS (72 HOURS) PRIOR TO SHUTDOWN**

System :

Location/Building :

Reason for Shutdown:

Date & Time of Work To Be Performed :

Areas Affected :

System Shutdown Sequence :

Name & Contact of the Person Requesting :

Name & Contact of the Responsible Person/Contractor :

Name of the Engineering Staff Assigned :
Shutdown Approved By :
Director of Engineering :
Supervising Stationary Engineer :

Notifications Made to the Departments :
E-mail :
Shutdown Notice Posted :

Note: Fire Alarm System Shutdown should be coordinated with PBX and Cal-Security. Keller Center to be notified before any strobes and chimes are tested.

SUBJECT: FIRE WATCH PROTOCOL
DEPARTMENT: FACILITIES AND ENGINEERING
AUTHOR: DIRECTOR OF ENGINEERING

POLICY

The Fire Watch Protocol will be initiated when the Fire Alarm and/or Sprinkler System malfunctions. This policy is applicable to medical all health and hospital facilities including the San Mateo Medical Center, Burlingame Long Term Care and Off-site clinics.

PURPOSE

To initiate appropriate action to ensure the safety and well being of the patients, residents, staff and visitors in the event of the Fire Alarm and/or Sprinkler System malfunctioning. Once the fire alarm and/or sprinkler system malfunction has been detected, the Fire Marshall and Facility Engineer will be notified. The Facility Engineer will immediately begin the investigation and repair the malfunction.

PROCEDURE

Every hour the designated person on duty will monitor the building by walking the unoccupied and occupied areas to check for the following conditions and complete the fire watch log. The designated personnel include security, engineering, and nursing supervisor staff that are knowledgeable and are trained to perform the fire watch functions.

1. Hallways, patient/resident rooms, mechanical/electrical spaces, roofs and unoccupied are free of fire hazards, combustibles or any other conditions that could develop into a fire hazard
2. Minimum clearances are maintained on hallways and exit pathways
3. Fire Extinguishers are full and dates are current
4. Malfunctioning equipment and supplies are out of service and labeled
5. Resident smoking confined to the smoking patio only and adherence to county/hospital smoking policy
6. Wall checked for hot spots
7. All areas checked for signs of smoke and/or combustion

The Fire Watch Protocol will be maintained until the Fire Marshall has given clearance.

Implementation: 5/95

Reviewed and Approved by:
Director of Engineering

Date:

5/98, 5/01, 5/04, 2/06,
06/09,06/12

If any smoke or combustion is identified during the fire watch, the PBX operators/receptionist must be notified immediately and follow the fire plan.

CONSTRUCTION RELATED TRAINING TO STAFF AND CONTRACTORS

1. Check in with Security Department/name tag
2. Exits
3. Emergency codes
4. Code Blue buttons and Nurse Call buttons
5. Fire alarm procedure
6. Location of Fire Extinguishers
7. Emergency phone number 2121
8. Paging number 3775
9. Smoking policy

Department -----

Contractor -----

Date -----

Staff Trainer-----

LIFE SAFETY DEFICIENCY RELATED STAFF TRAINING

1. Unit Concept – Defend In Place/”RACE”
2. Exits/Evacuation Procedure
3. Emergency codes
4. Fire alarm procedure
5. Location of Fire Extinguishers
7. Emergency phone number 2121
8. Paging number 3775
9. Smoking policy
10. Interim Life Safety Measures (ILSM) # (s) -----
11. Fire Safety Module Annual Training:
-Yes/No
-Completed Date-----

Department -----

Date -----

Staff Trainer-----

PROPOSAL

To the County of San Mateo
State of California

Bid Opening Date: August 30, 2016

San Mateo Medical Center Mechanical Controls Upgrade

1. SCOPE OF BIDS – The undersigned, doing business under the name of

_____ declares that the only persons or parties interested in this Proposal as Principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; that he has carefully examined the location of the proposed Work, the annexed proposed form of Agreement, and the Contract Documents therein referred to; that he proposes, and agrees if this Proposal is accepted, that he will contract with the County of San Mateo, in the form of the copy of the Agreement annexed hereto, and do all the Work and furnish all the materials specified in the Contract Documents for the following amount(s). The base bid, unit price bids, alternate bids, allowances, as applicable, shall include all labor, materials, equipment, supervision, overhead, profit, and incidentals necessary to complete the Work in accordance with the Contract Documents. The Base Bid will be used to determine the low bidder.

2. BASE BID – Base bids shall include all Work shown in the Contract Documents. Show base bid in words and numbers. The base bid is the initial contract amount.

_____ Dollars

(\$ _____)

3. UNIT PRICES: Indicate in Bid Form

4. ALLOWANCES: Not used

5. ALTERNATES: Indicate in Bid Form

6. CONTRACT – If written notice of the acceptance of this bid is mailed or delivered to the undersigned within ninety (90) calendar days after the date of opening of the bids, or any time thereafter before the bid is withdrawn, the undersigned will, within ten (10) calendar days after the date of such mailing or delivering of such notice, execute and deliver a contract in the Form of Agreement present in these Contract Documents and give Payment and Performance Bonds in the form provided in these Contract Documents. The undersigned designates the address provided in Section 14

of this proposal to be the office to which such notice of acceptance may be mailed or delivered.

7. TIME OF COMPLETION – We propose, if awarded the Contract, to complete this entire work within Contract Time specified in the Special Provisions.

8. BONDS – The undersigned agrees, if awarded the Contract to execute within ten days, two corporate surety bonds as called for in the “Instruction to Bidders”.

9. INSURANCE – Our Public Liability and Property Damage Insurance is placed with:

Our Workers Compensation Insurance is placed with:

10. ADDENDA – Addenda bound with Contract Documents or issued during the time of bidding, are to be included in the proposal, and in the Contractor's Work. **The undersigned agrees it is the Bidder’s sole responsibility to confirm receipt of addenda, if any, that shall be posted on the Department of Public Works website home page no less than 48 hours before bid is due.**

11. ADDENDA RECEIPT – The receipt of the following addenda is acknowledged:

ADDENDUM NO. _____ DATE _____

ADDENDUM NO. _____ DATE _____

ADDENDUM NO. _____ DATE _____

12. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

13. CONTRACTOR'S LICENSE – The undersigned agrees, if awarded the contract, to maintain and keep current through the completion of the contract the valid licenses for the work to be performed as required by the California Contractors License Law and all other applicable licensing requirements.

License No.	License Class	Expiration Date
-------------	---------------	-----------------

14. By the signature below, the bidder certifies, under penalty of perjury, the accuracy of the representations made in this Proposal.

Dated _____, 20_____.

Company
Business Type _____Corporation _____Partnership _____Sole Proprietorship

State of Incorporation of Location of Business Registration_____

Signed _____

Title_____

Print Name_____

Address_____

Phone:_____ Fax:_____

Tax I.D. No._____

NOTE: If Bidder is a partnership, give full names of all partners.

15. DESIGNATION OF SUBCONTRACTORS – In compliance with the provisions of Secs. 4100-4108 of the Public Contracts Code of the State of California, and any amendments thereof, each bidder shall set forth below the name, the location of the place of business, and the California contractor license number of each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the Work in an amount in excess of one-half of one percent of the Contractor's bid to Owner.

Division of Work, Name, Business Address, California Contractor License Number

Attach additional pages as necessary. Indicate none or number of pages attached:

_____ pages attached.

San Mateo County Medical Center Mechanical Controls Upgrade Bid Form

	Date	
	Company	
	Salesperson	
	Title	
	This proposal includes all bid documents through Addendum	

	Base Scope	Bid Price
	Central Plant	
	Administration Wing	
	North Addition	
	Nursing Wing	
	Clinics	
	Diagnostic Treatment	
	All other work	
	Total EMCS	\$0

	Alternate Pricing (see Section 230900 1.03A for complete descriptions)	
1	Provide CopperCube Trend Log Archiver	

	Unit Pricing	
1	Each electric damper actuator, spring return	
2	Each electric damper actuator, non-spring return	
3	Each temperature sensor, room, with display	
4	Each temperature sensor, room, no display	
5	Each temperature sensor, duct, single point	
6	Each temperature sensor, duct, averaging	
7	Each temperature sensor, water	
8	Each temperature sensor, water, extra precision	
9	Each humidity sensor	
10	Each CO2 sensor	
11	Each differential pressure transmitter, duct (existing pickups reused)	
12	Each differential pressure transmitter, room (existing pickups reused)	
13	Each differential pressure transmitter, water (existing pickups reused)	
14	Each magnetic insertion flow meter	
15	Each vortex shedding flow meter for steam	
16	Each ball valve and actuator in lieu of a new actuator retrofit on existing ball valve	
17	Each butterfly valve and actuator in lieu of a new actuator retrofit on existing butterfly valve	
18	Each ball valve and actuator	
19	Each isolation valve replacement, pipe freezing required	
20	Each isolation valve replacement, no pipe freezing required	
21	Each current switch	
22	Each air flow switch	
23	Each air pressure safety switch	
24	Each water flow switch	
25	Each low temperature limit switch	
26	Each hot tap for new thermowell	
27	Each cooling-only VAV box, including new controller, devices, programming and Cx.	
28	Each VAV reheat box, including new controller, devices, programming and Cx.	
29	Each single zone air handler, including new controller, devices, programming and Cx.	
30	Each single zone air handler with VFD, including new controller, devices, programming and Cx.	
31	Each air handler without VFD, including new controller, devices, programming and Cx.	
32	Each air handler with VFD, including new controller, devices, programming and Cx.	
33	Each fixed speed exhaust fan, including new controller, devices, programming and Cx.	

NONCOLLUSION DECLARATION
(To Be Executed By Bidder and Submitted With Bid)

Project: San Mateo Medical Center Mechanical Control Upgrade

The undersigned declares:

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

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

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____date], at _____city], _____state]."

Signature

Title

BID BOND

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

_____, as Principal and

_____, as Surety, are hereby held and firmly bound unto the County of San Mateo in the State of California, as represented by the County Board of Supervisors, hereinafter called the "Owner" in the sum of

_____ Dollars (\$_____)

for payment of which sum, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

The condition of the above obligation is such that, whereas the Principal has submitted to the Owner a certain Bid, attached hereto and hereby made a part hereof, to enter into a contract in writing for (PROJECT NAME, PROJECT ADDRESS, PROJECT NUMBER) in strict accordance with contract documents.

NOW, THEREFORE,

a. If said Bid shall be rejected, or, in alternate

b. If said Bid shall be accepted and the Principal shall execute and deliver a contract in the Form of Agreement attached hereto and shall execute and deliver Performance and Payment Bonds in the Forms attached hereto (all properly completed in accordance with said Bid), and shall in all other respects perform the agreement created by the Acceptance of said Bid.

Then, this obligation shall be void; otherwise, the same shall remain in force and effect, it being expressly understood and agreed that the liability of the Surety for any and all default of the Principal hereunder shall be the amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligation of said Surety and its bond shall be in no way affected or impaired by any extension of the time within which the Owner may accept such Bid, and said Surety does hereby waive notice of such extension.

IN WITNESS WHEREOF, the above-bounden parties have executed this instrument under their several seals this _____ day of _____, 20__, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

In presence of:

(Individual Principal) (Seal)

(Business Address)

Attest: _____
(Corporate Principal)

(Business Address

By _____ (Affix
Corporate
Seal)

Attest: _____
(Corporate Surety)

(Business Address)

By _____ (Affix
Corporate
Seal)

The rate or premium on this bond is _____ per thousand.

Total amount of premium charge, \$ _____
(The above must be filled in by Corporate Surety.)

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM
QUESTIONNAIRE

THIS QUESTIONNAIRE MUST BE COMPLETED IN FULL BY AN OFFICIAL OF THE
COMPANY AND SUBMITTED WITH THE BID

Project: San Mateo Medical Center Mechanical Controls Upgrade,
222 W39th Avenue San Mateo CA, Project Number PE026

Company Name: _____

Name of Company Official: _____

Phone: _____ Date: _____

1. _____ Yes _____ No Have you read and are you acquainted with the Equal Employment Opportunity Requirement of Executive Order 11246, Title VII of the Civil Rights Act of 1964, Section 503 of the Rehabilitation Act of 1973, the California Fair Employment Practices Act and Title 2, Chapter 2.50 of the San Mateo County Ordinance Code?

2. _____ Yes _____ No Is it the policy of your company to recruit, hire, train, upgrade, transfer, compensate, and discharge without regard to race, religion, color, national origin, age, ancestry, physical or mental disability, sexual orientation, or sex?

3. _____ Yes _____ No Have you appointed an Equal Employment Opportunity Officer? Give his name, position in the company, office address, and phone number.

4. _____ Yes _____ No Does your employment advertising state that you are an Equal Opportunity Employer?

5. _____ Yes _____ No Have all recruitment sources been advised that all qualified applicants will be considered for employment without regard to race, religion, color, national origin, age, ancestry, physical or mental disability, sexual

orientation, or sex?

6. Yes No Were any employees hired by means other than the union hiring hall in the past year?

How many? _____

What positions? _____

7. If non-union personnel are employed by the company, or if a position cannot be filled by the union hall, specify the advertisement and recruitment sources that are used. (For example, State HRD, newspapers, high schools, vocational schools, referral agencies/organizations, community groups).

8. How many apprentices do you employ? _____

How many of these are minorities? _____

9. Yes No Do you have a program for upgrading and counseling present employees?

Describe: _____

10. Yes No Do you have a collective bargaining agreement with a labor union or other organization?

Please list these groups: _____

11. What percentage of your work force is covered by union agreement? _____

12. _____ Yes _____ No Have you advised the labor union and/or worker organization of your company's responsibility under the Equal Employment Opportunity Program?

13. _____ Yes _____ No Does your company's collective bargaining agreement include a provision for non-discrimination in employment?

14. _____ Yes _____ No Have you notified all subcontractors submitting bids to you that they will be subject to the same minority employment requirements should you be the successful bidder?

15. Describe any previous experience with Equal Employment Opportunity Programs:

16. State what Equal Employment Opportunity Program you plan to take in connection with this project:

If your company has a written Equal Employment Opportunity Program now in effect, please attach a copy of it.

CERTIFICATION OF COMPLIANCE
WITH LAWS PROHIBITING DISCRIMINATION

We are in compliance with the Equal Employment Opportunity Requirement of Executive Order 11246, Title VII of the Civil Rights Act of 1964, the California Fair Employment Practices Act, Section 503 of the Rehabilitation Act of 1973, and any other federal or state laws relating to equal employment opportunity and the provisions of Title 2, Chapter 2.50 of the San Mateo County Ordinance Code and the Board established guidelines implementing them.

We will not discriminate against any employee or applicant for employment based on race, religion, color, national origin, age, ancestry, physical or mental disability, sexual orientation, or sex. This pertains to the areas of recruitment, hiring, training, upgrading, transfer, compensation, and termination.

CERTIFICATION OF INTENT

We will develop and implement, during the course of the work concerned, an Equal Employment Opportunity Program of hiring and employment conducted without regard to race, religion, color, national origin, age, ancestry, physical or mental disability, sexual orientation, or sex of the applicants. With this certification we shall submit any and all information which may be required by the County in connection with this program.

Signature and Title of Authorized Representative

Date _____

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM
CONTRACTOR REPORT FORM

THIS REPORT MUST BE COMPLETED IN FULL AND SUBMITTED WITH THE BID

Project: San Mateo Medical Center Mechanical Controls Upgrade,
222 W39th Avenue San Mateo CA, Project Number PE026

Company Name: _____

Date: _____

RACIAL/ETHNIC MAKEUP OF THE COMPANY

Be sure to include the total of all employees in each classification in the first column, not just minorities. Report the number of employees enrolled in formal on-the-job (apprenticeship) training programs in parenthesis () for each classification.

Minority Employees										
Job Classification	Total All Employees	Ethnicity								
		American- Indian or Native Alaskan	Asian	Native Hawaiian or Pacific Islander	Black American or African American	Caucasian	Filipino	Hispanic or Latino (1)	Other (2)	Unidentified (3)
Total(s)										

Notes: (1) "Hispanic" includes all persons of Mexican, South and Central American, Puerto Rican, Cuban or Spanish ancestry.
 (2) "Other" includes all others whose origin consists of two or more races other than Hispanic or Latino.
 (3) Use this category for employees who have chosen not to identify any race or ethnicity, including "Other".

CONTRACTOR'S DECLARATION FORM

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED WITH THE BID

Project: San Mateo Medical Center Mechanical Controls Upgrade,
222 W39th Avenue San Mateo CA, Project Number PE026

I CONTRACTOR INFORMATION

Contractor Name: _____ Phone: _____

Contact Person: _____ Fax: _____

II EQUAL BENEFITS (check one or more boxes)

Contractors with contracts in excess of \$5,000 must treat spouses and domestic partners equally as to employee benefits.

- Contractor complies with the County's Equal Benefits Ordinance by:
offering equal benefits to employees with spouses and employees with domestic partners.
offering a cash equivalent payment to eligible employees in lieu of equal benefits.
Contractor does not comply with the County's Equal Benefits Ordinance.
Contractor is exempt from this requirement because:
Contractor has no employees, does not provide benefits to employees' spouses, or the contract is for \$5,000 or less.
Contractor is a party to a collective bargaining agreement that began on _____ (date) and expires on _____ (date), and intends to offer equal benefits when said agreement expires.

III NON-DISCRIMINATION (check appropriate box)

- Finding(s) of discrimination have been issued against the Contractor within the past year by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or other investigative entity. Please see attached sheet of paper explaining the outcome(s) or remedy for the discrimination.
No finding of discrimination has been issued in the past year against the Contractor by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or any other entity.

IV EMPLOYEE JURY SERVICE (check one or more boxes)

Contractors with original or amended contracts in excess of \$100,000 must have and adhere to a written policy that provides its employees living in San Mateo County up to five days regular pay for actual jury service in the County.

- Contractor complies with the County's Employee Jury Service Ordinance.
Contractor does not comply with the County's Employee Jury Service Ordinance.
Contractor is exempt from this requirement because:
the contract is for \$100,000 or less.
Contractor is a party to a collective bargaining agreement that began on _____ (date) and expires on _____ (date), and intends to comply when said agreement expires.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Signature

Name

Date

Title

ANTI-TRUST LAWS QUESTIONNAIRE

THIS QUESTIONNAIRE MUST BE COMPLETED IN FULL AND SUBMITTED WITH THE BID

Project: San Mateo Medical Center Mechanical Controls Upgrade,
222 W39th Avenue San Mateo CA, Project Number PE026

Company Name: _____

In accordance with instructions from the State of California Attorney General's Office, with regard to California and Federal Anti-Trust Laws, answers to the following must be included with the bid.

1. _____Yes _____No Were bid depository of registry services used in obtaining subcontractor bid figures in order to compute your bid?
2. If the answer to No. 1 is "Yes" please list the subcontractors using a bid depository or registry service.

3. _____Yes _____No Did you have any source of subcontractor's bids other than bid depositories?
4. _____Yes _____No Has any person or group threatened you with subcontractor boycotts, union boycotts, or other sanctions to attempt to convince you to use the services or abide by the rules of one or more bid depositories?

Date: _____ Name: _____

Nature of the threats: _____

Additional comments: _____

AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, a Political Subdivision of the State of California, hereinafter called the "County", and _____, hereinafter called the "Contractor".

WITNESSETH that the Contractor and the County, in consideration of the mutual covenants, considerations and agreements herein contained, agree as follows:

STATEMENT OF WORK – The Contractor shall furnish all labor and materials and perform all work for: (PROJECT NAME, PROJECT ADDRESS, PROJECT NUMBER) in strict accordance with the Contract Documents.

TIME FOR COMPLETION – The work shall be commenced on a date to be specified in the Notice to Proceed issued by the County and shall be completed within (WORDS & NUMBERS) calendar days.

COMPENSATION TO BE PAID TO CONTRACTOR – The County will pay and the Contractor will accept in full consideration for the performance of the contract, subject to additions and deductions and procedures for payment as provided therein, the sum of _____ (\$_____) which is the Contractor's Bid. The Contract as defined in paragraph 1.1 of the General Conditions constitutes the sole agreement of the parties hereto relating to said work and correctly states the rights, duties, and obligations of each party as of the document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing.

PREVAILING WAGE RATES - In accordance with the provisions of Section 1770 of the Labor Code, the Board of Supervisors of the County of San Mateo has ascertained the prevailing rate of wages applicable to the work to be done, which prevailing wage rates have been established as indicated in the Notice to Bidders and are incorporated herein by reference.

The Contractor's attention is further directed to the following requirements of State Senate Bill SB 854 (Stat. 2014, chapter 28), effective January 1, 2015:

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

registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

- (3) This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

IN WITNESS WHEREOF, the parties hereto on the day and year first above written have executed this agreement in three counterparts, each of which shall, without proof or accounting for the other counterparts, be deemed an original thereof.

COUNTY OF SAN MATEO

A Political Sub-Division of the State of California

Attest:

By _____
President, Board of Supervisors

John Maltbie, County Manager
Clerk of the Board of Supervisors

Contractor

By _____

File: F:\users\Capital Projects\Operations Manual\Project Manual Front End Docs\019 Agreement

Board.doc

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS:

That WHEREAS, the County of San Mateo hereinafter designated as the "County," has awarded to **[Fill in Contractor's Name]** hereinafter designated as the "Principal," a contract dated **[Fill In Contract Award Date]** hereinafter designated as the "Contract," which Contract is by this reference made a part hereof, for the work described as San Mateo Medical Center Mechanical Controls Upgrade, 222 W39th Avenue San Mateo CA, Project Number PE026

And WHEREAS, pursuant to law, the Principal is required, before entering upon the performance of the work, to file a good and sufficient bond with the body by whom the Contract is awarded to secure the claims to which reference is made in Sections 9550 to 9566 and 9100 to 9364 both inclusive, of the Civil Code of California.

NOW THEREFORE, THESE PRESENTS WITNESSETH:

That the said Principal and the undersigned _____,
(Surety's Name)

as corporate Surety, are held and firmly bound unto all laborers, material men and other persons referred to in said statutes in the sum of

Dollars (\$ _____)

lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, or assigns, jointly and severally, by these presents.

The condition of this obligation is that if the above bonded Principal, contractor, person, company or corporation, or his or its sub-contractor, fails to pay any claimant name in Section 9100 of the Civil Code of the State of California, or amounts due under the Unemployment Insurance Code, with respect to work or labor performed by any such claimant, that the Surety on this bond will pay the same, in an amount not exceeding the aggregate sum specified in this bond, and also, in case suit is brought upon this bond, a reasonable attorney's fee, which shall be awarded by the court to the prevailing party in said suit, and attorney's fees to be taxed as costs in said suit.

It is hereby expressly stipulated and agreed that this bond shall inure to the benefit of any and all persons, companies and corporations entitled to file claims under Section 9100 to 9364 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this bond.

This bond is executed and filed to comply with the provisions of the act of

Legislature of the State of California as designated in the Civil Code, Sections 9550-9566 inclusive, and all amendments thereto.

Should the condition of this bond be fully performed, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

And the said Surety, for value received, hereby stipulates and agrees that no change will be made which increases the total Contract price more than twenty percent (20%) in excess of the original Contract price without notice to the Surety, then, this obligation to be void, otherwise to remain in full force and virtue.

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

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety this _____ day of _____, 20____.

Principal

Surety

Signature

Signature

Printed Name

Printed Name

Address for Notices:

NOTE: Notary acknowledgement for Surety and Surety's Power of Attorney must be attached.

PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS:

That WHEREAS, the County of San Mateo, hereinafter designated as the "County," has awarded to (CONTRACTOR'S NAME), hereinafter designated as "Principal," a contract dated (CONTRACT AWARD DATE), hereinafter designated as the "Contract," which Contract is by this reference made a part hereof, for the work described as San Mateo Medical Center Mechanical Controls Upgrade, 222 W39th Avenue San Mateo CA, Project Number PE026.

And WHEREAS, Principal is required to furnish a bond in connection with the Contract, guaranteeing the faithful performance thereof;

NOW THEREFORE, THESE PRESENTS WITNESSETH:

That the said Principal and the undersigned, (SURETY'S NAME), as corporate Surety, are held and firmly bound unto the County in the sum of

_____ Dollars (\$_____) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

The condition of this obligation is such, that if the Principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of said Contract during the original term of said Contract and any extensions thereof that may be granted by the County, with or without notice to the Surety, and during the life of any guarantee required under the Contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications of said Contract that may hereafter be made, notice of which modifications to Surety being hereby waived, on Principal's part to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify, defend, protect, and hold harmless the County as stipulated in the Contract, then this obligation shall become and be null and void; otherwise it shall be and remain in full force and effect.

No extension of time, change, alteration, modification, or addition to the Contract, or of the work required thereunder, shall release or exonerate Surety on this bond or in any way affect the obligation of this bond; and Surety does hereby waive notice of any such extension of time, change, alteration, modification, or addition.

IN WITNESS WHEREOF, this instrument has been duly executed by the
Principal and Surety this _____ day of _____, 20_____.

Principal

Surety

Signature

Signature

Printed Name

Printed Name

NOTE: Notary acknowledgement for Surety and Surety's Power of Attorney must be attached.

The above bond is accepted and approved this _____ day of _____, 20_____.

(Contractor's or Subcontractor's own letterhead)

GUARANTEE FOR San Mateo Medical Center Mechanical Controls Upgrade,
222 W39th Avenue San Mateo CA, Project Number PE026

We (Contractor's name) hereby guarantee (Trade or Work Scope)

beginning _____ for _____ year(s) in accordance with the Contract Documents.

We agree to repair or replace to the satisfaction of the Owner any and all such work that may prove defective in workmanship or materials within that period, ordinary wear and tear and unusual abuse or neglect excepted, together with all other work which may be damaged or displaced in so doing.

In the event of our failure to comply with the above-mentioned conditions within seven calendar days after being notified in writing, we collectively and separately do hereby authorize the Owner to proceed to have the defects repaired and made good at our expense, and will pay the costs and charges therefore immediately upon demand.

I hereby certify that I am authorized to sign this document.

Date _____

(Signature of Subcontractor)

Print Name and Title

Date _____

(Signature of Contractor)

Print Name and Title

(Contractor must co-sign with Subcontractor)



COUNTY OF SAN MATEO WASTE MANAGEMENT PLAN

Case/Group Number(s):

BLD _____ — _____

Project Address:

Street _____

City _____

SUBMIT TO:

County of San Mateo
Public Works Department – RecycleWorks
555 County Center, 5th Floor
Redwood City, CA 94063
Mon. – Fri. 8:00-12:00, 1:00-4:00

INFORMATION AND SUPPORT: www.RecycleWorks.org/con_dem
1-888-442-2666

WMP REQUIRED BECAUSE PROJECT IS A

- Demolition ≥ \$5000
- Construction project ≥ \$250,000
- Construction ≥ 2000 sq. ft.
- Remodel

SECTION ONE: PERMIT APPLICATION

This Waste Management Plan (WMP) must be completed, submitted for review, and approved to obtain a building permit. Separate WMPs must be completed for demolition and construction at the same site unless the building department requires only one permit.

STEP 1: PROJECT INFORMATION – FILL OUT THE FOLLOWING INFORMATION

Applicant's Name: _____ Owner's Name: _____

Contact Phone Number: _____ Fax Number: _____

Check one: Owner Architect Builder Owner/Builder Other _____

Contractor: _____ Contact Phone Number: _____

Project Type(s): New Remodel Addition Demolition

Project Square Footage: _____

Does this project fall under the Green Building Ordinance requirements? Yes No

Project Description: _____

Estimated Completion Date: _____

STEP 2: WASTE MANAGEMENT REQUIREMENTS

REQUIREMENTS: You are required to recycle or re-use 100% of inert solids (asphalt, brick, concrete, dirt, fines, rock, sand, and stone) and 50% of all other construction and demolition debris.

I understand that I am required by San Mateo County Ordinance No. 04099 to salvage, reuse, or recycle **100% of inert solids** (asphalt, brick, concrete, dirt, fines, rock, sand, and stone) and a **minimum of 50%** of all other construction and demolition debris (C&D). _____ (Initial)

I understand that failure to meet the requirements of Ordinance No. 04099 shall constitute a misdemeanor, and shall be punishable by imprisonment in the county jail for up to 6 months, or by a fine of up to \$1,000, or both. In addition a stop order on the job or a delay of final approval may occur. _____ (Initial)

At the completion of this project, or more frequently if required, all weight tags or other equivalent documentation from salvage, recycling and waste facilities will be provided to the County of San Mateo and I understand that I may not be issued my final inspection unless all receipts and documentation are submitted to the County of San Mateo Public Works Department. _____ (Initial)

Please only include construction and demolition waste weight tags; no household waste.

STEP 3: RECYCLING CONSTRUCTION AND DEMOLITION DEBRIS – ANSWER THE QUESTIONS AND FILL OUT THE TABLE BELOW.

SALVAGE AND REUSE:

What materials will be salvaged? _____
 Salvage Company (if applicable): _____
 What materials will be reused on site? _____
 How will this be documented? _____

MATERIAL TRANSPORTATION:

Will you be using a hauling company, debris box company or hauling the material yourself? (Check one.)
 Hauler Debris Box Self-haul
 If using a hauling or debris box company, which company? _____
 Have they been notified that the diversion of 50% mixed debris is required? Yes No

WASTE MANAGEMENT PLAN:

Check the materials you anticipate generating and fill in the facilities that you plan to use.

SECTION ONE			
Category	Material	√	Reuse, Recycling or Disposal Facility
MIXED C&D	Mixed debris *		
INERTS	Asphalt		
	Bricks		
	Concrete		
	Dirt		
	Other inert solids		
SOURCE SEPARATED	Cardboard		
	Metals		
	Wood		
	Roofing		
	Carpet		
	Drywall		
	Green Waste		
	Other		
DISPOSAL	Waste		

**One compliance option is to take all loads of mixed debris to a facility that will sort your loads of mixed debris. The sorting facilities listed in our Construction Site Recycling Guide will satisfy the County's requirement.*

The undersigned hereby agrees to comply with the Waste Management Plan as submitted and is the owner or authorized agent to sign for the owner of this project.

Applicant Signature _____ **Date** _____

County Approval: Approved Approved with comments Denied

All original receipts, weight tags and documentation for salvage, recycling, and disposal must be submitted:
 On completion of project Other _____

DPW Approval: _____ Date _____
 Building Official Approval: _____ Date _____

COUNTY OF SAN MATEO WASTE MANAGEMENT PLAN

Address _____
 Case/Group Number(s): _____
 BLD _____ — _____

SECTION TWO: FINAL REPORT APPROVAL

Please complete this section, have it approved by the Public Works Department, and then submit to the Development Review Center for final approval no later than 30 days after completion of the demolition or construction project.

This section must be completed and signed, and all original receipts or other supporting documentation must be attached in order to receive final project approval.

CATEGORY	DATE	MATERIAL/ITEMS	FACILITY	WEIGHT (TONS)	VOLUME (CU. YD.)
MIXED C&D WASTE					
SALVAGE					
INERTS Asphalt, bricks, concrete, dirt, rock, sand, soil, stone					
SOURCE SEPARATED Cardboard, wood, metal, sheetrock, wire, carpet, yard trimmings, (reusable items)					
DISPOSAL					

- All original receipts or equivalent documentation for salvage, recycling, and disposal are hereby attached.
- This project has recycled all of the inert solids and at least 50% of all other debris generated.

Applicant Signature _____ **Date** _____

County Approval: Approved Approved with comments Denied

DPW Approval: _____ Date _____

Building Official Approval: _____ Date _____